



# EMERGENCY PROCEDURES MANUAL

2023–24



## INTRODUCTION

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The information contained in this document is intended to provide students and employees at Macomb Community College with a better understanding of measures that can help respond to and mitigate emergency situations. This manual includes basic guidelines to follow when faced with various emergencies.

The mission of the Macomb College Police Department is the safety and security of, and service to, the people and property of Macomb Community College. In keeping with that mission, your safety is very important. However, we alone cannot provide total isolation from crime or unsafe conditions. Each person on campus must share this responsibility. We urge you to be aware of your environment and to continually strive to maintain the highest possible level of safety within our community.

College Police is the only department on campus open 24 hours a day, seven days a week. Whether you need information, directions, to report an incident or are experiencing an emergency, we are here to serve you.

We can be contacted by calling:

On Campus, College Phone 7135

Dial 7135 from any campus telephone during an emergency, or using emergency phones with blue lights.

On Campus, Cellular Phone 586.445.7135

911 from your cellular phone will contact the Warren Police Department (if calling from South Campus or M-TEC) or the Clinton Township Police Department (if calling from Center Campus or East Campus).

During an emergency, it is not unusual for **911** lines to become overloaded with callers. Only call 911 to report emergency situations. Be prepared to give the **911** dispatcher concise, relevant information regarding type of incident and location.

Macomb Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three. Participation is completely voluntary but strongly encouraged.

To activate an account: <https://getrave.com/login/macomb>.

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# General Crime Prevention and Safety Tips

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## Classrooms and Conference Rooms

Make note of the room number of your classroom or conference room so if an emergency arises, you will know where you are and can direct first responders to the proper location.

Make sure of the phone location in the room and ensure the phone is working.

Make note of the closest emergency exits and shelter areas. Emergency procedures are posted in hallways, offices, classrooms and conference rooms.

In the event of an emergency, contact College Police by dialing **7135** from any college phone.

## Offices

Make note of emergency exits and shelters near your office area.

Know where the first aid supplies and fire extinguishers are located.

Secure all valuables by locking them up so they are out of sight.

Personal information and student personal information should be kept secure.

When you leave your office, even for a few minutes, lock your desk, files and office door.

If you work after hours or on weekends, please report to the College Police Department to sign in. College Police need to know who is on campus and where individuals are located on campus should an emergency occur.

## Lights and Locks

Remember to shut down all equipment, turn off the lights and lock the doors when leaving an office, conference room or classroom. In areas with windows that can be opened, check to be sure they are closed and latched. This will promote safety, security and energy conservation.

## Personal Belongings

Keep your belongings with you or lock them in a safe place. Never leave your belongings unattended, even for a few minutes.

When using the restroom, keep your backpack, purse or other belongings out of the sight and reach of others.

## Textbooks

Keep your textbooks with you or leave them locked in a secure location.

Mark your books in a unique way you will remember, such as writing your initials on the inside margin of a certain page. This will help identify your books if they are lost or stolen.

To prevent identity theft, never write personally identifiable information (such as your full name, address or phone number) inside your books.

Report all thefts immediately to College Police.

## Locker Rooms

When using the gym or fitness facilities, always secure your belongings in a locker with a padlock.

While showering, ensure your locker is locked. It only takes a second for a thief to steal your belongings.

Do not store valuable items in lockers. Lockers and locks can be broken open by thieves. Valuables should be locked in the trunk of your vehicle.

## Vehicles

Park only in legal spaces.

Roll up the windows and **lock all the doors**.

Keep valuables out of sight, preferably locked in the trunk.

## Personal Safety Tips

Walk to your car in groups.

If you cannot find someone to walk you to your car, call College Police (586.445.7135).

Have your car door key, office key or remote opener in your hand and ready to use before walking to your car or office. If an emergency occurs, you will be ready to open your door.

Carry a cell phone.

Be aware of your surroundings at all times. Keep your eyes and ears open.

Trust your instincts.

If you are being bothered or followed, call **911**. Walk to a college office and ask them to call College Police at **7135** or ask a passerby to call **911**. Do not go to your car or to a remote area.

Report suspicious persons or activity to College Police immediately.

## Emergency Blue Light Phones

Emergency phone boxes are located all around the college's campuses. They can be used to report any type of incident to College Police or to request assistance. Emergency phones are located adjacent to parking lots and have a blue light on top.

## Lost and Found

Turn over all campus lost and found items to College Police or contact College Police Dispatch to request an officer to retrieve items.

If you have lost an item, contact College Police, or stop by the College Police office to check if your item has been turned in.

South Campus—Building K, Room 340: 586.445.7135

Center Campus—Building I: 586.445.7135

When retrieving a lost and found item, be prepared to adequately describe it. You will be required to show a picture ID and sign a Lost and Found card when items are released to you. Property will only be released to the owner, not to a relative or friend.

## General Lifesaving Information

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Study the emergency information located in the campus building hallways and classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation.

Remain calm and walk—do not run.

**Persons with disabilities**—Go to stairway landings and wait for emergency rescue personnel. If a student has a personal attendant, they should discuss emergency evacuation plans with their attendant in advance. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings upon their arrival for persons with disabilities.

**Faculty**—Stay with your students and provide them with direction to the nearest shelter area or to the nearest exit. Be prepared to account for your students. Notify College Police (dial **7135** from a college phone) of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive. When evacuating, remember to turn off the lights and lock your office or classroom behind you.

## **AED/Severe Bleeding Control Kit**

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Every building on campus is equipped with a centrally located Zoll AED Plus Unit to assist in an emergency. Located within the AED white box is a severe bleeding control kit to be used in the case of traumatic injury.

Zoll AED Plus Units are easy to use and equipped with voice and visual prompts and full text display to walk you through the process with instantaneous feedback in assisting in the implementation in an emergency.

If you note a person has collapsed:

- Dial 911 or College Police at **7135** from any college phone.
- Retrieve the AED from the white box located in hallways.
- An alarm will sound when the box is opened.
- Leave the box open to ensure that other campus personnel are made aware of the emergency.
- Return to victim's side, open the AED, turn it on and follow automated/visual prompts as directed.

Every second counts when someone is experiencing cardiac arrest.

## **Fire Alarms**

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When the fire alarms sound, you must leave the building immediately. Persons who do not evacuate during a fire alarm could be prosecuted.

If you discover a fire, locate and activate the nearest fire alarm pull station. Leave the area of the fire immediately. Once you have reached an area of safety, contact College Police to report what you observed when you discovered the fire.

Do not use the elevators during a fire alarm. Use the nearest stairway to get to ground level and exit the building.

**Persons with disabilities**—Go to stairway landings and wait for emergency rescue personnel. If a student has a personal attendant, they should discuss emergency evacuation plans with their attendant in advance. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings on arrival for persons with disabilities.

Stay together as a group. Faculty should be prepared to account for their students. Notify College Police (dial **7135** from a college phone) of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

When evacuating, remember to turn off the lights and lock your office or classroom behind you. Remain calm and walk—do not run.

Once outside, keep at least 100 feet from the building and any emergency vehicles. Move toward the outer edge of campus (South Campus—move toward 12 Mile, Hayes, Bunert or Martin; Center Campus—move toward Garfield, Hall, west toward the condos or south toward the hospital; East Campus—move toward Dunham; M-TEC—move toward 11 Mile or Van Dyke. Stay outside the building until police or fire personnel have given an “All Clear” announcement.

In the event of a fire, remember these guidelines:

- R**escue others and remove yourself.
- A**ctivate the nearest fire alarm pull station.
- C**onfine the fire by closing all doors.
- E**xtinguish small fires, if you can; otherwise evacuate.

## Fire Extinguishers

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It may be possible to put out a small fire using a portable fire extinguisher. Follow these guidelines when using a fire extinguisher.

- Activate the nearest fire alarm pull station.
- Do not take unnecessary risks or put yourself in danger.
- Stay 6 to 8 feet away from the fire.
- Use the PASS process to deploy the fire extinguisher:
  - P**ull the pin.
  - A**im at the base of the flame.
  - S**queeze the lever.
  - S**weep the extinguisher slowly back and forth.
- If the fire is not put out by the extinguisher, leave the area immediately.
- Contact College Police immediately (dial **7135** from a college phone) upon reaching an area of safety.

## Shelter in Place

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Shelter in Place will be implemented due to a report of an external emergency such as hazmat spill, weather-related concern or other issue that require remaining indoors.

Shelter in Place announcements are given over the College Emergency Alert Phone System by College Police.

If you see a hostile intruder dial **7135** from a college phone, if you can, and report what is happening. **DO NOT** pull a fire alarm! This could cause innocent people to be put in harm’s way.

- Try to remain indoors.
- Conduct business as usual.
- Await further instructions or an “All Clear.”



## Lockdown

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A lockdown will be implemented when there are signs of a potential external threat, immediate internal threat or other identified escalating events.

- Try to remain calm and quiet.
- Stay in your classroom or office.
- Lock and barricade the door.
- Turn off the lights and stay out of sight of windows and doors.
- Silence your cell phone ringer and switch phone to silent vibrate mode.
- Remain secured until the police officers give an “All Clear.”

## Active Violence

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If active violence occurs on your campus, dial **911** to report the incident and follow these instructions:

Do **NOT** pull a fire alarm as this could cause people to be put in harm’s way.

**RUN:** If you can safely run from the threat (hostile intruder), **DO SO**.

**HIDE:** If you cannot safely run from the hostile intruder, follow lockdown instructions.

**FIGHT:** If there is no way out and you are confronted by the hostile intruder, be prepared to fight and defend your life by any and all means.

If with others, plan a way to defend yourselves should the hostile intruder enter your hiding place. Use improvised weapons, pens, pencils, etc. Throw chairs, binders, laptops, containers, mugs, coats, etc.

*If a hostile intruder is **outside** a building, run away from the threat as fast as you can.*

- Do not run in a straight line.
- Keep objects or buildings between you and the intruder.
- If you can, get away from the area of danger, warn others not to enter the area.
- Call College Police at **586.445.7135** or **911** and report what you have seen.
- If the intruder is near you and causing great harm, hide if at all possible.

In the case of overload to the 911 system, the College Police Department can be contacted directly (586.445.7135).

## Power Outage

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Stay in your classroom or office for approximately 60 minutes following a power outage. Often, power outages are brief and power is restored in less than 60 minutes. After 60 minutes and if power is not restored, evacuate the building. If the power outage lasts longer than 60 minutes, it is likely the outage could be prolonged. Additionally, some hallway and stairway areas on campus are lit by battery-powered emergency lights, which stay lit for approximately 90 minutes. Personal safety must be the top priority and common sense should always prevail.

**Persons with disabilities**—go to stairway landings and wait for emergency rescue personnel. If a student has a personal attendant, they should discuss emergency evacuation plans with their attendant in advance. Upon their arrival, emergency personnel responding to the building will be checking the stairway landings for persons with disabilities. Stay together as a group.

**Faculty**—stay with your students and be prepared to account for them. Notify College Police (dial **7135** from a college phone) of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

- Remain calm and walk—do not run.
- Keep at least 100 feet from the buildings and from emergency vehicles.
- Gather in the designated area and wait for further instructions.

## Building Evacuation

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Announcements of the need to evacuate a building are made over the College Emergency Alert Phone System by College Police.

Unless instructions are given not to use elevators, persons with disabilities should use the building elevators to reach the ground floor. Able-bodied persons capable of using stairs should avoid the elevators, making the elevators more available to persons with disabilities.

In the event elevators cannot be used, persons with disabilities should go to the stairway landings and wait for emergency rescue personnel. If a student has a personal attendant, they should discuss emergency evacuation plans with their attendant in advance. Emergency personnel responding to the building will be checking the stairway landings for persons with disabilities.

Stay together as a group. Faculty should be prepared to account for their students. Notify College Police (dial **7135** from a college phone) of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

- Remain calm and walk—do not run.
- Once outside, keep at least 100 feet from the building and any emergency vehicles. Move toward the outer edge of the campus (South Campus—move outward to 12 Mile, Hayes, Bunert or Martin; Center Campus—move toward Garfield, Hall, west toward the condos or south toward the hospital; East Campus—move toward Dunham; M-TEC—move toward 11 Mile or Van Dyke).
- Stay outside the building until police or fire personnel have given an “All Clear” announcement.

## Total Campus Evacuation

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Announcements of a total campus evacuation will be made over the College Emergency Alert Phone System by College Police.

Remain calm and walk—do not run.

Unless instructions are given not to use elevators, persons with disabilities should use the building elevators to reach the ground floor. Able-bodied persons capable of using stairs should avoid the elevators, making the elevators more available to persons with disabilities.

In the event elevators cannot be used, persons with disabilities should go to the stairway landings and wait for emergency rescue personnel. If a student has a personal attendant, they should discuss emergency evacuation plans with their attendant in advance. On arrival, emergency personnel responding to the building will be checking the stairway landings upon their arrival for persons with disabilities.

**Faculty**—be prepared to account for all students leaving your authority. Notify College Police (dial **7135** from a college phone) of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

- Exit the building and go to your vehicle.
- Exercise patience when leaving parking areas.
- Follow evacuation route instructions given by police or fire personnel.

## Injury or Illness

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For non-emergency assistance from College Police, call **586.445.7135**.

Always contact College Police at **7135** from any college phone or dial **911**.

Be prepared to provide the dispatcher the following information:

- Where the injured or ill person is located.
- The nature of their injury or illness.
- The gender and approximate age of the person.
- Your name, location and phone number where you can be reached in case additional information is needed.

If a student is experiencing a medical emergency during class, the class should be dismissed temporarily until the emergency is over. Do not attempt to move the person. Other than those rendering immediate aid to the person, all others should clear out of the immediate area.

All injuries on campus, regardless of severity, must be reported to College Police.

## Utility Emergencies

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Report any emergency involving a utility (for example: electrical wires, water mains or pipes, drains, restroom facilities, steam pipes, natural gas pipes) to College Police immediately. Dial **7135** from a college phone to report the emergency. College Police will contact the appropriate personnel to respond.

Downed electrical power lines should always be treated as if they are charged with electricity. Do not go near downed electrical power lines. Go to a safe place and contact College Police.

A water main break may be evidenced by water seeping up through a sidewalk or roadway. Avoid the area, as the water may have weakened the soil underground, which could collapse. Report the situation to College Police.

Leaking or broken water pipes or restroom fixtures inside campus buildings should be reported immediately to Plant Operations during normal business hours or to College Police during all other times.

Steam and natural gas pipe leaks can represent a critical emergency. Do not go near a leak. Evacuate the area and contact College Police.

Steam or vapor in the air or excessively high temperature conditions could be indications of a steam leak. Do not go near or touch steam escaping from a pipe, as steam under pressure can cause serious burns.

Natural gas leaks may be noticed by the distinctive odor associated with natural gas. Do not turn on or off any lights or other electrical devices in the area where the smell is present. Leave the area as quickly as possible and contact College Police from a safe location.

## Blood And Body Fluid Exposure

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If you have been exposed to blood or body fluids, do the following immediately:

- Wash the affected area with soap and water.
- Make a report to College Police by dialing **7135** from a college phone.

Exposure occurs when a person's blood or bodily fluid transfers to another person's blood stream. Exposure can occur through needle sticks, human bites or cuts, sores or abrasions on the skin, or splashes into the eyes, nose or mouth. Examples of bodily fluids include blood, saliva, tears, vomit, semen, urine or stool. One of these conditions must be met for an actual exposure to have occurred.

## Chemical Exposure

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In case of exposure to a chemical substance:

- Remain calm. Follow decontamination procedures provided on the product label.
- Contact College Police by dialing **7135** from a college phone.
- Inform the dispatcher of your location, the chemical to which you were exposed and whether you are having any physical reaction, such as burns or difficulty breathing.
- DO NOT leave the area or room. WAIT for emergency responders to come to you. This will contain the contamination to one location.

## Mercury Release and/or Spills

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Due to mercury's volatility and the potential for inhalation of mercury vapor when spilled or released, mercury **MUST** be cleaned up by properly trained personnel as quickly as possible. Should a mercury-containing device such as a thermometer, sphygmomanometer (blood pressure cuff) or other elemental mercury device be broken, quickly follow these procedures:

- Remain calm. Contact College Police by dialing **7135** from a college phone.
- Inform the dispatcher of your location, that mercury has been released and/or spilled and whether you are having any physical reaction, such as burns or difficulty breathing.
- **DO NOT** leave the area or room. **WAIT** for emergency responders to come to you. This will contain the contamination to one location.
- If possible, flush the affected area with water without leaving the room.

## Right-to-Know

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Michigan Right-to-Know laws are designed to provide information to all employees about chemicals used in their workplace. Every college employee is required to complete the college's Right-to-Know online training as part of their employment orientation.

Information regarding chemicals at the college is maintained by College Police. Material Safety Data Sheets (MSDS) can be obtained by contacting College Police (586.445.7135).

## Preventing the Spread of Contagious Diseases

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A common sense approach:

- Wash your hands often.
- Use hand sanitizer.
- Clean surface areas where you and others work frequently.
- Cover your nose and mouth when you cough or sneeze.
- Do not share food or beverages.
- Immediately place used tissues in the waste basket so that the contents do not come in contact with surface areas.
- Avoid close contact with contagious people and stay home if you are sick.
- Proper nutrition, adequate exercise and sleep also help protect you from contracting disease.

The following websites have additional information:

<https://www.cdc.gov/flu/protect/habits/index.htm>

<https://www.cdc.gov/hai/>

## Communicable Diseases

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From time to time, faculty or staff may be asked questions regarding possible exposure to a communicable disease in a classroom or office setting, or may be aware that an individual has or is suspected of having a communicable disease. Should this occur, follow these guidelines:

- Confidentiality is important. Do not spread rumors about any individual who may have a communicable disease.
- Contact College Police and request to speak with a police officer. Provide as much detail of the situation as you can to the officer.
- College Police will contact the appropriate outside agencies (typically the local county health department) to ensure the proper authorities are aware of the situation.
- If the appropriate outside agency provides any direction as to precautions to be taken by any persons exposed to a person believed to be carrying a communicable disease, College Police will coordinate the implementation of those precautions.
- Communicable Disease Reporting Form:  
<https://app.perfectforms.com/PresentationServer/Form.aspx/Play/v60GggUn?f=v60GggUn>
- List of Michigan Reportable Communicable Diseases:  
<https://www.macomb.edu/resources/attachments/Reportable-Diseases-in-Michigan-by-Condition.pdf>

## Suspicious Letters and Packages

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A suspicious letter or package may have some of these indications:

- No return address
- Restrictive markings
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to a title only or an incorrect title
- Badly typed or written
- Protruding wires
- Lopsided or uneven
- Rigid or bulky
- Unusual weight
- Strange odor
- Oily stains, discolorations or crystallization on wrapper
- Excessive tape or string

If you receive a suspicious letter or package:

- Treat it as suspect! Call College Police by dialing **7135** from a college phone.
- Handle with care. Do not shake or bump.
- Isolate the letter or package.
- Do not open, smell or taste.

If a parcel is open and/or a threat is identified:

- For a bomb:
  - Evacuate immediately.
  - Call College Police by dialing **7135** from a college phone.
  - Do not use cell phones in the vicinity of the suspicious letter/package.
- For radiological:
  - Limit exposure—do not handle.
  - Evacuate immediately.
  - Shield yourself from the object.
  - Call College Police by dialing **7135** from a college phone.
- For biological or chemical:
  - Limit exposure—do not handle.
  - If exposed, isolate yourself from others to prevent spreading the agent.
  - Call College Police by dialing **7135** from a college phone.
  - Flush exposed skin with large quantities of water for at least 15 minutes.

(Source: FBI General Information Bulletin 2000-3)

## Psychological Emergencies

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A person in psychological crisis may exhibit some of these indications:

- Crying
- Extreme withdrawal from outside stimuli (despondent)
- Agitated or aggressive behavior
- Unusual outbursts or disoriented statements
- Behavior or emotions inconsistent with their normal behavior

Always contact College Police at **7135** from any college phone or dial **911** if you encounter violent and/or threatening behavior, or if a person's health appears to be in danger. When in doubt, call College Police to come and evaluate the person. Always err on the side of safety.

To avoid escalation when dealing with a person in psychological crisis, the following tips may be helpful:

- Remain calm and rational—do not overreact.
- Be empathetic—listen without judging others.
- Clarify messages—listen and repeat back what is said.
- Direct attention to the issue at hand—ignore challenges.
- Permit verbal venting—allow the individual to release as much energy as possible by venting. State reasonable limits during lulls in the venting.
- Avoid physical techniques—physical intervention can escalate the situation.
- Remember non-verbal cues—non-threatening body language, movement and tone of voice send more messages than what you say.
- Set and enforce reasonable limits—set boundaries for yourself personally. State them clearly and concisely. Enforce the limits fairly and firmly.
- Submit a Behavioral Concern Report—this form can be found on the MyMacomb page under Campus Applications.

## Bomb Threat

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In the event you receive a bomb threat, please try to gather the following information:

- Where is the bomb right now?
- When is the bomb going to go off?
- What type of bomb is it?
- What does the bomb look like?
- What will cause the bomb to explode?
- Who planted the bomb?
- Why was the bomb planted?
- When was the bomb planted?
- How did the person get the bomb in the building?
- What is your name?
- What is your phone number?
- What is your address?

Listen for any background noise.

Listen for any unusual characteristics of the caller's voice.

Try to remember the caller's exact words and write them down immediately.

Write down the caller ID information displayed on your phone.

Immediately contact College Police by dialing **7135** from a college phone. Provide the dispatcher with all the information you gathered about the bomb threat call.

If the building that is the subject of the bomb threat is to be evacuated, follow the Building Evacuation guidelines.

When leaving a building due to a bomb threat, stay alert to your surroundings. Immediately report any suspicious persons or objects to College Police.

Stay at least 300 feet away from the affected building.

## Tornado and Severe Weather Safety Guidelines

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The chances of surviving a tornado depend on whether people know what to do before, during and after a storm strikes. It's critical to know when tornado warnings and watches are in effect and what they signify.

- A **WATCH**—means conditions are right for a tornado.
- A **WARNING**—means a tornado has been sighted in the area.

**On-Campus Tornado Warning**—When the College Police receives a **WARNING**, they will activate the Phone Emergency Alert System collegewide.

**Make Plans**—Familiarize yourself with the location of the safest area of your work space (see College Shelter Areas, pages 15–16).

The City of Warren and Clinton township have tornado sirens that are activated when a **WARNING** is received from the National Weather Service. A steady three-minute tone indicates that a tornado or funnel cloud has been sighted in the area. Cover should be taken immediately.

The safest shelter is usually on the lowest levels of buildings in inner hallways away from glass. Restrooms on lower floors are also usually safe areas. **DO NOT** remain in areas with large room.



## Stock a Disaster Supply Kit

- Any battery-operated radio—federal officials suggest special radios that pick up National Oceanic and Atmospheric Administration weather radio broadcasts. These radios, made by a variety of manufacturers, pick up the NOAA's 24-hour weather broadcasts. Most models offer a tone-alert feature that sounds an alarm when severe weather announcements occur in your area.
- Flashlight, with extra batteries
- First-aid kit and manual
- Canned food (and opener) and bottled water to last several days
- Paper cups and plates
- Essential medications
- Sturdy shoes and work gloves
- Small portable toilet/toiletries
- Written instructions that explain how to turn utilities off
- Games and toys for children

In a car—get out and seek shelter in a sturdy building or in a ditch.

Do not try to outrun a tornado in your car. Tornadoes can change direction abruptly and move across the ground at 30 to 70 mph.

The winds from the tornado can vary from 100 to 300 mph.

Do not take shelter in sheds, under isolated trees or under overpasses.

After the tornado strikes:

- Listen to the radio for instructions. Cooperate with local officials.
- Stay in your shelter until the storm has passed.
- Watch for downed power lines and broken glass.
- Check your home for damage, if it's safe to do so. In particular, check utility lines and turn off electric power or gas if necessary.
- If you smell gas, don't turn on electric appliances, lights or mobile devices (e.g. cellphones), and do not use matches/lighters. Turn off the gas, if you can, and leave the building.
- Look for injured people, especially elderly people and infants. Offer first aid or find someone who can help.

## SHELTER AREAS

Center Campus		South Campus	
Building	Shelter Area	Building	Shelter Area
A	First floor inner building classrooms, first floor mens' and ladies' rooms	A	Garage and maintenance areas: take cover in tunnels
B	North and east corridors away from glass, restrooms	B	Lower level 100 or tunnel
C	First or second floor restrooms, and stairwells away from glass	C	Lower level 100 or tunnel
E	104, 106, 107, 108, 110, 114, and ground-level center corridor away from glass, restrooms	D	Inner corridor, restrooms or tunnel
F	Ground level classrooms, east hallway/ vending area, men's locker/restrooms, and women's locker/restrooms	E	Inner corridor, restrooms or tunnel
G	Main floor offices that have no windows, east/west corridor away from glass, restrooms	F	Inner corridor, restrooms or tunnel
H	Main floor offices that have no windows, east/west corridor away from glass, restrooms	G	Lower level 200 or tunnel
I	Shelter in main floor offices and restrooms, west corridor	J	Lower level 100 or tunnel
J	Inner offices, restrooms	K	Tunnel area or locker rooms and restrooms behind cafeteria first floor
K	Kitchen, 141–144, 128-1, 128-2, 128–105, hallway near 130, restrooms	L	(Bunert House) southwest corner of basement
L	Music practice rooms A thru C and E thru P, piano room, corridors away from glass, restrooms	M	104, 106, 108, 112, 114, 116, 118
M	Restrooms, locker rooms, dressing areas, control rooms, green room 134, gallery, black box. *If theatre is full, patrons are to remain in seats and go into tuck position if tornado is imminent.	N	Restrooms, or center of long corridor
N	1st floor restrooms, offices, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133, 135, adjacent corridor away from glass	P	All restrooms, 106, 107, 128, 129, 130, 142, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157
P	Inner corridors, rooms without glass, restrooms	T	North and northeast corridors away from glass, and restrooms
R	Inner corridors, rooms without glass, restrooms		
MAC	Inner corridors, rooms without glass, restrooms and stairwells		

# SHELTER AREAS

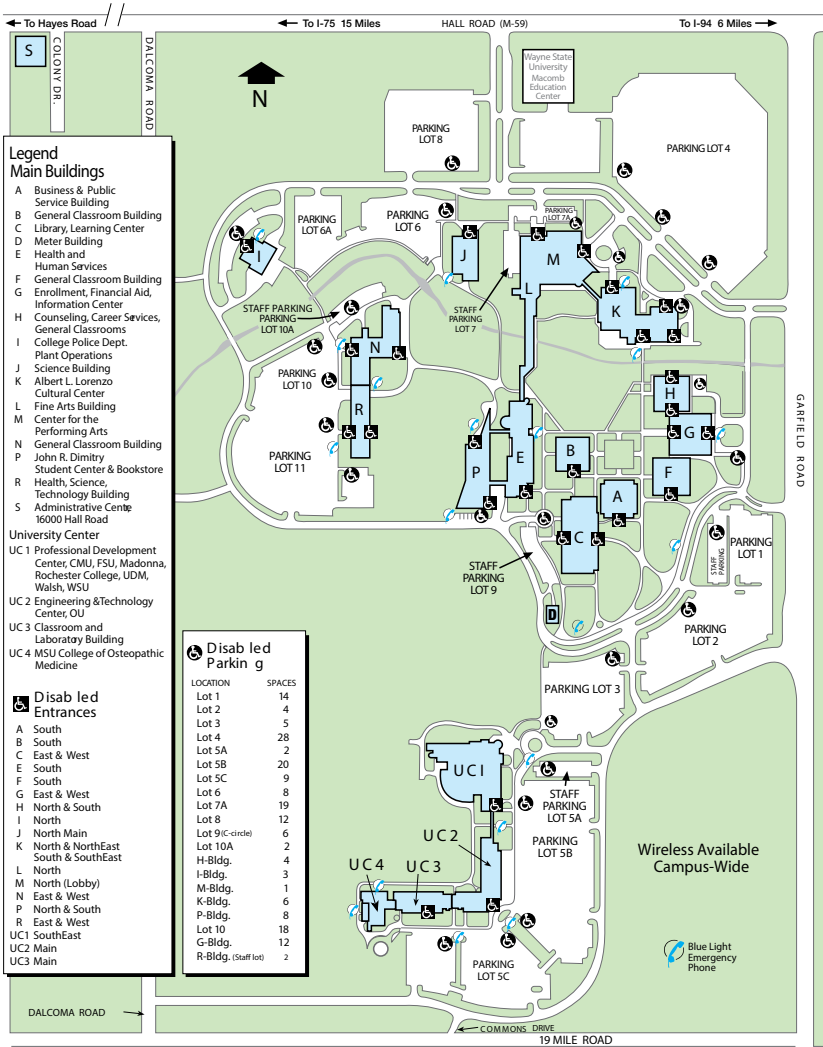
Center Campus (University Center)		East Campus (PSI)
Building	Shelter Area	Shelter Area
UC1	Main floor storage 100, office 102, 105, 107, and restrooms	Inner corridors away from glass, restrooms, showers
UC2	East–west hallways, north–south hallways, restrooms	
UC3	North and east corridors away from glass, restrooms	
UC4	Inner corridors, rooms without glass, restrooms	
<b>M-TEC<sup>SM</sup></b>		Inner corridors, rooms without glass, restrooms
<b>Shelter Area</b>		
Inner corridors, rooms without glass, restrooms		

## College Shelter Area



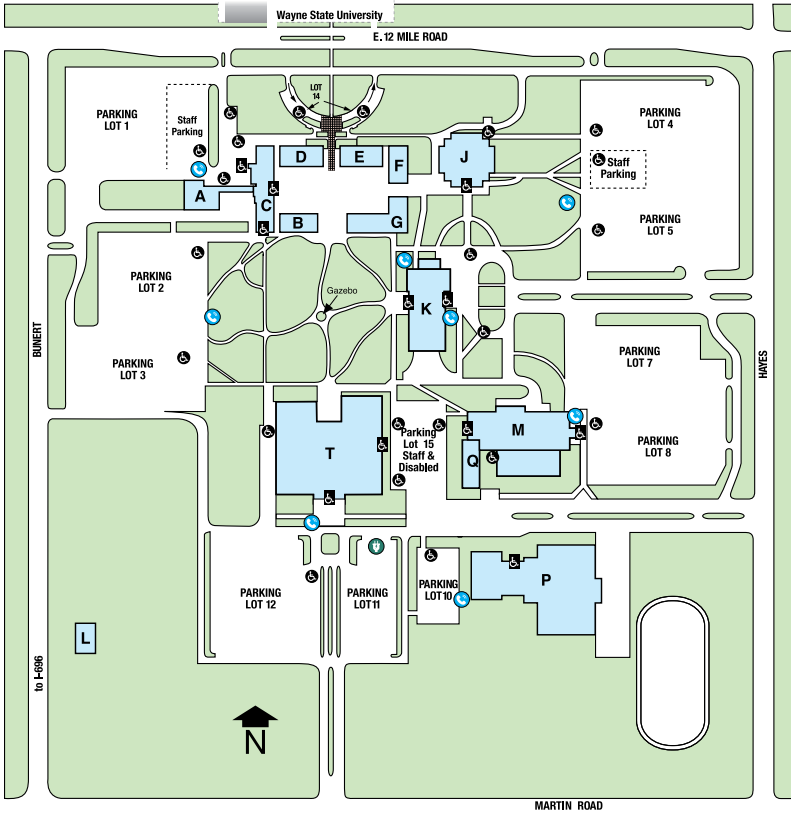
# Center Campus

44575 Garfield Road, Clinton Twp., MI 48038-1139 • 1.866.Macomb1 • www.macomb.edu



# South Campus

14500 E. 12 Mile Road, Warren, MI 48088-3896 • 1.866.Macomb1 • www.macomb.edu



GRAP18589 REVISED 06-9-23

**LEGEND—MAIN BUILDINGS**

- A** Boiler House
- B** Science Classrooms
- C** Classrooms
- D** Administration
- E** Classrooms
- F** Classrooms
- G** Classrooms, Admissions  
Career Services, Cashier,  
Counseling, Financial Aid
- J** Library (The Max Thompson  
Learning Media Center)
- K** John Lewis Student Community  
Center, College Police,  
Bookstore
- L** Bunert Conference Center
- M** Transportation and Energy  
Technology
- N** Dental Clinic
- P** Sports & Expo Center
- Q** Boiler House
- T** Robert E. Turner Advanced  
Technology Center

**Disabled Parking**

Location	Spaces	Location	Spaces
Lot 1A Staff	3	C-Bldg	19
Lot 2	7	J-Bldg	1
Lot 3	4	K-Bldg	11
Lot 4	11	T-Bldg	2
Lot 4 Staff	7	N-Bldg	6
Lot 5	7		
Lot 6	14		
Lot 10	18		
Lot 12	8		
Lot 14	9		
Lot 15 Staff	8		

**Disabled Entrances**

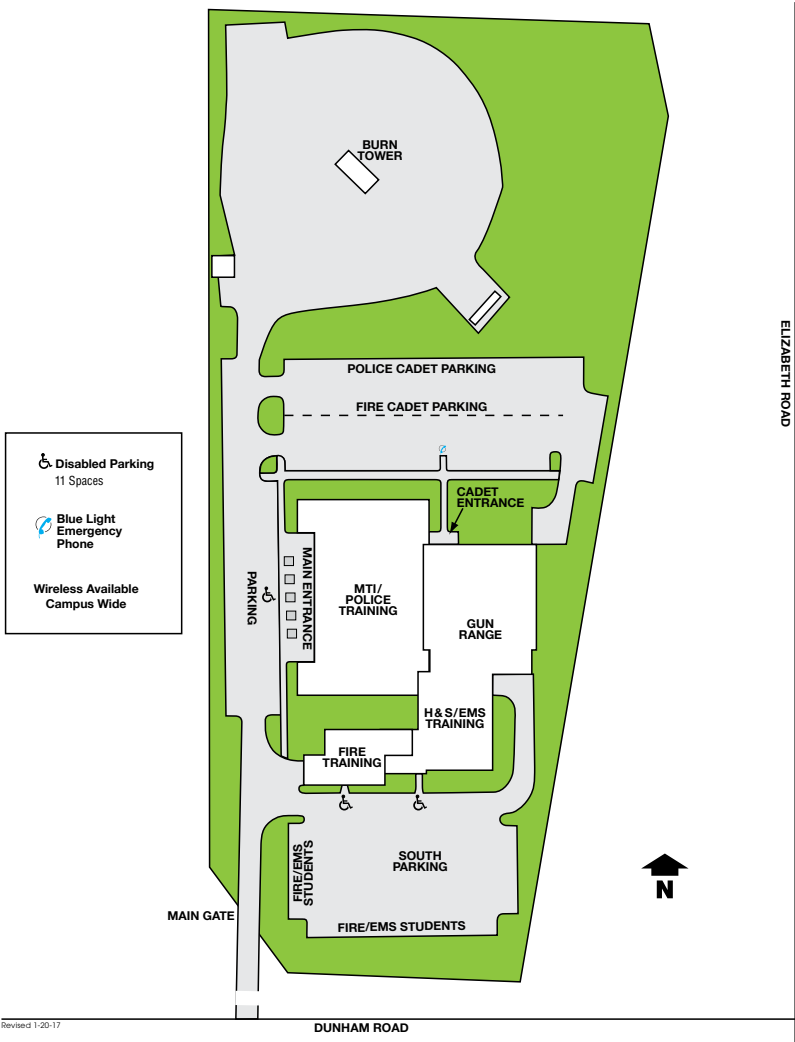
- C** East, West & South
- J** Main
- K** East & West
- M** East & West
- R** East Middle
- P** North
- M-TEC** Main

- Blue Light  
Emergency Phone
- Elec.Vehicle  
Outlet

**Wireless Available  
Campus Wide**

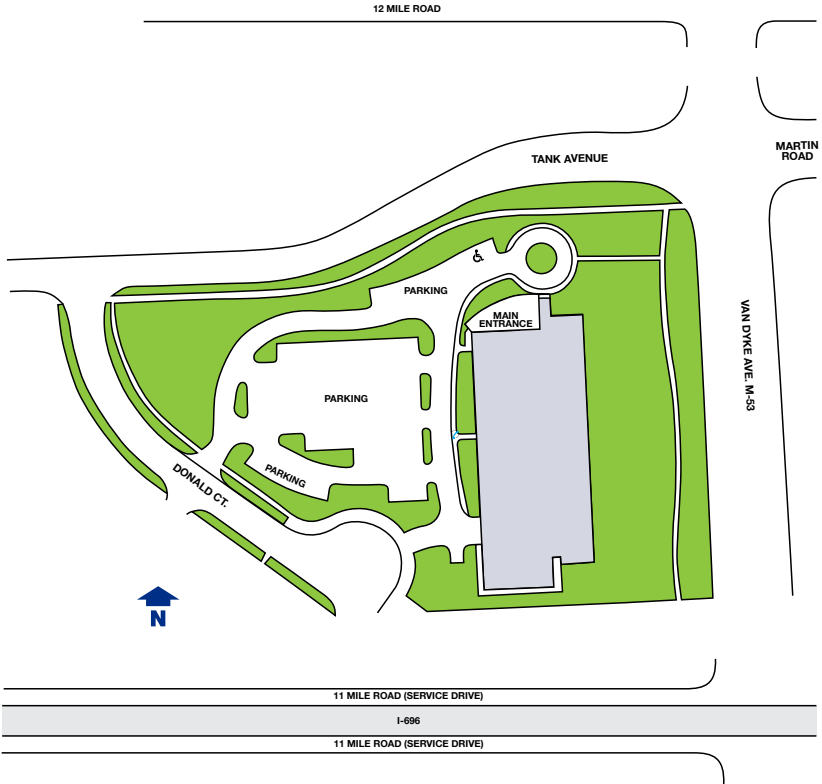
# East Campus

21901 Dunham Road, Clinton Township, MI 48036



# M-TEC<sup>SM</sup>

7900 Tank Avenue, Warren, MI 48092



 <b>Disabled Parking</b> 4 Spaces	 <b>Blue Light Emergency Phone</b>	<b>Wireless Available Campus Wide</b>
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**Macomb**  
**Community College**

Education • Enrichment • Economic Development

**Discover. Connect. *Advance.***<sup>SM</sup>

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