



EVACUATION / FIRE

Once alarm is activated:

- Remain calm and walk to the nearest exit (do not use elevators).
- Gather in groups of 3-4 people using the buddy system. Assist persons with disabilities.
- Once outside, assemble far away from any burning structure.
- Take directions from event staff, event hosts and/or the Department of Public Safety.
- Identify and report missing persons to the Department of Public Safety at 810-762-3333 or 911.
- Stay clear of the emergency scene. Do not return to the building until the "All Clear" is issued by the Department of Public Safety.

TORNADO AND SEVERE WEATHER

When you have been alerted to take shelter due to severe weather:

- Seek shelter immediately. Promptly walk to the designated shelter area located in the basement or lower level of the building. If no basement is available, seek shelter in the nearest restroom. Avoid areas with glass windows or doors.
- Take directions from event staff, event hosts and/or the Department of Public Safety.
- Gather in groups of 3-4 people using the buddy system. Assist persons with disabilities.
- Avoid the use of elevators.

MEDICAL EMERGENCY

Report all medical emergencies **immediately** to the Department of Public Safety at 810-762-3333 or 911.

ACTIVE AGGRESSOR

Run

- Run and escape or evacuate the building if a safe path is available.
- Encourage others to leave but don't slow down to escape.

Hide

- Find a place to hide if unable to get out.
- Turn off lights.
- Lock or barricade the door.
- Silence ringer on cell phones and stay quiet.

Fight

- Work together or alone, act with aggression, use improvised weapons to disarm the attacker. Commit to take the attacker down.

POWER OUTAGE

- Remain calm.
- Take directions from event staff, event hosts and/or the Department of Public Safety.
- Campus phones and computers may be temporarily out of service.
- Avoid the use of elevators. If you are trapped in an elevator, remain calm and call the Department of Public Safety at 810-762-3333 or 911.
- Decreased lighting and ventilation may exist. Do not light candles or other types of flames for lighting.



TIPS

- Familiarize yourself and guests with the safety procedures.
- Make the safety procedures easily accessible in the venue using the QR code.
- Designate people before the event to direct the crowd in the event of an emergency.
- Identify people in the crowd that may need more assistance in the event of an emergency (e.g. elderly, disabled, children).
- Identify any blockages of fire or safety exits before the event starts, express this policy heavily with any decorators or sponsors that may put up decor.
- Give an informative briefing on basic safety procedures before the event begins to ensure you are doing your part to make guests aware and prepared in the event of an emergency.

Quick script:

“Before the event begins, let’s take a moment and locate the emergency exits and fire extinguishers. In the event of severe weather, you can expect to assemble at/in _____ or in the severe weather shelter which is located _____. It is encouraged to use the “buddy system” and assist those around you if needed. If you see a potential safety hazard as you enjoy the event, do not hesitate to let staff or the event host know.”