



Policy Title:	BMCC Emergency Preparedness and Response Guide		
Approval Authority:	President	Date Effective:	November 11, 2015
Responsible Office:	Administration	Responsible Office Contact:	Administration

1. POLICY STATEMENT/REASON FOR POLICY

Bay Mills Community College is committed to the safety and welfare of our students, faculty, staff and guests, and for this reason we have compiled this Emergency Response Guide. The information contained in this document is intended to inform and educate you, the college community, about emergency procedures, fire detection and prevention, medical emergencies and other types of hazardous situations. All faculty, staff, and students should become familiar with the initial response to an emergency situation. For most people, this first response may be as simple as summoning assistance, evacuating the area, or assisting another member of the college community.

Since every situation is unique, the policies and procedures in this document are intended to serve as a guide. Students, faculty and staff should become familiar with these guidelines so all can react safely in the event of an emergency.

2. ENTITIES AFFECTED BY THIS POLICY

All BMCC employees, students and properties.

3. WHO SHOULD READ THIS POLICY

All BMCC employees, students and properties.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Amended: November 11, 2015

-Next Review Date: November 11, 2018

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

BMCC EMERGENCY PREPAREDNESS AND RESPONSE GUIDE

Contents

Introduction and Purpose	2
Goals	2
Responsibility	2
Order of Succession.....	4
Emergency Contacts.....	4
Emergency Communications	4
Training and Exercises.....	4
Emergency Protocols	5
Fire and Evacuation.....	5
Medical Emergency	6
Chemical Spills	6
Bomb Threat	6
Hostile Intruder/Active Shooter.....	9
Utility Failure and Natural Disaster	10
Shelter in Place/Safe Shelter.....	11
Suspicious Package or Object.....	12

Introduction and Purpose

The procedures outlined in this document apply to all Bay Mills Community College faculty, staff, students and properties.

Bay Mills Community College is committed to the safety and welfare of our students, faculty, staff and guests, and for this reason we have compiled this Emergency Response Guide. The information contained in this document is intended to inform and educate you, the college community, about emergency procedures, fire detection and prevention, medical emergencies and other types of hazardous situations. All faculty, staff, and students should become familiar with the initial response to an emergency situation. For most people, this first response may be as simple as summoning assistance, evacuating the area, or assisting another member of the college community.

Since every situation is unique, the policies and procedures in this document are intended to serve as a guide. Students, faculty and staff should become familiar with these guidelines so all can react safely in the event of an emergency.

Goals

The goals of BMCC in responding to an emergency situation include:

- The safety of all faculty, staff, students and guests.
- The physical and emotional well-being of faculty, staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of BMCC's facilities, property, and the belongings of faculty, staff, students, and guests.

Responsibility

Each member of the Bay Mills Community College has a role in the management of an emergency. For some members of the staff and faculty, active participation in the College's emergency response will be required, while others will be required to follow these guidelines to ensure their safety.

Students

Every student has a responsibility to:

- **Call 911 to report a fire, police or medical emergency – then contact faculty/staff**
- Be familiar with this guide concerning college emergency procedures and evacuation plans
- Notify a faculty member of an emergency situation; remain calm and provide as much information as possible
- Stay alert to the environment and report all safety and security hazards to the administration/faculty
- Follow directions of faculty, staff, and emergency personnel
- Carry your BMCC ID at all times and produce it when requested

Faculty and Staff

Each faculty and staff member has a responsibility to:

- **Call 911 to report a police, fire or medical emergency– then contact college administration**
- Be familiar with this guide concerning BMCC emergency procedures and evacuation plans
- Notify administration of an emergency situation; remain calm and provide as much information as possible
- Inform students, staff, and others in the event of an emergency
- Initiate and follow the emergency and evacuation procedures outlined in this guide
- Stay alert to the environment and report all safety and security hazards to faculty, staff, and administration
- Follow the directives of College and emergency personnel
- Carry your College ID at all times and produce it when requested.

Administrators, Supervisors, and Department Heads

Every administrator, supervisor, and department head has the following responsibilities prior to and during any emergency:

- **Call 911 to report a police, fire or medical emergency – then contact faculty, staff, and students**
- Be familiar with this guide concerning college emergency procedures and evacuation plans
- Notify tribal law enforcement of any emergency situation; remain calm and provide as much information as possible
- Encourage staff to become familiar with College's Emergency Response Guide
- Facilitate on-the-job training or explanation as required. Notify staff of modifications to this plan
- Stay alert to the environment and report all safety and security hazards to the students, staff, and faculty
- Maintain accurate emergency telephone numbers for members of your staff
- Carry your College ID at all times and produce it when requested.

Order of Succession

The first employee on the scene of an emergency or who becomes aware of an emergency must assume the responsibility for immediately contacting facility Chain of Command personnel to activate the emergency action guidelines. Leadership authority during an emergency shall flow downward through the following list of people:

- Michael C. Parish, President
- Samantha Cameron, Vice President of Academics
- Kathy Adair, Director of Development
- Laura Postma, Vice President for Business and Finance
- Chet Kasper, Directory of Technology
- Debra Wilson, Dean of Student Services
- Sherri Schofield, Registrar/Instit. Informational Systems Manager

Emergency Contacts

Contact	Telephone	Cell phone
Police, Fire, EMS	9-1-1	
Poison Control Voice/TDD/TTY	1-800-222-1222	
DTE Gas Leak Emergencies	1-800-947-5000	
Cloverland Electric	906-635-6800	1-800-562-4953
Michigan Road Conditions	1-800-381-8477	
Utility Authority Mike Baragwanth	(906) 248-8173	(906) 440-9227
Maintenance Richard Schofield		(906) 322-7519
Public Works Manager Mike Carrick Sr.	(906) 248-8171	(906) 322-0845

Emergency Communications

During an emergency, BMCC will use the following means and methods of communication.

Sovereign Communications radio stations:

FM - 99.5, 101.3, 105.5

AM – 1230, 1400

Websites:

www.bmcc.edu

www.facebook.com/BayMillsCommunityCollege

T.V. News Channels:

9&10 and 7&4

Text Alerts available through TV 9&10

Email Alerts will be sent to faculty, staff, and students during an emergency.

Training and Exercises

BMCC faculty and staff will receive training at the time of hire and as needed when changes are made. The emergency plan will be exercised and tested annually or as needed.

Emergency Protocols

Fire and Evacuation

In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

If you see smoke or flames:

Use **RACE**:

- **RESCUE**: remove anyone in danger. If necessary, move persons behind the next set of fire doors.
- **ALARM**: activate the nearest fire alarm.
- **CONTAIN**: confine the fire by closing the surrounding windows and doors.
- **EXTINGUISH** or **EVACUATE**: if the fire is small and you can extinguish it safely, use an extinguisher.
- If you cannot safely extinguish the fire, evacuate.

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have readily available
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible, wear weather appropriate clothing
- If you are the last one to exit your room,
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- Persons with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call 911 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of identified emergency personnel
- Facility Instructors/Administrators will initiate a "head count" of all their respective departmental employees.
- Wait for instructions before returning to your building after an evacuation

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance when they reach the vicinity

Chemical Spills

Chemical Spills –Immediately Dangerous to Life or Health

If a chemical spill takes place that, in the opinion of the person responsible for such material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:

- Sound the building fire alarms if there is any reason to believe the released material may affect individuals outside the immediate spill area. Make reasonable attempt to direct evacuating individuals away from the immediate spill area.
- If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water for at least 15 minutes.
- **Call 911.** Be prepared to give: building, floor, room number, type of incident, chemical(s) involved, and estimate volume of material(s) involved.
- Initiate the Emergency Evacuation Plan.
- Ensure that medical assistance is obtained for those injured or exposed (safely shower, medical attention, etc.). Continue to rinse body contact areas with large amounts of water for at least 15 minutes, unless directed otherwise.

Chemical Spills – Not Immediately Dangerous to Life or Health

Chemical spills involving materials for which the person responsible has definitive information indicating that the released material does not pose an immediate threat to themselves or other building occupants, should be handled in the following manner:

- If you are thoroughly familiar with the hazards of the spilled material, and you have been trained to confine and clean up spills and you have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
- If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for at least 15 minutes.
- **Call 911.** Be prepared to give: building, floor, room number, type of incident, chemical(s) involved, estimate volume of material(s) involved.

Bomb Threat

If you receive a bomb threat, **remain calm** and:

Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)

- Listen for background noises
- Try to signal for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up
- Evacuate the building until police arrive and evaluate the threat

Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

Call 911 immediately

- Complete a Bomb Threat Checklist on page 10 and have it ready, along with your notes from the call, for responding Officers. It is recommended to have the Bomb Threat Checklist form (page 10) handy, and follow it while receiving the threat.

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm
- Touch or move a suspicious package

Phone/Bomb Threat Checklist
Actions to be taken in the event of a threat-

Date: _____ Time of call: _____

Your name: _____ Your location: _____

CALLER ID # _____

- REMAIN CALM, BE COURTEOUS, LISTEN TO AND DO NOT INTERRUPT THE CALLER
- TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. Where is the bomb right now? _____

2. When is it going to explode? _____

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. What is your name? _____

9. Where are you calling from? _____

10. Time call completed: _____

11. Was the voice familiar? Whom did it sound like? _____

12. If possible – write down exact words of caller: _____

Circle all that apply-

Voice: Male Female Young Old Age _____ Normal Loud Soft Raspy Nasal Muffled Clear Deep High

Speech: Fast Slow Slurred Stutter Lisp Hesitant Accent – describe _____

Language / Behavior: Well Spoken Foul Slang Rational Irrational Angry Nervous Calm Laugh

Background Sounds: Street Music Office Train Airport Children Television Talking Bar Other _____

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is INSIDE your building:

- Exit (get out of) the building immediately
- Notify anyone you may encounter to exit the building immediately
- Call 911. The Dispatcher will ask for at least the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - Your location

If exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office
- If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
- Close and lock the door and/or block it (try barricading the door with desks and chairs)
- Cover the door windows
- Call 911 (the Dispatcher will gather information from you)
- Keep quiet and act as if no one is in the room (silence cell phones)
- DO NOT answer the door
- Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
- Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter enters your office or classroom:

- Remain calm
- Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
- Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
 - Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - Play dead (pretend to be unconscious), or
 - Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**
 - If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

- Close and lock the door and/or block it (try barricading the door with desks and chairs)
- Call 911 (if not on the line already)
- DO NOT answer the door and stay in place behind cover
- Do not respond to any voice commands until you are sure that they come from a Police Officer.

If you decide to flee during a hostile intruder/active shooter situation:

- No matter what the circumstances, make sure you have an escape route and plan in mind
- Do not attempt to carry anything while fleeing
- Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
- Move quickly, keep your hands up high and visible
- Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

- Remain calm
- Do as the officers tell you
- Put down any bags or packages you may be carrying
- Keep your hands up and visible at all times
- If you know where the hostile intruder/active shooter is, tell the officers
- Once out of harm's way remain at whatever assembly point authorities designate
- Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
- Do not leave until you have been interviewed and released.

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. BMCC maintenance has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify faculty/staff/administration
- If the building must be evacuated, follow the instructions on *building evacuation*
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
Close all fume hoods and chemical containers
- Elevators:
If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
If it is safe for you to stay in the building, stay near the passengers until assistance arrives
- If you are trapped in an elevator, help will be there soon:
Remain calm
Use the Call Button or Phone to call for help
Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. The president of BMCC monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Bay Mills Police Department (BMPD) Safety
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel

Tornadoes

A “**Tornado Watch**” means that tornadoes could potentially develop. A “**Tornado Warning**” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements
- Avoid:
 - Top floors of buildings
 - Areas with glass windows or doors
 - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open:
 - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
 - Move away from the path of the tornado at a right angle direction
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by BMCC.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
Tune AM/FM radio FM - 99.5, 101.3, 105.5 or AM – 1230, 1400 for updates.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section on page 11.
- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a public safety official.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call 911.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.