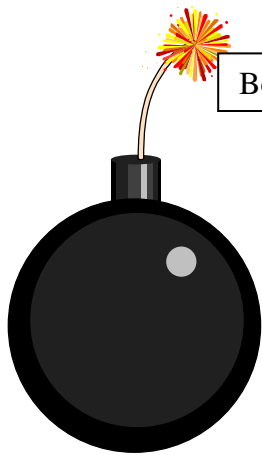


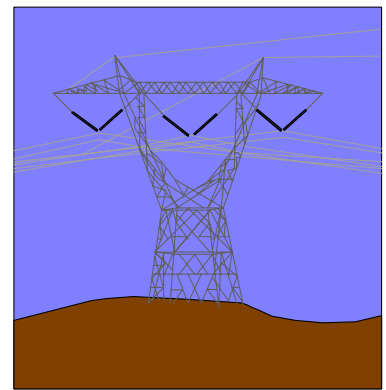
EMERGENCY RESPONSE PLAN

for the University
of Michigan-Dearborn



Bomb Threat

Power Failure &
Utility Emergency



Fire & Explosion



Severe Weather



Hazardous Material/
Chemical Spill



Criminal Activity



Evacuation Plan

Medical & First Aid



Prepared by: The Department
of Public Safety &
Environmental Health

EXECUTIVE SUMMARY

The University of Michigan-Dearborn (UM-D) is concerned with protecting the safety and health of the campus community. This "Emergency Response Plan" was developed to prepare the University faculty and staff for emergencies. This plan does not cover every conceivable situation but provides the basics to handle most Campus emergencies.

A collaborative effort is essential in planning, developing, and successfully implementing the initiatives described in this plan.

The Emergency Response Plan at the University of Michigan-Dearborn is segregated into the following sections:

[Section 1: Emergency Response Overview](#)

[Section 2: Responsibilities](#)

[Section 3: Emergency Procedures](#)

[Section 3A: Pre-Emergency Planning](#)

[Section 3B: Evacuation Procedures](#)

[Section 3C: Fire & Explosion Procedures](#)

[Section 3D: Tornado & Severe Weather Procedures](#)

[Section 3E: Medical & First Aid Procedures](#)

[Section 3F: Power Failure & Utility Emergency Procedures](#)

[Section 3G: Hazardous Material & Waste Spill Emergency Procedures](#)

[Section 3H: Bomb Related Emergency Procedures](#)

[Section 3I: Criminal Activity](#)

[Section 3J: Violence in the Workplace](#)

[Section 3K: Psychiatric Emergency Procedures](#)

[Section 4: Training, Drills, and Exercises](#)

[Section 5: Periodic Testing of Alarms](#)

[Section 6: Plan Review & Amendments](#)

[Appendix A: Area Emergency Coordinators List](#)

[Appendix B: Classes of Fires & Fire Extinguisher Instructions](#)

[Appendix C: Designated Shelter Area List](#)

[Appendix D: Bomb Threat Report Form](#)

[Definitions](#)

[Acronyms](#)

This manual is a dynamic tool that will grow and develop over time. The Department of Public Safety & Environmental Health will review and update this document as needed.

EMERGENCY RESPONSE OVERVIEW

INTRODUCTION

The University of Michigan-Dearborn (UM-D) is concerned with providing a safe environment for students to learn and employees to work. Critical to this goal is being prepared and knowledgeable about what to do in the event of an emergency. Planning and preparation is a shared responsibility.

PURPOSE

The purpose of this Emergency Response Plan (ERP) is to establish a framework for the UM-D to safely and effectively respond to an emergency in order to protect lives and property through the effective use of University and Campus resources. These efforts are to include assessing an emergency situation, coordinating a response effort between internal departments, governmental agencies, or response teams. Most importantly, ensuring individuals are informed, safely evacuated or sheltered and accounted for with reasonable assurance.

This guide incorporates many regulatory requirements concerning the development and implementation of a campus emergency plan into one meaningful and usable document. This guide shall act as the University's evacuation plan as required by the U.S. Occupational Safety and Health Administration (OSHA) and the Michigan Occupational Safety and Health Administration (MIOSHA), as well as a general safety plan required by the U.S. Department of Transportation (DOT).

RELEVANT DOCUMENTS

The University of Michigan-Dearborn's Contingency Plan
Chemical Hygiene Plan-Department Specific

MEDIA RELATIONS

Only authorized spokesperson(s) for the University will meet or talk with the media. All media questions are to be directed to the University Relations Office at extension 3-5555.

TYPES OF EMERGENCIES

The types of emergency situations covered in this plan are:

1. Pre-Emergency Planning
2. Evacuation Procedures
3. Fire & Explosion Procedures
4. Tornado & Severe Weather Procedures
5. Medical & First Aid Procedures
6. Power Failure & Utility Emergency Procedures
7. Hazardous Material & Waste Spill Emergency Procedures
8. Bomb Related Emergency Procedures
9. Criminal Activities
10. Violence in the Workplace
11. Psychiatric Emergencies

RESPONSIBILITIES

CHANCELLOR (or designee)

- Responsible for the overall health and safety of the campus community.
- Works with the Vice-Chancellor of Business Affairs, the Director of Public Safety & Environmental Health and others in assessing the emergency preparedness of the University.

DEANS, DIRECTORS & DEPARTMENT HEADS

- Designate individuals or teams responsible for developing "department-specific" emergency instructions above and beyond the emergency procedures identified in this document that are unique to that department or work area.
- Inform all employees of the emergency condition.
- Designate an Area Emergency Coordinator. See [Appendix A](#) for the Area Emergency Coordinator list and the [Area Emergency Coordinator Responsibility](#) information in this section.
- Inform the Department of Public Safety of the individual(s) identified as Area Emergency Coordinator.
- Ensure adequate emergency procedures, training, personal protective equipment (PPE), and safety equipment is in place to respond to foreseeable emergencies.
- Ensure laboratories have developed, implemented, and are up-to-date and fulfill the "department-specific" Chemical Hygiene Plan.
- Ensure non-laboratory units that handle hazardous materials are in compliance with the UM-D Hazard Communication Program and other applicable programs.
- Ensure the required hazardous chemical inventory is accurately maintained, updated at least annually, posted in a conspicuous location, and a copy is provided to Public Safety.
- Ensure that hazardous chemicals are appropriately labeled.

DEPARTMENT OF PUBLIC SAFETY & ENVIRONMENTAL HEALTH

- The Director, or designee, will act as the Incident Commander (IC) during emergencies.
- Ensure an adequate number of individuals are trained as Incident Commanders.
- Coordinate communication and provide site security during an emergency.
- Initiate spill response efforts to contain hazardous spills.
- Provide emergency access to secured areas.
- Initiate and monitor building evacuations and in-place sheltering.
- Monitor campus emergency warning and evacuation systems.
- Provide traffic control with the assistance of General Services.
- Ensure that evacuation routes and emergency procedures are developed and posted.
- Notify and conduct liaison activities with appropriate outside organizations such as fire, police, and other emergency services.
- Coordinate and monitor evacuation and protective shelter drills.
- Act as Safety and Health Officer, when necessary.
- Investigate all reported health and safety related incidents.
- Conduct inspections and provide safety recommendations.
- Provide assistance in the areas of environmental, health and safety to all departments and assist in researching, understanding, and complying with state, federal and local environmental, health and safety regulations.
- Routinely inspect fire extinguishers.
- Assist departments in the coordination and/or development of employee safety training.

- Annually review the Emergency Response Plan and revise as needed.

FACILITIES MANAGEMENT DEPARTMENT

- Develop and implement procedures for specific emergencies for all critical operations, activities.
- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provide vehicles, equipment, and operators for movement of personnel and supplies. Assign vehicles as required to the command post established by the Incident Commander and assist in barricading the emergency scene.
- Furnish emergency power, lighting, and heating/cooling as required.
- Survey habitable space and relocate essential services and functions.
- Assist individuals, prior to an emergency, to act as the automatic sprinkler control operator, fire pump operator, and utilities operator.
- Test, service, and repair emergency equipment consistent with established rules, regulations, guidelines, and/or manufacturers recommendations.

UNIVERSITY RELATIONS

- Receive incident/emergency information from the Incident Commander or designee.
- Establish liaison with the news media for dissemination of information as requested by the Chancellor.
- Establish liaison with local radio and television stations for public announcements.
- Arrange and conduct media tours under direction of the Incident Commander or designee.
- Advise the Chancellor/designee of all news concerning the extent of the disaster affecting the campus.
- Prepare news releases for approval and subsequent release to media concerning the emergency.
- Establish a media center, as necessary, during an emergency situation to coordinate emergency information and briefing to the media.

FACULTY, STAFF, & SUPERVISORS

- Educate students or staff members concerning the University's emergency procedures, and evacuation procedures for their building and/or area.
- Inform students or staff members of an emergency, and initiate emergency procedures as outlined in this plan.
- Report all safety hazards to Public Safety.
- Inform all students and staff members to conform to building evacuation guidelines during any emergency and to report to a designated assembly area outside the building. See [Evacuation Procedures](#).

AREA EMERGENCY COORDINATORS (AEC)

The responsibility of the area emergency coordinator is to spread information throughout your respective area of the conditions when notified by Public Safety.

Primary responsibilities are:

1. Notify persons within their area of the need to stop working and evacuate or seek protective shelter.

2. Advise occupants to remain calm, not to run, panic, or use the elevators.
3. Direct persons to evacuation assembly areas or protective shelters.
4. Instruct occupants to stay in the evacuation assembly areas or protective shelter until the "ALL CLEAR" is heard or are notified of the "ALL CLEAR" by a representative of Public Safety.
5. Notify Public Safety of known missing persons.
6. Any injuries are to be reported to Public Safety (911 or extension 3-5333) immediately.
7. Issue further instructions and updates to individuals as necessary.
8. Following the "ALL CLEAR", instruct occupants to proceed with caution watching for broken glass, electrical wires, trip hazards, chemical hazards, etc.

NOTE: Work with faculty and supervisors prior to an incident so everyone knows their role. Faculty members having students with disabilities in their class should discuss emergency evacuation procedures with the person ahead of time. Additional care should be taken to ensure individuals with known mobility, hearing, visual disability, or other concerns are assisted to the designated shelter area using the "buddy system". Faculty and supervisors are encouraged to be the last to leave their area.

NON UM-D DEPARTMENTS

Risk Management UM-AA

- Provide general risk management support to UM-D.
- Process the [Employee Injury or Illness Report form](#).
- Compile the OSHA 300 Occupational Injury and Illness Log.
- Administer the University of Michigan's Worker Compensation program.

Environmental Emergency Response Contractor

UM-D maintains, on retainer, at least one environmental contractor capable of responding to emergencies involving hazardous materials. The contractor's employees have the appropriate training and equipment to respond promptly and safely to hazardous material situations beyond the immediate capabilities of UM-D employees.

EMERGENCY PROCEDURES

3A. PRE-EMERGENCY PLANNING

Departmental Emergency Response Plans

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

Emergency Warning Systems - The emergency warning systems (fire & weather) are checked periodically by Public Safety to ensure they are functioning properly. Problems with any system will be reported to Facilities Management for immediate service and repair. The following systems are the methods used to notify building occupants of an emergency situation:

- Fire alarms in all buildings - except the Fairlane Pony Barn and the Grounds Building. Fire Alarm Tone...*Intermittent horn bursts.*
- Internal Weather Alert siren, a *continuous siren tone for 3 to 5 minutes*, within the following buildings:
 - AB Administration Building
 - ASC Academic Support Center
 - CA CASL Annex
 - CIS Computer & Information Science Building
 - ELB Engineering Lab Building
 - FLC Fairlane Cottages
 - FLPB Fairlane Pony Barn
 - FLPH Fairlane Powerhouse
 - FH/IA Fieldhouse/Ice Arena
 - HFE Henry Ford Estate-Fairlane
 - KM Kindergarten Module
 - MSEL Manufacturing Systems Engineering Lab
 - ROC Recreation & Organization Center
 - SB Science Building
 - ML Mardigian Library
- External Weather Alert siren a *continuous siren tone for 3 to 5 minutes*
 - ML Mardigian Library roof
 - SSB Social Sciences Building roof
- Telephone "Fan-Out" – Area Emergency Coordinators will be contacted by Public Safety.
- Electronic Mail - Urgent messages will be sent to “All Faculty & Staff” regarding weather emergencies.

Evacuation Map(s) - Evacuation and shelter maps are posted within each University building and maintained by Public Safety.

Employee Training - inform all employees of shelter locations, their role during an emergency, or information pertaining to specialty operations within your department.

Material Safety Data Sheets (MSDS) - Material safety data sheets must be readily available at or within close proximity to stored hazardous materials. Departments using hazardous materials are responsible for ensuring a current MSDS is on file within the department and on file with Public Safety. This means that as new products are purchased and that the chemical inventory is updated, a MSDS must be on site and available to employees working with the materials as well as on file with Public Safety. The main MSDS repository is located within the Natural Sciences Department.

Hazardous Material/Chemical Inventory - Departments and academic units storing or working with hazardous materials are required to maintain, update at least annually, post in a conspicuous location an accurate hazardous material chemical inventory and provide a copy to Public Safety by February of each year. The inventory must include as a minimum the following:

- Chemical name
- Maximum quantity of material on site at any given time
- Average quantity of material on site at any given time
- Exact storage location(s)
- Name of the manufacturer/supplier
- Indicate if you have a current MSDS on file

3B. EVACUATION PROCEDURES

In the event an emergency should occur requiring a building or several buildings to be evacuated, University employees shall follow the following procedures unless directed otherwise by Public Safety.

Building Evacuation

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

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

3. Faculty, supervisors, and AEC will advise the people in their area to:
 - Remain calm. Do not run, panic, or cause others to panic.
 - Instruct students and employees to quickly gather in small groups of 3-4 people and use the "buddy system" when seeking protective shelter or evacuating the building.
 - Identify the assembly area for occupants to meet.
 - Quickly and orderly go to the nearest exit. **DO NOT USE ELEVATORS.**
 - Stay together and exit the building to the assembly area.
4. Faculty and supervisors shall take additional care to ensure that individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest exit using the "buddy system". In the event, an individual with a mobility disability is not on a ground

floor; assist them to a safe area near a stairwell. Notify Public Safety of their location so the Fire Department can be notified. Professors and supervisors are encouraged to be the last to leave their area.

5. Shut off equipment, close windows and doors, only if it can be done without risk to safety and health.
6. Upon safe evacuation of the building, streets, fire lanes, hydrant areas, and walkways must be kept clear for emergency vehicles and personnel. Public Safety should be notified of unaccounted/missing persons at 911 or 3-5333 from a campus telephone or 313.593.5333 from a cell phone.
7. Do not return to the evacuated building unless directed to do so by a Public Safety representative.

Campus Area Evacuation

1. Evacuation of all or part of the campus will be announced by the Incident Commander or designee. Persons are to immediately vacate the area in question and relocate to another location as directed by the Incident Commander.

Aftermath

1. The Incident Commander or designee will review the area with a representative from Facilities Management to ensure it is safe to return. The Incident Commander or designee will issue an "ALL CLEAR" when the affected area is safe to return.
2. As the University returns to normal operations and occupants return to their respective work areas and classrooms, all individuals need to be aware of hazards that may exist:
 - broken glass
 - electrical wires
 - tripping hazards
 - partial power equipment
 - chemical hazards
3. Report hazards to your supervisor and to Facilities Management at extension 3-5270. Do not attempt to make any repairs or enter an area in which hazards are present.

3C. FIRE & EXPLOSION PROCEDURES

Prior to a fire related emergency, know the location of fire extinguishers, fire exits, evacuation routes, and fire pull box stations in your area and know how to use them. Ensure you have the appropriate extinguisher(s) for the potential types of fires that could occur within your work area. See [Appendix B](#) for the types of fires and extinguishers and how to use a fire extinguisher.

In the Event a Fire Occurs

1. Promptly evacuate the area and activate the building's fire alarm by pulling the pull box station, which reports directly to Public Safety. Shut off equipment and terminate fuel sources to the fire, only if it can be done without risk to your safety and health.
2. All fires must be IMMEDIATELY reported to Public Safety by dialing 911 from any campus phone or 313.593.5333 from a cell phone. Reporting should be done from a safe location while providing the following information:

- Your name, department, current location and phone number
 - Location of the fire (building and room number)
 - Description of the fire (size, material involved, how long it has been burning and what actions have been taken)
 - The extent of injuries, if appropriate
 - If someone is trapped
3. If a minor/incipient fire appears controllable, IMMEDIATELY contact Public Safety. Only attempt to put out a fire if you have been trained and it can be done without risk to your safety and health. Directions on how to use a fire extinguisher can be found in [Appendix B](#).
 4. For a large fire, IMMEDIATELY notify Public Safety, if time permits, or activate the building's fire alarm by pulling the pull box station. Then evacuate the building.
 5. When the building fire alarm is sounded, all building occupants are required to proceed quickly to the nearest marked exit and alert others to do the same. Close all doors and windows to confine the fire and reduce the supply of oxygen, only if it can be done safely without endangering yourself. DO NOT LOCK DOORS. Follow the [Evacuation Procedures](#).
 6. Assist individuals with disabilities in exiting the building or direct them to the nearest stairwell to await rescue. Notify Public Safety that there is an individual awaiting rescue. DO NOT USE ELEVATORS.
 7. Remember smoke is the greatest danger in a fire. In the event you are evacuating from an area filled with smoke be sure to keep your head close to the floor where the air is less toxic. Avoid liquids on the floor that might be harmful chemicals. Feel a door for heat before opening it. Heat indicates a fire may be present on the other side.
 8. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 9. Do not return to an evacuated building until directed to do so by the Incident Commander or a Public Safety representative.

Trapped in a Building during a Fire

If you become trapped inside a building during a fire do the following:

- DO NOT PANIC
- Keep all doors and windows closed.
- Place an article of clothing (shirt, coat, etc.) outside or inside the window, as a marker for the rescue crew. DO NOT LEAVE THE WINDOW OPEN.
- Place wet towels into openings to prevent smoke from entering the area.
- Stay near the floor where the air will be less toxic.
- Shout at regular intervals to alert rescue crews of your location.

Aftermath

1. The Incident Commander or designee will review the area with a representative from Facilities Management to ensure it is safe to return. The Incident Commander or designee will issue an "ALL CLEAR" when the affected area is safe to return.

2. As building and University operations return to normal and building occupants return to their respective work areas and classrooms, all individuals need to be aware of the following hazards that may exist:
 - Broken glass and other sharp objects
 - Tripping hazards
 - Electrical wires
 - Partial power to equipment
 - Chemical hazards
3. Hazards should be reported to your supervisor and to Facilities Management at extension 3-5270. Do not attempt to make any repairs or enter an area in which hazards are present.

3D. TORNADO & SEVERE WEATHER PROCEDURES

Tornado and Severe Weather

1. If time permits, Public Safety will contact the AEC (See [Appendix A](#) for liaison list) in each building via our telephone “fan-out” system to advise that a severe weather **watch** is in effect. Coordinators will spread the alert throughout their respective areas. A **watch** simply means SEVERE WEATHER IS LIKELY TO DEVELOP – everyone should STAY ALERT TO CHANGING WEATHER CONDITIONS.
2. If severe weather becomes imminent, a **warning** will be sounded via the weather emergency warning system on campus. A **warning** means a SEVERE THUNDERSTORM IS IN THE AREA, OR A TORNADO HAS BEEN SIGHTED and IS DUE TO ARRIVE in the area. Should a **warning** be issued, you will hear a continuous SIREN tone for 3 – 5 minutes. This is your cue to SEEK COVER IMMEDIATELY. (See [Appendix C](#) for a list of shelter locations).
3. Faculty members having students with disabilities in their class should discuss emergency evacuation procedures with the person ahead of time. Additional care should be taken to ensure individuals with known mobility, hearing, visual disability, or other concerns are assisted to the designated shelter area using the “buddy system.”
4. Area Emergency Coordinators will direct occupants to the nearest designated shelter area whenever notified of a **warning**. Area Emergency Coordinators will advise the people in the area to:
 - a. Remain calm. Do not run, panic or cause panic.
 - b. Instruct students and employees to quickly gather in small groups of 3-4 people and use the “buddy system” when moving to the nearest shelter.
5. Area Emergency Coordinators will notify Public Safety of unaccounted person(s) known to them.
6. An **all-clear signal** will be sounded or notification will be made by a Public Safety representative once the threat has passed. The **all clear signal** consists of a series of short siren bursts, each of which lasts approximately 10 seconds. You may then safely leave the designated shelter area. As building and university operations return to normal and building occupants return to their respective work area and classrooms, all individuals need to be aware of the following hazards that may exist:
 - broken glass & other sharp objects
 - trip hazards

- electrical wires
- partial power to equipment

Severe Winter Weather

1. The Chancellor & Senior Officers will determine campus closing due to inclement weather. Decisions to officially close the campus due to inclement weather or hazardous driving conditions are transmitted to all major radio and television stations for broadcast. A separate Weather Phone Number (313.436.9157) has been established which lists school-closing information. Closings will also be posted on the UM-D home webpage at <http://www.umd.umich.edu>

See Definitions.

3E. MEDICAL & FIRST AID PROCEDURES

Reporting a Medical Emergency

University policy indicates that all medical emergencies must be reported immediately to Public Safety. If you require, or become aware of an individual who requires emergency medical care, immediately:

1. Call Public Safety at extension 3-5333 or 911 from any campus phone. Provide the following information to the Public Safety Communication Officer:
 - Your name & phone number
 - The name of the individual, if known
 - Description of individual requiring medical attention
 - Exact location of the individual (building & room number)
 - Describe what is happening
 - Any other relevant information
2. Do not hang up the phone until the Public Safety Communication Officer has indicated that you have provided all of the necessary information.

Only individuals trained in first aid & CPR should respond directly to medical emergencies.

3F. POWER FAILURE & UTILITY EMERGENCIES PROCEDURES

General Information

In the event of a power outage or utility failure, University employees shall follow the procedures below, unless directed otherwise by Public Safety:

- During regular business hours (8:00 a.m. through 5:00 p.m., Monday – Friday) notify Facilities Management at extension 3-5270.
- Public Safety at extension 3-5333 for assistance and provide the following information:
 - Your name and telephone number
 - Exact locations of the area(s) experiencing a loss of power (building and room number).
 - After hours, holidays and weekends, notify Public Safety at extension 3-5333. (The Public Safety Communication Officer will notify the appropriate Facilities Management Personnel).

Electrical/Power Failure

- Notify Facilities Management at extension 3-5270 (during normal business hours).
- Notify Public Safety at extension 3-5333 or 911 from a campus telephone.
- Do not light candles.
- The natural lighting in campus buildings may be insufficient to illuminate corridors and stairs for safe exiting. Having a flashlight and portable radio available for emergencies is recommended.
- Emergency lighting provides a limited time of illumination for the purpose of assisting individuals in exiting the building safely.

Elevator Failure

- If trapped in an elevator, use the emergency telephone located in the elevator to notify Public Safety (not all elevators have an emergency phone). The phone will automatically connect to Public Safety or use a cell phone to contact Public Safety at 313.593.5333.
- If there is no telephone in the elevator, activate the emergency alarm (located on the panel) it will signal for help. Periodically call for help if the above is not effective.
- If you discover an elevator is not working or discover someone trapped inside, immediately contact Public Safety at 313.593.5333.

Plumbing Failure/Flooding/Water Leaks

- Stop using all electrical equipment.
- Notify Facilities Management at extension 3-5270 (during normal business hours).
- Notify Public Safety at extension 3-5333 or 911 from a campus telephone.
- If necessary, immediately evacuate the area.

Gas Leaks

- Treat all gas leaks seriously.
- Stop all operations.
- DO NOT TOUCH ANY LIGHT SWITCHES OR ELECTRICAL EQUIPMENT.
- Notify Facilities Management at extension 3-5270 (during normal business hours).
- Notify Public Safety at 911 from a campus telephone or extension 3-5333.

Steam Line Failure

- Notify Facilities Management at extension 3-5270 (during normal business hours).
- After hours, notify Public Safety at 911 from a campus telephone or extension 3-5333.
- Evacuate if necessary.

Ventilation Problems

- Notify Facilities Management at extension 3-5270 (during normal business hours).
- After hours, notify Public Safety at 911 from a campus telephone or extension 3-5333.
- Evacuate if necessary.

Other Building Related Problems

- Notify Facilities Management at extension 3-5270 (during normal business hours).
- After hours, notify Public Safety at 911 from a campus telephone or extension 3-5333.
- Evacuate if necessary.

3G. HAZARDOUS MATERIAL/WASTE SPILL EMERGENCY PROCEDURES

This section serves as a guide to assist employees in dealing with hazardous material/waste spill emergencies on the UM-D campus. This section incorporates and references the Department of Public Safety's Contingency Plan, but is not intended to supersede the Contingency Plan.

Whenever a spill or release of hazardous material is discovered:

- **Immediately notify your supervisor.** If your supervisor is unavailable or uncertain contact Public Safety at 911 from a campus telephone or extension 3-5333.
- **Secure the area** so only individuals who have proper training are admitted. If assistance is needed in securing the area contact Public Safety at 911 from a campus telephone or extension 3-5333.
- Your supervisor or Public Safety will determine if the spill or release is incidental or an emergency release (See [Definitions](#)).
- Once the type of spill is determined, follow the actions below depending on the type of spill or release.

Incidental Spill - Employee Cleanup

If a spill or release is of a known material and determined to be an incidental spill or release within the response capabilities of the employees working in the area, **notify your supervisor**, follow departmental guidelines and Environmental Protection Agency (EPA) guidelines to perform the cleanup. Be sure cleanup can be done safely. Follow your department's Standard Operating Procedures (SOPs) or Chemical Hygiene Plan (CHP).

The following steps should be taken during an incidental spill or release:

- Secure the area.
- Obtain a copy of the Material Safety Data Sheet (MSDS). Read and familiarize yourself with the health and safety, cleanup and disposal information provided in the MSDS. You may want to keep the MSDS available during cleanup.
- Enter into a hazardous situation only if you have proper training (hazard communication, laboratory safety, confined space entry, hazardous material response). **Protect yourself.** Before engaging in spill cleanup activities proper PPE is required. Make sure all skin surfaces are covered and gloves protect against the hazards posed by the spilled or released material. It is a good idea to wear two sets of gloves, one as a primary barrier, and the second as a thin layer, in the event the primary barrier fails. When cleanup is completed, be sure to wash your hands and other potentially affected areas.
- Avoid breathing vapors and having any direct contact with the spilled or released material. **If a respirator is required than the spill is not incidental.** Call Public Safety at 911 from a campus telephone or extension 3-5333.
- Remove all potential sources of ignition, if possible.
- Prevent the spread of dusts and vapors.
- Contain and control the spread of the liquid spill. Make a dike around the outside edge of the spill. Use absorbent materials such as spill pillows, vermiculite, or a spill kit to contain and neutralize the spill.
- To absorb the liquid, add absorbents to the spill, working from the spill's outer edges toward the center.
- Contain, collect and cleanup residues.
- Dispose of the waste properly. Keep cleanup materials separate from general trash; this includes personal protective equipment. Contact Public Safety at extension 3-4914 for

guidance in packaging and labeling cleanup residues. Promptly place all cleanup wastes in appropriate hazardous waste receptacles.

- Decontaminate the area and affected equipment. Clean all reusable spill equipment thoroughly before storage. Replace spill cleanup materials used.
- Document the incident and provide a copy to Public Safety.

Emergency Release - *Immediately Notify the Department of Public Safety & Environmental Health*

If a release is uncontrollable, involves an unknown material, or in a quantity and nature beyond capabilities of employees working in the area, **secure the area**, and immediately call Public Safety.

- Call Public Safety at 911 from a campus telephone outside of the immediate spill area of danger and provide the following information:
 - Your name, title and department
 - Telephone number where you are located
 - Your exact location and location of the emergency release
 - Any injuries or exposures
 - Describe the container(s) or equipment involved
 - Labeling and any other relevant information you can identify from a safe distance
 - Type of material (solid, liquid, gas)
 - Specific name of the material if known
 - An estimated quantity of material released
 - Estimated rate of flow of released material
 - Protect nearby storm or sanitary sewers
- Public Safety will take all necessary actions.
- If evacuation is necessary follow the [Evacuation Procedures](#).

3H. BOMB RELATED EMERGENCY PROCEDURES

Suspicious Object/Packages Observed

- If you observe a suspicious object, package, or potential bomb on campus, **DO NOT APPROACH OR HANDLE THE OBJECT**. Clear the area and immediately contact Public Safety at 911 from a campus telephone or extension 3-5333 and provide the following information:
 - Name and telephone number,
 - Location of the suspicious object (building and room number),
 - Description of suspicious object, if possible.

Bomb Threat via the Telephone (See [Appendix D](#) for a Bomb Threat Report Form)

- Any person receiving a bomb threat telephone call should attempt to ask the caller the following:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?

f. What is your name?

- Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of the caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller
 - e. Any background noise
 - f. Other relevant information
- Immediately report the call to Public Safety at 911 or extension 3-5333.
- Public Safety will take necessary action.
- If instructed to evacuate by a Public Safety representative, walk quickly to the nearest exit and advise others to do the same. Follow [Evacuation Procedures](#).

3I. CRIMINAL ACTIVITY

Incidents of assault, vandalism, theft, threats, or any other acts of a criminal nature should be reported immediately to Public Safety. The department is in full operation 24-hours a day, 365 days a year. Emergency phones are located all over campus or use any campus phone and dial 911 or 3-5333.

3J: VIOLENCE IN THE WORKPLACE

Violence in the workplace should be a major concern for everyone. Headlines across the country bring to our attention the degree of cruelty and violence that can arise in any location be it an assembly line or an office. Keeping that in mind, the University will be offering an on-going workshop on this topic. It is highly recommended that department heads, office managers, and general staff take advantage of these programs and learn to recognize the warning signs and ways to defuse or reduce the likelihood of an incident in your workplace.

As a dean, director, manager, or supervisor you can play a very important role in curbing an act of violence or in helping to prevent outside personal problems from spilling over into your office.

Get to know your staff well enough to be able to tell when "changes" in their appearance, personality, or performance may be signals of serious problems at home or in the workplace.

Report threats or individuals that keep returning to argue with the staff and show an increase in violent behavior to Public Safety at 911 or 3-5333.

Notify Public Safety and utilize the resources available to keep situations from escalating into acts of violence.

3K: PSYCHIATRIC EMERGENCY PROCEDURES

Psychiatric Emergencies

Contact Public Safety at 911 or 3-5333 from a campus telephone.

Psychiatric Evaluations

Contact Counseling and Support Services at extension 3-5430 or 313.593.5430 (from a cell phone).

TRAINING, DRILLS AND EXERCISES

EMPLOYEE & NEW EMPLOYEE ORIENTATION/TRAINING

All University employees will be familiar with the response plan. The new employees' supervisor is responsible for providing the emergency information in this plan to the employee. Supervisors are to ensure their employees understand what to do in the event of an emergency. Supervisors are responsible for reviewing the following items with each employee:

- The contents of this plan.
- Primary and secondary evacuation routes.
- Shelter areas.
- Location of fire alarm pull stations, safety showers and eye wash stations.
- Procedures for reporting and responding to emergencies.
- Familiarize employees with hazards likely to be associated with the work area and protective measures that must be followed.

In order to ensure the success of the ERP, supervisors will provide training to their employees at the following times:

- Initially when the plan is distributed.
- New employee orientation.
- As updates and revisions to the ERP are made.

Drills

Pre-announced drills will be held annually and coordinated through Public Safety. Each department shall participate in the drill. Public Safety personnel will monitor and assist in drill activities. Following a drill, departments are encouraged to perform a self-assessment of their ability to quickly evacuate. Public Safety will be available upon request to assist in departments' self-assessments.

PERIODIC TESTING OF ALARMS

PERIODIC TESTING OF ALARMS & EMERGENCY EQUIPMENT

- Public Safety will inspect all campus fire extinguishers and hoses monthly and replace those requiring service.
- Public Safety will ensure annual certification of fire extinguishers and hoses.
- Public Safety will test eyewash and showers periodically.
- Public Safety will inspect emergency telephones monthly.
- Facilities Management annually will test the fire alarm systems throughout campus.
- Facilities Management & Public Safety will test the weather alert siren annually.

PLAN REVIEW & AMENDMENTS

PLAN REVIEW AND AMENDMENTS

This ERP will be periodically reviewed by Public Safety and amended as needed. The frequency of the plan review will be determined as follows:

- An annual review will occur to determine if changes to the facilities, personnel, operations, materials used and stored have changed requiring an amendment.
- A review will be completed whenever substantial changes occur to the facility design, construction, operation, maintenance, or some other way that increases the potential for fire, explosion, or release of hazardous material.
- Amendments will occur when emergency liaisons or responsibilities change.
- The effectiveness of the plan will be reviewed following an emergency that requires implementation of this plan.

APPENDIX A

2006 AREA EMERGENCY COORDINATORS

ACADEMIC SUPPORT CENTER (ASC)

Armenian Research Center	*DENNIS PAPAZIAN	110	3-5181
	Gerald Ottenbreit	110	3-5181
Institutional Research	* ROMA HEANEY	240	3-5353
Child Development Center (CDC) [Office and Cottage A (ext. 35019) are open until 5:30 p.m. Office will contact Cottage A.]			
	*LINDA LAPANSEE	103	3-5424
	Lia Simpson	103	3-5424
	Jennifer Bauer	103	3-5424

ADMINISTRATION BUILDING (AB)

Chancellor's Office	* ADELE HENRY	1070	3-5500
	Cindy Moehring	1070	3-5252
Business Affairs	* TERRY IANNI	1090	3-5110
Financial Services & Budget	*CYNTHIA KECSKES	1161	3-5410
	Rachel Jordan	1161	3-5412
Institutional Advancement	* MICHELLE BARNES	1040	3-5393
	Kristen Elliott	1040	3-5555

CAMPUS SUPPORT SERVICES (CSS)

Parking	* BONNIE SOUTHERLAND	1200	3-5481
	Judy Harris	1200	3-5480
Facilities Management	* TAMMY CASEY (contact boiler operator after 4:30pm)	1100	3-5270 3-5010
Public Safety	* KATHY MILLIGAN	1315	3-9953

CASL BUILDING (CB)

<i>First floor</i>			
CASL Records & Advising	* MARLLIS SHANNON	1039	3-5293
	Jean Wyr	1039	3-5293
<i>Second floor</i>			
Administration	* MARLENE PRUITT	2002	3-5491
Mathematics & Statistics	Belinda Soliz	2014	3-5414
<i>Third floor</i>			
Humanities	* CARRIE LANDRUM	3011	3-5433
	Carla Gilbert	3011	3-5433
<i>Fourth floor</i>			
Behavioral Science	* RICK STRAUB	4012	3-5520
	Staci Yocom	4012	3-5520

COMPUTER & INFORMATION SCIENCE (CIS)

*KATE MARKOTAN	105	6-9145
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COMPUTER WING (CW)

	*BETH CONNORS	1144	3-3431
	Charlotte Saskewitch	1143	3-5519
(After 5:00pm) – Weekends Lab Desk	This person changes daily	CW	3-5073
Information Support Services (ISS) (M-F 8:00am-5:00pm)	*LINDA DOLL	1129	3-5221
	Lori Kornelson	1129	3-5459
	Jeanette Frederick	1129	3-5358

2006 AREA EMERGENCY COORDINATORS

<u>ENVIRONMENTAL INTERPRETIVE CENTER (EIC)</u>			
	*RECEPTION DESK	EIC	3-5338
	Mike Perrin	EIC	3-6371

<u>ENGINEERING COMPLEX (EC)</u>			
Industrial & Manufacturing Systems Engineering	* LISA BEACH	2343	3-5272
	Shelly Harris	2340	3-5361
Mechanical Engineering	*CONNIE LAWSON	1343	3-4913
	Rebekah Dewberry	1340	3-5241
Dean's Office (Engineering Administration)	* KATHY TAMBORINO	2190	3-9141
	Geoffrey Hosker	2180	3-5290
	Kimberly Lewandowski	2180	3-5290

<u>ENGINEERING LABORATORY BUILDING (ELB)</u>			
First Floor	* MICHAEL SOLSTAD	127	3-5024
	Matt Brown	127	3-5024
Second Floor			
Electrical & Computer Engineering	* KAREN CLAIBORNE	206	3-4352
	Jesse Cross	231	3-5025

<u>FAIRLANE CENTER (FC)</u>			
School of Education	* MARY FULMER	252	3-3893
	Joann Otlewski	262	3-5006
School of Management	*BEVERLY TUROWSKI	141	3-5462
	Pamela Chmiel	141	3-5248
	Karen Leventis	B17	3-5336
	Victoria Hage	A26	3-5230
	Susan Wells	167	3-5322
	*TONI SINGER	FC	390-1244

<u>FIELD HOUSE/ICE ARENA (FH/IA)</u>			
(M-F 8:00am-5:00pm)	*TINA COWAN	205	3-5540
	Mike Gibson	FH	3-5673
After hours & Weekends	Staff Assistants	FH	3-5371
	*Staff Assistants	Wellness Center	3-4599
	(If no answer, contact in person if time & situation permits)		

<u>GABRIEL RICHARD CENTER (GRC)</u>			
	* Megan Maloney	GRC	271-6000

<u>GROUNDS BUILDING (GB)</u>			
(M-F, Until 4:00p.m.)	* ROBERT CROCKER		3-3702
(Sat and Sun)	* Contact Bravo on duty via radio		

<u>HENRY FORD ESTATE -FAIRLANE (HFE)</u>			
(M-F 7:00am-5:00pm)	*GARY RODGERS	HFE	3-5638
	Gail Raby	HFE	3-5128
(M-F after 5:00pm; Sat. & Sun. various hours) Food Storage Area	* MARCUS REISH	Kitchen	3-5034
	* ERNIE GONZALEZ	Kitchen	3-5033
	No Designated Person	Kitchen	3-5033/3-5990

<u>KINDERGARTEN BUILDING & OFFICE (MOD 29)</u>			
(May stay until 5:00pm)	*KATHY FILIPIAK	MOD 29	3-5421

<u>MANUFACTURING SYSTEMS ENGINEERING LABORATORY BUILDING (MSEL)</u>			
(M-F until 5:00pm)	* SHERRY BOYD	118	3-5582
(After 5:00pm)	General Area (<i>whoever answers</i>)		3-5346

*This is the primary contact person.
(Revised June 28, 2006)

2006 AREA EMERGENCY COORDINATORS

<u>MARDIGIAN LIBRARY (ML)</u>			
(M-F 7:30am-4:00pm)	* DIANE LEACH	4064	3-5446
(M-F 8:00am-4:00pm)	Kathy Irwin	1270	3-5598
(Sat 10:00am-6:00pm)	* BETH WOOD	Circ	3-5559
	Circulation	Circ	3-5559
(F-4:00pm-8:00pm)	* BETH WOOD	Circ	3-5559
(Sun-Thurs 12:00pm - 11:45pm)	* DEBBIE DRAZEK	1270	3-5695
	Mary Gunn	1270	3-5597

<u>PROFESSIONAL EDUCATION CENTER (PEC)/EPD</u> (Mon-Fri, 8am-5pm; Closed Sat & Sun unless by request)			
	* SUSAN GUINN	2040	3-3892
	Jeanne Girard	2020	3-4000
After 5:00pm when classes are in session:	* PUBLIC SAFETY & SECURITY	to notify each classroom	

<u>POWERHOUSE</u>			
	* CASEY GRANTON	HFE	3-5639
	Breon Moriarty	HFE	3-3889

<u>RECREATION ORGANIZATION CENTER (ROC)</u>			
UNOCCUPIED			

<u>SCIENCE BUILDING (SB)</u>			
<i>Basement/First Floor</i>	* KATHERINE LEACH	126	3-3844
<i>Office</i>	* BOB QUATTRO	125	3-5166
	Gloria Smith	125	3-5277
<i>Second Floor</i>	* LINDA GRIMM	267	6-9123

<u>SOCIAL SCIENCES BUILDING (SSB)</u>			
<i>First Floor</i>	* CAROL LIGIENZA	1100	3-1183
	Karen Bankovich	1080	3-1183
<i>Second Floor</i>	* LAUREN PULAY	2140	3-5097
	Gerri Habitz	2140	3-5096

<u>UNIVERSITY CENTER (U-Center)</u>			
<i>First Floor</i>			
Information Desk	*STAFF	1133	3-6330
Admissions & Orientation	*THERESA MALCOM	1145	3-5103
	Gail Tubbs	1145	3-5103
Cashier/Student Services	*LINDA SOUTHWARD	1187	3-5255
	Karen Cunningham	1187	3-5255
Copy Express	*MELISA WILSON	1290	3-5280
Financial Aid	*NOEL HORNBACHER	1183	3-5300
Registration & Records	*BEVERLY HIGGINS	1169	3-5211
	Felicia Sanders	1169	3-4896
<i>Second Floor</i>			
Academic Support & Outreach Services	*WILLIAM KEENER	2170	3-5340
Career Services	* REGINA STORRS	2149	3-5020
	Kathy Cordon	2149	3-5020

*This is the primary contact person.
(Revised June 28, 2006)

UNIVERSITY CENTER (U-Center) CON'T

Counseling and Support Services	* DAVID SCHROAT	2157	3-5430
	Suzette Crandell	2157	3-5430
International Office	*JESSICA LINDLEY	2106	3-6600
	Lori Lewis	2106	3-5548
Student Activities	*KRIS DAY	2136	3-5390
	Bev Johnson	2136	3-5390
Student Organizations	Student Organizations	2101	3-5062
WUMD	* WUMD	2123	3-5439
(After 5:00pm)	The Michigan Journal	2130	3-5428
Women's Resource Center	*MONICA PORTER	2174	3-6445

BARNES & NOBLE BOOKSTORE

Fall & Winter Hours: M-Th 8:30 a.m. – 6:30 p.m.	*GREG PAWLOWSKI	1255	3-5551
F – 8:30 a.m. – 4:00 p.m.	Denise Nossek	1255	3-5551

Summer Hours: M-Th 8:30 a.m. – 6:30 p.m.
F – 8:30 a.m. – 4:00 p.m.

Employees are generally in the store ½ hour before and after posted times)

<u>FOOD COURT & CATERING</u>	*NANCY THOMAS	1221	3-0330
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APPENDIX B

The University of Michigan-Dearborn maintains several kinds of fire extinguishers for use on various fires. To extinguish a fire **USE THE PROPER EXTINGUISHER**. The use of the wrong extinguisher will be ineffective and can endanger lives by causing the fire to spread.

BEFORE FIGHTING A FIRE

- Be sure you know how to operate a fire extinguisher and know the classes of a fire.
- Be sure you keep an exit route to your back should you fail to extinguish the fire.

KNOW THE CLASSES OF FIRES



CLASS A: Ordinary combustibles such as wood, cloth and paper.



CLASS B: Flammable liquids such as gasoline, oil and oil-based paints.



CLASS C: Energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery, and appliances.



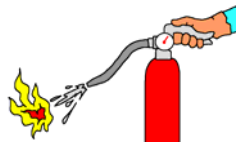
CLASS D: Combustible metals such as magnesium or sodium.

REMEMBER: P.A.S.S.

LEARN TO USE YOUR
FIRE EXTINGUISHER
PROPERLY!



PULL the pin: This releases the operating lever and allows you to discharge the extinguisher.



AIM at the base of the fire: Point the extinguisher hose/nozzle at the base of the fire.



SQUEEZE the lever above the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge.



SWEEP from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process.

WARNING: Portable fire extinguishers discharge faster than most people think-many within 15 to 30 seconds.

APPENDIX C

DESIGNATED SHELTER AREA LISTING

IN THE EVENT OF SEVERE WEATHER CONDITIONS, OCCUPANTS OF THE FOLLOWING BUILDINGS SHOULD GO TO THE SHELTER AREAS INDICATED:

<i>CAMPUS BUILDING</i>	<i>REFUGE LOCATIONS</i>
Academic Support Center (ASC)	First Floor: Center of the Hallway West Wing
Administration Building (AB)	Interior Hallway or Restrooms
Child Development Center (Fairlane Cottages A, B, C)(FLC)	Basement
Campus Support Services (CSS)	Restrooms or Locker Rooms
CASL Annex (CA) <i>CLOSED</i>	Hallways or Restrooms of each Office
College of Arts, Sciences & Letters (CB)	Restrooms
Computer & Information Science (CIS)	First Floor: Center of the Hallway
Computing Wing (CW)	Interior Hallways
Engineering Complex (EC)	First Floor: Restrooms or Evacuate; go to the First Floor ELB Interior Hallway
Engineering Laboratory Bldg. (ELB)	First Floor: Interior Hallways or First Floor, Restrooms
Environmental Interpretive Center (EIC)	First Floor: Restrooms
Fairlane Center North & South (FCN & FCS)	Interior Corridors, First Floor, and Designated Shelter Areas Away from Windows
Fair Lane Greenhouse (FLG)	Evacuate; go to the Henry Ford Estate Basement-Tunnel
Fair Lane Pony Barn (FLPB)	Evacuate; go to the Computing Wing First Floor Interior Hallways
Fair Lane Power House/Visitor Center (FLP/VC)	Basement: Tunnel
Fieldhouse/Ice Arena (FH/IA) Wellness Center	Lower Level Hallway, Center Section Lower Level Locker Rooms of the FH/IA
Grounds Building (GB)	Evacuate; go to the CSS Restrooms or Locker Rooms
Henry Ford Estate (HFE)	Basement: Tunnel
Kindergarten Mod (KM)	Evacuate; go to the Academic Support Center First Floor, Center of Hallway West Wing
Manufacturing Systems Engineering Laboratory Bldg. (MSEL)	Restrooms
Mardigian Library (ML)	First Floor: Interior Hallways
Montieth Parking Structure (MPS)	Lowest Floor
Professional Educational Center (PEC)	First Floor: Restrooms
Science Building (SB)	Basement: Center of the Hallway
Science Learning & Research Center	First Floor: Restrooms and Center of the Hallway Second Floor: Restrooms and Center of the Hallway
Social Sciences Building (SSB)	First Floor: Interior Hallways
University Center (UC)	First Floor: Bookstore, Restrooms & Interoffices Second Floor: Restrooms & Interoffices

PERSONS WHO ARE NOT INSIDE OF BUILDINGS SHOULD GO TO THE EMERGENCY REFUGE AREA OF NEAREST BUILDING. DO NOT REMAIN IN CARS.

REMEMBER...IF AVAILABLE, TAKE PORTABLE RADIOS AND FLASHLIGHTS TO THE SHELTER

“TAKE REFUGE” SIGNAL - SIREN (3-5 MINUTES)

“ALL CLEAR” SIGNAL - SHORT SIREN BURSTS (10 SECONDS)

APPENDIX D

BOMB THREAT REPORT FORM

Report a Threatening Call to Public Safety IMMEDIATELY at 313.593.5333

THREATENING PHONE CALL

Time and Date call was received _____

Exact words of person placing the call:

QUESTIONS TO ASK:

When is the bomb going to explode? _____
Where is the bomb located? _____
What kind of bomb is it? _____
What does it look like? _____
Why did you place the bomb? _____
What is your name? _____
Where do you live? _____
Call received on telephone number _____

DESCRIPTION OF CALLER'S VOICE

Male []
Female []
Tone of the voice: _____
Accent (if any): _____
Was the voice familiar? _____

BACKGROUND NOISES

REMARKS

Person receiving/monitoring the call:

DEFINITIONS

Blizzard Warning – Heavy snow and strong winds will produce a blinding snow, near zero visibility, deep snowdrifts and life-threatening wind chill temperatures.

Buddy System – A system of organizing individuals into groups in such a manner that each individual of the group is designated to be observed by at least one other individual in the group. The purpose of the buddy system is to provide rapid and more effective assistance to employees in the event of an emergency.

Emergency Release – An uncontrolled release of hazardous materials that requires an emergency response effort by employees from outside the immediate release area or by other designated responders to an occurrence (spill, fire, explosion) that results, or is likely to result, in an uncontrolled release of a hazardous material outside the immediate release area.

Freezing Rain/Ice Storm Warning – Significant, possibility damaging, ice accumulation is expected.

Heavy Snow Warning – An unexpected snowfall of 4” in a 12 hour period or 6” in a 24 hour period. Visibility may be reduced and roads may become slippery or blocked.

High Wind Warning – Winds of at least 40 mph are expected.

Incidental Spill – A release of a hazardous material requiring a response effort by employees from the immediate work area where the released material can be absorbed, neutralized, contained or otherwise controlled and at the time of release is not considered to be an emergency response within the scope of this plan. Employees responding to incidental releases must receive proper training as part of the Hazard Communication and/or Laboratory Safety Standards including Chemical Hygiene Plans, as well as training regarding personal protective equipment and spill clean-up procedures.

Thunderstorm Warning – Large hail, lightning, and damaging winds are occurring.

Thunderstorm Watch – High winds, lightning, and hail are possible.

Tornado Warning – A tornado has been detected. TAKE SHELTER IMMEDIATELY.

Tornado Watch – Conditions for the development of tornadoes are right.

Winter Storm Warning – Severe winter weather conditions have begun or are about to begin.

Winter Storm Watch – Severe winter weather such as heavy snow or ice is possible.

Winter Weather Advisory – Cold, ice, and snow are expected.

ACRONYMS

AEC - Area Emergency Coordinator

DOT - Department of Transportation

EPA - Environmental Protection Agency

ERP - Emergency Response Plan

IC - Incident Commander

MIOSHA - Michigan Occupational Safety and Health Administration

MSDS - Material Safety Data Sheet(s)

OSHA - Occupational Safety and Health Administration

PPE - Personal Protective Equipment

UM-D - University of Michigan-Dearborn