

# SCHOOLCRAFT COLLEGE

## EMERGENCY PROCEDURES

1. **IN CASE OF EMERGENCY, CALL THE CAMPUS SECURITY POLICE: DIAL 4424**
  2. **IF THE CAMPUS SECURITY POLICE CANNOT BE CONTACTED: DIAL 9-911**
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### MEDICAL ATTENTION:

In the event a person is injured or taken ill at any College location, the following procedure should be followed:

1. Immediately contact the Campus Security Police: **DIAL 4424**
2. Campus Security Police will call for emergency transportation if necessary. In the event a Campus Security Police Officer is not available, a responsible employee of the College is authorized to call the appropriate medical service. **DIAL 9-911**
3. A Personal Injury/Illness Report must be filed with the Campus Security Police department as soon as possible by the person who called for emergency medical service. (see Procedure #1060.2, Sec. 3.)

### FIRE EMERGENCY:

In the event of a fire, stay calm and evaluate the situation. Call the Campus Security Police department (**4424**). Emergency phones are located in the hallways of all buildings, at the east and west exterior doors of the Forum building, the west exterior doors at Radcliff, and in the north and south parking lots.

Should evacuation of the building be advisable, pull one of the red manual pull fire alarm stations that are located in every hallway close to the exit doors. This will cause a continuous sounding of the evacuation horns in the building.

Fight the fire only if it is small and you feel safe in doing so. The extinguishers located throughout our buildings are only designed to contain small fires.

Meet responding emergency personnel and direct them to the scene of the fire. (see Procedure #1060.d, Sec. 2.)

# BOMB THREATS

## WHEN A BOMB THREAT IS CALLED IN:

1. Keep the caller on the line as long as possible. Ask him or her to repeat the message. **Write down** every word spoken by the person. Complete the Bomb Threat Checklist on the following page.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him or her for the information.
3. Ask the caller why he or she planted a bomb if he or she does not indicate a reason.
4. Inform the caller that the building is occupied and that detonation could result in death or serious injury to innocent people.
5. Pay attention to peculiar background noises such as motors running, music, people talking, and any other sounds that may give a clue to the location or identity of the caller.
6. Listen to the voice (male/female), voice quality (calm/excited). Listen for accents and speech impediments.

**NOTIFY IMMEDIATELY:** Campus Security Police, (4424) and the College administrator in charge.

## **DO NOT TOUCH:**

1. Check area for unusual packages.
2. Leave any suspicious objects for the experts.
3. Do not use any item that transmits a radio signal (cell phone, radio, etc.) near a suspicious package.

## **BE PREPARED TO:**

1. Supply responding officers with as much of the above information as possible.
2. Supply any keys that will help officers in a building search.
3. Alert key personnel who will aid in evacuation of the premise, should that step become advisable.

**NOTE:** If the decision is made to search without evacuation, all available personnel will make a prompt and thorough visual inspection of their work areas. Any suspicious objects or packages found should be reported immediately to Campus Security Police (4424). **The object or package should not be touched or moved!**

**WRITTEN THREATS:** Once the message is recognized as a bomb threat, save the message, including the envelope or container. AVOID unnecessary handling since fingerprints may be taken. NOTIFY Campus Security Police (4424) immediately.

SCHOOLCRAFT COLLEGE  
DISASTER PREPAREDNESS PLAN

**BOMB THREAT CHECKLIST**

Exact time of the call: \_\_\_\_\_

Exact words of the caller:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does the bomb look like? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ Why? \_\_\_\_\_
7. Where are you calling from? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

**CALLER'S VOICE** (circle)

Calm	Slow	Crying	Slurred
Stutter	Deep	Loud	Broken
Giggling	Accent	Angry	Rapid
Stressed	Nasal	Lisp	Excited
Disguised	Sincere	Normal	Squeaky

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_ Remarks: \_\_\_\_\_

Person receiving the call: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number/extension where the call was received: \_\_\_\_\_

**RECEIPT OF SUSPICIOUS PACKAGE:**

If a suspicious package is received through the mail or is hand delivered to a College location: **DO NOT HANDLE** the package and **IMMEDIATELY LEAVE** the area. After leaving the area, immediately contact the Campus Security Police (**4424**). (see Procedure #1060.2 Sec. 4.)

**REPORTING SAFETY HAZARDS:**

When a safety hazard is believed to be of an emergency nature, the reporting individual should phone the Campus Security Police (4424) and identify the problem. If unable to reach the Campus Security Police, contact the Facilities Management department (**4425**). (see Procedure #1060.3.)

**SUSPENSION OF COLLEGE OPERATIONS (WEATHER OR UTILITY EMERGENCIES):**

Notification that employees should not report to work due to weather or other emergency shall be pursuant to Procedure #1060.f following the Action Alert (all employee fan-out contact system). Additionally, College closing information will be available on several metro Detroit area radio and TV stations.