

EMERGENCY RESPONSE PROCEDURES



OAKLAND COMMUNITY COLLEGE®

WHO TO CALL

- EMERGENCY NUMBERS

- Campus Public Safety **911**
- Medical Emergency **911**
- EMS/Fire Department **911**
- Hazardous Material Incidents **911**
- Environmental Health & Safety 248-467-4477

- NON-EMERGENCY NUMBERS

- Campus Public Safety **5555**
- Off-Campus & Cell Phones 248-858-4911
- Environmental Health & Safety 248-232-**4633**

PUBLIC MEDIA INQUIRIES

- All public media requests must be directed to the Marketing & Communications department or their designee at 248-341-**2020**

MEDICAL EMERGENCY/REPORTING

- ALL MEDICAL EMERGENCIES call **911**
 - All employee or non-employee accidents must be reported to Public Safety
- Administer first-aid, if qualified, or seek someone who is
- Do not move victim except to prevent further injury
- Stay with victim until police/ambulance arrive

FIRE/EXPLOSION

- Activate building fire alarm
- Evacuate building, closing all doors
 - Move at least 300-ft. away from the building
 - Proceed to the designated rally point
- Do not use elevators
- Assist the disabled outside or to an enclosed stairwell
- Keep roads and drives clear
- Do not re-enter the building/area until instructed by Public Safety or a Building Marshall

FIRE/EXPLOSION

- IF YOU DISCOVER FIRE/SMOKE:
 - Call 911 and report the specific location of the fire
 - If time permits, notify the Site Administrator
- EVACUATE THE SITE WHEN:
 - The safety of employees, students, or others is threatened
 - The sprinkler system is activated
 - The fire alarm sounds
 - When instructed to do so by Public Safety or a Building Marshall
- AFTER THE FIRE:
 - Remain outside until the “All Clear” is given by Public Safety, the Site Administrator, or a Building Marshall

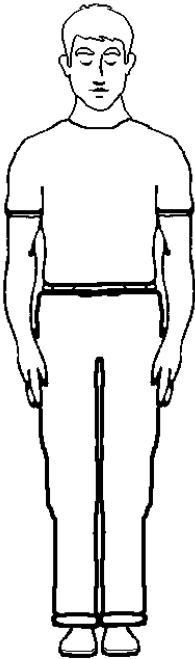
ROBBERY

- REMEMBER!
 - Your personal safety is of primary importance in this situation
 - Don't do anything that might jeopardize your safety, or the safety of others
- IF A ROBBERY OCCURS:
 - Maintain calm and obey instructions from the robber
 - DO NOT attempt to stop or apprehend the robber
 - Carefully note the physical attributes and dress of the robber (including any distinguishing characteristics)

ROBBERY

- AFTER THE ROBBER HAS LEFT THE SITE:
 - If safe and possible to do so, write down the description and license number of any vehicle involved
 - Call and report the robbery to Public Safety at **911**
 - Write down the physical description of the robber on the *Robbery Profile Chart* that follows

IN CASE OF ROBBERY – NOTIFY POLICE

SEX	RACE	AGE	HEIGHT	WEIGHT
HAIR				HAT (COLOR/TYPE)
EYES				TIE
GLASSES TYPE				COAT
TATTOOS				SHIRT
SCARS/MARKS				PANTS
COMPLEXION				SHOES
AUTOMOBILE DESCRIPTION (LICENSE NUMBER, MAKE, MODEL, COLOR)				

STAY ON THE PHONE! DON'T HANG UP!

POWER FAILURE/ELECTRICAL EMERGENCIES

- REMAIN CALM
- KEEP EMERGENCY EXITS CLEAR
- PUBLIC SAFETY OR SITE ADMINISTRATOR WILL DETERMINE IF EVACUATION IS NECESSARY
- BEFORE POWER FAILURE
 - It is advisable for each department to have a working flashlight in an easy-to-find, designated location
 - Departments are advised to practice power failure emergency procedures regularly
 - Discuss different scenarios such as; preferred exit is blocked or special-need employee/student, etc.

STORM WARNINGS

- SEVERE WEATHER
 - Move immediately to designated shelter area
 - Avoid auditoriums, gymnasiums, and similar large rooms
 - Stay away from all windows and exterior doors
 - Take cover under heavy tables and/or sturdy furniture, when possible

STORM WARNINGS

- WINTER STORM WARNINGS
 - Winter storm warnings are issued for communities that are likely to be severely affected by heavy snow, blowing winds, and/or freezing rain
 - THE FOLLOWING STEPS SHOULD BE TAKEN:
 - In the event of severe weather, listen to the college-designated radio/television stations:
 - WWJ WJR FOX2 WDIV WXYZ
 - Make sure your telephone fan-out list is up to date and functioning
 - For current college/campus/site closing status, call **248-341-2298** (for faculty and staff only)

STORM WARNINGS

- TORNADOES
 - All Campus Public Safety Officers receive early warning weather reports
 - Public Safety will notify the Campus President/Site Administrator of weather conditions
 - TORNADO WATCH indicates that, under the weather conditions that exist, there is a potential for tornadoes to develop
 - Monitor local weather reports
 - Stay in touch with Public Safety should conditions change
 - Be familiar with the designated weather shelters at your site
 - TORNADO WARNING indicates that a tornado has been sighted
 - Secure cash and valuables
 - Go to designated weather shelter
 - Remain in the shelter until an “All Clear” is given by Public Safety, Site Administrator, or Building Marshall
 - DAMAGE REPORT
 - Notify Public Safety and the Site Administrator of any damage

STORM WARNINGS

- EARTHQUAKE
 - WARNING SIGNS
 - Ground Tremors
 - Make immediate contact with Public Safety
 - IN THE EVENT OF A POSSIBLE EARTHQUAKE – “SAFE SPOTS”:
 - Under sturdy furniture, such as desks/tables
 - Against outside walls or in doorways
 - Away from glass windows
 - If outdoors, move to an open area free of structures, poles, electrical lines, etc.
 - EVACUATION
 - You will be notified by Public Safety, the Site Administrator, or a Building Marshall
 - Remain in “Safe Spot/Shelter” until the “All-Clear” is given by Public Safety, Site Administrator, or Building Marshall

BOMB THREAT

- Take all threats seriously
- Do not panic
- Obtain as much information as possible about the bomb and caller (use the Bomb Threat Report that follows)
- Take notes on everything said (including caller ID information)
- Have a co-worker call **911** while you're talking to the caller, if possible (do not use cell phones or radios)
- Do not hang up the phone when done with the caller
- If evacuation is ordered, move at least 300-ft. away from the building to the designated rally point
- Do not re-enter the area until instructed by Public Safety or a Building Marshall



1. Phone number call is coming from _____
2. What did the caller say?

3. If possible, ask the caller the following questions:
 - a. When will the bomb explode? _____
 - b. Where is the bomb now? _____
 - c. What does the bomb look like? _____
 - d. What kind of bomb is it? _____
 - e. What will detonate the bomb? _____
 - f. Did you place the bomb? Why? _____
 - g. What is your name? _____
4. Date _____ Time _____ AM PM
5. Number at which call was received _____ Length of call _____
6. If voice is familiar, whom did it sound like? _____
7. Sex of caller _____ Race _____ Age _____

Caller's Voice (check any that apply)

- | | | | | |
|-----------------------------------|-----------------------------------|------------------------------------|----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Excited | <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Lisp | <input type="checkbox"/> Loud | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Familiar | <input type="checkbox"/> Soft | <input type="checkbox"/> Cracked Voice | |

Other _____

Threat Language (check any that apply)

- | | | |
|-------------------------------------------------|-------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Well spoken (Educated) | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Pre-recorded/Taped Message |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Foul | <input type="checkbox"/> Message Read by Threat Maker |

Other _____

Background Sounds (check any that apply)

- | | | | | |
|----------------------------------------|----------------------------------------|---------------------------------|---------------------------------|--------------------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Voices | <input type="checkbox"/> Booth | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Noises | <input type="checkbox"/> Static | <input type="checkbox"/> Office Machine |
| <input type="checkbox"/> House | <input type="checkbox"/> PA System | <input type="checkbox"/> Motor | <input type="checkbox"/> Local | |

Other _____

**CALL 911 BY LANDLINE PHONE TO NOTIFY PUBLIC SAFETY.
DO NOT USE RADIOS OR CELL PHONES.**

Your name _____ Extension _____

MISCELLANEOUS EMERGENCY PROCEDURES

- FLOOD/WATER DAMAGE
 - Call Maintenance immediately at _____
 - Call Public Safety at **5555**
 - Use extreme caution if electrical appliances or outlets are near the leak
 - Evacuate if there is any possible danger
 - Do not re-enter the area until instructed by Public Safety or a Building Marshall

MISCELLANEOUS EMERGENCY PROCEDURES

- HAZARDOUS MATERIALS SPILLS
 - Evacuate the area
 - Remove injured/incapacitated people if it is safe to do so
 - Call Public Safety at **911**
 - Use the emergency eyewash/safety shower to remove contamination
 - Remove contaminated clothing
 - Administer first-aid if qualified, or seek someone who is
 - Contaminated individuals should seek medical attention if symptoms develop

MISCELLANEOUS EMERGENCY PROCEDURES

- SUSPICIOUS LETTERS/PACKAGES
 - Call Public Safety at **911**
 - Do not shake or empty contents
 - Do not try to clean up spilled contents
 - Cover the package with plastic to prevent leakage
 - Leave the room, close the door or section off the area
 - Immediately wash hands with soap and water
 - Inform Public Safety of all persons who may have been exposed

FREQUENTLY USED PHONE NUMBERS

- PUBLIC SAFETY

911

(Emergency)

5555

(Non-Emergency, Campus Phone)

248-858-4911

(Non-Emergency, Any Phone)

FREQUENTLY USED PHONE NUMBERS

- ENVIRONMENTAL HEALTH AND SAFETY

248-232-**4633** (Office)

248-232-**4654** (Fax)

248-467-4477

(24-hr. Emergency Cell)

FREQUENTLY USED PHONE NUMBERS

- MECHANICAL
MAINTENANCE

AH	248-232- 4075
HL	248-942- 3075
OR	248-522- 3475
RO	248-246- 2475
SF	248-233- 2775

- BUILDINGS &
GROUNDS

AH	248-232- 4005
HL	248-942- 3005
OR	248-522- 3405
RO	248-246- 2405
SF	248-233- 2705

FREQUENTLY USED PHONE NUMBERS

- MARKETING/COMMUNICATIONS
(Media Inquiries) **248-341-2020**

- COLLEGE CLOSING HOTLINE
(Faculty and Staff) **248-341-2298**

IMPORTANT LINKS

- PUBLIC SAFETY

www.oaklandcc.edu/PublicSafety

- ENVIRONMENTAL HEALTH AND SAFETY

www.oaklandcc.edu/EHS

- NATIONAL WEATHER SERVICE

www.nws.noaa.gov/