



<b>Policy Number and Title:</b>	<b>500.102 BMCC Emergency Preparedness and Response Guide</b>		
<b>Approval Authority:</b>	Board of Regents	<b>Date Effective:</b>	September 16, 2022
<b>Responsible Office:</b>	Administration	<b>Responsible Office Contact:</b>	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 Preparedness and Response Guide. This Guide will 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; Revised August 1, 2017; Revised 04/18/2019; Revised 9/16/2022 and amended/approved with an addition on page 3-Notify Tribe of emergency; Revised 02.22.2024.
- Next Review Date: September 16, 2025.
- BMCC reserves the right to revise policies at any time.



**Important Contacts**

**Call 911 to report any emergency**

Police Non-Emergency

- 906-248-3244

Fire Non-Emergency

- B.M.-906-437-3473
- Superior: 906-248-3312

Bay Mills Emergency

Connection- Non-Emergency

- 906-248-2021

Bay Mills Water & Public Works

- Water- 906-248-8179
- PW- 906-248-8170

Utilities

- DTE Gas- 800-947-5000
- Cloverland- 906-635-6800

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# Safety & Risk Management: Emergency Preparedness and Response Plan

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Bay Mills Community College

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**Emergency Evacuation Meeting Location:**

**Designated sign under the “Large Pine” West (Roadside) of the Parking Structure**

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## Introduction and Purpose

Bay Mills Community College (BMCC) is committed to the safety and well-being of its staff, students, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting our college.

## Goals

The goals of BMCC in responding to an emergency include:

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

## Applicability and Scope

This plan applies to all employees of Bay Mills Community College and any person occupying the physical properties of BMCC; to include students, all BMCC staff, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

## Responsibility

The Bay Mills Community College's emergency plan is the responsibility of the Risk Manager. The Risk Manager will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Risk Manager at [safety@bmcc.edu](mailto:safety@bmcc.edu).

## Emergency Communications

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

- Teams Communications

- Texting
- Email
- Two-Way Radios

## **Media Inquiries**

Inquiries from the media during or after an emergency will be addressed by Duane Bedell. The Office of the President will be consulted in releasing any information to the media. At any time, the media can simply be referred to the Office of the President.

The acting leadership authority will also notify a representative of the Bay Mills Indian Community and the Bay Mills Law Enforcement Department of the ongoing emergency.

## Emergency Contact Directory

Name	Title	Primary Phone	Secondary Phone
Duane Bedell	President	(906) 322-7765	(906) 248-8400
Wendy Heyrman	VP Student Affairs	(906) 322-2369	(906) 248-8403
Sam Cameron	VP Academic Affairs	(906) 203-1097	(906) 248-8429
Ray Baker	Owner Representative	(906) 630-0825	(906) 248-8408
Steve Yanni	Land Grant Director	(906) 440-4329	(906) 248-8478
Craig Carrick	Risk Manager	(906) 248-8465	(906) 379-2247

## Emergency Protocol Overview

### Fire and Evacuation

#### In the Event of a Fire:

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

#### If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by dialing 911
- **Evacuate** or extinguish (In most cases, it is best to 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
- 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 for all campus buildings and classrooms. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/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 close and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, do not run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- Get input from the individual on how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Stair chairs are available on the 2<sup>nd</sup> floor of each stairwell to assist with evacuation of injured or disabled people. A diagram with directions for use is on the back of both Stair Chairs. Appendix E contains the Stair Chair use poster which includes pictures of the diagram and the Stair Chair

in use. For further assistance with evacuation assistance for disabilities, please view Appedix F, which lists the procedures for assisting with people that are visually, or hearing impaired.

## **Medical Emergency and Non-Emergency**

### **Medical Emergency**

#### **If someone is injured or becomes ill:**

- Stay Calm, perform a situational review paying attention to potential dangers for yourself and others, and the nature of the emergency
- Dial **911** and explain the type of emergency, victim's description, 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
- Designate someone to retrieve the AED
- 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 direct responders to the scene
- If alone, Text 911. Your location will be added to the message.
- As an official of the College, **NEVER** transport the patient to the hospital — they **MUST** go by ambulance, with a friend, or a family member

### **Medical Non-Emergency**

#### **If someone sustained a minor injury, or illness:**

- Stay Calm, perform a situational review paying attention to potential dangers for yourself and others, and the nature of the injury or illness
- Hands-off check, approach the person while paying attention to appearance, breathing, and other factors that may indicate the injury or illness is greater than expected.
- Ask if they would like 911 to be called as a precaution
- Ask if they would like a first aid kit to attend to any potential wounds



- Ask for details about what had happened
- Ask that they complete an Incident Report, and fill out an Incident Report yourself as a witness

**All injuries, incidents, and safety concerns require the completion of an Incident Report (regardless of severity) located on the BMCC website and must be emailed to [safety@bmcc.edu](mailto:safety@bmcc.edu).**

Narcan is available via anonymous distribution boxes located in most restrooms on campus. Additional Narcan information can be found here: <https://www.narcan.com/community/what-is-narcan-nasal-spray/>.

## **Bomb Threat**

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

1) 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 a 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

2) 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?
- 3) Call **911** immediately and then the Risk Manager at (906) 248-8465. (See Appendix C for 911 Script, all employees should keep a printed copy near phone)
- 4) Complete a Bomb Threat Checklist form and have it ready, along with your notes from the call, for responding Officers. It is recommended to have a Bomb Threat Checklist form available and follow it while receiving the threat (See Appendix A for checklist, all employees should keep a printed copy near phone).

## **Hostile Intruder/Active Shooter**

### **If a hostile intruder/active shooter is Outside your building:**

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer

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

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

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

1. Go to the nearest room or office
  - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door, engage the Nightlock Lockdown device (Appendix D- Device Photo), and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. DO NOT answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. 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:**

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision (BMCC practices RUN, HIDE, FIGHT), either:
  - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure, determine the situation, escalate to step c/d), or
  - b. 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) determine options, escalate to step c/d , or
  - c. 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**
  - d. 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. **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:***

1. Close and lock the door, engage the Nightshade Lockdown device and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. DO NOT answer the door and stay in place behind cover
4. 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:**

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

**What to expect from responding police officers:**

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

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

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate

7. 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
8. 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's Maintenance and Administration should be notified immediately upon discovery. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Safety/Risk Manager at 906-248-8465
- If the building must be evacuated, follow the instructions in Appendix A.
- 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 of 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. Safety/Risk Manager 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
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to the Risk Manager at (906) 248-8465, or the Office of the President.
- 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 Risk Management or Emergency Responders.
- 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 Emergency or Administrative personnel

## **Tornadoes**

A “**Tornado Watch**” means that tornadoes could potentially develop. A “**Tornado Warning**” means a tornado has 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 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

## **Suspicious Package or Object (Appendix B- Suspicious Package Poster)**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call the Risk Manager at (906) 248-8465, or Bay Mills Police Department at (906) 248-3244.

- **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.



## Suicide Attempts and Threats

**Contact Bay Mills Behavioral Health at (906) 248-3204, or Hiawatha Behavioral Health Crisis at (906) 632-2805 for confidential assistance in all suicide threats or general questions and concerns.**

**When a threat is immediate, but no suicide attempt has occurred,** stay with the person or have someone stay with the person and get immediate assistance.

**Contact any of the following for assistance:**

- Wendy Heyrman, VP Student Affairs- (906) 248-8403
- Kelly Bedell, Student Support Services Specialist- (906) 248-8432
- Samantha Cameron, Vice President Academic Affairs- (906) 248-8429
- 9-1-1
- Bay Mills Mental Health Services- (906) 248-3204
- National Suicide Prevention Lifeline 1-800-273-8255
- National Crisis Text line 741741
- Poison Control of Michigan (24hrs)- 1-800-222-1222

Establish a caring, supportive, assuring, accepting and firm relationship. Elicit suicidal thoughts and do not remain vague. If the person says, "I wish I were dead," respond, "Are you thinking of suicide?" You will not contribute to suicide by discussing these feelings directly; you may well prevent suicide.

***When the suicide threat is not immediate, but suggested,*** identify with the person and contact for support. Make sure to follow up with them regularly. Refer the person to the Counseling Services or a treatment center of their choice.

Ensure the individual has a list of professional agencies to contact for assistance:

***Response to Suicide Attempt:***

If a suicide attempt has already been made, follow the Medical Emergencies response procedures. Perform first aid if trained. Attempt to get the details of the timing and method (i.e., item ingested, amount taken, weapons used, etc.) to report to emergency responders.

**Appendix A  
Bomb Threat Call Checklist:  
Questions to Ask and Observations to Make**

**Be sure to write/record the caller’s exact wording.**

Name of person taking the call: \_\_\_\_\_

Time call was received: \_\_\_\_\_ A.M./P.M

Time the call was ended: \_\_\_\_\_ A.M./P.M.

1. When will the bomb go off?

\_\_\_\_\_

2. Where is the bomb?

\_\_\_\_\_

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, **(if yes, ask)** why did you plant the bomb?

\_\_\_\_\_

7. What is your name and address?

\_\_\_\_\_

**Caller’s Voice:**

Did the voice sound familiar to you? \_\_\_\_ Yes \_\_\_\_ No, if yes, who did it sound like?

\_\_\_\_\_

Mark all that apply to the caller’s voice:

- |   |                                |                                      |
|---|--------------------------------|--------------------------------------|
| <input type="radio"/> Calm                      | <input type="radio"/> Normal   | <input type="radio"/> Cracking Voice |
| <input type="radio"/> Angry                     | <input type="radio"/> Distinct | <input type="radio"/> Disguised      |
| <input type="radio"/> Excited                   | <input type="radio"/> Soft     | <input type="radio"/> Accent         |
| <input type="radio"/> Slow                      | <input type="radio"/> Loud     | <input type="radio"/> Familiar       |
| <input type="radio"/> Slurred                   | <input type="radio"/> Lisp     | <input type="radio"/> Rapid          |
| <input type="radio"/> Breathly (Deep breathing) | <input type="radio"/> Raspy    | <input type="radio"/> Nasally        |
| <input type="radio"/> Laughing                  | <input type="radio"/> Deep     | <input type="radio"/> Stutter        |
| <input type="radio"/> Crying                    | <input type="radio"/> High     |                                      |
|   | <input type="radio"/> Ragged   |                                      |

**Background Sounds:**

Mark all that apply to any sounds you heard in the caller's background:

- |                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="radio"/> Street Noises | <input type="radio"/> House Noises  | <input type="radio"/> Engine Noises |
| <input type="radio"/> Voices        | <input type="radio"/> Machinery     | <input type="radio"/> Bells/Alarms  |
| <input type="radio"/> PA System     | <input type="radio"/> Office noises | <input type="radio"/> Animal Noises |
| <input type="radio"/> Music         | <input type="radio"/> Factory       | <input type="radio"/> Echoes        |

**Threat Language:**

- |                                   |   |
|-----------------------------------|---|
| <input type="radio"/> Well-Spoken | <input type="radio"/> Incoherent                    |
| <input type="radio"/> Foul        | <input type="radio"/> Message read by <u>caller</u> |
| <input type="radio"/> Irrational  | <input type="radio"/> Taped                         |

Additional Remarks (Anything that stood out to you):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B

# SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water



Poster 84  
August 2006  
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## **Appendix C**

### **9-1-1 Communication Expectations and Script**

#### **What to expect when Dialing 9-1-1**

The following description is from Chippewa County 9-1-1 Emergency Services, and details what one can expect to encounter while calling 9-1-1.

To report a potential life or property-threatening incident, dial 911. It may take up to 7 seconds before you will hear a ringing tone while your call is routed to our center – do not hang up and call back! Once your call is answered, tell the dispatcher:

- The location where help is needed- Be specific (e.g. building, floor number, room number).
- The phone number you are calling from.
- What exactly is going on now?
- Your name

The telecommunicator may ask questions to determine what kind of assistance to provide – these questions will ultimately allow us to help you or those in need. Depending on your problem, we may ask:

- For a description for your residence or property
- If you are willing to help the person
- Who else is nearby?
- A description of any persons or vehicles involved.
- Other questions related to the specific type of incident.

#### **Practice Script**

"Nine-one-one operator. What is your emergency?"

**"I need help" and immediately describe the problem (e.g., A person is having chest pains and difficulty breathing).**

"Where are you?" (Home address or names of schools, streets, stores, etc.—Answers to "where are you?" are especially important to practice because a cell phone call can't be traced with current technology. Soon, but not yet....)

**"Bay Mills Community College, main Administration building's 1<sup>st</sup> floor, room ###" (If others are present, and it is safe to do so, instruct one of them to go meet EMS at the front door, and let 9-1-1 dispatcher know).**

"What is your name?" (Full name, if possible.)

**Answer your name.**

"Don't hang up. Help is on the way."

The previous questions are standard, in one variation or another. Some of the following might be asked, depending on the emergency. Answer all questions that you are asked to the best of your ability, be clear and concise.

"Are you OK? Were you hurt?"

"How old are you?"

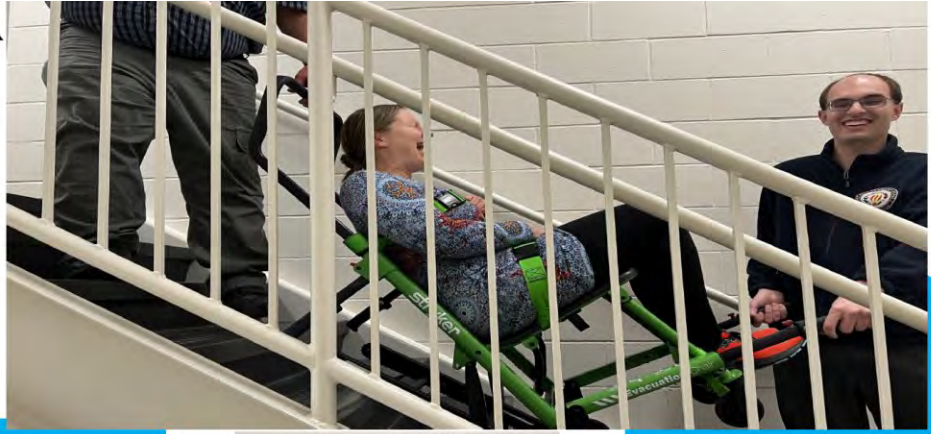
"Is the person still around?"

"What did the person look like?"

**Appendix D**  
Nightlock Lockdown Device



### Appendix E Stair Chairs



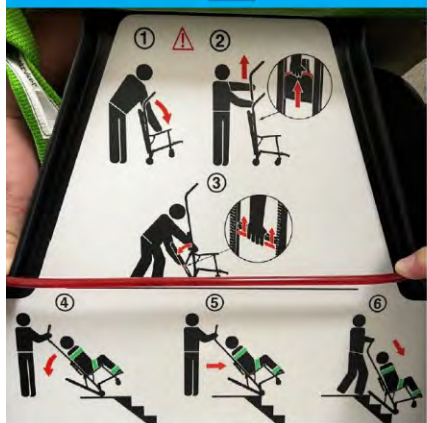
**1 IDENTIFY THE NEED**

Once a person is identified as in need of assistance to evacuate down the stairs. Assist them to the Stair Chair Location



**STAIR CHAIRS**

During an evacuation, some people may require additional assistance to exit via the stairs. Stair Chairs are provided on the 2<sup>nd</sup> level of both stairwells to accommodate those individuals.



**2 DIAGRAM**

The Stair Chair use diagram is placed facing outwards for ease of locating. Follow the directions as shown.

**3 USE**

Follow the direction, double check that the person is buckled in properly. The extended tracks provide a mechanical advantage allowing for a steady decent.





## Appendix F

### Evacuation Assistance For Disabilities

#### Individuals who are Blind or have a Visual Impairment

- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location in front of the Parking Structure.
- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms. (i.e. "from where we're standing, the exit door leading to the main floor of the administration building is 10 feet down the hall on the right past the closed mechanical room door. There is a stairwell leading to the 1<sup>st</sup> floor after. The stairwell has 21 steps to the 1<sup>st</sup> floor, an additional 27 steps to the lower level, and there are handrails on both sides, etc.")
- Do not walk up and grasp the arm of a visually impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward", "this exit leads to the southside exit", etc.).

#### Individuals who are Deaf or Hard of Hearing

- Get the attention of a person with a hearing disability by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
- Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Risk Manager, (906) 248-8465.
- If there is imminent danger and evacuation cannot be delayed, the person 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 Safety/Risk Manager at (906) 248-8465 and report your location
- As you make your way out, encourage those you encounter to exit as well

- Follow instructions of the Department of Safety and Security or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation