Dear Faculty and Staff,

As we begin a new academic year, it is important that we all take a moment to recommit ourselves to keeping the University of Michigan a safe and secure workplace. Our community is a busy and active environment; keeping our students, faculty, staff, patients, visitors and vendors safe is of utmost importance.

This year, a new state law requires us to place additional emphasis on education and awareness for handling emergency situations on campus.

Below, please find the university's guidelines relative to fire safety, severe weather, active shooter and medical emergencies along with additional emergency preparedness resources. We also encourage you to review and become familiar with specific emergency preparedness and response practices and procedures within your unit as appropriate. Medical School faculty and staff who work in a clinical setting should follow the training provided for your specific clinical work area.

**Fire Safety**

- If you see smoke or fire, activate the fire alarm and call 911 from a safe location.
- Familiarize yourself with locations of fire alarm pull stations, fire extinguishers, stairways and emergency exits in your building(s). Always identify two means of egress from your location.
- If the building’s fire alarm sounds, immediately evacuate via the nearest exit, encouraging those around you to evacuate as well.
- Fire alarm activations require "full" evacuation of all affected buildings.
- Evacuate through the nearest available exit.
- Use stairs, not elevators.
- Assist those with disabilities or special needs.
- Stay clear of building exits and fire lanes.
- Meet at designated assembly areas.
- Re-enter only when directed by authorities.

**Tornado**

- Close all doors, including main corridors.
- Move to the lowest interior space of the building (hallway, basement, restroom).
- Stay away from windows and glass.
- Crouch near the floor or under heavy, well-supported objects and cover the back of your head.
- Monitor local media outlets for updates and all clear.

**Active Shooter**

- Call 911
- Run
  - Evacuate via a safe route and remove yourself from the threat.
  - Encourage others to leave but don't slow down to escape.
  - Prevent others from walking into the danger zone.
- Hide – if not safe to run
  - Seek a safe location.
  - Secure area by locking or barricading door.
  - Turn off the lights and silence electronic devices.
- Fight – as a last resort
  - Distract, disorient and disarm the shooter.
  - Use improvised weapons.
  - Fight to survive.
To schedule an active shooter response training presentation, please contact the Division of Public Safety and Security Community Outreach at dpss-safety-security@umich.edu.

**Medical Emergencies**
- Call 911.
- If trained, administer first aid/CPR/automated external defibrillator (AED) as appropriate.
- Keep people clear of the area where emergency has occurred.
- Direct first responders to incident location.
- Re-enter area only when directed by authorities.

**Register for U-M Emergency Alerts**
[http://dpss.umich.edu/emergency-management/alert/](http://dpss.umich.edu/emergency-management/alert/)

For more information on these and other emergency preparedness related topics, please visit the following websites and become familiar with the important role and responsibility you have during an emergency:

- **U-M Division of Public Safety and Security**
  [http://dpss.umich.edu/](http://dpss.umich.edu/)
- **U-M Hazard Guidelines**
- **U-M Occupational Safety and Environmental Health**
  [http://oseh.umich.edu/](http://oseh.umich.edu/)

We wish everyone a successful year and appreciate your attention to this important message.

Sincerely,

Martha E. Pollack  
*Provost and Executive Vice President for Academic Affairs*

Kevin P. Hegarty  
*Executive Vice President and Chief Financial Officer*

Dr. Marschall S. Runge  
*Executive Vice President for Medical Affairs*

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