

# FLEMING ADMINISTRATION BUILDING EMERGENCY ACTION PLAN



## **Emergency: call 911**

(UM Police Department)

Active Shooter

Bomb Threat

Explosion

Fire

Medical Emergencies (AED's)

Any Crime

## **Non-emergency assistance: call 734-763-1131**

(University of Michigan Police Department)

Theft

Security Problems

## **Building problems: call 4-3402**

(April Fielek, Fleming Building Manager)

The purpose of this action plan is to establish procedures for an orderly and coordinated response to emergencies at the Fleming Administration Building.

The action plan addresses major aspects of keeping building occupants safe during emergencies:

Section	Page #	Description
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Section II	5	Evacuation Procedures for Fire, Explosion & Major Hazardous Materials Incidents
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Note: When using a cell phone to contact UMPD, remember that dialing 911 will connect you to an external emergency system. Specify that you are at the University of Michigan and you will be transferred immediately to UMPD.



**FIRE**  
**EVACUATE**



**SUSPICIOUS ACTIVITY**



**TORNADO**  
**SEEK SHELTER**



**POWER OUTAGE**



**ACTIVE SHOOTER**  
**RUN, HIDE, FIGHT**

# **SECTION I**

## **ROLES, RESPONSIBILITIES & PLANNING**

The responsibilities of the BIRT Liaison (Fleming Building Manager, AVPFO Office):

- Develop, implement, and maintain this Fleming Building Emergency Response Team (BIRT) plan.
- Coordinate with Departments/other key building personnel on appointing an adequate number of BIRT members.
- Familiarize BIRT members and all building occupants with this plan (staff meetings, emails).
- Serve as the point person, seek out UMPD and provide direction to BIRT members.
- Identify team members to assist UMPD and Ann Arbor Fire Department monitor building entrances and coverage areas.
- Communicate to BIRT members with updates and needed actions including “All Clear”.
- Point person for filling in new and extended out of office openings.
- Assign back-up liaison in the AVPFO Office.
- Fleming BIRT Liaison will keep AVPFO Department Action Plan packets up to date & website.

BUILDING EMERGENCY LIASION - AVPFO Office			
NAME	PHONE	EMAIL	CELL
April Fielek	615-5971	<a href="mailto:afielek@umich.edu">afielek@umich.edu</a>	810-772-8805
AVPFO Office	764-3402	<a href="mailto:avpfo-office@umich.edu">avpfo-office@umich.edu</a>	

## The responsibilities of the Fleming BIRT Members:

- Know protective actions:
  1. Notify 911
  2. Assess the situation, to either evacuate or seek shelter
- Enroll in U-M Alert (self-enroll via Wolverine Access). U-M Alert to be activated when an immediate life safety action needs to be taken. Tested in fall and winter semesters.
- Attend periodic meetings so all BIRT members become familiar with one another and procedures.
- Wear reflective vest for identification.
- Respond to emergencies
- Conduct a sweep of assigned areas including conference and restrooms during fire alarm or severe weather warnings to spread the word, if it is safe to do so.
- The BIRT Member will check that all doors are closed and be the last one out, if possible.
- Conduct checks of the Areas of Rescue Assistance during evacuation. Area of Assistance is located at either of buildings stairwells on each floor.
- Assist BIRT Liaison in identifying person with special needs during a building evacuation.
- Notify BIRT Liaison of new and extended out of office BIRT members.
- Monitor building entrances if requested to do so.
- Report the status of the evacuation to the BIRT Liaison.

BIRT Members		Email group: FlemingBIRT			Last updated: 3/5/18
Name	Email	Alternate	Email	Main Department Office #	Assigned Area-includes conf rooms & public areas, if safe to do so
				615-3336	Basement & Wellness room
Anita Greca	anitag			763-0901	1st flr Mailroom & Regents Rm
Hanna Quinlan	hquinlan	Elisse Rodriguez	enrodrig	936-5190	1st floor department area
Margie Gonzales	mcolby	Debbie Serwach	debjo	763-5800	2nd floor department area
Lauren Belpedio	labelped	Cece Nash	cecelian	764-6270	2nd floor department area
Sarah Musleh	samusleh			764-9972	2nd floor department area
Tyne Lucas	Tyne	Kerry Nisbett	knisbett	764-9290	3rd floor department area
		AVPFO Office	avpof-office	764-3402	3rd floor department area
Jean Sadler	djsadler	Marionette Cano	canom	647-9981	4th floor department area
Rachael Richmond	rachrich			764-1185	4 <sup>th</sup> floor department area
Jennifer Traver	jltraver	Denise Truesdell	denitrue	764-0304	5th floor department area
Jamie Forgacs	jamievi			764-5132	6th floor department area
Robyn Snyder	rasynder			764-0303	6th floor department area
Deborah Schilz	dschilz	Terry Ianni	tianni	763-5554	6th floor department area
Crystal Flynn	cflynn			647-8788	6th floor department area

## The responsibilities of the Fleming Employees & Guests:

Cooperate with the BIRT Members and Liaison in all aspects of this guideline.

## Planning & Preparation

Pre-planning for emergencies is a crucial element of this plan. The following steps have been taken in planning for emergency evacuation of this building.

1. All exits are labeled and operable.
2. Evacuation route diagrams are posted on all floors hallway bulletin boards. Designated assembly areas outside the building and severe weather shelter areas inside the building have been identified and posted.
3. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.
4. The Fleming BIRT Liaison is responsible for instructing BIRT Members and BIRT Members instruct their department building staff.
5. All BIRT Members have been familiarized with their specific duties, and all building occupants have been instructed in what to do in case of an emergency evacuation.
6. BIRT Members are responsible of education building occupants to continue evaluating the building once the fire alarms shut off.
7. General Evacuation Procedures and Egress instructions are provided to faculty and staff and/or posted. Also, available on the Fleming website.
8. Persons with disabilities (mobility, hearing and/or sight, ect.) are made aware of emergency options for evacuates and shelter in place situations.
9. Areas of Assistance are located at both stairwell on each floor of the Fleming building. If unable to reach Areas of Rescue Assistance please stay in an office with the door closed and call 911 to give emergency rescuers your location. Safe places during a tornado are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway.
10. Departments should identify critical processes that would be severely jeopardized or create a serious hazard if left unattended during an emergency evacuation (e.g. confidential documents).
11. Fire evacuation drills are held annually in this building and are critiqued and documented. Prior to holding a fire evacuation drill where the alarm is to be triggered, OSEH Fire Safety Services coordinates these drills. All fire drills are to be taken seriously by all occupants and evacuation initiated promptly.

## **SECTION II**

### **EVACUATION PROCEDURES FOR FIRE, EXPLOSION AND MAJOR HAZARDOUS MATERIALS INCIDENT**



**FIRE  
EVACUATE**

- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities/special needs
- Meet at designated assembly area: Regents Plaza Cube
- Stay away from building entrance(s)
- Account for individuals
- Re-enter area only when directed by authorities

The following procedures will be initiated when there is a fire, explosion or other incident when notified evacuate the building.

**1. Fire, explosion or smoke -**

Activate nearest fire alarm. This will notify the occupants and UMPD who will coordinate with the Ann Arbor Fire Department. As soon as it is safe to do so, call 911 give your name and location of the fire, including room number and floor and any special circumstances that could be hazardous, such as chemicals or faulty equipment. Once outside, notify the Fleming Building Manager.

2. In this building, occupants will be notified of fire/evacuation by fire alarm, email, BIRT Members & word of mouth.
3. The fire alarm will ring for 3 minutes (Fleming Administration Building) and will shut off, please continue to evacuate the building even though the alarm has quit ringing.
4. BIRT Member will assure that every person on his/her floor has been notified and that evacuation routes are clear. If possible, the BIRT Member will check that all doors are closed and be the last one out. Upon leaving the floor, the BIRT Member will report the status of the floor evacuation to the BIRT Liaison.
5. **Do not re-enter the building until advised to do so by UMPD**, your BIRT Member, or BIRT Liaison. After the Ann Arbor Fire Department has left the scene, UMPD, in consultation with other response departments has final authority to release the building for re-occupancy.
6. If members of the press or anyone else approach you with questions, please refer them to UMPD.

# **SECTION III**

## **SEEK SHELTER PROCEDURES FOR SEVERE WEATHER**



### **TORNADO SEEK SHELTER**

- Close all doors, including main corridors
  - Move to lowest interior space of building (hallway, basement, restroom) away from windows and glass
  - Crouch near floor or under heavy, well supported objects and cover back of your head
  - If outdoors and there is no time to move into an interior space, lie flat in nearest depression (ditch, ravine) and cover back of your head.
  - Monitor WEMU 89.1, WWWW 102.9, WQKL 107.1, WTKA 1050AM, or WLBY 1290AM for the all clear.
1. In the event of severe weather requiring occupants to take shelter, the Fleming BIRT Liaison, working with BIRT Members, will notify all building occupants of the need to seek shelter.
  2. Notification to occupants will be through email, word of mouth and BIRT Members walking through their designated areas (if safe to do so).
  3. Safe places during a tornado are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. Stay away from windows and avoid auditoriums, atriums, or other areas with large, free-span roofs. The below table indicates the designated, posted shelter areas in this building.

Building	Safe Places of Shelter	Closest Means of Communication
Fleming	Basement	Transistor Radio in room 118

## **SECTION IV**

### **BOMB THREATS OR SUSPICIOUS PACKAGES**

#### **Bomb Threat (checklist page 9):**

1. If you receive a bomb threat, carefully note all information the caller gives you and **call 911** immediately.
2. Notify the Fleming Building Manager.

**Do not** activate the building notification system. The decision to evacuate is determined by the Department of Public Safety and Security (UMPD) in conjunction with departmental management.

If an evacuation occurs as the result of a bomb threat:

1. Follow the evacuation procedures outlined in this plan or specific instructions from UMPD.
2. Report to UMPD any observation of a suspicious person or package seen in the work areas or along the evacuation route. Occupants will not attempt to inspect or move suspicious packages.

#### **Suspicious Package (checklist page 8):**

1. If you receive a suspicious package, evacuate the immediate area (room where the package is located) and **call 911** immediately. Carefully describe the package and provide any information you have on how it was delivered and by whom.
2. Notify the Fleming Building Manager.

**Do not** activate the building fire alarm system. The decision to expand the evacuation will be determined by UMPD in conjunction with departmental management.

If an evacuation occurs as the result of a suspicious package:

1. **Follow the evacuation procedures** outlined in this plan (**evacuate page 5**) or specific instructions from UMPD.
2. Report to UMPD any observation of a suspicious person or package seen in the work areas or along the evacuation route. Occupants will not attempt to inspect or move suspicious packages.



## Suspicious Package

If you receive or discover a suspicious package or foreign device,

If you are suspicious of a package or object and are unable to verify the contents with the addressee or sender, follow these steps:

- Do not touch or move the package/object.
- Call UMPD at 911 immediately.
- Do not open the package/object.
- Isolate the package/object and evacuate the immediate area.
- Do not put it in water or a confined space such as a desk drawer or a filing cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gases.
- If you have any reason to believe a letter or a parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent.

**DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!!!  
IMMEDIATELY DIAL 911 TO REPORT IT TO UMPD**

### **LETTER AND PARCEL BOMB RECOGNITION CHECKLIST**

#### **Be cautious of:**

Foreign mail, air mail and special deliveries  
Restrictive marking such as "confidential" or "personal"  
Excessive postage  
Handwritten or poorly typed address  
Incorrect titles or addressed to title only  
Misspellings of common words  
Oily stains, crystallization or discolorations on package  
Excessive weight  
Rigid, lopsided or uneven envelopes  
Protruding wires or tinfoil  
Excessive tape or string  
Visual distractions  
No return address  
Strange odor

University of Michigan  
Department of Public Safety



Bomb Threat Data

Questions to Ask

1. When is the 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?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT

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Phone # on display: \_\_\_\_\_

Phone # call was received on: \_\_\_\_\_

Time Received: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Caller's Voice

- |                                  |                                   |                                  |  |
|----------------------------------|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Loud     | <input type="checkbox"/> Nasal   | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying   | <input type="checkbox"/> Lisp    | <input type="checkbox"/> Crackling Voice |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Normal   | <input type="checkbox"/> Raspy   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep    | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Ragged  | <input type="checkbox"/> Familiar        |

If voice was familiar, who did it sound like?

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Sex of Caller:      Male      Female      Age: \_\_\_\_\_

BACKGROUND SOUNDS

- |   |   |
|---|---|
| <input type="checkbox"/> Street Noise     | <input type="checkbox"/> Animal Noises  |
| <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Kitchen Noises |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear          |
| <input type="checkbox"/> PA System        | <input type="checkbox"/> Static         |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Long Distance  |
| <input type="checkbox"/> House Noises     | <input type="checkbox"/> Local          |
| <input type="checkbox"/> Motor            | <input type="checkbox"/> Booth          |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Other          |

THREAT LANGUAGE

- |   |   |
|---|---|
| <input type="checkbox"/> Well Spoken/Educated | <input type="checkbox"/> Incoherent           |
| <input type="checkbox"/> Foul                 | <input type="checkbox"/> Taped                |
| <input type="checkbox"/> Irrational Message   | <input type="checkbox"/> Read by Threat Maker |

Remarks: \_\_\_\_\_

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The Department of Public Safety in general does not recommend that buildings be evacuated as a result of bomb threats. This however does not preclude evacuation under certain circumstances. Factors to be considered in a decision to evacuate include but are not limited to the following:

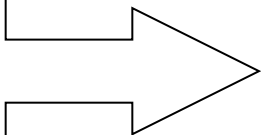
Message Received:

- Urgency
- Exactness
- Specific location within the building
- Any specific description of the device

Current Turmoil:

- National and local scene
- Personal vendetta

**Important:** Call 911 immediately after receiving a bomb threat, complete the requested information in as much detail as possible, and provide this form to police officers responding to the call.



## **SECTION V**

### **PANDEMIC, POWER OUTAGE or OTHER SITUATIONS**



#### **POWER OUTAGE**

In the event there is a pandemic, power outage or similar situation and the building or services are unavailable for an extended length of time, it is the responsibility of individual Departments in the Fleming Building to decide on their departments course of action (business continuity plan, work or not). We encourage each individual Department to set up plans to address these types of situations and others.

#### **During Business Hours:**

Notification will be done through email for most types of situations. For power outages please refrain from calling the Building Manager and/or POCC for updates. Notification signs will be posted with information and updates as received on the following floors:

- 1<sup>st</sup> floor at the mailroom/information desk
- 3<sup>rd</sup> floor on bulletin board in central hallway
- 5<sup>th</sup> floor on bulletin board in central hallway

#### **After Hours:**

- BIRT Liaison, (AVPFO Office) will receive a call
- The BIRT Liaison will call each departments contact person from the Fleming EO department contact list and each department contact will implement their procedures for department staff notification system.

# **SECTION VI**

## **ACTIVE SHOOTER**



**ACTIVE SHOOTER**

### **RUN, HIDE, FIGHT**

#### **1. RUN**

- Have an escape route and attempt to evacuate
- Evacuate regardless if others agree
- Leave your belongings

#### **2. HIDE**

- Hide out of shooter's view
- Lock and/or barricade the door
- Silence your cell phone
- Always be aware of a new escape route

#### **3. FIGHT**

- Goal – Distract, Disorient, Disarm
- Designate an attack team
- FIGHT as a last resort

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. More details about dealing with an active shooter situation can be found on the UMPD website.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If involved in an active shooter situation, try to stay calm and CALL 911 as soon as possible.

#### **KEEPING UPDATED**

If an active shooter situation develops, the University will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. The University will provide the most accurate and timely information available to students, faculty, staff and the community through emails, text messages, the U-M website (<http://police.umich.edu/>), PA announcements and the mass media.

## **SECTION VII**

### **MEDICAL EMERGENCY**



- If trained, administer first aid/CPR/automated external defibrillator (AED) as appropriate
- If not trained, stay clear of area where emergency has occurred
- Direct first responders to incident location
- Re-enter area only when directed by authorities

The purpose of the Fleming Administrative Building Automatic External Defibrillator (AED) Program is to provide guidance for maintaining and use of AED's located on the 1<sup>st</sup>, 4<sup>th</sup> and 6<sup>th</sup> floors. This will also identify departmental responsibilities for proper use, training and maintenance of the AED units for ensuring a safe and healthful work environment.

#### **Responsibilities –**

BIRT members:

- Should assist wearing their vest, wait for HVA on the ground floor, and assist in directing HVA to the patient.

Designated Responsibilities for the AVPFO Office:

- Designate and empower and Departmental AED Coordinator to be responsible for maintenance of the PAD Program (Public Access Defibrillation).
- Assign resources to support the AED Program.
- Encourage employee participation.
- Encourage placement of AED's in new building construction.

The Fleming Administrative Building Departmental AED Coordinator is April Fielek, Fleming Building Manager. The Departmental AED Coordinator is responsible for administration and implementation of the AED Program. Other Responsibilities, Procedures and Training Resources are identified in the *OSEH AED Guideline* ([link](#)) and include:

- Inform OSEH of the AED locations in buildings.
- Ensure the required inspection and maintenance activities, as required by the AED manufacturer are conducted and documented.
- Coordinate CPR and AED training for interested staff, including refresher training.
- Maintain written records for AED placement, maintenance, use, and employee training.

**AED locations** – AED's located in the center hallways on the 1<sup>st</sup>, 4<sup>th</sup> and 6<sup>th</sup> floors. Signage for AED's located above AED locations.

**Training** – Training will be offered every other year to building staff interested in AED certification with training being work time. Next training date: 1/2016