MID MICHIGAN COLLEGE

Mid Michigan College
Crisis Response Plan, 2022-23

midmich.edu/safety-security

Contents

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Mid Michigan College Crisis Response Plan

Purpose

Mid's commitment to provide for the safety of its community includes the work of emergency preparedness. The Crisis Response Plan (CRP) is designed for this purpose. A CRP provides an overview of safety protocols, emergency management strategies, and designated responsibilities of College personnel in the event of a substantiated serious safety or health risk. The Plan addresses various emergency situations that could potentially impact the health, safety and welfare of our students, faculty, and staff as well as acknowledges the impact that a crisis would have on the College and community.

This Plan has been developed by the Core Crisis Team (CCT) for Mid Michigan College and is intended to provide an overview for the Core Crisis Team in its response, actions, and instruction if an emergency occurs.

If a crisis should occur, the procedures identified in this Plan clarify the steps that should be taken; employees are asked to familiarize themselves with the Plan. It would be impossible to encompass every conceivable situation and protocol, but this Plan is intended to be flexible and adaptable to various emergency situations. The safety of our students, faculty, staff, and campus visitors should be the controlling focus of our efforts.

Definition of Emergency

An emergency is any unplanned event that can result in significant harm, injuries or fatalities to employees, students, or the public; an event that can shut down the campus, disrupt operations, cause physical or environmental damage, or threaten the College's financial standing or public image.

Emergency Management is the process of preparing for, mitigating, responding to, and recovering from, an emergency. The following document details Mid Michigan College's Emergency Management Strategy. This Plan is a guide and offers recommendations for a response. Each emergency may necessitate additional preparation or responses.

Concept of Operation – Core Crisis Team

When an emergency or critical incident occurs on campus that could have the potential to endanger lives or threaten damage, the Core Crisis Team is the initial team assembled. This Team assembles at the onset of an emergency. It consists of key members of the College, selected by the President. Once mobilized, the Team will review the unfolding situation, assess if other individual's involvement (such as Law Enforcement or Emergency Management) is needed, determine a required course of action, develop and deploy communication to the campus community, as appropriate, and implement the Crisis Response Plan.

It is important to note that the Core Crisis Team may need to rely on other College officials, as well as external services/resources for their specialized skills, training and knowledge.

During a crisis, communication to the campus community will come from this Team through the MidAlert System. All media communications shall be routed to the Vice President of Student Services.

Following a crisis, the Core Crisis Team will assemble to evaluate how the situation was handled and make recommendations to improve managing similar situations in the future. Additionally, the Team will meet

on a regular basis to review the processes of the Plan, conduct and evaluate trainings, and test the emergency notifications system.

The Core Crisis Response Team serves at the discretion of the College President, or in his/her absences their designee, and is comprised of the following individuals:

Core Crisis Team Members and Call List:

Name	Office
President	
Tim Hood	989-386-6602
Vice President of Academic Affairs & Community Outreach	
Scott Mertes	989-386-6607
Vice President of Student Services	
Matt Miller	989-386-6600
Vice President of Finance and Administrative Services	
Lillian Frick	989-386-6605
Associate Vice President of Human Resources	
Lori Fassett	989-386-6692
Facilities Director	
Joe Myers	989-386-6656
Director of Information Technology	
Kirk Lehr	989-317-4611
Director of College Compliance and Ethics	
Tricia Farrell	989-386-6622 ext. 394
Executive Assistant to the President and Board of Trustees	
Amy Lince	989-386-6601
Mt. Pleasant Campus Liaison Officer	
Cary Murch	989-339-7323
Harrison Campus Liaison Officer	
Glenn Feldhauser/Dan Gaffka	989-339-4204

Emergency Contact Information

Internal Departments

Name/Department/Title	Number
Harrison Campus Security	989-339-4204

Mt. Pleasant Campus Security   989-339-7323

Facilities   989-386-6656

CTE   989-229-8710

Building Contacts – Internal
Location/Department/Title/Name   *Number*
Tech Center – Harrison Campus
Kristine Stevens   989-386-6629

Morey Tech Center – Mt. Pleasant Campus
Kristine Stevens   989-386-6629

Bookstore – Harrison Campus   989-386-6640

Bookstore-Mt. Pleasant Campus   989-317-4620

Center for Medical Imaging Studies (CMIS)
Louann Goodwin   989-386-6646

RESD
Ken Chinavare   989-386-8627

External Services
Title/Organization   *Number*
Fire, Police, Medical Services   911

Clare County Emergency Manager
Jerry Becker   989-539-6161

Isabella County Emergency Manager
Marc Griffis   989-773-6116

Clare County Emergency Room/Hospital
Clare, Michigan   989-802-5000

Gladwin County Emergency Room/Hospital
Gladwin, Michigan   989-246-6258

Isabella County Emergency Room/Hospital
McLaren Central Michigan   989-772-6700

Scope of the Crisis Response Plan

At the onset of serious incidents, the Core Crisis Team will convene and the Crisis Response Plan will be executed. Examples of incidents that may trigger a response include but are not limited to: armed assailant,

homicide or attempted homicide, suicide of a student or employee, hate crime, severe weather incident, power outage, medical emergency (i.e. meningitis, influenza outbreak), bank robbery, severe crime against a person occurring near campus, or any critical incident on the Harrison or Mt. Pleasant Campus. Other triggers may include financial crisis for the College, security breach of the institution (i.e. computer system, personnel files), or political emergencies in foreign countries affecting the College's International Students.

Management of Crisis

When any member of the CCT becomes aware of an unfolding crisis, they should call a meeting of the Team. All available members will convene, assess the significance, level of danger, and immediate threat to the health, safety and security of the college community and determine the appropriate response protocols. As general rule, members will:

- Share all available information with the Team.
- Assess the level of danger and/or immediate threat to the campus community.
- Call upon external agency support, as needed, to mitigate the crisis.
- Identify all affected parties, locations, buildings etc.
- Determine and activate the 'emergency mode.'
- Determine the level of communication required to the campus community; determine the content of communication and follow the College's Emergency Notification procedures to alert the campus community to the situation.
- Provide communication to external partners as needed; determine who will handle media inquiries.
- Establish a point person and determine an on or off-campus assembly location for the team.
- Assign duties/roles as warranted by the crisis and response.
- Following established protocols, take necessary and positive steps to manage the specific crisis.
- Provide communications/updates to the campus community.
- After the crisis ceases, coordinate a debriefing session for the campus community.
- Evaluate the response to the crisis from various departments and responding agencies and make recommendations for improvements. A written report shall be prepared that documents the crisis, the College's response, involvement of external agencies, an analysis of the situation, and any recommendations resulting from the incident. A copy of this report should be provided to and stored with the Office of College Compliance and Ethics.

Crisis Response Implementation

Once the Core Crisis Team has convened and determined the appropriate emergency mode and response, the plan will be implemented. At this point, other departments may be called upon to provide assistance. Each crisis response will have specific implementation requirements but each one will follow a format similar to the one below.

Procedure

- The CCT will appoint (from team members) an individual to serve as the point person. In emergency management protocol, this person is known as the Incident Commander.
- If the crisis warrants, the CCT will also determine a location for the team to assemble; this may be on the Campus where the incident occurred, at the opposite Campus from where the incident occurred, or an off-site location. This location is identified as the Command Center and Staging Area.
- Once the Incident Commander and Command Center is established, the Incident Commander assumes authority. Members of the Core Crisis Team are on hand to assist the Commander in

making informed decisions about the incident. They will act as liaisons between the Commander, involved parties, the campus community, and the community at large.

Responsibilities

- **Facilities** – is responsible for providing information to the CCT regarding building/property damage assessment and recovery. The Director of Facilities will recommend appropriate actions regarding the safety and security of college facilities.
- **Campus Security** – is charged with the responsibility of establishing and securing a safety zone around the emergency area. Campus Security will serve as the point of first contact with external emergency response agencies.
- **Building Coordinators** – may be called upon to provide the Incident Commander with information regarding the building contents, how the current situation is affecting that building, and assist in evacuating the building if needed.
- **Science Lab Coordinators** – may be called upon to inform the Incident Commander of any potential chemical/safety hazards in that area and may make recommendations or plans for removal of the hazard.
- **Community Outreach** – the Vice President of Student Services will have the responsibility of communications with the media.
- **IT** – may be called upon to secure network and servers.
- **Supervisors/Deans** - are responsible for ensuring that faculty/employees under their supervision are informed about this Plan.

Mass Notification

Mid utilizes a mass notification system, known as Mid Alert to disseminate emergency notifications to the campus community. Upon recognition and confirmation that a significant emergency, dangerous situation or crime exists, a member or members of the College's Crisis Response Team and/or authorized Campus Security personnel shall initiate the appropriate emergency notification. The messaging content will be determined by the emergency mode initiated and will be disseminated through the appropriate systems (stated below). This will communicate the threat to the Mid community (or the afflicted segment of the community if the situation is limited to a particular population, campus location, or building). Taking the safety of the college community into consideration, the Notification will be disseminated. This communication will be through "blast" emails to all active Mid e-mail accounts and may also be delivered by text and automated voice calls, the public address system, College website, posted notices in buildings, and/or local media. Visitors to the campus that have enrolled in Mid*Alert!* will receive a text message. The communication to students, employees, and visitors will provide them with direction and information about the incident. Depending on the nature and severity of the circumstance, the Crisis Response Team may need to confer with local, state and federal agencies to help determine the severity of the situation, how best to respond, and what segments of the greater community may need notification. In critical events, a member of the Team will post updates on the College website and may send follow up e-mails, texts or automated voice calls.

Emergency notification process

1. Upon confirmation that a significant emergency, dangerous situation or crime exists that could impact the campus community, a member or members of the College's Crisis Response Team and/or authorized Campus Security personnel will assess the level of danger, significance, and threat to the health, safety and security of the college community (this assessment may require consultation with various departments

within the college or with external constituents including local law enforcement and/or homeland security personnel).

1. The CRT and/or authorized Campus Security personnel shall initiate the appropriate emergency mode.

2. The content of the Notice will be determined by the emergency mode initiated, and the notice will be disseminated *unless* issuing a notification would, in the professional judgment of the team, compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency.

3. The Notice will be dispersed to the campus community through a "blast email" to all MidMail accounts; visitors to the campus that have enrolled to receive text messages will receive a text message directing them to a link for the full notice. Mid may also use one or more of the following channels to distribute the notice and/or any subsequent messages:

> · **Mid*Alert!*** Mid's Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
>
> · Email to all active MidMail accounts
>
> · Visitors to the campus have the option to enroll in Mid*Alert!* text messages; those enrolled will receive a text
>
> · College website
>
> · Posting on college buildings
>
> · Public address system (PA/phones)
>
> · Through local media

Designated Message Initiators
All members of the Core Crisis Team and all members of Campus Security are trained and have authority to initiate the notification systems.

Media Relations
All media relations should be directed to the VP of Student Services and Strategic Communications, or the President (or his/her designee). Employees of the College should refrain from speaking to the media during a crisis situation. The Core Crisis Team will work with the VP of Student Services and Strategic Communications to develop an institutional response to the emergency for release to the media, along with periodic media updates. Only factual information, available at the time, will be released.

Inclement Weather – Campus Closure Process
At times, severe weather conditions can develop that may adversely affect the daily operations of the College. During such conditions, essential operations of the College must continue. Therefore, it is important that college facilities and grounds are maintained in safe and passable conditions during inclement weather. Different levels of tasks will be required depending on the severity of the weather.

Regardless of the severity, every effort will be made to ensure the safety of students, faculty, staff and visitors of the College.

In extreme circumstances, adverse weather conditions may require the delay or closing of the College. Decisions to delay or close the college due to adverse weather conditions will be made by the President, or his/her designee, with assistance from the Inclement Weather Team. Members of the Inclement Weather Team are appointed by the President and include the following individuals:

- President
- VP of Finance and Administrative Services
- VP of Academic Affairs and Community Outreach
- VP of Student Services
- Director of Facilities
- Director of Information Technology
- Lead Maintenance for Mt Pleasant and Harrison

Delays or closures will apply to all Mid locations and classes. Information regarding delays or closures will be disseminated to the campus community through Mid Alert, posting on the College's website, and local television stations. The decision to delay or close the college will follow the general process:

- The President, or his/her designee, will consult with the Inclement Weather Team regarding weather conditions and assess the need to delay classes or close due to inclement weather.
- Information regarding weather conditions will be obtained from various outside sources including, but not limited to: National Weather Service, County Road Commissions, County Emergency Managers, and various school districts.
- Delays or closures will be applied uniformly to all campus locations.
- Information regarding the delay or closure will be posted on the College's website and through the Mid Alert system.
- Information will also be provided to local media sources.
- Administrators who oversee students at clinical sites are accountable for notifying students of any College delay or cancellation that impacts the student's schedule at clinical site locations.

In many cases, individuals of the College who are deemed 'essential employees' are required to report for duty during periods of authorized closures. Examples of 'essential employees' may include but are not limited to: Campus Security, Facilities, Maintenance. In the event of an authorized closure, the President (or his/her designee), with the assistance of Supervisors may change the status of any staff member to 'essential', depending on the immediate needs of the College.

Safety Modes and Corresponding Procedures

In the event that a serious crime, natural disaster, or man-made emergency occurs and it is determined that it could and/or does pose a threat to the health and safety of the college community or a segment of the community, the College will initiate one of the safety modes below and provide notice to the campus community by disseminating an emergency notification.

Building Evacuation Mode and Instructions

In the event that an incident necessitates the evacuation of college building(s), individuals inside the building should:

- Immediately find the nearest exit and exit the building

- Assist disabled persons or visitors in evacuating the building and Do **not** use elevators.
- Follow any instructions received through Mid's emergency alert system or phone/PA
- Assemble outside and at least 100 feet from the building. Use caution at all times and keep sidewalks and streets clear for emergency personnel.
- Follow the directions of Campus Security, Security Operations and Systems, Core Crisis Team, and/or any responding governmental agency.
- Do **not** return to the building until directed to do so by Campus Security, Security Operations and Systems, Core Crisis Team, and/or the responding governmental agency. Ceasing the alarm does **not** indicate that it is safe to re-enter the building. Clearance will be given verbally and visually.

Campus Evacuation Mode and Instructions

In the event that an incident necessitates an evacuation of one of the campuses, individuals on that campus should:

- Immediately find the nearest exit and leave the campus grounds; this would entail leaving campus in your vehicle if you have one and, if possible, assisting others who do not have transportation
- If you do not have transportation, depart from campus on foot
- Follow any instructions received through Mid's emergency notification system or the phone/PA systems
- Assist disabled individuals with exiting the building; depending on the nature of event, do not use elevators
- Close all windows and doors as rooms are vacated
- Follow the directives from campus security, administration, appointed personnel and/or responding agencies/authorities
- Remain off campus until an 'All Clear' is issued
- If currently off campus, do not approach campus until an 'All Clear' is issued
- If you know of others who are planning to travel to campus, alert them of the situation

Outside Threat Mode

A variety of external situations may compel the College to enter this Mode at one or both campus locations. This Mode indicates that there are heightened security protocols in place inside the college. Access to and from the building(s) will be limited and/or restricted. The College community is encouraged to contact police, college authorities, or dial 911 during this Mode if anything suspicious is noticed. This Mode, when issued, will remain in effect until an 'All Clear' is issued by the College.

For individuals on the campus(es) affected by the Outside Threat Mode:

- If you are on the campus grounds but not in a building, enter a building immediately or leave the campus grounds. This applies to those in the immediate vicinity; there is a very limited amount of time to react so campus members should request anyone that they see outside the affected building to immediately enter the building or leave the area
- Doors and windows of the campus will be closed and locked; no one should enter or exit the building(s)
- Business and classes already in session when the Mode is issued will continue as usual unless the status of the situation changes
- Attend to alerts, instructions, and updates that the College provides through the College's emergency notification systems
- Campus staff members who are aware of individuals or groups that are planning to travel to the affected campus(es) should apprise them of the situation

- If off campus, do not travel to the affected campus(es) until an 'All Clear' has been issued
- No classes will begin on the affected campus(es) after the issuance of this mode until such time as an 'All Clear' has been issued. If only one campus location is involved, the other campus will operate as usual and classes will run as usual

Serious Threat/Lockdown Mode

This mode is reserved for the most serious of threats such as an active assailant or active shooter. In this mode, the safety of people in the buildings or at the campus of concern are in danger and individuals should run, hide, fight.

- Run – Based on the nature of the threat, get away. Leave your things behind and run away if there is a clear evacuation route. If safe to do so, warn others nearby. Call 911 when you are safe, and if necessary, describe the intruder or assailant(s)
- Hide – If you cannot get away to safety, find the nearest hiding place, preferably one that can be locked or secured. Stay out of sight. Silence yourself and your electronic devices (including vibrate setting). Lock and block doors, close blinds, and turn off lights. Barricade entrances if possible; communicate in silence with Campus Security and/or law enforcement through texts or signs in exterior windows. Stay where you are until your location is secured and cleared by law enforcement
- Fight – As a last resort and if you are in immediate danger, defend yourself. Commit to your actions in order to secure your safety

Cooperate with law enforcement when they arrive and remain calm. Keep your hands visible at all times, refrain from sudden and dramatic noises and movements. Follow the instructions and/or directives given.

Secure Mode

The campus(es) will enter Secure Mode after being in Serious Threat-Lockdown Mode. During this time, the campus is being cleared by responding authorities/agencies, room by room. Individuals on the affected campus should not leave their area until directed by law enforcement to do so. Do not wander halls or corridors. Understand that this process may take some time, so remain calm and patient.

Once law enforcement has cleared the affected campus **and at their direction**, the College will provide instructions to members of the campus community using the College's emergency notification systems. Individuals should monitor these systems and follow any instructions/directives provided.

Shelter/Tornado Mode

Although tornadoes can strike at any time, they usually occur in the spring and summer. They may develop from severe thunderstorms. Considered nature's most violent and erratic storm, they consist of whirling winds that can reach up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction in their path; then change direction and strike again. In addition to injuries, structural damage, electrical shorts, and gas leaks may create fires or other hazards. Time is critical. There may only be seconds to respond.

Tornado Watch

A Tornado Watch occurs when weather conditions are considered favorable for the development of a tornado; for example, during a thunderstorm. When a Tornado Watch is issued, the campus community should:
- Monitor local weather reports
- Visit the Emergency Modes webpage
- Stay connected with Campus Security, as well as the College's 'incident-update' webpage

- Review the Mid Emergency Plans/Maps (located in classroom and hallways) for designated tornado shelter areas
- Be prepared to act should conditions change and a Tornado Warning is issued

Tornado Warning

A Tornado Warning occurs when a tornado has been sighted or identified by radar in the area. Persons should take shelter immediately. Tornadoes can develop and move quickly. If severe thunderstorms should occur, be alert to the fact that a thunderstorm may possibly trigger a tornado.

When a Tornado Warning is issued by Public Safety Officials or the National Weather Service, a message will come over the phone/PA system advising of the warning and if time permits, a message will be sent through the College's emergency notification system. Individuals on campus should:

- Move to the closest designated shelter area
- Provide assistance to persons with disabilities
- Remain in the designated shelter area until an 'All Clear' has been issued
- If people are outside when a tornado occurs and are unable to take shelter, they should lie flat in a ditch or depression and protect their head; avoid large trees, metal poles and other electrical conductors; vehicles should not be used as shelter

No matter the type of evacuation mode, special attention should be provided to individuals with special needs, whether this be due to mobility, hearing, visual, cognitive impairment, a lack of transportation, or a language barrier. Other special considerations may include coordination with high schools, agencies, or visitors that may be on campus.

Emergency Reporting Procedures

In the event of an emergency:

- Call 911
- Call Harrison Security at 989-339-4204
- Call Mt. Pleasant Security at 989-339-7323
- Security will:
  - Activate the Core Crisis Team who will determine what action to take
  - Dispatch Security to crisis/event location

When calling, be prepared to answer the following questions:

- Your name & status (student, faculty, staff)
- Nature of emergency
- Local authorities contacted/involved (example, has 911 been contacted)
- Location of emergency (include campus/building/room)
- Are you safely located (if applicable)
- Did you witness the emergency
  - how many people involved
  - provide as much detail as possible
- A telephone number to return a call

Emergency Procedures

It is inconceivable to prepare for every type of emergency. The emergencies and corresponding protocols outlined below are considered some of the more common types of emergencies experienced on College Campuses. This information is offered to provide individuals with information on how they should respond in a crisis situation. Regardless of the emergency or its protocols, it is imperative to remain calm and take immediate action.

Fire, Forest Fire, or Explosion

A fire is one of the more common emergencies to affect college campuses and it can be the deadliest. Fire and explosions can be caused by numerous accidental circumstances such as inadequate or damaged electrical wiring, careless use of flammable materials, or forces of nature (i.e. lightning, extreme drought, heat, etc.). Fire can also be intentional as in the case of arson or sabotage. Heat, smoke, and flying/falling debris may cause injury or loss of life to persons at or near a site. Structural damage or collapse may occur if a fire or explosion is powerful enough. In crowded buildings, people may panic and attempt to evacuate in a disorganized manner which may result in further injuries. Vital records may be impaired or destroyed by fire or water-damaged from overhead sprinkler systems. This can often result in significant economic and legal complications. Essential operations may be disrupted for a long period of time as facilities are repaired or reconstructed.

College buildings are equipped with fire/smoke alarm systems. When these systems are triggered, the fire alarm signals. The warning indicator consists of an audible alert and in most cases a flashing light. Emergency evacuation maps are located in every classroom, office suite, and in various other locations throughout the buildings.

Procedures to follow if you smell smoke:
- Immediately contact Campus Security: Harrison Campus 989-339-4204; Mt. Pleasant Campus 989-339-7323. Be prepared to describe what you have observed, the campus location, your name and exact location.
- Alert others in the immediate area to prepare for possible evacuation.
- Follow instructions provided by Campus Security.
- If instructed to evacuate the building and/or the alarm sounds, follow evacuation procedures, report to designated Triage areas, and wait outside until additional information is provided by Campus Security, a member of the Core Crisis Team, responding emergency personnel, or an "all clear" is issued.

If flames are observed:
- Upon discovery of a fire, small or large, find the closest fire alarm and activate.
- If the discovered fire is small, locate the nearest fire extinguisher and following the basic operational instructions, discharge the fire extinguisher. If fire goes out, contact Campus Security immediately.
- If the fire grows too large or the discovered fire appears to be too large and/or and spreading quickly, pull the closest fire alarm and immediately evacuate the building by following evacuation procedures. Once safely outside, call 911. Be prepared to provide the dispatcher with requested information
- Report to a designated triage area and follow the instructions of Campus Security, members of the Core Crisis Team, responding emergency personnel, until an 'all clear' is issued.

Using a fire extinguisher

Per the Occupational Safety and Health Administration (OSHA) webpage the following steps should be followed when a fire is discovered and a fire extinguisher is used:

- Sound the fire alarm and call the fire department, if appropriate.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path
- Select the appropriate type of fire extinguisher
- Discharge the extinguisher within its effective range using the P.A.S.S technique (pull, aim, squeeze, sweep)
- Back away from an extinguished fire in case it flames up again
- Evacuate immediately if the extinguisher is empty and the fire is not out
- Evacuate immediately if the fire progresses

Bomb Threats

Bomb threats are not that common and experience has shown that the majority of written or called-in bomb threats are hoaxes. However, there is always the possibility that a threat is authentic. Therefore, each incident must be taken seriously. The most common bomb threat is received via telephone but may also be made in person, via email, written mail, fax, or other means. The following bomb threat procedures are from the Department of Homeland Security and have been adapted for Mid. (Appendix A is a copy of the Bomb Threat Checklist that is referenced and can be used in the event that a threat is received).

If a bomb threat is received by phone

In most cases, the individual calling and making the threat has not actually planted a bomb; rather, they are making the allegation to simply intimidate a person or organization. However, the Caller should be taken seriously and you should treat the situation as if the bomb actual exists.

- Remain calm. Keep the caller on the line for as long as possible. The more the individual talks, the more information you might gather.
- If another individual is in close proximity to you, get their attention and slip them a note; have them call 911 and Campus Security. As soon as the caller hangs up, immediately contact 911 and Campus Security.
- Listen carefully to what the Caller is saying and the tone of their voice. Note any background noise. Take down the date and time the call came in. Be polite and show interest.
- If your phone has a display window, copy the numbers or letters, if any, appearing in the display.
- Immediately upon termination of the call, **DO NOT HANG UP THE PHONE ON YOUR END,** set the receiver down, locate a different phone and call 911 and Campus Security and follow any instructions provided.
- Complete the Bomb Threat Checklist (Appendix A) immediately. Write down as much information as you remember, especially any statements made by the caller that you recall. The more detailed the information, the better.

If a bomb threat is received through the mail
- Try to handle the note as minimally as possible.
- Contact Campus Security and follow any instructions given.

If a bomb threat is received via email
- Do not respond to the email.
- Do not delete the email.
- Call Campus Security immediately and follow any instructions given.

Search of campus buildings follow a threat

Common occupants of a building can do the quickest and most effective search of their area and may be able to identify objects as being new and suspicious. Each individual should quickly search their respective area (office, classrooms, etc.). If an item is identified as suspicious, it should not be moved or touched. A note should be made as to the description of the object and its exact location. This information should be reported immediately to Campus Security and/or responding emergency personnel.

Evacuation of building following a threat

If a bomb threat is deemed credible and/or should a suspicious object be identified, any person can evacuate the building by pulling the fire alarm. Other means, such as the Public Address System, may be used by authorized individuals of the College to initiate evacuation. Standard evacuation procedures should be followed.

Natural Disasters

According to the Department of Homeland Security, natural disasters (including all types of severe weather) have the potential to pose a significant threat to human health and safety, property, and critical infrastructure. Natural disasters occur both seasonally and without warning; these include winter storms, floods, tornados, hurricanes, wildfires, earthquakes, or any combination thereof. In this section, safety procedures relating to floods, hurricanes, and earthquakes will be addressed. (For tornado procedures please see Safety Modes, Shelter/Tornado on page 11 of this document.)

Floods

In the United States, flooding is one of the most common natural disasters and inflicts more economic damage and loss of life and property than any other natural hazard. Failing to evacuate flooded areas or entering flood waters can lead to injury or death. Floods may:
- Result from rain, snow, coastal storms, storm surges and overflows of dams and other water systems.
- Develop slowly or quickly. Flash floods can come without warning.
- Cause outages, disrupt transportation, damage buildings and create landslides.

Flood warning system:
- Flood Watch: Flooding is possible. Monitor radio and television stations for more information.
- Flash Flood Watch: Flash flooding is possible. Be prepared to move to higher ground; monitor radio and television stations for more information.
- Flood Warning: Imminent threat - Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.
- Flash Flood Warning: Imminent threat - A flash flood is occurring or will occur soon; immediately seek higher ground, on foot.

Per Ready.gov if a flood warning is issued, you should:
- Find shelter immediately.
- Do not walk, swim or drive through flood waters. Turn Around, Don't Drown!
- Just six inches of moving water can knock a person down, and one foot of moving water can sweep a vehicle away.
- Stay off bridges that are over fast-moving water.
- Depending on the type of flooding:
  o Evacuate if told to do so.
  o Move to higher ground or a higher floor.
  o Stay where you are.

Flooding inside Mid Facilities

If standing water or flooding is discovered inside any of Mid's buildings immediately contact:

- Campus Security during normal building operational hours
- Campus Facilities (non-operational hours and weekends)

Be prepared to provide information: building, floor, room number, degree of flooding and any potential safety risk.

If flooding is extensive and immediate risk exists, contact Campus Security or 911.

Hurricanes and Tornadoes

Contrary to popular belief, hurricanes are not just a coastal problem. Hurricane impact can be felt hundreds of miles away, even in Central Michigan. Heavy rain, wind, and tornados can result from hurricanes. Any adverse weather conditions that might impact Mid will be monitored through the National Weather Service and any emergency response needs will be conveyed to the campus community through Mid Alert, Public Address System, and the College website; emergency modes and response outlined earlier in this Plan will be followed.

The most common adverse weather condition that could impact our area, as a result of a hurricane, is a tornado; the following procedures are recommended:

Tornado Watch: occurs when weather conditions are considered favorable for the development of a tornado; for example, during a thunderstorm.

When a Tornado Watch is issued, the campus community should:

- Monitor local weather reports
- Be prepared to act should conditions change and a Tornado Warning is issued

Tornado Warning: occurs when a tornado has been sighted or identified by radar in the area. Take shelter immediately. Tornadoes can develop and move quickly. If severe thunderstorms should occur, be alert to the fact that a thunderstorm may possibly trigger a tornado.

When a Tornado Warning is issued, the campus community should:

- Move to a designated tornado shelter area.
- Do not use elevators! Remain in the building; do not go outside.
- Provide assistance to persons with disabilities.
- Turn off lights and close classroom/office doors once rooms are cleared.
- Remain in a designated shelter area until information is received by people with authority and/or emergency personnel.
- If you are outside when a tornado occurs and are unable to take inside shelter, lie flat in a ditch or depression and protect your head. Avoid large trees, metal poles and other electrical conductors. Vehicles should not be used as shelter.

Earthquake

According to the Occupational Safety and Health Administration (OSHA), an earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause damage to buildings, disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, and fires. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls or floors, flying glass, and

falling objects as a result of the ground shaking or people trying to move more than a few feet during the shaking.

Safety Precautions in the Event of an Earthquake

- Pick a 'safe place' to shelter. A safe place could be under a sturdy table or desk or against an interior wall away from windows, bookcases or tall furniture that could fall over. The shorter the distance to move to safety, the less likely that you will be injured.
- Follow the drop, cover and hold protocol. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down.
- Remain in your safe place until the shaking stops, then check to see if you are hurt and then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards.
- Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.
- If you must leave a building after the shaking stops, use stairs, not the elevator; look for falling debris. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be able to rule out whether there is a real threat of fire and the elevators may have been compromised. Always use the stairs.
- Once outside the building, move to a clear open area at least 500 feet away from the affected building. Keep fire lanes clear for emergency personnel.
- Do not return to the damaged building/area until an 'all clear' is given by emergency response personnel.
- If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights and overhead lines. Crouch down and cover your head. Many injuries occur within ten feet of the entrance to buildings.
- If you are in an automobile when an earthquake occurs, stop the vehicle in a clear area and remain in the vehicle.
- Follow the instructions of emergency response personnel.

IMPORTANT: Should any of these events occur and an evacuation is warranted, please follow Mid's evacuation procedures and report to the nearest designated triage area; wait for instructions from members of the Core Crisis Team, Campus Security or responding emergency personnel.

Chemical or Hazardous Materials Spills

Minor chemical or hazardous-material spills may occur in College laboratories or by College staff. These minor spills should be addressed by following established laboratories and maintenance protocols and any guidelines from corresponding Safety Data Sheets (SDS). Personal Protective Equipment (PPE) including safety goggles, suitable gloves, and long-sleeved lab coats should be used. Chemical or hazardous material spills that have the potential to cause great bodily harm, lead to an explosion or fire should follow the protocols listed below. Chemicals and hazardous materials include, but are not limited to: chemicals, biological agents, radioactive materials, hazardous waste, and sewage.

Contact Campus Security or Campus Facilities;

- If there is a fire, risk of explosion, major injuries, or fire potential, contact 911. Be prepared to provide as much information (as is known) including:
    - Location and address of incident

- o Type of incident (spill, leakage, fire)
- o Name of chemical/hazardous material(s) involved
- o Time of incident
- o Nature and extent of any injuries or damaged incurred
- o Any control measures taken
- o Possible hazards to human health or the environment outside of the facility
- o Your name, location, and contact information
- Alert others in the immediate area of the spill and seek any of their needed assistance to effectively deal with the unfolding situation.
- Attend to any injured or contaminated person and remove them from exposure; use eyewash stations or other devices to rinse the spill off from the contaminated person(s).
- If spilled material is flammable, turn off any ignition and/or heat sources, as applicable or as safely as possible.
- Cover drains as needed to limit spread of spill.
- Evacuate affected area and close door.
- Wait outside for Campus Safety, Facilities or responding emergency personnel.
- If damage or risk to health and safety is believed sufficient, activate the nearest fire alarm and evacuate the area, using the evacuation maps and established evacuation protocols; report to nearest triage area. Once safely outside, call 911.

In the event that transporting agents (trucks) release toxic chemicals/materials in close proximity to Mid's campus locations, this information would most likely be reported to Campus Security. Campus Security would sequentially contact the Core Crisis Response Team who, following emergency response protocols outlined in this Plan, would assess the situation, determine next steps, and notify the campus community.

Utility Failures

From time to time minor utility failures may occur such as electrical, plumbing, minor flooding, etc. In such situations, individuals should cease using the equipment (electrical/plumbing) and immediately report the issue to Campus Security, who will then contact Campus Facilities. Depending on the severity of situation, the College may need to close sections of the affected building or evacuate the building. In the event of an evacuation, individuals should follow emergency evacuation maps and the established evacuation protocols, report to designated triage areas, and wait for further instruction.

Elevator Failure

In the event of elevator failure, all elevators are equipped with emergency call buttons. When activated an alarm sounds and notification is sent to the elevator alarm company.

Communicable Diseases

Communicable diseases are infectious diseases that spread from one person to the other through casual contact or respiratory droplets. These have the potential to lead to an epidemic or pandemic. An epidemic is defined as an occurrence in a community or region where cases of illness are clearly in excess of normal expectancy. A pandemic, as in the case of COVID-19, is defined as a disease epidemic that has spread across multiple continents or worldwide. Both have the ability to threaten the health, safety and daily operations of the College. Communicable diseases include but are not limited to: tuberculosis (TB), measles, certain strains of hepatitis and meningitis, SARS, as well as any coronavirus and certain strains of influenza.

To help keep the campus community healthy, all members of the campus community are reminded to wash hands regularly with soap and water for at least 20 seconds, cover mouth/nose with elbow when coughing

or sneezing, and stay home when feeling ill. Individuals that show symptoms, know or have a reason to believe that they are infected with a communicable disease, should remain off-campus, seek medical advice, and follow the instructions provided by medical care providers and/or the local Health Departments and Center for Disease Control (CDC).

In the event that any disease should reach pandemic levels, the College will rely on information and guidance and/or mandates from local and state health agencies and officials, as well as any direction provided by the CDC. The Core Crisis Team will stay informed of the developing situation and may decide to temporarily close the College, if such closure is in the best interest of the health and safety of the college community.

In the event of a closure, Mid will inform the college community on its plan to provide continuity of learning and operations. This may include limiting the number of classes offered on campus, reducing class size, shifting to remote learning, requiring and/or permitting employees to work remotely, modifying campus operational hours, and implementing new safety and sanitary measures based on applicable recommendations from public health officials, the CDC, and compliance with any issued Executive Orders. Students and employees would be notified of the specific actions that the College is procuring through various venues including but not limited to: emails to all midmail accounts, posting on the College's website, flyers, and Mid Alert. In the event of a disease outbreak, epidemic or pandemic, the College reserves the right to limit access to its facilities by third parties (visitors, guests, contractors, etc.).

The College will follow any specific instructions from public health officials or the CDC to provide recommended instructions to individuals returning to campus following a contagious disease diagnosis.

Civil Disturbance

Mid promotes and supports the free expression of ideas, views, and opinions by its students, faculty, staff, and visitors. It encourages discussion, debate and the expression of ideas in private or public forums and peaceful demonstrations. However, these exchanges can occasionally become confrontational, heated, and evolve into acts of violence.

If tensions start to escalate:

- Immediately contact Campus Security: Harrison Campus 989-339-4204; Mt. Pleasant Campus 989-339-7323.
- Take the following actions:
  - Alert others in the area of the situation
  - Lock all doors, secure all files, documents, equipment, etc.
  - Be vigilant and aware of unfolding events
  - Stay away from doors and windows
- Avoid provoking or obstructing anyone participating in the disturbance or demonstration.
- If you are personally confronted, remain calm and avoid any actions that would escalate the situation.
- Assist Campus Security when they arrive; provide them with all relative information to the situation and follow any given direction.
- If a disturbance or disruptions occurs during a class, the offending person(s) should be asked to leave and a report should be filed with Campus Security. If the individual(s) refuse to leave, dismiss the class for a short break and contact Campus Security.

Emergency Testing Procedures

Mid Michigan College will conduct at least one evacuation and one shelter-in-place test each year (a test is defined as a regularly scheduled drill or exercise with appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities). These tests are coordinated by Security Operations and Systems, Campus Security and the Core Crisis Team. They may be announced or unannounced. The function of these drills serves several purposes: to familiarize the campus community with the sound of alarms, locations of emergency exits within the buildings, locations of designated meeting/Triage or shelter areas, provide guidance about building evacuation, and the assessment of various notification systems such as the public address system, e-mail notification, and *MidAlert*!

Mid Michigan College's emergency procedures, building evacuation routes and shelter locations are posted in classrooms and various locations throughout the College.

The tests will be monitored by members of Security Operations and Systems, Campus Security, the Core Crisis Team, and other members of governmental agencies who may respond to an actual emergency. These groups will evaluate egress, behavioral patterns, and assess/evaluate the emergency response, plans, and capabilities. Reports are prepared after each test which identify defective equipment and processes so that corrective action can be taken by the appropriate departments. Recommendations for improvements are addressed by Security Operations and Systems, Campus Security, the Core Crisis Team, and members from governmental agencies. These are presented to the appropriate department or individuals so that improvement of processes can be effected.

Documentation of the Test will be submitted through the submission of an After-Action Report and housed with the Director of College Compliance and Ethics for Clery Act-related documentation. This Report will describe the test, the date that the test was conducted, the start and end time of the test, and whether the test was announced or unannounced.

Emergency Maps

Emergency Maps are located throughout the College and are also available on the College's webpage, housed under Safety and Security, Emergency Maps. Individuals are encouraged to review and familiarize themselves with emergency evacuation routes, shelter areas, and where they can locate AED, First Aid, and Fire Extinguishers.

Bomb Threat Checklist
Bomb Threat Call Checklist

Date: _____ Time of Call: _____ Call received by: _____

Document Caller ID Number located on LED screen if Caller ID is available on your phone.

Exact Statement of Caller:

_____

_____

_____

_____

Assessment of Callers Voice:

( ) Male   ( ) Adult   Estimated age _____

( ) Female   ( ) Child   Accent _____

Speech:

( ) Slow   ( ) Calm   ( ) Deep   ( ) Loud

( ) Fast   ( ) Excited   ( ) High-Pitched   ( ) Raspy

( ) Normal   ( ) Angry   ( ) Intoxicated   ( ) Educated

( ) Rational   ( ) Irrational   ( ) Impediment   ( ) Accent

Background Noises:

( ) Music   ( ) Office Noises   ( ) Traffic   ( ) Talking   ( ) Heavy Equipment

( ) Airplanes   ( ) Laughing   ( ) Trains   Other _____

Notification of Others:

( ) Supervisor   ( ) Police/Fire   ( ) Security

If caller does not volunteer information, ask questions, such as:

- When is the bomb set to detonate? What kind of bomb?

- Where is the bomb located? Building? Floor?

- What does the bomb look like?

- Is the bomb hidden or out in the open?

- Type, size, color, or any physical information regarding the bomb.

- Ask why the caller wants to cause harm to the building or its occupants.

- Name of the caller or group claiming responsibility.

- How familiar is the caller with the facility.

Make notes as the caller talks. Direct quote the caller as much as possible.

Add to the notes any personal impressions of the caller such as:

- The caller's familiarity with the facility.
- Voice or other speech characteristics of the caller.
- Background noises.
- Male or female.
- Nervous or calm demeanor.