ALPENA
COMMUNITY COLLEGE

Alpena Community College
Emergency Procedures Manual

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For use by the
Alpena Campus &
Huron Shores Campus

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INTRODUCTION

In the event of an emergency, knowing the proper procedures can make the difference between a serious injury (or even death) and a “close call.” Quick response to the situation requires knowing the correct steps to be taken. Something as simple as not staying on the telephone after contacting the 911 operator could result in losing precious minutes from the response of the emergency team.

The Federal Emergency Management Agency (FEMA) describes an emergency as “any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down your business, disrupt operations, cause physical or environmental damage, or threaten the facility’s financial standing or public image.”

Obviously, numerous events can be “emergencies” and will be handled according to the following protocol. Fifteen emergencies specifically dealt with in this plan include:

- Active Shooter
- Biological Agents Threats
- Bomb Threat
- Civil Disturbance or Demonstration
- Explosion on Campus
- Fire
- Toxic Fumes and/or Vapors
- Flooding and Water Damage
- Hazardous Substance Incidents
- Mechanical/Electrical Failures
- Medical Emergencies
- Pandemic Flu Outbreaks
- Public Relations Emergencies
- Severe Weather/Tornado
- Violent or Criminal Behavior

ACTIVE SHOOTER

1. SECURE IMMEDIATE AREA

    - Lock and barricade doors if possible
    - If the area cannot be secured, and if you can safely do so, move to an area that can be secured.
    - Turn off lights
    - Close blinds/Block windows
    - Turn off radios/Silence cell phones
    - Get on the floor and away from windows and doors
    - Keep yourself and others calm, quiet, and out of sight. Take adequate cover or protection; i.e., concrete walls, thick desks, filing cabinets (cover may protect you from bullets)

2. CONTACT AUTHORITIES

    - Call 911
    - Only after calling 911, and if possible, call an Emergency Management Team Member (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099)

3. REPORT TO AUTHORITIES

    - Your specific location: building and office or room number, including the floor you are on
    - Number and location of assailants, shooters' identification (if known), including gender, physical features, clothing description, and other information such as weapon type, separate gunfire, explosions, et.
    - Number and type of injuries; number of people at your specific location

Points to Consider

- The shooter will not stop until engaged by law enforcement
- Attempt to rescue people only if it can be accomplished without further endangering self or others
- The safety of the masses is more important than the safety of the few
- Be cautious when evacuating due to a fire alarm – it may draw people into the line of fire
- If you decide to flee because you are in the open and cannot find a safe place or because you decide it is safer to flee:

    - Have an escape route and plan in mind
    - Do not carry anything with you
    - Keep your hands visible to the police

Police Response

- Police will first engage the shooter(s) before rescuing people
- As police move into the area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat
- If you are wounded or with someone who is wounded, wait for rescue teams to aid you and others
- Police will bypass you to search for the shooter and stop the killing
- Remain calm, follow instructions
- Wait for an “all clear” signal or message to emerge from a secure area
- **Remember**: This is a crime scene. Do not disturb possible evidence. Expect that the police will want to question you.

HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

How To Identify Suspicious Packages And Letters

Some characteristics of suspicious packages and letters including the following:

- Insufficient or excessive postage
- Handwritten or poorly-typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided, rigid or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address
- Wrapped in brown paper w/twine
- Foreign mail, air mail and special delivery

Package Marked With Threatening Message Such As “Anthrax”

1. Call 911 immediately.

2. Do not shake or empty the contents of any suspicious envelope or package.

3. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).

4. DO NOT WASH your hands with soap and water until instructed by law enforcement.

5. What to do next:

    - Notify the ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).

6. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

7. Keep all individuals that were exposed to the area in one location until law enforcement officials arrive.

Envelope with Powder And Powder Spills Out Onto Surface

1. Call 911 immediately.

2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).

3. DO NOT WASH OR SHOWER with soap and water until instructed by law enforcement.

4. What to do next:

    - Notify the ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).

5. When requested by Emergency Personnel, remove heavily contaminated clothing when told to by police or EMS and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.

6. If possible, list all people who were in the room or area, especially those who had

actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

7. Keep all individuals that were exposed to the area in one location until law enforcement officials arrive.

Question of Room Contamination by Aerosolization

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

1. Turn off local fans or ventilation units in the area.

2. LEAVE area immediately.

3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).

4. What to do next:

    - Notify the ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).

5. SHUT down air handling system in the building, if possible.

6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

7. Keep all individuals that were exposed to the area in one location until law enforcement officials arrive.

BOMB THREAT

All bomb threats must be taken seriously. The most important actions that can be taken are proper handling of the threatening call and the identification of any device or suspicious package or article.

If A Written Message Is Received

- Avoid excessive handling.
- Contact 911 and notify the ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).
- Who found it.
- Who else was present.
- Where was it found or how was it delivered.
- When was it found or delivered.
- Who touched it.
- Have any previous threats been received.

If the Threat Is Received By Telephone

- Take the caller seriously, but remain calm and do not panic others.
- In a calm voice, try to obtain as much information as possible to complete the Bomb Threat Report. (Or see/refer to Bomb Threat Report.)
- To the extent possible, record the conversation verbatim.
- (KEEP A BOMB THREAT CARD UNDER YOUR PHONE (see below) AND USE IT IF A CALL COMES IN!)
- If possible, get a co-worker to call 911and then the ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099) or Police Emergency while you continue talking to the caller.

    - If you have Caller ID, write down the phone number showing and the date and exact time of call
    - Time set to explode or what will cause it to explode
    - Which building is it in
    - Where it is
    - Type of bomb
    - Estimated age and gender of the caller

  - Emotional state: agitated, calm, excited
  - Background noises: traffic, music, voices
  - Why it was set
  - Who is the target
  - Who is the caller

- The ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099), with the help of the local police and other local authorities, will determine a plan of action. A decision on whether or not to evacuate will be based on all available information received.
- If the decision is made to evacuate, EXIT the building using posted exit plans.*
- If ordered to evacuate, move at least 500 feet away from the building to designated evacuation area and wait for instructions. Stay away from glass.
- Follow all instructions from the police and campus authorities. Do not re-enter the area until instructed to do so.
- During adverse weather you will be instructed where to go depending on specific buildings being targeted.

Bomb Threat: Identifying Suspicious Items

- Look closely around work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
- If you receive or discover a suspicious package or foreign device, call 911. UNDER ANY CIRCUMSTANCES DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!
- Do not open drawers, cabinets or turn lights on or off as such actions may trigger a bomb.
- Report potential safety or security problems to ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).
- Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.
- If asked to assist in a search for a bomb:

  - Be thorough
  - TURN OFF all 2-way radios and cell phones. Do not use them!
  - Do not touch anything you suspect
  - If necessary move people away from the suspicious item
  - Look for anything and everything that might conceal a bomb
  - Do not panic persons in the area
  - Recommend – use only land line phone system if operational

Evacuation Areas

When either directed or by sounding of an alarm, staff/faculty/students should evacuate to the following areas: (Each of these areas is at least 500 feet away from the evacuated site.)

From	To
Van Lare Hall (VLH)	Besser Technology Center (BTC)
BTC	VLH
Natural Resources Center (NRC)	BTC
Newport Center Building	World Center Concrete Technology
WCCT	BTC
Fine Arts Building	BTC
Huron Shores Campus	Grass plot behind back parking lot

* Watch out for secondary devices located in other areas or buildings.

Bomb Threat Report

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is it right now? _____
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? _____ Why?_____
7. What is your name? _____
8. What is your address? _____
9. Exact wording of the threat: _____

_____

_____

Caller's Voice: (circle all that apply)

Calm	Nasal	Slow	Stutter	Excited
Rapid	Raspy	Loud	Soft	Angry
Deep	Laughter	Normal	Disguised	Slurred
Lisp	Distinct	Clearing Throat	Crying	Ragged
Familiar	Cracked Voice	Deep Breathing		

If voice is familiar, who did it sound like? _____ Accent? _____

Sex of caller: _____ Race: _____

Age of caller: _____ Length of Call: _____

Phone number at which call received: _____ Time: ____ Date: _____

Background Sounds: (circle all that apply)

Street Noises	Music	Long Distance	Office Machine
Voices	Static	Animal Noises	Booth
Local	PA System	Motor	Factory Machinery
Other Noises	Other	House _____	

Threat Language: (circle all that

Well Spoken (Educated)	Incoherent	Taped	_____
Message Read by Threat Maker	Irrational	Foul	_____

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible.

- Avoid provoking or obstructing the demonstrators.
- Avoid the area of disturbance.
- Continue with your normal routine.
- Stay away from doors or windows if the disturbance is outside.
- If a class or lecture is disrupted, the offending person(s) should be requested to leave. If they refuse, notify 911 and the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099).

EXPLOSION ON CAMPUS

- Call 911 and the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099).
- If necessary, or when directed to do so, activate the building fire alarm system to evacuate the building.
- CAUTION: The building alarms ring inside the building, but the alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone to ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099). Call Simplex and let them know the reason for the alarm: 1-888-746-7539.
- When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire. DO NOT LOCK DOORS.
- Assist those in need of help and notify emergency personnel, if necessary.
- Do not use the elevators.
- Move at least 500 feet away from the building to designated evacuation area and wait for instructions. In case of adverse weather, you will be instructed on where to go.
- Stay away from glass.
- Do not re-enter the area until instructed to do so.

FIRE

If You Discover a Fire On Your Floor

- Designate someone to calmly and quickly:
- Call 911.
- Alert and evacuate people in the room.
- Close door after exiting.
- Activate fire alarm located at (refer to exit placement).
- Call ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099). Report your name, department and location of fire. Do not hang up until the call is complete.

If Trapped In A Room

- Place cloth material around or under door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and the fire.
- Be prepared to signal from window but do not break glass unless absolutely necessary (outside smoke may be drawn in).
- If you have a cell phone – call for help.

If Caught In Smoke

- Drop to hands and knees and crawl.
- Hold breath as much as possible.
- Breathe shallowly through nose and use blouse, shirt or jacket as filter.

If Forced To Advance Through Flames

- Hold your breath.
- Move quickly.
- Cover head and hair.
- Keep head down and eyes closed as much as possible.

If Clothing Catches Fire

STOP … DROP … ROLL

When A Fire Alarm Is Activated

- Follow ACC staff and/or emergency personnel directions.
- Make sure you are the last one and close the office/classroom door.
- Walk – do not run to the nearest safe exit (remove high heels to avoid tripping).
- Warn others who may attempt to enter the building.
- Use stairways for exit, do not use elevators. Do not push or crowd, use handrails in stairwells – stay to the right.
- Give assistance to disabled persons. (See “Assisting Disabled Persons During Emergency Evacuation” p. 27.)
- Feel doors (top and bottom) for heat – use back of your hand. If hot, do not open. If not hot, open door slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present.
- Notify emergency personnel if you suspect someone may be trapped inside the building.
- Proceed to assigned evacuation area (at least 500 feet from building).
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not interfere in any way with actions of emergency personnel.

DO NOT RE-ENTER BUILDING UNTIL FIRE DEPARTMENT GIVES PERMISSION.

Laboratory Fire/Explosion

- Call 911
- Alert people in your laboratory or immediate area to the fire. Evacuate the laboratory.
- Pull the FIRE ALARM - call 911 first then contact ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).
- If possible, control fire with extinguisher if training or experience or common sense tell you that you can. Fight the fire from a position of escape. Take no risk if the fumes from the burning material are unknown to you.
- Contain the fire by closing hoods and doors when evacuating area.
- A person with clothing on fire should stop – drop – and roll. Afterward, wrap the

person in a blanket to protect against shock.

- Do not use elevators to leave the building.
- Inform Supervisor or Department Head.
- Exit 500 feet from building and wait for the Fire Department.

DO NOT RE-ENTER BUILDING UNTIL FIRE DEPARTMENT GIVES PERMISSION.

Campus Housing Fire/Explosion

In case of an emergency:

- Pull FIRE ALARM and call 911.

Use Of Fire Extinguishers

- Call 911
- Fire extinguishers can be used on small (waste-basket-size) fires only if safe to do so.
- Be sure you are using the proper extinguisher for the types of fire you are fighting. Read instructions on extinguisher.
- When using a fire extinguisher, remember the acronym “PASS” below, which describes proper use of a typical extinguisher.
- Fire Extinguisher Instructions for Waste-Basket-Size Fires:
  - P Pull safety pin from handle
  - A Aim (nozzle, cone, horn) at base of fire
  - S Squeeze the trigger handle
  - S Sweep from side to side (watch for re-flash)
- Once the fire is extinguished, contact the ACC Emergency Management Team so they can report the fire.

□□□ Post Near Extinguishers □□□

Remember to aim discharging extinguishant toward the base of the fire, not the top or middle of the flames!

TOXIC FUMES/VAPORS

Toxic fumes can infiltrate into or through a building from various sources – improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines operated near air intakes, etc.

If the Presence of Toxic Fumes Is Suspected

- The area or areas affected should be evacuated.
- Use a telephone away from this area and call 911 and the ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099). (Physical Plant)
- Take no action to ventilate until instructed to do so.

Emergency Treatment

- Call 911
- Don’t endanger yourself or others.
- Remove victims from area only if safely possible.
- Assist victims as necessary.

FLOODING AND WATER DAMAGE

Serious water damage can occur from a number of sources such as broken pipes, clogged drains and broken skylights or windows. If a water leak occurs:

- Remain calm.
- Call ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099).
- Advise the dispatcher of exact location and severity of the leak.
- Indicate whether any valuables, art collections or books are involved, or are in imminent danger.
- ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099) will notify the appropriate authorities and dispatch officers to assist.
- Notify your supervisor of the extent and location of the leak.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.) do so cautiously.

HAZARDOUS SUBSTANCE INCIDENTS

Personnel Exposures/Contamination

- Unless it is unsafe, leave the victim where he/she is.
  - Medical condition victim(s), or
  - Potential hazard to rescuer(s).
- Notify 911and ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).
- Administer First Aid as appropriate.
- Proceed to nearest emergency eyewash/shower to flush contamination from eyes/skin.
- Do not remove contaminated clothing.
- Stand by to provide information or assistance (including MSDS) to emergency response personnel (in cases where they are dispatched). 1-800-451-8346
- Persons who may be contaminated by a spill/release are to:
  - Seek medical attention as directed.
  - Avoid contact with others.
- Personnel on site should be evacuated from the affected area at once.
- Seal off the contaminated area to prevent further contamination until the arrival of trained responders. Keep individuals segregated so no cross-contamination occurs.
- Alert responders/emergency personnel of injury.

Contamination of Equipment/Facilities

- Call 911.
- Do not attempt any clean up or decontamination procedures.
- Notify the ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).
- Unless the incident is a small spill of a relatively innocuous material, DO NOT ATTEMPT SPILL CLEAN UP WITHOUT ACC EMERGENCY MANAGEMENT TEAM APPROVAL (phone #s 989-358-7202 or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099).
- Avoid spreading contamination by restricting access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists (e.g., radioactive, corrosive, flammable, biological).
- If a liquid spill, attempt to contain it by using appropriate absorbent material.
- Stand by to provide information/assistance to emergency response personnel.

Release to the Environment (Air, Water, Soil)

- Stop the release, if safe to do so.
- Follow procedures described above for contamination of equipment/facility.

MECHANICAL/ELECTRICAL FAILURES

Should an electrical or mechanical systems failure occur in a college building, it may become necessary to evacuate the facility. ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099) will make a decision.

- If you are in an area where power has failed, call ACC Emergency Management Team (phone (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099), providing the dispatcher with your name, location and department. Describe the nature of the problem and any additional locations that are without power.
- If the lights are out, proceed cautiously to an area that has emergency lights.
- If you are trapped in an elevator, remain calm and use the emergency telephone or call button.
- ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099) will advise you when to evacuate the building.
- If requested:
  - Evacuate the building immediately.
  - Move to a clear area at least 500 feet away from the building.
  - Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you are asked and if you wish to do so, assist the emergency crews.
- Unless ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099) directs you to an alternate location, you should remain near the college building.

MEDICAL EMERGENCY

General Steps in Medical Emergencies

- Have someone notify 911.
- Do not move the injured except for protection from further injury.
- Call out for emergency personnel trained in First Aid.
- If immediate action must be taken and no emergency personnel are available, the 911 operator will assist you.
- Have someone bring you the department first aid kit, if needed.
- Stay with the victim until the police and ambulance arrive.
- Personal safety is your first priority.
- Use protective equipment when in contact with the victim’s blood or any other bodily fluids.
- Complete all incident forms.

PANDEMIC FLU OUTBREAK

Policy on Reportable Communicable Diseases

In the event of a communicable disease outbreak or health threat, Alpena Community College will seek direction from or follow guidelines issued by the District Health Department #4 of the Michigan Department of Community Health.

PUBLIC RELATIONS EMERGENCIES

While public scandals are rare in higher education, virtually every institution must occasionally deal with such situations. This might involve a highly-visible lawsuit, accusations of wrongdoing on the part of a college official, an egregious case of student misconduct or a variety of unspecified events that carry the potential of having a negative impact on the institution's reputation. The impact of these events is exacerbated when they result in potential or actual news coverage.

When such events occur, the Director of Public Information, in close consultation with the President and Legal Counsel, exercises the following responsibilities:

- Assessment of the potential impact on the college's reputation.
- Legal implications of the event; laws and policies pertaining to its disposition.
- Recommendations on steps to diffuse or eliminate the problem before it goes public; or when that is not possible, steps to lessen the negative impact on the college's reputation.
- Development of messages and channels of communication to the various constituents (including the news media) associated with the event.
- Assurance that all privacy laws and other laws are obeyed.

SEVERE WEATHER/TORNADO

A tornado is a particularly dangerous severe storm with rotary winds that can exceed 300 miles-per-hour, usually accompanied by hail, severe thunderstorms and often times dangerous lightning. Flying debris may become deadly missiles that injure and kill. Most tornadoes move from southwest to northeast and generally occur in late spring, but they can happen any time. When a tornado threatens, immediate action can SAVE LIVES.

Severe Weather/Tornado Watch: A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

Severe Weather/Tornado Warning: When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities, including ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099). If severe weather or a tornado is approaching, the warning will be signaled by a continuous sounding of emergency sirens.

In Case of Severe Weather

When the emergency warning sirens sound, it is YOUR responsibility to get to shelter. Take a battery-operated radio with you to listen for the “all clear” signal. ACC Emergency Management Team (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099) will notify the President. ACC Emergency Management Team may also announce the warnings via loudspeakers. When the emergency sirens are sounded, all persons should immediately seek shelter in the nearest strong building. Go to the basement or interior walls of lower floors. Auditoriums, gymnasiums and similar large rooms with wide roofs should be avoided.

Stay away from all windows and exterior doors.

Tornado

Indoor Procedures:

- When a tornado warning is issued, TAKE COVER IMMEDIATELY.
- Since the greatest danger is from flying glass (collapsing windows) and material falling from buildings, the safest area is the center hall of any campus building.
- Go immediately to safe areas as designated by “Evacuation” signs.
- Assist persons with disabilities.

- If safe areas are not posted, go immediately to the basement or to an inner hall of a lower floor. If no basement is available, move under heavy furniture or into a closet nearest the center of the building. In any case, stay clear of large windows or other glass.
- Stay away from windows and protect yourself from flying debris by seeking shelter under a sturdy table or desk and covering your face.
- Take cover under heavy tables and/or sturdy furniture, if possible.
- Remain in safe areas until instructed by the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099) or local police or radio station stating that all is clear, then report all damage to the police.

This procedure is preferable to remaining in a vehicle, mobile home or lightweight structure. Remember that tornadoes move swiftly and are often erratic.

Thunderstorms and Lightning

Thunderstorms affect relatively small areas when compared with hurricanes and winter storms. The typical thunderstorm is 15 miles in diameter and lasts an average of 30 minutes. There is more energy contained in a thunderstorm than in an atomic bomb.

Despite their small size, all thunderstorms are dangerous. Every thunderstorm produces lightning, which kills more people each year than tornadoes. Heavy rain from thunderstorms can lead to flash flooding. Strong winds and hail are also dangers associated with some thunderstorms.

Indoors:

- Remain calm.
- Avoid water fixtures, telephone lines and any electrical conducting materials, such as computer network communication cables.
- Stay away from all windows.

Outdoors:

- Go to the nearest ditch or ravine and drop to your knees. In a wooded area, go to a low area of smaller trees and bushes.
- Do not stand in an open area or underneath a tall tree or structure.
- Stay away from metal objects and open bodies of water. If you are in a motor vehicle, remain there. You are generally safe from lightning strikes since the tires act as effective electric insulators.

VIOLENT OR CRIMINAL BEHAVIOR

Do Not Take Unnecessary Chances

Do not interfere with:

- Persons committing the crime/creating the disturbance.
- Law Enforcement Authorities on the scene.

Actions to Take If You Observe Violent and/or Criminal Behavior

- All violent/criminal behavior should be reported by calling 911 immediately.

  Hopefully, you will never be the victim of or witness to a crime of any sort. If you should be involved in or witness one, however, your personal safety and that of others is the number one priority.

  "I didn't know I should call the police" and "When should I call the police?" are the two most common statements police officers hear when speaking to students, staff and faculty members.

- Trust Your Instincts!

  If you suspect something is wrong, or a situation seems dangerous, you may be right. Don't dismiss suspicious people, cars or situations. If you observe or have knowledge of any dangerous, suspicious or criminal activity, don't hesitate; call 911 and the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).
- DON'T delay.
- Call the police first, others second.
- Do not attempt to apprehend or interfere with the criminal except for self-protection.
- Do not touch anything or disturb the crime scene.
- If you observe the violent/criminal behavior, remain available to the law enforcement activities.

What To Do If You Are The Victim Of Violent and/or Criminal Behavior

- Call 911 and the ACC Emergency Management Team (phone #s 989-358-7202

or 989-358-7360; or cell phone #s 989-464-1184 or 989-464-0099) IMMEDIATELY with the following information:
    - Nature of Incident.
    - Location of Incident.
- Keep all witnesses available.
    - Get a good description of the criminal if personal safety allows. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, name, if known.
    - Should a criminal attempt or accomplish to get away in a vehicle, bicycle, etc., note the make and model, license number (if possible), color, outstanding characteristics, etc.
    - This only takes a few seconds but can be of vital assistance to investigating police officers.
    - Location of person(s) involved.
    - Your name, location, department and extension number.
- Remain where you are until a police officer arrives.

Preventive Measures

- Protect yourself!
- Be aware of your surroundings.
- Walk in well-lit areas, and do not walk alone.
- Consider carrying pepper spray for self-protection or carry a personal security alarm to alert others if you have trouble.
- Learn self-defense techniques.
- Lock your doors.
- Keep inventory of your valuables and engrave them.
- Register your bike with the City of Alpena Police Department and use a good lock to protect your bicycle.
- Lock your vehicle and do not leave valuables inside of it in plain sight.

ASSISTING DISABLED PERSONS DURING EMERGENCY EVACUATION

It is the responsibility of all administrators to ensure that plans are in place for assisting persons with disabilities within their operations in the event of evacuation. Plans should be in writing, provide appropriate levels of backup and be distributed to all individuals working in the unit. Persons with disabilities must have significant input into the plans, as they are best aware of the level and type of assistance needed.

In most cases, evacuation will not be necessary or advisable. Do not evacuate unless instructed to do so by emergency personnel, the fire alarm has activated, or danger is imminent.

All persons should proceed toward the nearest safe emergency exit as instructed by emergency personnel. When a disabled person reaches an obstruction, such as a staircase, he/she should request impairments should stay in the exit corridor and call for help. If the exit corridor should become dangerous (smoke, fire), proceed into the stairway, if possible, and stay at the stairway landing.

Close the door behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke. Call 911 and advise the operator of your situation. If in a room with a window, signal rescuers by waving, or place a sign in the window. Do not open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to prevent smoke from entering.

Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

Non-Ambulatory Persons

Always consult the person about the following:

- Preferred ways of being removed from wheelchair.
- Wheelchairs should not be used in stairwell if at all possible.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether a seat cushion or pad should be brought along with the person if he/she is removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care if removed from the wheelchair (i.e., whether they prefer a stretcher, chair with pad or medical assistance).

Visually Impaired Persons

- Tell the person the nature of the emergency.
- Offer to guide him/her to safety.
- As you walk, say where you are and advise of any obstacles.
- When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.

Hearing Impaired Persons

Hearing impaired persons may not hear audible alarms and some buildings do not have visual alarm devices.

Either:

- Write a note explaining the nature of the emergency. Include “Go to exit NOW,” or
- Turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do.

APPENDICES

Appendix A: Guidelines for Persons that May Receive and Open Suspect Mail

While it is important not to panic about handling and opening mail AND knowing the risk of contracting any disease from an envelope is extremely low, the best practice for the many state employees who handle mail each day is AWARENESS.

General Precautions

It is important to understand that it would be virtually impossible to open all college mail in one centralized location. However, there are general precautions that can and should be taken by personnel with responsibilities for handling the college's mail. These precautions include:

- Wash your hands with warm soap and water before and after handling the mail.
- Do not eat, drink or smoke around the mail. Hand to mouth contact should not occur.
- If you have open cuts or skin lesions on your hands, disposable gloves may be appropriate. Those who handle large amounts of mail should wear disposable gloves. Call the Facilities Director for gloves.
- Surgical masks/respirators, eye protection or gowns are NOT necessary or recommended.
- Screen all mail and packages. DO NOT OPEN ANY LETTER OR PACKAGE THAT APPEARS SUSPICIOUS.
- Have a supply of plastic envelopes or bags in which to place suspicious mail. Sealed letters and packages do not pose an immediate threat and can be managed on a priority basis.
- The person to whom it is addressed should open his/her own mail.
- When opening mail:
  - Use a letter opener rather than tearing the envelope.
  - Do not open at the end and blow into the envelope.
  - Open letters/packages with minimal movement to avoid spilling contents.
- Ensure that 911 and the ACC Emergency Management Team (phone (phone #s; 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099)) are contacted if a suspicious package or envelope is discovered.

What to Look For

Some typical characteristics of suspicious mail include the following:

- Badly typed, written, or misspelled words.
- No return address.

- Excessive wrapping, tape, or string.
- Strange appearance (odor, oily stains, discoloration).
- Markings with restrictive endorsements, such as “Personal” or “Confidential.”
- Excessive postage or markings indicating it was mailed from a foreign country.
- A city or state in the postmark that doesn’t match the return address.
- Incorrect titles.
- Title, but no name.
- Excessive weight.
- Lopsided or uneven envelope.
- Addressed to someone no longer with your department.
- Unexpected mail or from someone who is unfamiliar to you.

What To Do

Unopened Suspect Mail

- DO NOT open it, shake it or empty its contents.
- Place it in a clear zip-lock bag or other type of container to prevent leakage.
- Call 911 and the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099).
- List all people who were in the room or area when the suspicious letter or package was recognized. Give this list to Facilities Director should a follow-up investigation occur.
- Facilities Director will arrange for the mail’s opening under controlled conditions.

Opened Suspect Mail with Threatening Message But No Substance

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the material in a clear zip-lock bag or other type of container to prevent leakage of contents.
- If you do not have any container, then COVER the envelope or package with anything (i.e., clothing, paper, trashcan, etc.) and do not remove this cover.
- Wash your hands thoroughly with soap and water. Do not use bleach or other disinfectant on your skin.
- Contact 911, then contact the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099). Emergency response will contact any appropriate state and federal agencies.
- Provide Facilities Director with the building and room number. They will contact college personnel who will turn off local fans or ventilation units in the area.

- List all people who were in the room or area when the suspicious letter or package was recognized. Provide this list to 911 personnel and Facilities Director or ACC Emergency Management Team for follow-up investigations and advice.
- Do not allow anyone to leave the area that might have touched the envelope.
- When emergency response personnel arrive, they will provide further instructions on what to do.

Opened Suspect Mail with Some Type of Substance and/or Substance Spills Out

- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover!
- LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Evacuation of the entire building is NOT necessary at this point.
- Contact 911, then contact the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099). Emergency response will contact any appropriate state and federal agencies.
- Provide Facilities Director with the building and room number. They will contact college personnel who will turn off local fans or ventilation units in the area.
- If the substance is spilled onto an individual:
  - Leave the room, close the door, but remain in the immediate area.
  - When contacting Facilities Director, notify them of contaminated clothing so replacements can be provided when they respond.
  - Remove contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed.
  - Provide the sealed clothing bag to emergency response personnel for proper handling.
  - SHOWER with soap and water as soon as possible. ON site accommodations will be provided, if needed. If on site showering is required, an additional change of clothing will be provided.
  - List all people who were in the room or area when the suspicious letter or package was opened, especially those who had actual contact with letter or package. Provide this list to emergency response personnel and Facilities Director or Emergency Management Team for follow-up investigations and advice.
  - Do not allow anyone to leave the area that might have touched the envelope/package or who were in the room when it was opened.
  - Ask involved people to remain calm until emergency response personnel and Facilities Director arrives. NOTE: Anthrax is not an immediate threat and must be inhaled, ingested or absorbed through the skin via open wound to cause infection.
- When 911 arrives, they will provide further instructions on what to do.

Appendix B: Emergency Management Team Members

In the event of an emergency, make sure all members of the Emergency Management Team have been notified and alternate members as necessary. Contact the President, wait for instructions, and assemble members at the designated command center. Evaluate the situation and decide necessary action.

President
(C) 989-464-5396 (H) 989-356-2830 (O) 989-358-7246

Director of Facilities Management
(C) 989-464-1184 (H) 989-657-6197 (O) 989-358-7202

V.P. for Administration & Finance
(C) 989-464-0099 (H) 989-358-1134 (O) 989-358-7368

V.P. for Instruction
(C) 989-370-8648 (H) 989-786-3453 (O) 989-358-7458

Director of Public Information
(C) 989-464-5566 (O) 989-358-7215

Dean of Students
(C) 989-916-6528 (HUSH) 989-358-7442 (O) 989-358-7212

Director of Administrative Information Systems
(C) 989-657-3979 (O) 989-358-7231

Director of ..
(C) 989-464-8561 (O) 989-358-7376

Director of Nursing
(C) 989-657-3214

<u>Alternate</u>

Director of Human Resources
(C) 989-916-5227 (O) 989-358-7211

Appendix C: Sample Emergency Procedures Card

DIAL 911 in the event of an Emergency and remain on the line until instructed to hang up.

Immediately report the incident to:

Facilities Management at extensions: 7202 or 7360

Director of Facilities Management (C) 989-464-1184
V.P. for Administration & Finance (C) 989-464-0099

DO NOT LEAVE THE SCENE

Remain available until released by emergency personnel and the emergency management team. Follow-up by completing an incident form and submitting it to the Business Office.

Appendix D: Alpena Community College Emergency Procedures (Condensed List)

These procedures are provided as guidance only. Never do anything to endanger yourself or others.

Suspicious Letters/Packages

- Do not shake or empty contents
- Do not try to clean up spilled contents
- Cover with plastic to prevent leakage
- Leave room, close door or section off
- Wash hands with soap and water
- Report to Police “911”
- Report to the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099)
- List all persons who may have been exposed

Bomb Threat

- Remain calm
- Take all threats seriously
- Do not panic others
- Obtain as much information as possible about the bomb and caller (use Bomb Threat Card)
- Take notes on everything said
- Have co-worker call “911” while you’re talking to caller if possible
- Do not hang up phone when done with caller
- Call the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099)
- If evacuation ordered, move at least 500 feet away from building
- Do not re-enter area until instructed

Fire/Explosion

- Remain calm
- Call “911” immediately!
- Activate building fire alarm
- Evacuate building closing all doors – Do not lock
- Do not use elevators
- Assist the disabled outside or to enclosed stairwell
- Advise Police Department or Fire Department of location of disabled persons

- If evacuation ordered, move at least 500 feet away from building
- Keep roads and drives clear
- Do not re-enter area until instructed
- Call the ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099)
- Medical Emergency
- Call or have someone call “911”
- Administer first aid if qualified or seek someone who is
- DO NOT MOVE VICTIM except to prevent further injury
- Stay with victim until police/ambulance arrive
- File Attached Incident Report

Severe Weather

- Seek shelter in basement or interior hall of lower floor
- Avoid auditoriums, gymnasiums and similar large rooms
- Stay away from all windows and exterior doors
- Take cover under heavy tables and/or sturdy furniture when possible
- Follow room exit plans

Hazardous Substance Spills

- Remove individual from area unless unsafe to do so
- Call “911” and ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099) if immediate attention required
- Administer first aid if qualified or seek someone who is
- Use emergency eyewash/shower
- Remove contaminated clothing
- Contaminated person should seek medical attention
- Contaminated person should avoid contact with others

Toxic Fumes/Vapors

- Evacuate area
- Assist the disabled
- Call “911” from away from area
- Assist victims as necessary
- Call ACC Emergency Management Team (phone #s 989-358-7202 or 989-358-7360 or cell phone #s 989-464-1184 or 989-464-0099)

Flood/Water Damage

- Call Maintenance immediately
- Indicate nature of valuables at risk
- Notify supervisor
- Use extreme caution if electrical appliances or outlets near leak
- Evacuate if any possible danger

IMPORTANT PHONE NUMBERS:

Police/Fire/Medical Emergency:	911
ACC Emergency Management Team:	989-464-1184
Maintenance/Facilities:	989-358-7202 or 989-358-7360 or cell #s 989-464-1184 or 989-464-0099
Electricity:	
Water:	
Gas:	

Appendix E: Bomb Threat Report

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is it right now? _____
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? _____ Why?_____
7. What is your name? _____
8. What is your address? _____
9. Exact wording of the threat: _____

_____

_____

Caller's Voice: (circle all that apply)

Calm	Nasal	Slow	Stutter	Excited
Rapid	Raspy	Loud	Soft	Angry
Deep	Laughter	Normal	Disguised	Slurred
Lisp	Distinct	Clearing Throat	Crying	Ragged
Familiar	Cracked Voice	Deep Breathing		

If voice is familiar, who did it sound like? _____ Accent? _____

Sex of caller: _____ Race: _____

Age of caller: _____ Length of Call: _____

Phone number at which call received: _____ Time: ____ Date: _____

Background Sounds: (circle all that apply)

Street Noises	Music	Long Distance	Office Machine
Voices	Static	Animal Noises	Booth
Local	PA System	Motor	Factory Machinery
Other Noises	Other	House _____	

Threat Language: (circle all that

Well Spoken (Educated)	Incoherent	Taped	_____
Message Read by Threat Maker	Irrational	Foul	_____

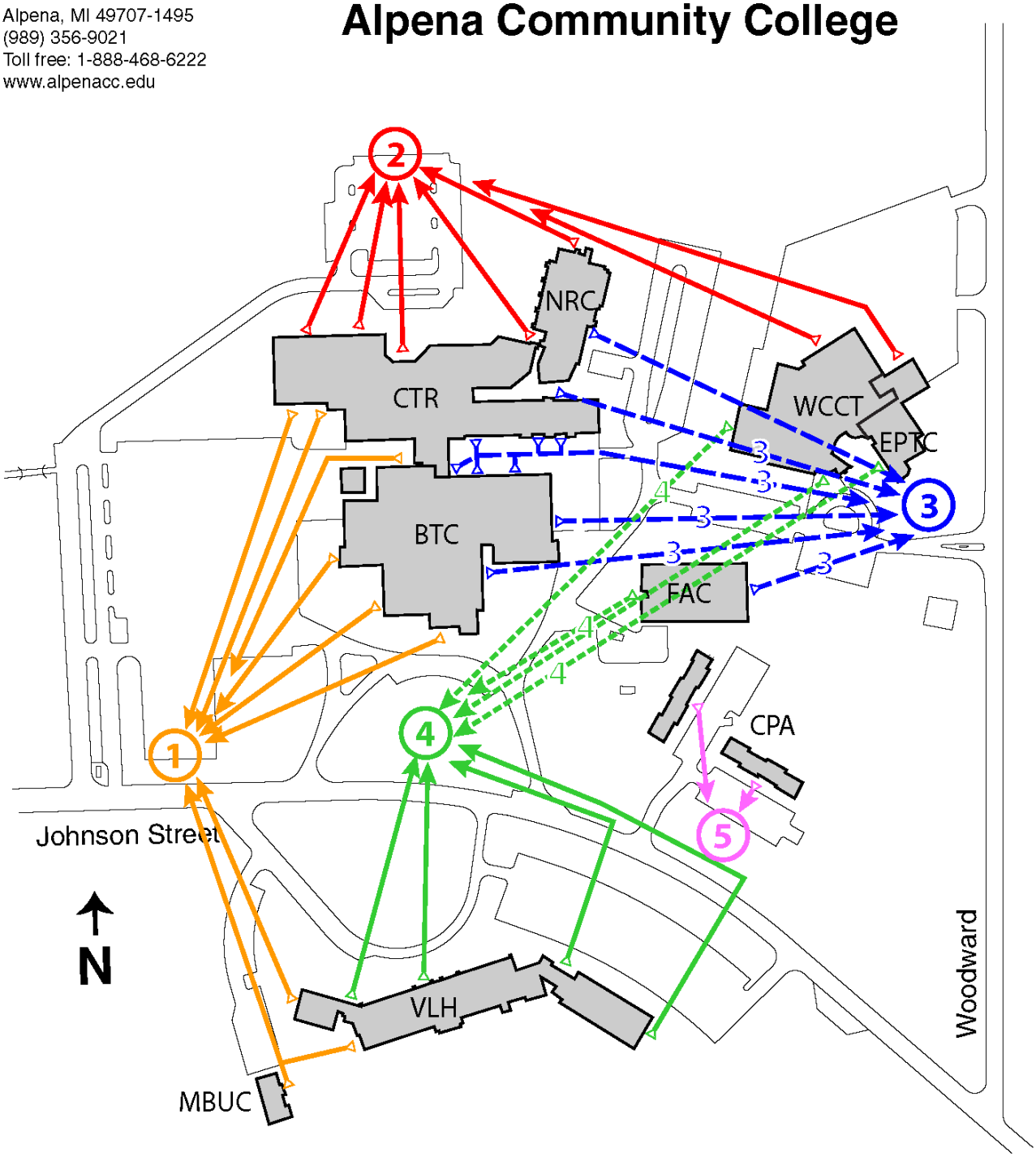
Appendix F: Campus and Building Evacuation Maps

ALPENA
COMMUNITY COLLEGE

665 Johnson Street
Alpena, MI 49707-1495
(989) 356-9021
Toll free: 1-888-468-6222
www.alpenacc.edu

Building Evacuation Map

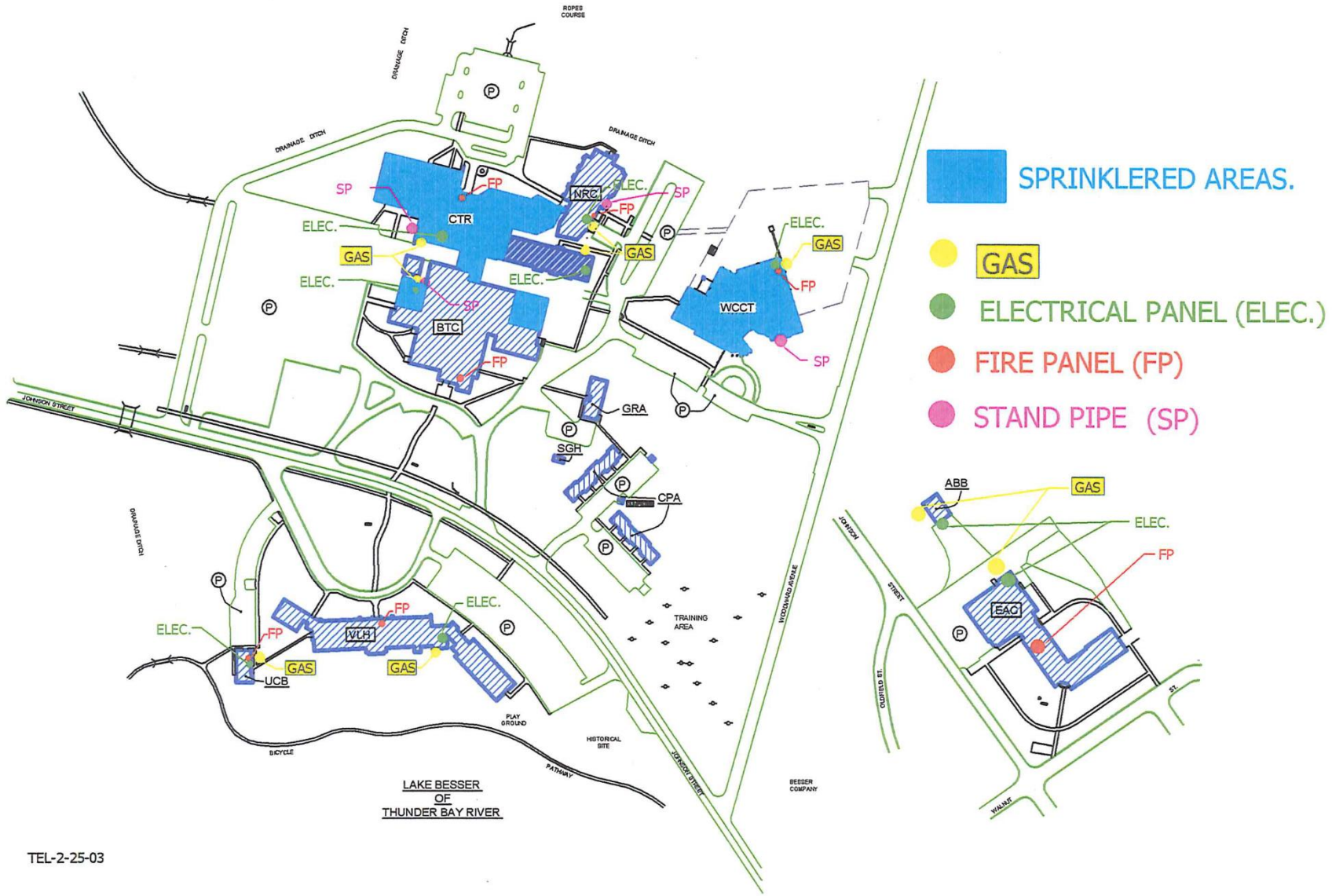
Alpena Campus
Alpena Community College



1 — "B" parking lot near the main entry sign.
2 — At the north end of the "C" parking lot at the point furthest from the building.
3 — Near the EPTC entrance between the solar panels and Woodward Street.
4 — Directly in front of Besser Technical Center near the block wall sign.
5 — Between the south College Park Apartments parking lot and Johnson Street.

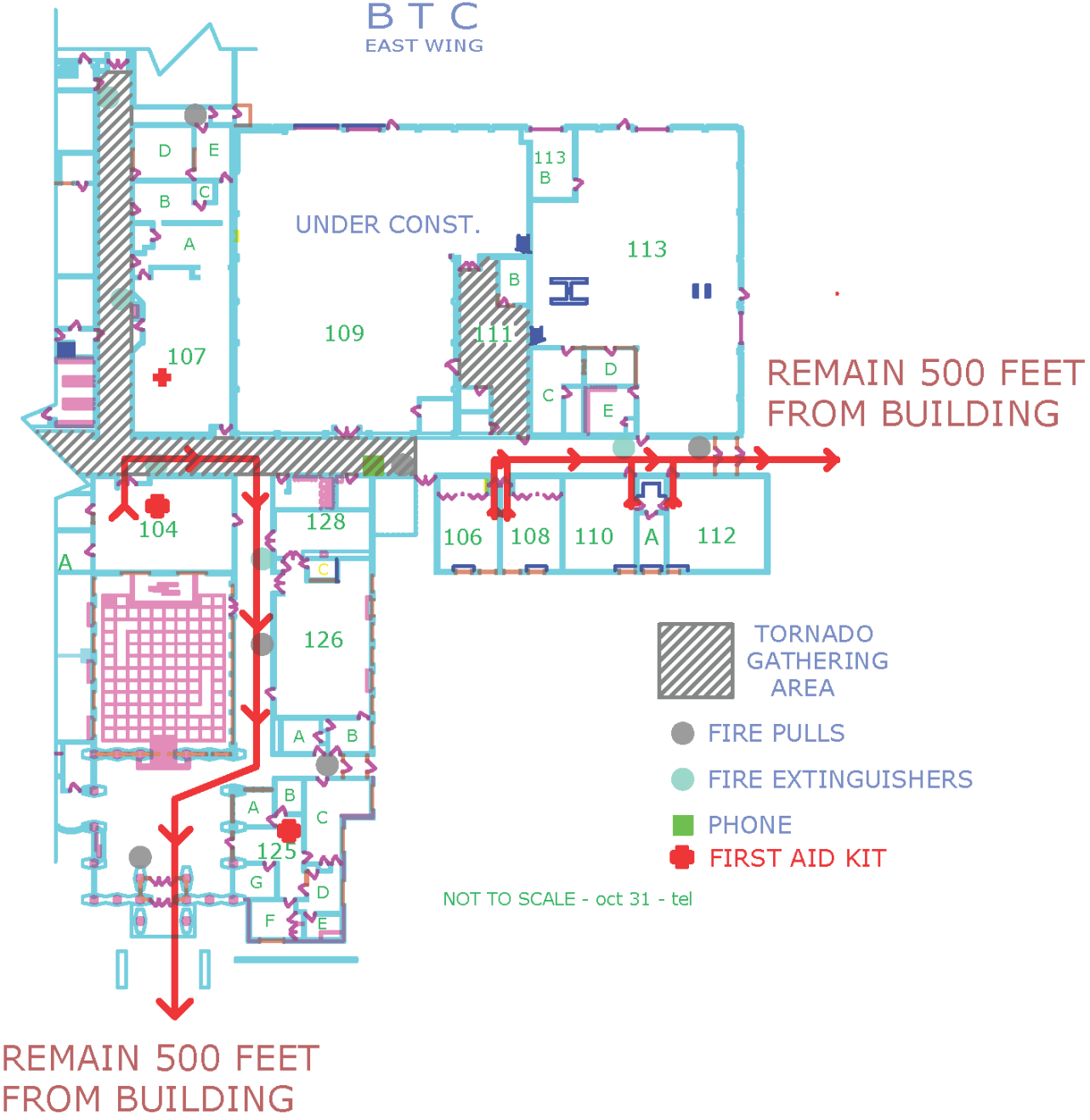
ALPENA COMMUNITY COLLEGE CAMPUS

666 JOHNSON STREET



TEL-2-25-03

EXIT PLAN


B T C
EAST WING
UNDER CONST.
107
109
111
113
113 B
104
128
106
108
110
112
126
125
REMAIN 500 FEET FROM BUILDING
TORNADO GATHERING AREA
FIRE PULLS
FIRE EXTINGUISHERS
PHONE
FIRST AID KIT
NOT TO SCALE - oct 31 - tel
REMAIN 500 FEET FROM BUILDING

EXIT PLAN

B T C
WEST WING

REMAIN 500 FEET
FROM BUILDING

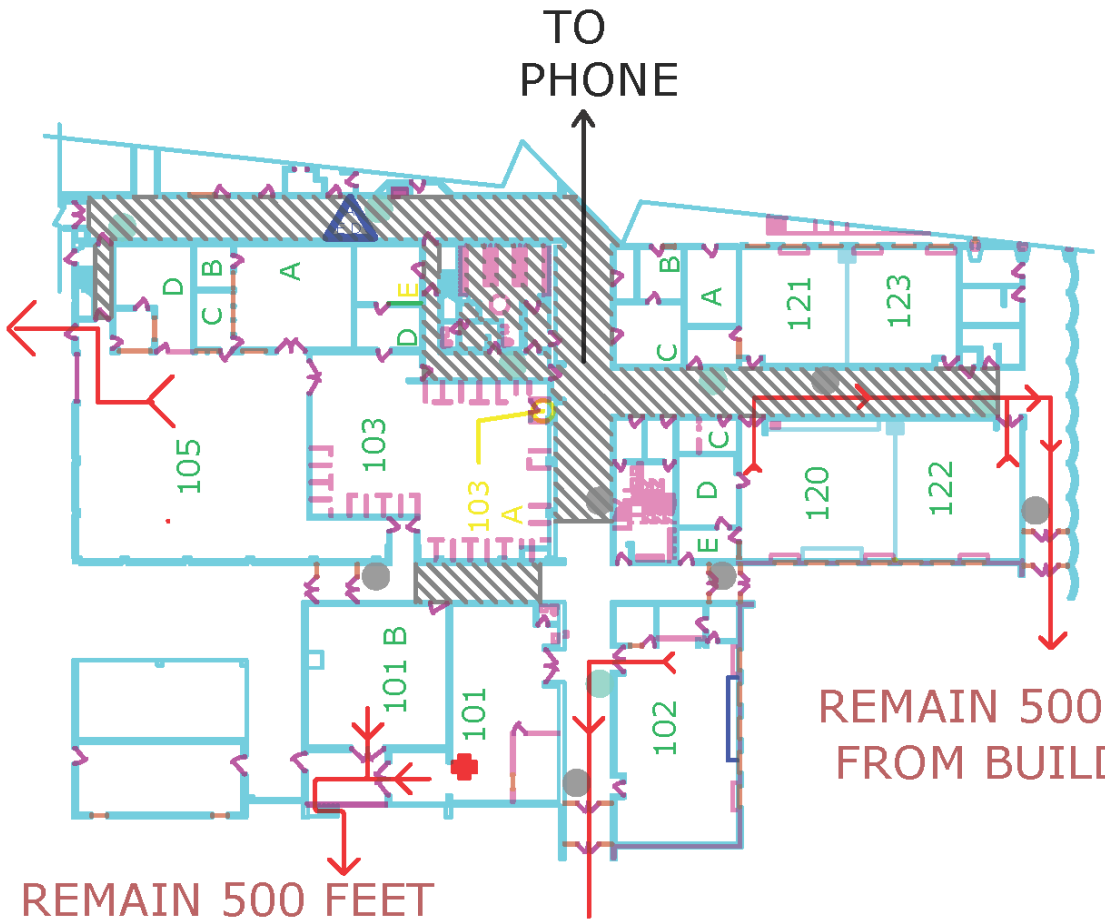
TORNADO AREA

FIRE PULLS

PHONE

FIRST AID KIT

AUTOMATED EXTRERNAL DEFRIBULLATOR

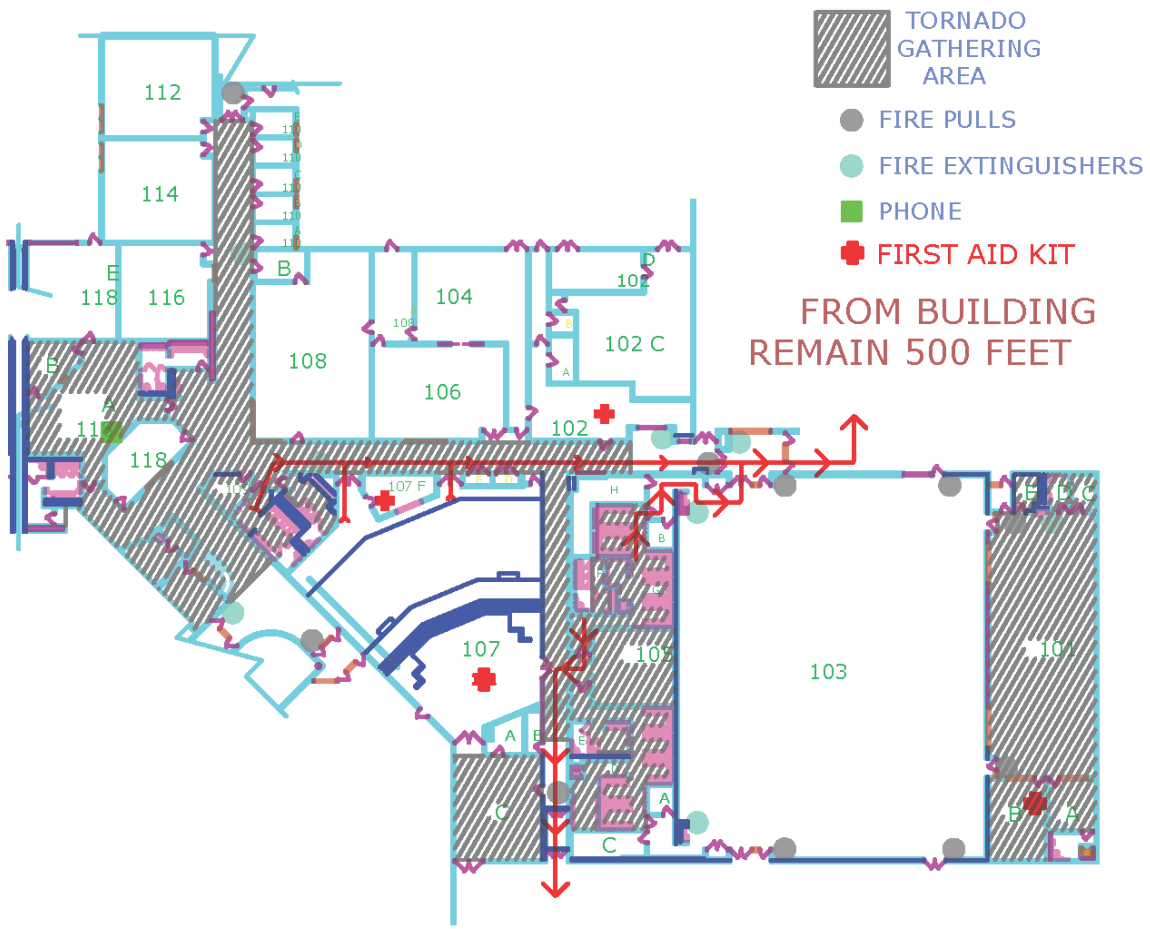


NOT TO SCALE -NOV.4 2002 - TEL

EXIT PLAN

C T R

WEST WING

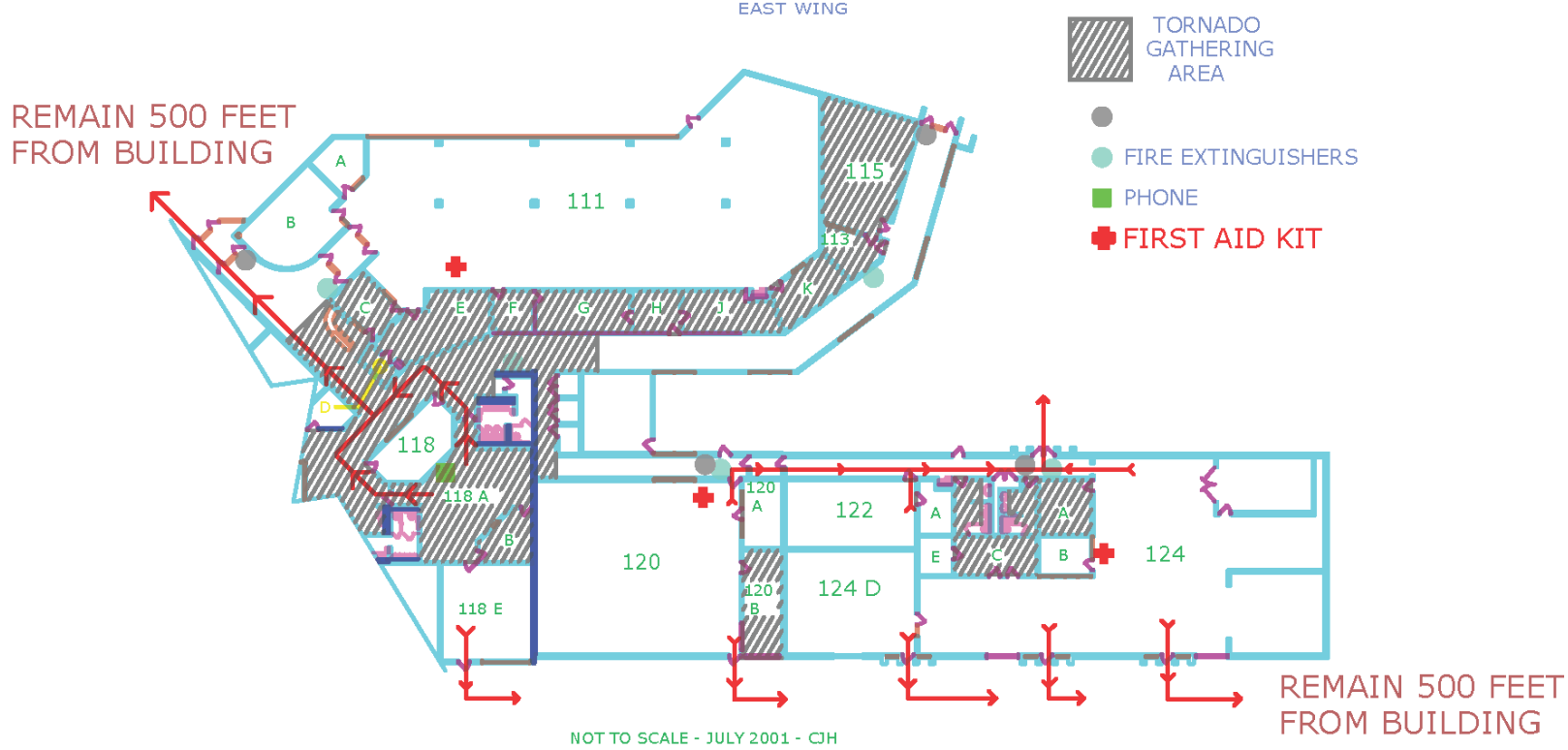


not to scale - oct 31 2002 - tel

EXIT PLAN

CTR

EAST WING



NOT TO SCALE - JULY 2001 - CJH

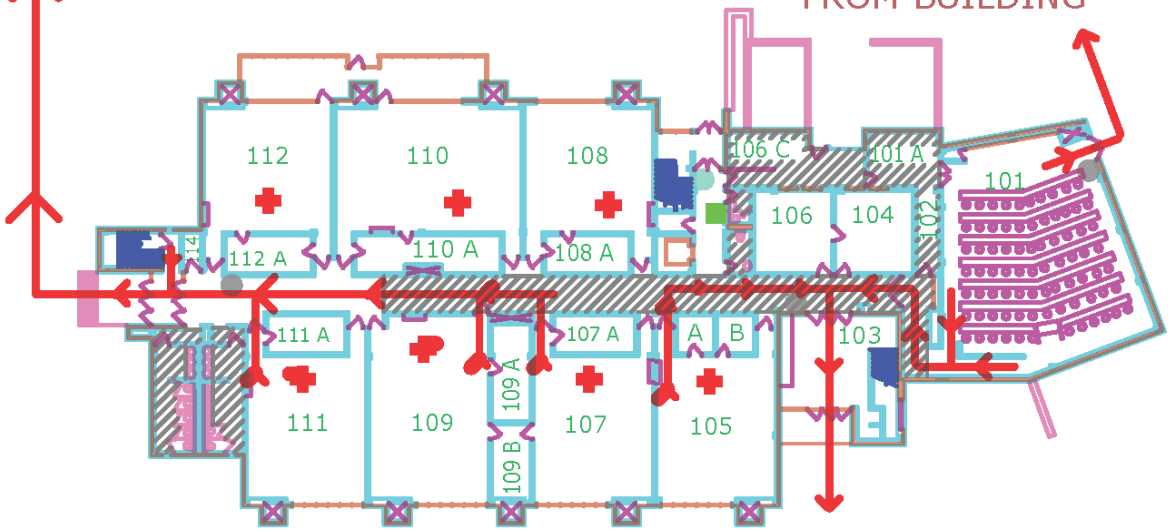
EXIT PLAN

NRC

FIRST FLOOR

REMAIN 500 FEET
FROM BUILDING

REMAIN 300 FEET
FROM BUILDING



TORNADO GATHERING AREA

FIRE EXTINGUISHERS

PHONE

FIRST AID KIT

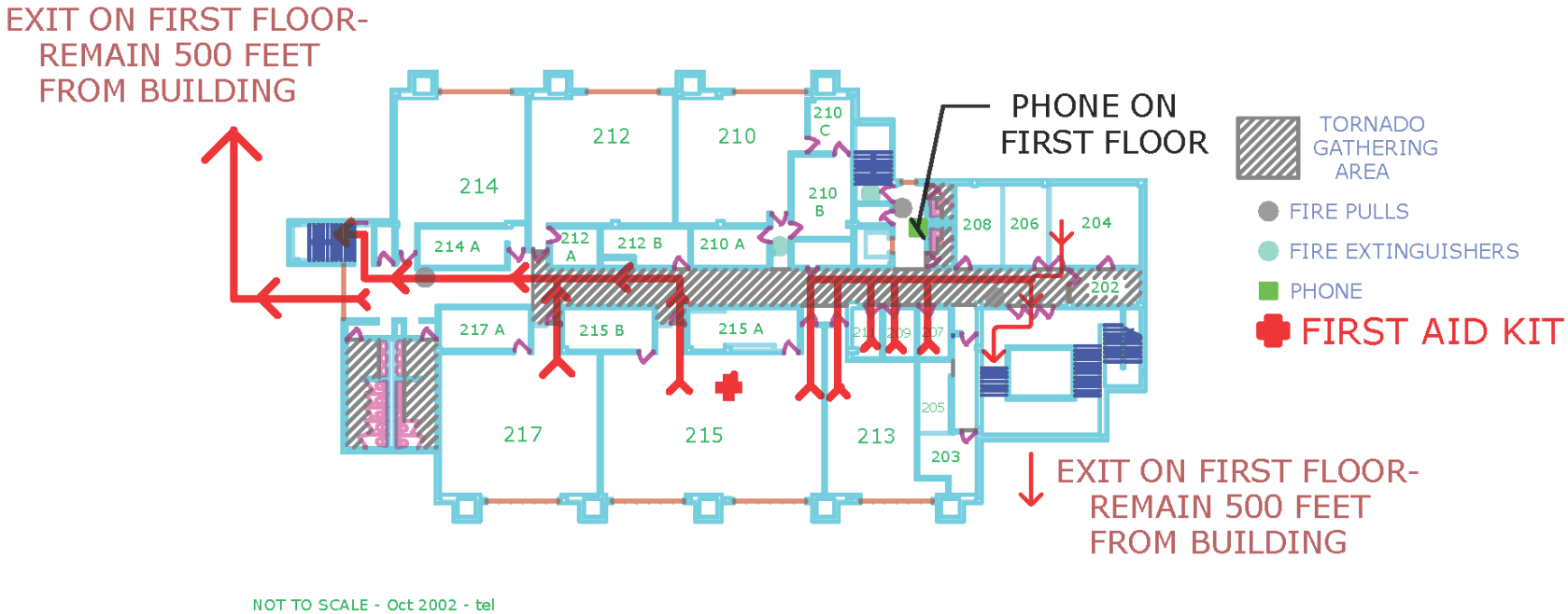
not to scale Oct.31,2002 - tel

REMAIN 500 FEET
FROM BUILDING

EXIT PLAN

NRC

2ND FLOOR



NOT TO SCALE - Oct 2002 - tel

EXIT PLAN

N R C

TORNADO GATHERING AREA - PROCEED TO 2ND FLOOR

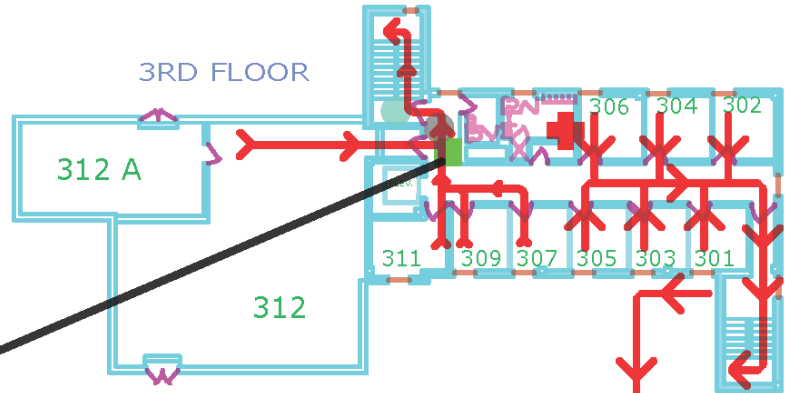
FIRE PULLS

FIRE EXTINGUISHERS

PHONE

FIRST AID KIT

PHONE ON FIRST FLOOR



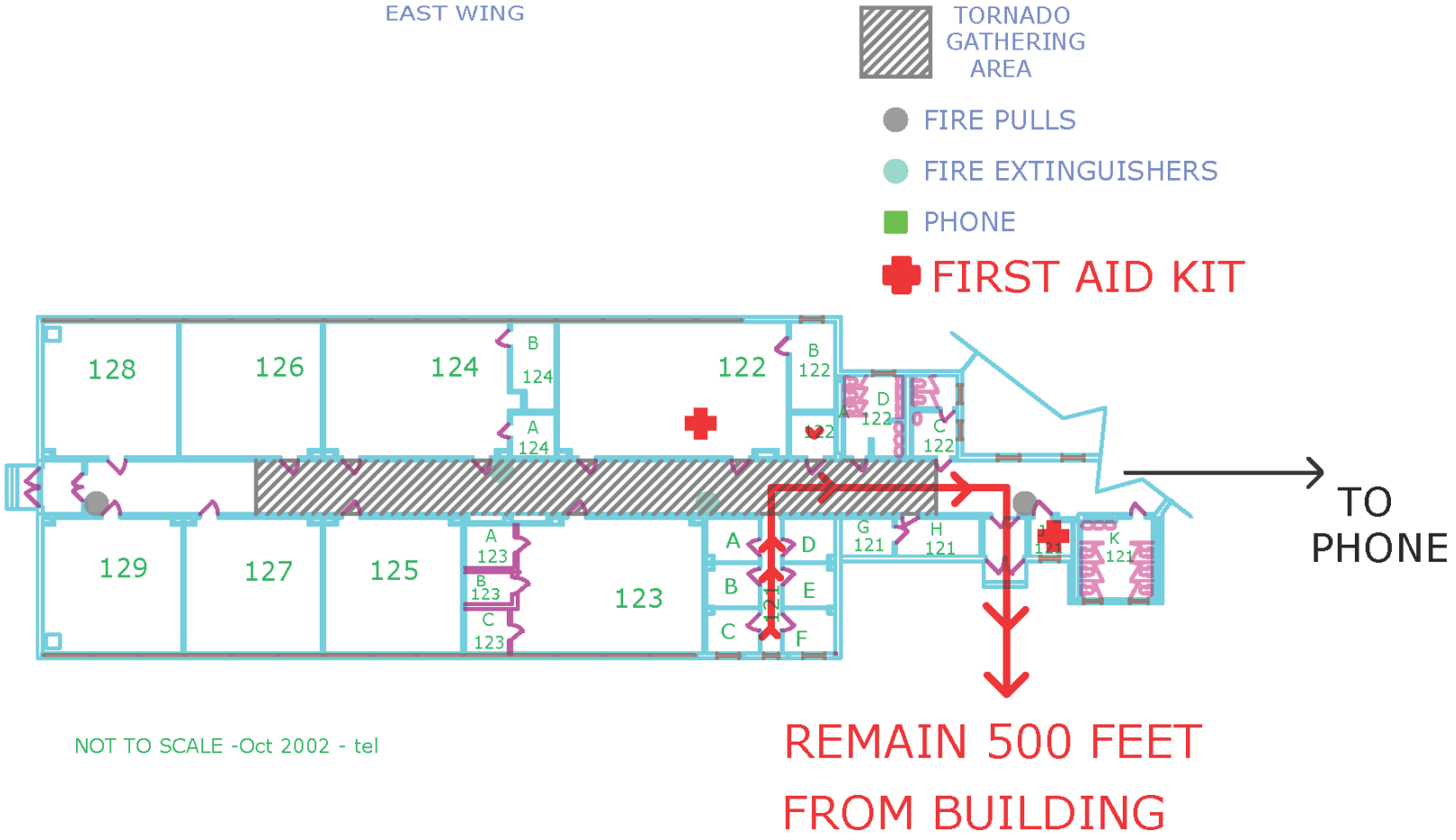
EXIT ON FIRST FLOOR
REMAIN 500 FEET
FROM BUILDING

NOT TO SCALE -Oct 2002 - tel

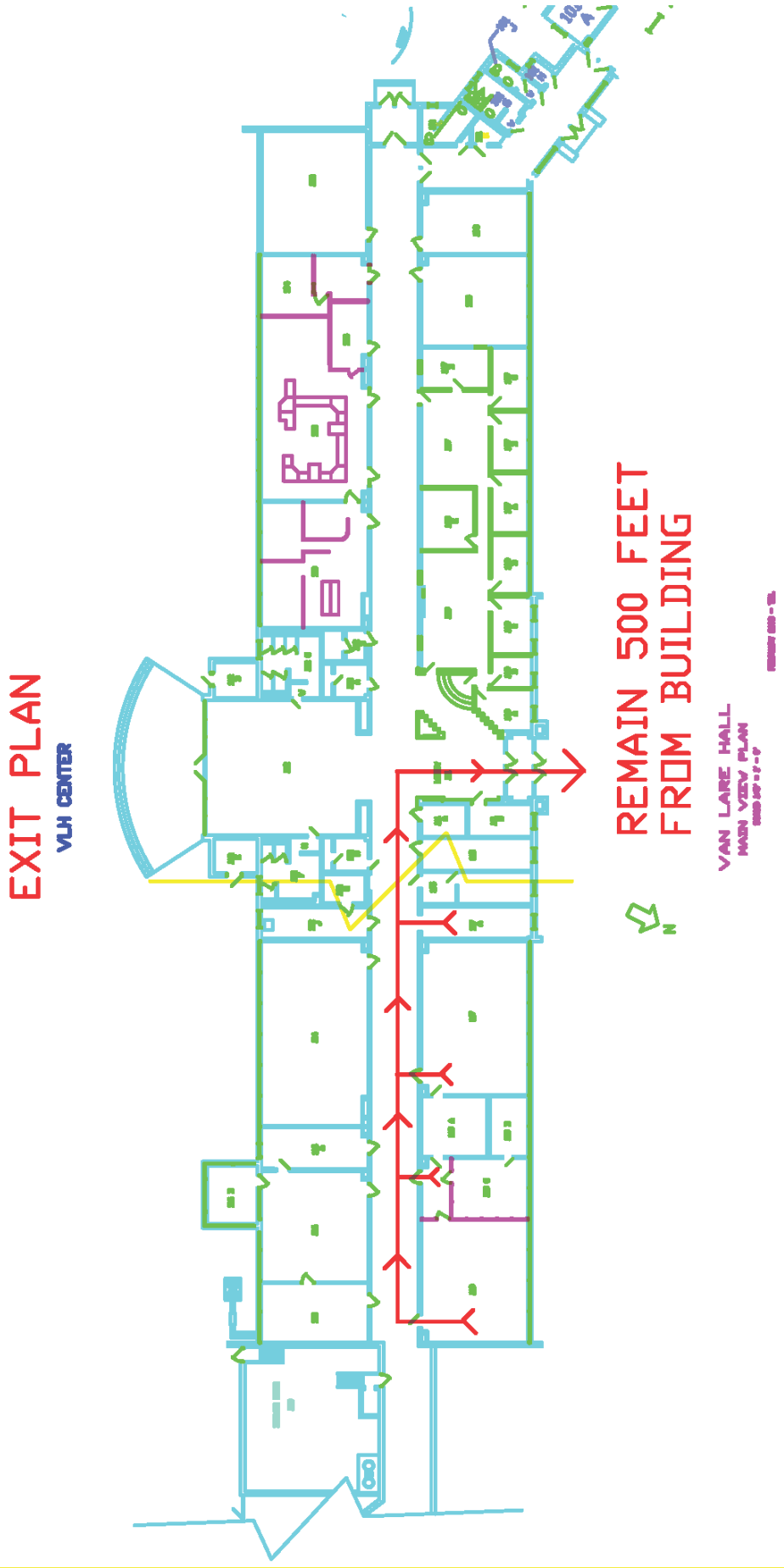
EXIT PLAN

V L H

EAST WING



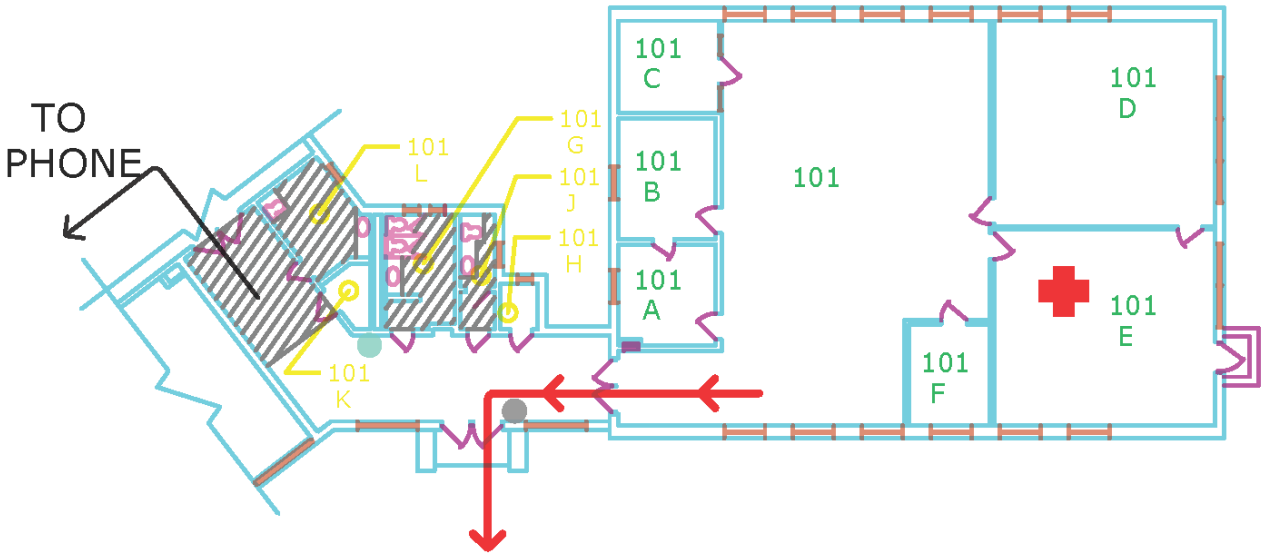
NOT TO SCALE -Oct 2002 - tel


EXIT PLAN
VLH CENTER
REMAIN 500 FEET
FROM BUILDING
VAN LARE HALL
MAIN VIEW PLAN

EXIT PLAN

V L H
WEST WING

TORNADO GATHERING AREA
FIRE PULLS
FIRE EXTINGUISHERS
PHONE
FIRST AID KIT



REMAIN 500 FEET FROM BUILDING

NOT TO SCALE - Oct. 2002 - tel

EXIT PLAN

HUSH

FIRST FLOOR

TORNADO GATHERING AREA

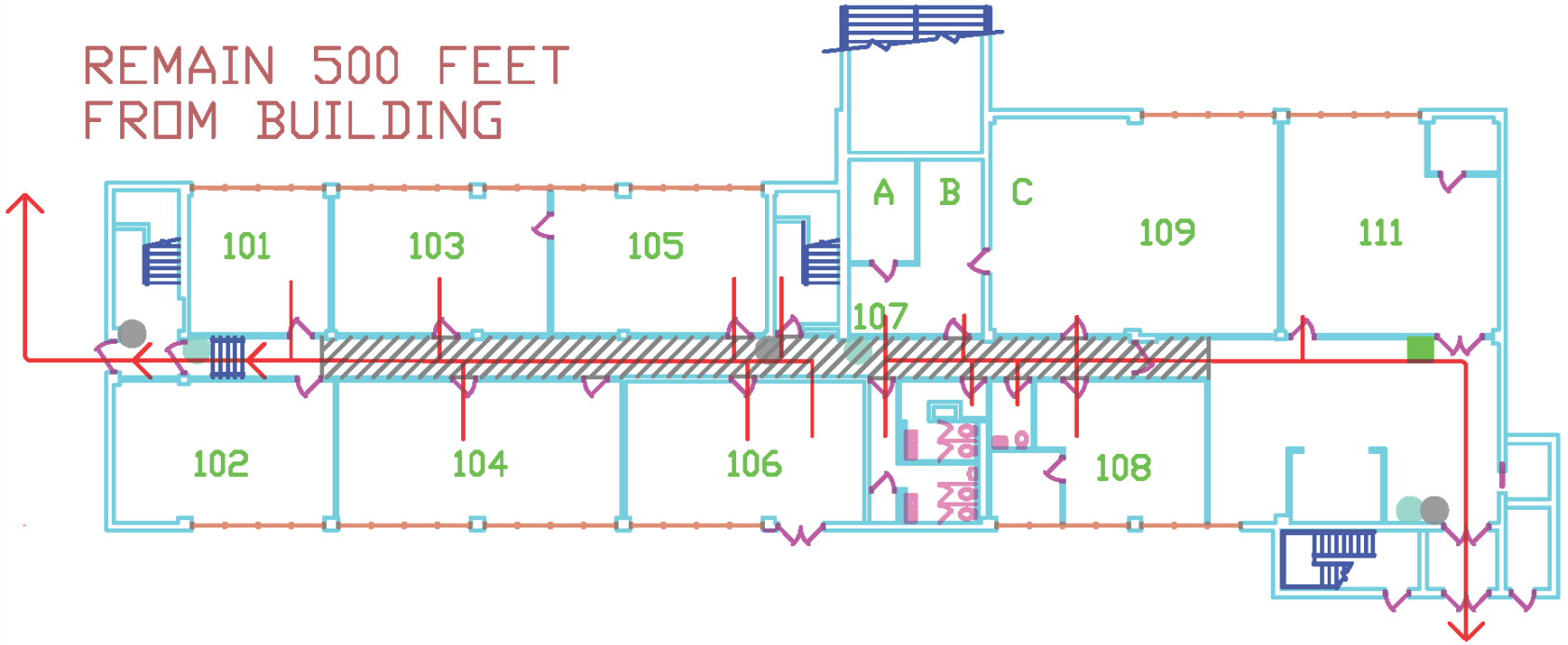
AUTOMATED EXTERNAL DEFIBRILLATOR LOCATED ON 2ND FLOOR

FIRE PULLS

FIRE EXTINGUISHER

PHONE

REMAIN 500 FEET FROM BUILDING



NOT TO SCALE - NOV 2016 - NJB

EXIT PLAN

HUSH

SECOND FLOOR

TORNADO GATHERING AREA

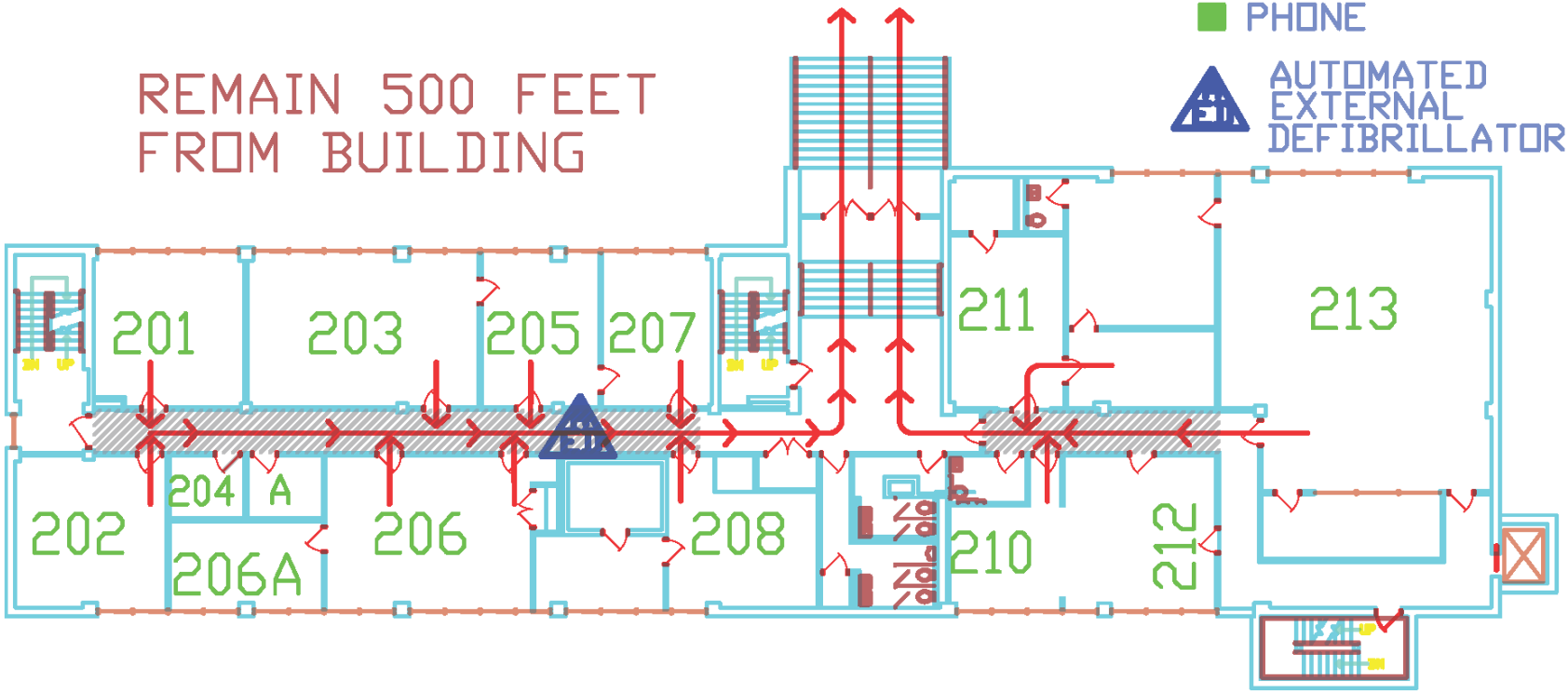
FIRE PULL

FIRE EXTINGUISHERS

PHONE

AUTOMATED EXTERNAL DEFIBRILLATOR

REMAIN 500 FEET FROM BUILDING



NOT TO SCALE - NOV 2016 - NJB

EXIT PLAN

HUSH

THIRD FLOOR

TORNADO GATHERING AREA

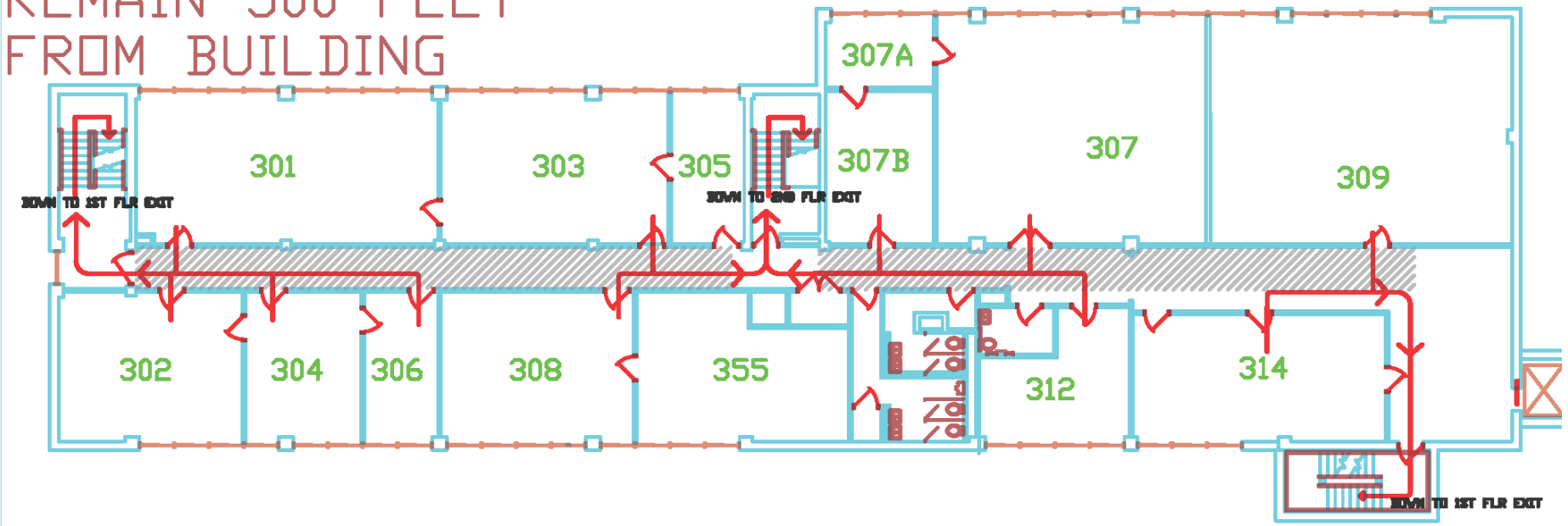
AUTOMATED EXTERNAL DEFIBRILLATOR LOCATED ON 2ND FLOOR

FIRE PULLS

FIRE EXTINGUISHERS

PHONE

REMAIN 500 FEET FROM BUILDING



NOT TO SCALE - NOV 2016 - NJB