



EMERGENCY REFERENCE GUIDE

Department of Public Safety

(517)264-7800



FIRE

- ◇ Alarm – Intermittent Horn
- ◇ All Persons Must Evacuate
- ◇ Do Not Use Elevators
- ◇ Assist Handicapped to Leave
- ◇ Keep All Students/Faculty/Staff Together
- ◇ Move Away From All Exits/Entrances
- ◇ Stay At Least 100 Feet Away From Building
- ◇ Follow Public Safety Instructions

MEDICAL EMERGENCY

- ◇ Is It Safe to Stay and Help?
- ◇ Report the Situation to 911/Public Safety
- ◇ Treat the Injured
 - ◇ First Aid & CPR
 - ◇ Bleeding: Apply Pressure
 - ◇ Falls: Do Not Move
- ◇ AED's Are Located Throughout Campus

TORNADO/SEVERE WEATHER

- ◇ Listen for Long Siren Blast/Other Warning
- ◇ Take Shelter in Lowest Inside Space
 - ◇ Check Building Maps for Shelter Areas
- ◇ Assist Students/Visitors/Handicap to Shelter
- ◇ Stay in Shelter Area until Advised All Clear

SHELTER IN PLACE

- ◇ Faculty/Staff, Students, Visitors may be asked to shelter in place when it is unsafe to be outside due hazardous situations or ongoing incidents.
- ◇ Public Safety or Other Emergency Responders will advise when to Shelter in Place
- ◇ All persons must stay in their current location or area designated by Public Safety

Two Sided Document

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EMERGENCIES at Siena Heights

From a Campus Phone: Call 9-911 or Ext 7800 (Public Safety)

From a Cell Phone: Call 911 or (517) 264-7800 (Public Safety)

SHU Tips: Text "SHUTIPS" and your message to 50911

Provide the Location, Nature of Emergency, Who You Are & Any Other Relevant Information, Stay On the Line Until Released

SHU Alerts

Sign up to receive emergency text message services for students, parents, faculty/staff & the community by visiting our website or by:

texting ADRIAN to 79516



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DISRUPTIVE OR CRIMINAL BEHAVIOR

- ◇ Stay Calm & Keep Yourself Safe
- ◇ Do Not Confront Aggressive or Violent Persons
- ◇ Report the Situation to 911/Public Safety
- ◇ Report all Incidents, Suspicious Persons or Events to Public Safety

BOMB THREAT

- ◇ If you observe a suspicious device, do not approach or touch it!
- ◇ If you are advised of a bomb threat over the phone, note: Date, Time, Location of Call
- ◇ Ask the caller where, when, how & why the bomb was placed
- ◇ Note the caller's age, gender, speech pattern, attitude, background noise, accent, etc.
- ◇ Report the Situation to 911/Public Safety
- ◇ Bomb Threat Forms can be found in the Blue Emergency Binders throughout campus.

Active Shooter

- ◇ **If it is Safe to do so: RUN, Evacuate the Area**
 - ◇ Leave Belongings
 - ◇ Warn Others
 - ◇ Keep Your Hands Visible
 - ◇ Follow Instructions from Emergency Responders
 - ◇ Call 911/Public Safety when Safe to Do So
- ◇ **If it is Unsafe to Evacuate: HIDE**
 - ◇ Secure the Room You Are In
 - ◇ Lock Doors If you can
 - ◇ Barricade the Door with whatever you can
 - ◇ If you are in a Hall get into a Room
 - ◇ Be Out of Sight, Be Quiet, Remain Calm
 - ◇ Hide Behind Large Heavy Objects That May Offer Protection
 - ◇ Call 911/Public Safety when Safe to Do So
 - ◇ Follow Instructions from Emergency Responders
 - ◇ Do Not Unsecure the Area until Instructed to do so by Law Enforcement
- ◇ **As a Last Resort: FIGHT**
 - ◇ As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter
 - ◇ Act Quickly and Aggressively
 - ◇ Throw Objects or Improvise Weapons
 - ◇ Be Loud and Assertive
 - ◇ Commit to Your Actions
 - ◇ A Temporary Disruption may Provide a Chance to Run

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