SAFETY FIRST

WCCCD CAMPUS EMERGENCY PROCEDURES

BUILDING EVACUATION

- In the event of a building alarm or notification via the public address system or face-to-face, evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Take all personal items with you, close the door, leave the light on, and faculty will take their attendance sheet.
- Do not use elevators!
- Secure any hazardous materials or equipment before leaving.
- Proceed to your designated gathering area.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.
- Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel. Do not leave unless told to by WCCCD personnel or District Police Authority.

SEVERE WEATHER

- Upon notification to "take cover" proceed to the severe weather gathering areas within your facility.
- If none are available, move to an interior room or hallway on the lowest floor and get beside, not under a sturdy piece of furniture. Stay away from windows. DO NOT open windows.
- Any fire doors in hallways should be closed.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Follow directives of Emergency Personnel/WCCCD District Police Authority.
- Do not leave the campus until authorized by WCCCD District Police Authority.

FIRE

- Activate the nearest fire alarm pull station and call 911 or WCCCD District Police Authority from any phone.
- Evacuate the building per the Building Evacuation plan.

BOMB THREAT

- If instructed, to evacuate the building per the Building Evacuation plan.
- Do not use cell phones or radios within 300 feet of the area suspected of containing explosive device.
- Do not enter a building or leave the campus until authorized by WCCCD District Police Authority.

ARMED PERSON ON CAMPUS

- Report any person on campus that is carrying a weapon to WCCCD District Police Authority.
- Do not approach the individual with the weapon.
- Seek sanctuary by proceeding to a room that can be locked; close and lock all windows and doors and turn off all lights OR exit the building if safe to do so. If doors cannot be locked, barricade the door with desks, chairs or office furniture.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 or WCCCD District Police Authority from any phone and advise the dispatcher of the events, inform him/her of your location, and remain in place until the police give the "all clear."
- If an active shooter enters your office or classroom, try to remain calm. Call 911 or WCCCD District Police Authority from any phone. If possible, alert police of the shooter's location and if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

POWER OUTAGE

- Remain calm; the power will most likely come back on within a few minutes.
- If not, move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- Do not leave the campus until authorized by WCCCD District Police Authority.
- For information about a prolonged outage, check WCCCD website at www.wcccd.edu or the local media. Register for EAS through WebGate

SUSPICIOUS PERSON

- Report any suspicious person/s on campus to WCCCD District Police Authority; provide as much information as possible about the person and their direction of travel.
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- If the individual is inside, do not block the person's access to an exit.
- Call WCCCD District Police Authority.

SUSPICIOUS PACKET

- Do not touch or disturb object.
- Report any suspicious package(s) on campus to WCCCD District Police Authority; provide as much information as the location and description of package.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate per the Building Evacuation plan.

CAMPUS CLOSURE

- Notification of closure of any or all District facilities will be made via the Emergency Alert System. Register online at wcccd.edu
- In addition, tune to a local radio or TV station for closure information and/or call the 24 hour info line at (313) 496-2600 for status of closures.

REMAIN CALM AND PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.

To Report a Campus Emergency: DIAL 911 from any phone OR dial (313) 496-2800 to directly access the WCCCD DISTRICT POLICE AUTHORITY.

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

WCCCD

MICHIGAN INSTITUTE for PUBLIC SAFETY EDUCATION