

Emergency Quick Reference Guide



NEED

HELP

Henry Ford College Emergency Quick Reference Guide

This quick reference guide is intended to provide a procedures manual in the event of an emergency. While the guide cannot anticipate every situation, it does provide basic guidelines necessary to deal with most campus emergencies.

Emergency Contact Telephone Numbers

HFC Campus Safety

From a College phone.....Ext 9630

From a non-College phone....313-845-9630

Dearborn Police Department.....911
(using an outside phone line)

How to Report a Crime

- Notify Campus Safety immediately if you believe a crime has been committed.
- Be prepared to describe the situation, suspect, and/or the stolen item.
- Do not approach a suspect. Observe the following and, when it is safe, call Campus Safety from a College at ext 9630 or from a non-College phone at 313-845-9630.
 1. Description of the suspect
 2. Vehicle type and plate number
 3. Age, gender, race
 4. Appearance
 5. Location

Active Shooter/Weapon/Shots Fired

- If you hear or see a person with a weapon, get out of the area immediately.
- If you cannot get out, hide out.
 1. Lock the door and block the entry to your hiding place.
 2. Silence your cell phone
 3. Turn off lights
 4. Stay away from doors and windows
 5. Close curtains or blinds
 6. Stay low and out of sight
 7. Do not open the door for anyone
 8. Police will have a key
- If you cannot hide out, take action
As a last resort and only when your life is in danger, take action to stop the shooter.
Throw items at the shooter.
Act with physical aggression

Only when it is safe to do so, call 911

Give police:

1. Your name and location.
2. Location of the shooter(s).
3. Description of shooter(s).
4. Direction of travel.
5. Number and type of weapons.
6. Number of people in the area.

When the police arrive:

Remain calm.

Follow instructions

Raise your hands.

Avoid quick movements

Avoid pointing or screaming

Bomb Threat by Telephone

- If you receive a bomb threat by telephone, do not hang up.
- Have someone else call Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone.

Take notes on the following:

1. Time of call.
2. Age and sex of caller.
3. Is the voice familiar?
4. Emotional state of caller.
5. Any background noise.

Talk to the caller and ask:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Why did you place the bomb?

Evacuation

The decision to evacuate will be made by College officials and local authorities.

If directed to evacuate, follow evacuation procedures.

Evacuation

Evacuate when you hear a fire alarm or when notified to do so by a College official.

- Leave by the nearest marked exit and alert others to do the same.
- Assist others, including the physically challenged, with evacuating.
- Do not use elevators in case of fire.
- Once outside, proceed to a clear area at least 500 feet from the building.
- Stay together. Account for your students and staff.
- Keep roads, fire lanes, and hydrants clear for emergency vehicles and personnel.
- Do not return to the building until directed by a College official.

Fire/Smoke

Know the location of the fire extinguisher, fire exits, and fire alarms in your area.

Minor Fire

- If a minor fire appears controllable, immediately contact Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone.
- Promptly direct the nozzle of the nearest fire extinguisher at the base of the fire.

Serious Fire Emergency

- Activate the nearest fire alarm pull box.
- Call 911
- Call Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone.
- Immediately evacuate all rooms and close the doors. Do not lock the doors!
- Walk quickly to the nearest marked exit and alert others to do the same.
- Assist others, including the physically challenged, with evacuating.
- Do not use elevators in case of fire.
- Once outside, proceed to a clear area at least 500 feet from the building.
- Stay together. Account for your students and staff.
- Keep roads, fire lanes, and hydrants clear for emergency vehicles and personnel.
- Do not return to the building until directed by a College official.

If you become trapped in a building during a fire

- Place the “Need Help” sign on the cover of this manual in a window to alert emergency responders of your location.
- Call 911 to alert emergency responders of your location.
- Stay near the floor.
- Cover nose and mouth with clothing.

Hazardous Material Spill

- Report the spillage of a chemical or other hazardous material to Campus Safety immediately at 9630 from a College phone or at 313-845-9630 from a non-College phone.
- Provide the following information:
 1. Injuries, if any.
 2. Material spilled.
 3. Exact location of the spill.
 4. Amount spilled.
 5. Any actions taken.
- Key faculty or administrator on site should:
 1. Clear the area immediately and close doors to the area.
 2. Keep everyone out of the area.
 3. For flammable materials, turn off all ignition sources.
- Persons who may be contaminated should:
 1. Avoid contact with others.
 2. Report your name to Campus Safety or emergency responders for any necessary medical treatment.
- If an emergency exist, activate the fire alarm to evacuate the building.
- Follow evacuation procedures.

Mental Health Emergency

A mental health emergency exists when an individual is in distress and cannot appropriately manage him or herself. This includes threatening to harm to him or herself or others, exhibiting a sudden loss of contact with reality, or other disturbing behavior.

- Do not try to handle the situation yourself.
- Notify Campus Safety at 9630 from a College phone or 313-845-9630 from a non-College phone immediately.
- Report the following:
 1. Your name
 2. Your location
 3. The location of the person involved, if different.
 4. The nature of the situation.
 5. Do not hang up until told to do so.

Noxious Odors

If you notice an unusually strong odor in your building or area, do the following:

- Notify Campus Safety at 9630 from a College phone or 313-845-9630 from a non-College phone.
- Report the following:
 1. Your name.
 2. Your location.
 3. Description of the odor.
- Do not touch any object, spill, or material that may be the potential source of the odor.
- College officials will determine if evacuation is necessary.
- If an evacuation is called by College officials, follow evacuation procedures.

Medical Emergency/Serious Accident or Injury

- If a situation appears to be a medical emergency, call 911 to get help immediately.
- Then, notify Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone.
- Do not move an injured person. Keep the person as comfortable as possible while waiting for assistance.
- Remain with the person until help arrives.

Shelter in Place

Shelter in place means to seek immediate shelter and remain there instead of evacuating the area during an emergency. College officials will activate shelter in place when it is determined that evacuation is not safe for the emergency occurring. Situations that may require shelter in place include a gas plume moving in the direction of the College, an explosion in another location on campus, a violent civil disturbance on campus, or other violent situation occurring on campus.

- Follow the instructions of College officials or local authorities.
 - ◆ Lock the door and block the entry to your hiding place.
 - ◆ Silence your cell phone
 - ◆ Turn off lights
 - ◆ Stay away from doors and windows
 - ◆ Close curtains or blinds
 - ◆ Stay low and out of sight
 - ◆ Do not open the door for anyone
 - ◆ Police will have a key

When the police arrive:

- Remain calm.
- Follow instructions
- Raise your hands.
- Avoid quick movements
- Avoid pointing or screaming

Sexual Assault

- Call 911 or Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone.
- Keep the individual in a quiet place until help arrives.
- Do not disturb the area in which the crime occurred.
- Encourage the individual to do the following:
 1. Seek medical attention.
 2. Do not bath or douche.
 3. Do not change clothing, comb hair, or brush teeth.
 4. If the individual believes they were assaulted while under the influence of a date rape drug, do not urinate before providing urine sample to the police.

Suspicious Package

- If a package or envelope appears suspicious, do not touch or open.
- Call Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone immediately.
- Leave the area, close all doors, and alert others to do the same.
- Take action to prevent others from entering the area.
- Wash hands with soap and water to prevent spreading potentially infectious material to face and skin.
- Inform Campus Safety if you or others have been exposed.
- Create a list of persons who were in the room when the suspicious package was recognized.
- Characteristics of suspicious packages or envelopes may include:
 1. Excessive postage.
 2. Handwritten or poorly typed address.
 3. Misspellings of common words.
 4. Strange return address or no return address
 5. Not addressed to a specific person
 6. Marked with restrictions such as “Personal”, “Confidential” or “Do Not X-Ray.”
 7. Marked with threatening language.
- Appearance of suspicious package or envelope may include:
 1. Powdery substance on package or envelope.
 2. Oily stains, discolorations, or odor.
 3. Lopsided or uneven envelope.
 4. Excessive packaging material such as masking tape or string.
 5. Excessive weight.
 6. Ticking sound.
 7. Protruding wires or aluminum foil.

Threatening Individual

A threatening individual is any person who you determine is a threat to you or those around you. The individual may have a weapon or just make you feel uncomfortable. Trust your instincts.

- Notify 911 and Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone.
- Stay calm and avoid conflict.
- If possible, seek shelter in a classroom or office that locks and has telephone access.
- Leave the building immediately if this does not put you at risk with the individual.

Tornado/Severe Weather Emergency

Tornado/Severe Weather Emergency

- Know the location of the designated shelter area in your building. Maps are posted in lobby areas.
- When you hear a tornado siren or when notified by a College official of a tornado/severe weather emergency, take shelter in the designated shelter area in your building.
- Assist others and the physically challenged to the shelter area.
- Do not leave the shelter area until you receive an all clear message from College officials.

Power Outage

- For all utility emergencies, notify Campus Safety at 9630 from a College phone or at 313-845-9630 from a non-College phone.
- If evacuation of the building is required, exit using the stairways.
- Do not use the elevators.
- Assist others and the physically challenged to exit the building.
- Once outside, proceed to a clear area at least 500 feet from the building.
- Stay together. Account for your students and staff.
- Keep roads, fire lanes, and hydrants clear for emergency vehicles and personnel.
- Do not return to the building until directed by a College official.

ALL

CLEAR

