

Discover. Connect. *Advance.*SM

**MACOMB COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Katherine Lorenzo, Chairperson
Frank Cusumano, Vice Chairperson
Kristi Dean, Secretary
Roseanne DiMaria, Treasurer
Joan Flynn, Trustee
Shelley Vitale, Trustee
Vincent Viviano, Trustee

James O. Sawyer IV, Ed.D., College President



Discover. Connect. *Advance.*SM

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 South Campus, or 586.286.2123 Center Campus).

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 **911**, 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 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

All lost and found items on campus are to be turned over 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—K340: 586.445.7135

Center Campus—I Building: 586.286.2123

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 LIFE SAVING INFORMATION

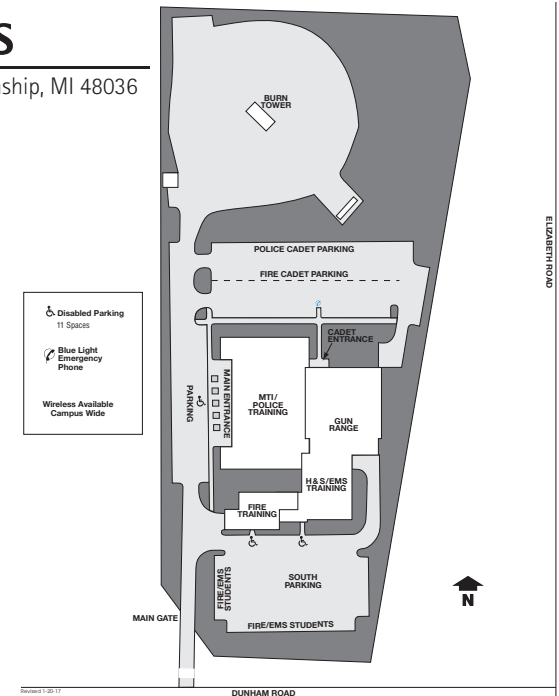
Study the emergency information located in the campus building hallways and classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation.

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.

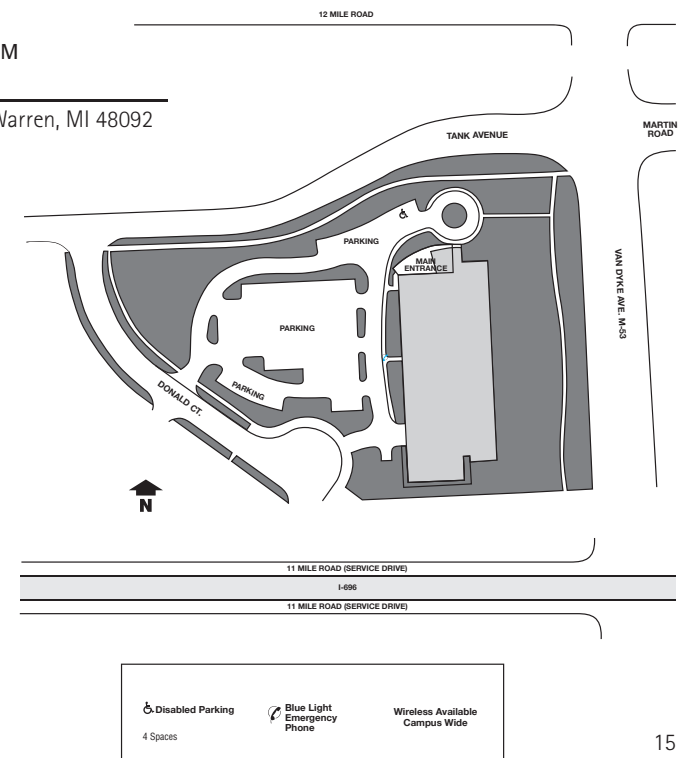
East Campus

21901 Dunham Road, Clinton Township, MI 48036



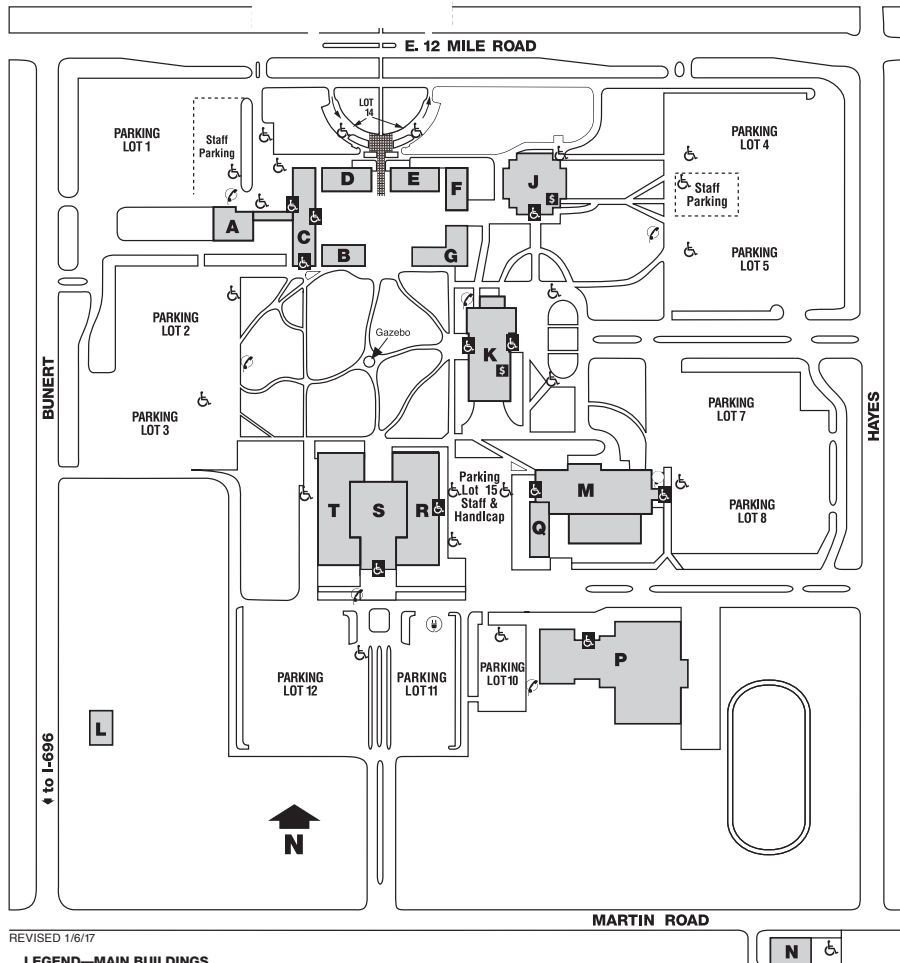
M-TECSM

7900 Tank Avenue, Warren, MI 48092



South Campus

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



REVISED 1/6/17

LEGEND—MAIN BUILDINGS

A Boiler House	L Bunert Conference Center	Disabling Parking	Disabling Entrances
B Science Building	M Transportation and Energy Technology Building	Location	C East, West & South Main
C Classroom Building	N College Park Annex	Spaces	J East & West
D Administration Building	Institutional Research	Lot 1A Staff 3	K East & West
E Classroom Building	Marketing	Lot 2 7	M East Middle
F Classroom Building	Publications	Lot 3 4	R North
G Classroom, Admissions Counseling, Financial Aid, Career Services Building	P Sports & Expo Center	Lot 4 11	TEC Main
J Max Thompson Learning Media Center	Q Boiler House	Lot 4 Staff 7	
K John Lewis Student Center	Robert E. Turner Complex	Lot 5 7	
College Police Dept.	R Graphic Technical Building	Lot 8 14	
Community Center/Bookstore	Lot 10 18	Lot 12 8	
	S Walter E. Bradley Auditorium,	Lot 14 9	
	T Mechanical Technical Building	Lot 15 Staff 8	
			Blue Light Emergency Phone
			Elec. Vehicle Outlet
			Wireless Available Campus-Wide

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 **911** 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.

Call **911** from a College phone to report any injuries or medical emergencies.

AED/SEVERE BLEEDING CONTROL KIT

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 immediately.
- Retrieve the AED from the white box located in hallways.
- When you open the box an alarm will sound.
- Please 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.

Remember, every second counts when someone is experiencing a cardiac arrest.

FIRE ALARMS

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 upon their arrival for persons with disabilities.

Stay together as a group. Faculty should be prepared to account for their students. Notify College Police (dial **911** 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 (i.e. South Campus—move toward 12 Mile Road, Hayes, Bunert or Martin; Center Campus—move toward Garfield, Hall Road, the condos/west or the hospital/south; East Campus—move toward Dunham; MTEC—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:

- Rescue others and remove yourself.
- Activate the nearest fire alarm pull station.
- Confine the fire by closing all doors.
- Extinguish small fires, if you can; otherwise evacuate.

FIRE EXTINGUISHERS

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 **911** from a College phone) upon reaching an area of safety.

LOCK-DOWN (SHELTER-IN-PLACE)

A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, a chemical spill or plume, or civil unrest.

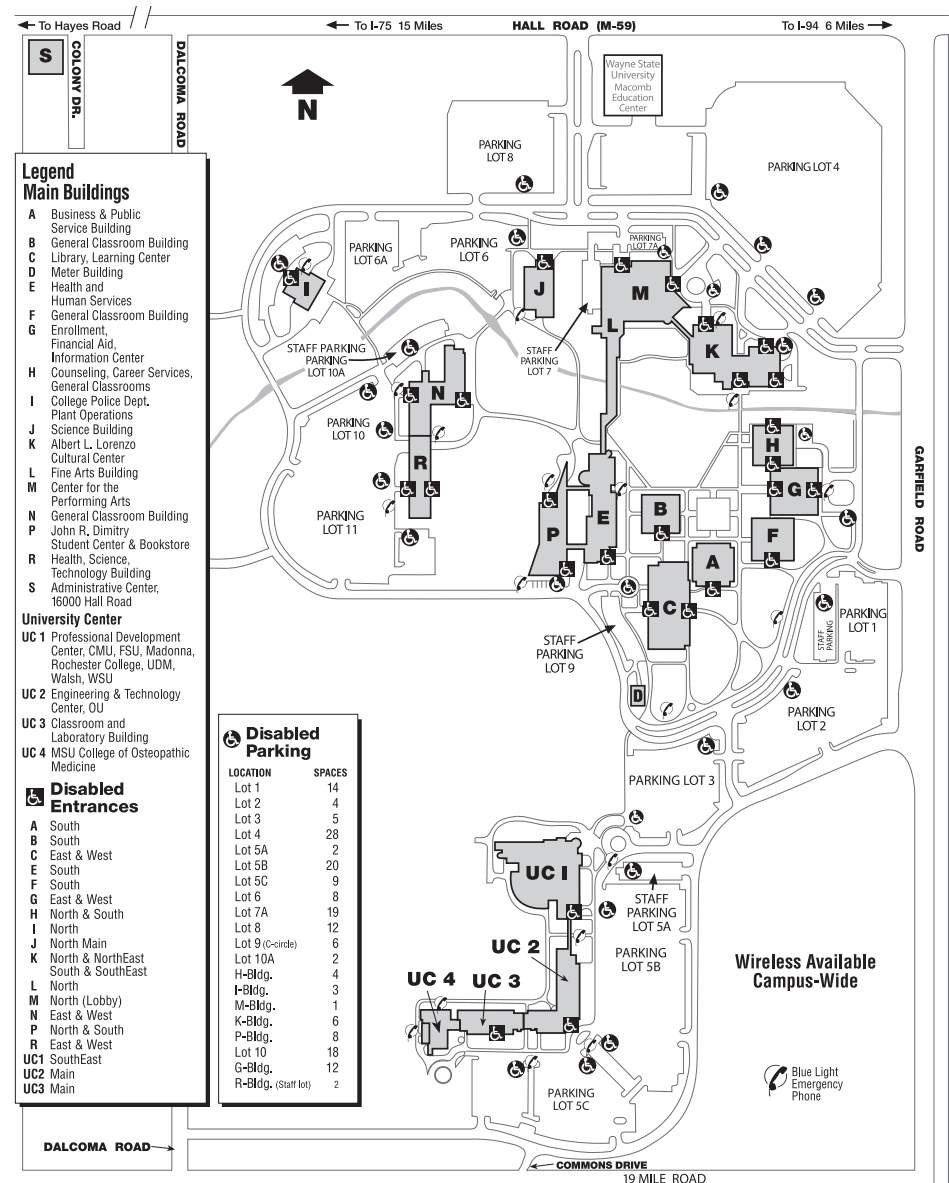
Lock-down announcements are given over the College Emergency Alert Phone System.

If you see a hostile intruder, dial **911** from a College phone if you can, and report what is happening. **DO NOT** pull a fire alarm! This could cause innocent persons to be put in harm's way.

- Stay in your classroom or office.
- Immediately secure the classroom or office door(s).
- Turn off the lights.
- If possible, stay out of sight of windows and doors.
- Stay put until police officers give an "All Clear."

Center Campus

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



REVISED 012017

BOMB THREAT

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 **911** 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.

Extend the distance to stay away from the affected building from 100 feet to 300 feet.

HOSTILE INTRUDER

If a hostile intruder is seen **inside** a building, dial **911** from a College phone to report what is happening.

- DO NOT pull a fire alarm! This could cause innocent persons to be put in harm's way.
- Only you can tell if it is safe to run from the building.
- If in doubt, do not run. Seek shelter where you are.
- Secure the doors to the room you are in. Turn off the lights.
- Stay out of sight of windows and doors.
- Be quiet and stay calm.
- Silence cell phones.
- Stay in hiding until a Police Officer gives an "All Clear" notification.
- If you feel your life is in imminent danger, you need to determine if you should take defensive action.

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.
- Dial **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 South Campus, or 586.286.2123 Center Campus).

WEATHER EMERGENCIES

Weather emergency announcements are given over the College Emergency Alert Phone System by College Police.

A **winter storm watch** is a forecast of hazardous winter weather due to various elements such as heavy snow (7 or more inches during a 24-hour period), sleet, or ice accumulation from freezing rain. A watch is a long-range prediction. They are generally issued by the National Weather Service at least 12 hours before hazardous weather is expected to begin.

A **winter storm warning** means hazardous winter weather is imminent, and there is a good possibility of heavy snow (7 or more inches during a 24-hour period), sleet, or ice accumulation from freezing rain. Should the College close due to severe winter weather, the closing announcement is disseminated by posting to the College website, the College Emergency Alert Phone System (if during school hours), as well as local radio and television stations.

A **severe thunderstorm watch** is a forecast of the possibility of severe thunderstorms developing in a large geographic area. You should continue normal activities, but stay alert for sudden changes in weather conditions. If possible, monitor local radio stations.

A **severe thunderstorm warning** means a severe thunderstorm has been sighted and may be approaching the area. During a severe thunderstorm warning, stay inside buildings. Be alert for changes in weather conditions, and be prepared to seek shelter in the event of a tornado warning.

A **tornado watch** is a forecast of the possibility of tornados developing in a large geographic area. You should continue normal activities, but stay alert for sudden severe changes in weather conditions. If possible, monitor local radio stations.

A **tornado warning** means a tornado has been sighted and may be approaching the area. A **warning** is an emergency situation, requiring persons in the affected area to seek immediate shelter.

In the event a **tornado warning** is issued:

- Immediately go to the nearest emergency shelter area. All shelter areas on campus are marked on Emergency Evacuation and Shelter maps located in the classrooms and hallways of campus buildings. In general, go to the lowest level, interior of a building away from windows and glass.
- Stay together as a group.
- Remain calm and walk—do not run.
- **Faculty**—be prepared to account for your students. Notify College Police (dial **911** 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.
- Stay in the shelter area until an “All Clear” is given.

POWER OUTAGE

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 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 typically will stay lit 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 **911** 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

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.

- For radiological:
 - Limit exposure—do not handle.
 - Evacuate immediately.
 - Shield yourself from the object.
 - Call College Police by dialing **911** 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 **911** 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

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 his/her normal behavior

Always contact College Police by dialing **911** from a College phone 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.
- Keep 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 you personally. State them clearly and concisely. Enforce the limits fairly and firmly.
- Refer the student to a counselor in the Counseling Services Department for further assistance and guidance.

COMMUNICABLE DISEASES

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 or speak out of turn 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.

SUSPICIOUS LETTERS AND PACKAGES

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 **911** 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 **911** from a College phone.
 - Do not use cell phones in the vicinity of the suspicious letter/package.

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 upon their arrival for persons with disabilities.

Stay together as a group. Faculty should be prepared to account for their students. Notify College Police (dial **911** 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 (i.e. South Campus—move outward to 12 Mile, Hayes, Bunert or Martin; Center Campus—move toward Garfield, Hall Road, condos or hospital; East Campus—move toward Dunham; MTEC—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

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. 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 **911** 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

In the case of a serious injury or illness, dial **911** from a College phone for assistance.

Be prepared to provide the **911** 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 persons 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

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 **911** 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 were 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

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 911 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

In case of exposure to a chemical substance:

- Remain calm. Follow decontamination procedures provided on the product label.
- Contact College Police by dialing 911 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

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 911 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

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 South Campus, or 586.286.2123 Center Campus).

PREVENTING THE SPREAD OF CONTAGIOUS DISEASES

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.
- Used tissues should be immediately placed 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/>