

Oakland Community College

STUDENT
SAFETY
and
EMERGENCY
GUIDE



Department of Public Safety

Student Safety and Emergency Guide

**For questions or additional information
regarding this document, contact:**

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INTRODUCTION

It's important to know what to do if an emergency occurs while on campus. Your actions can affect your safety, as well as those around you. Read and understand each section and you'll know what to do and who to call when there is an emergency or you feel that a situation may be unsafe.

EMERGENCY NUMBERS

For **any emergency**, call Public Safety at

911

For all other calls, dial

5555

from a hall or office phone, or

248.858.4951

from a non-campus phone

If you are not sure if an emergency exists, call **911**. These calls are answered by the Oakland County Sheriffs Department, who provides dispatching services for OCC's Department of Public Safety.

Use these phone numbers for any of the sections in this booklet. If you don't have access to a phone, find a hall phone, or locate an OCC employee and they can assist in contacting Public Safety.

PUBLIC SAFETY SERVICES

The OCC Public Safety Department offers the following services to help keep you and the community safe.

- All Criminal Matters
- Chemical Spills
- Community Policing
- Crime Prevention
- Disorderly Complaints
- Emergency Response
- Environmental Issues
- Escorts/Lockouts
- Jump Starts
- Medical Issues
- Parking Enforcement
- Patrol Services
- Provide Directions
- Publish Crime Statistics
- Safety Issues
- Stalking/Assault
- Suspicious Situations
- Traffic Accidents

If you would like to request assistance or have any questions, you can contact Public Safety using the non-emergency phone numbers.

JEANNE CLERY ACT

The Jeanne Clery Act sets forth guidelines for colleges to provide you with timely warning of potential or on-going threats, and to provide statistical summaries of crimes on campus. OCC complies with the Jeanne Clery Act by:

- Gathering and disseminating information
- Development of programs and procedures
- Proactive and reactive responses
- Placing student, employee, and visitor safety above all else

To find out more about this law and how OCC goes beyond meeting its basic obligations, visit the OCC DPS website at www.oaklandcc.edu/PublicSafety/.

ALARMS



Any time you hear an alarm, immediately move to the appropriate location, depending upon the instructions given over the public address system. The appropriate location may differ for each type or nature of the emergency, so pay attention to the announcements.

BIOHAZARDS



Biohazardous materials, or biohazards, refers primarily to bodily fluids, but may include microbiological cultures and samples from a lab. Bodily fluids include virtually any material from the human body, such as blood, urine, and saliva, among other things. The concern about bodily fluids

is that they may contain pathogenic organisms (microorganisms that can cause illness).

If you encounter anything that looks like a bodily fluid in a building, contact Public Safety and let your instructor know immediately.

BOMB THREAT/EXPLOSIVES



If you find a package that you suspect is an explosive device, leave the area and contact Public Safety immediately (**911**).

Do not handle the package, and avoid using your cell phone until you are away from the area.

CRIMINAL ACTIVITY



If you observe any criminal activity or suspicious behavior on campus, immediately notify Public Safety (**911**) from a safe location.

Report as much information as possible, including:

- what the person(s) is/are doing,
- where it is happening,
- whether weapons are involved, and if so what type,
- a physical description of the person(s) involved, their clothing, and
- a vehicle description and license number and the direction of travel when last seen.

Stay on the phone with the police dispatcher and provide additional information as the situation changes until the police arrive at your location. If you believe your life is in danger, attempt to leave the area and find a safe place until help arrives. **Do not approach or attempt to apprehend the person(s) involved.**

Active Shooters / Physical Threats

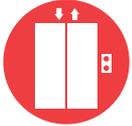
If you observe or have reason to believe that an active shooter is present on campus, follow the above procedures. In addition, all building occupants should immediately seek **Secure Shelter** (see below) unless otherwise instructed by Public Safety.

Secure Shelter for potential or active shooters means:

- close and lock your door(s);
- shut off lights;
- close blinds or other window treatments;
- take cover under or behind desks, tables, or other heavy protective objects;
- avoid open spaces and glassed areas; and
- seek shelter in lockable/closable rooms and minimize visibility.

Remain in the **Secure Shelter** until otherwise instructed by Public Safety.

ELEVATOR EMERGENCIES



If passengers are trapped in an elevator, do not attempt to open the doors and release the passengers. Contact Public Safety and they will notify the appropriate personnel.

All college elevators have emergency phones. **If you are trapped in an elevator, use the emergency phone to directly contact the elevator repair company, who in turn will notify campus personnel.**

EMERGENCY CLOSINGS



If a campus is closed during class hours, Public Safety will notify you to leave. If a campus is closed prior to class hours, you can find out by calling the OCC general information number at 248.341.2298, or by watching/listening to:

Radio

- WWJ
- WJR

Television

- FOX2
- WXYZ (Channel 7)
- WJBK (Channel 4)

Check these same sources the next day to determine the status for that day.

EVACUATION PROCEDURES



If it becomes necessary to evacuate a building, you will be notified by Public Safety, a Building Marshal, or the fire alarm. The evacuation process should be quick and orderly. Upon evacuation, move at least 300 feet away from the building unless instructed otherwise by Public Safety, the

Building Marshal, or other official. Keep doorways and paths clear and accessible. Do not re-enter a building until directed to do so by a Public Safety Officer or Building Marshal.

All campus buildings have posted maps showing shelter areas and evacuation routes. You should review the recommended evacuation route for each building you are in before there is an emergency.

FIRE



If you discover fire or smoke, get to a safe location and contact Public Safety (**911**). Report your name and the location of the fire. Do not hang up until the call is complete. Once you've called for help, activate the fire alarm at the nearest pull station. Alert and evacuate people in

the room. Close the door after exiting. Evacuate the building (see Evacuation Procedures)

If you become trapped in a room, place cloth material around or under the door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from window, but do not break the glass unless absolutely necessary (outside smoke may be drawn in).

If you are caught in smoke, drop to your hands and knees and crawl. Hold your breath as much as possible. Breathe shallowly through your nose and use a blouse, shirt or jacket as a filter.

If you are forced to advance through flames, hold your breath. Move quickly. Cover your head and hair. Keep your head down and eyes closed as much as possible.

If your clothing catches fire: **STOP...DROP...ROLL.**

When a fire alarm is activated, follow emergency personnel directions. Close the office or classroom door if you are the last person to leave. Walk – do not run to the nearest safe exit (remove high heels to avoid tripping). If the alarm stops (alarms may not sound continuously), continue to evacuate. Warn others who may attempt to enter the building when

the alarm is not sounding. Use stairways for exit, do not use elevators. Do not push or crowd, use handrails in stairwells – stay to the right. Give assistance to disabled persons. Feel doors (top and bottom) for heat – use the back of your hand. If hot, do not open. If not hot, open the door slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present. Notify emergency personnel if you suspect someone may be trapped inside the building. Proceed to the evacuation area (at least 300 feet from building). Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not interfere in any way with actions of emergency personnel. **Do not re-enter any building until you receive an “ALL CLEAR” from Public Safety or a Building Marshal.**

Laboratory Fire/Explosion

Alert people in the laboratory or immediate area about the fire. Evacuate the laboratory. Pull the nearest fire alarm. If your clothing catches on fire, immediately head to the safety shower and pull the lever. Do not use elevators to leave the building.

Site Evacuation

Always evacuate the site when the sprinkler system is activated, the fire alarm is activated, or you receive verbal notification to do so. Once evacuated, stay at least 300 feet away from the building. Keep all doorways and entrances clear. Do not reenter any building until you receive an “ALL CLEAR” from Public Safety or a Building Marshal.

Use of Fire Extinguishers

Fire extinguishers can be used on small (waste-basket-size) fires only if safe to do so. Be sure you are using the proper extinguisher for the type of fire you are fighting. Read instructions on the extinguisher.

When using a fire extinguisher, remember the acronym “**PASS**” below, which describes proper use of a typical extinguisher

Fire Extinguisher Instructions for Waste-Basket-Size Fires:

- P** - Pull safety pin from handle
- A** - Aim (nozzle, cone, horn) at base of fire
- S** - Squeeze the trigger handle
- S** - Sweep from side to side (watch for re-flash)

Remember to aim discharging extinguisher toward the base of the fire, not the top or middle of the flames!

HAZARDOUS CHEMICAL OR RADIOACTIVE MATERIAL SPILLS



In the event you discover a hazardous materials release, notify Public Safety immediately (**911**) from a location away from the release.

Public Safety will let you know if you will need to evacuate, or if you will be sheltered in place. If evacuation is necessary, follow the procedures found in the Evacuation Procedures section. Once outside, stay upwind to avoid inhaling airborne chemicals. **Do not re-enter the building until you receive an “ALL CLEAR” from Public Safety or a Building Marshal.**

If a significant chemical spill or leak occurs outdoors (including gas leaks), it may be necessary to shelter in place (see below). To **Shelter in Place** for chemical spills or leaks:

- turn off electrical devices if you are told a flammable gas or vapor is involved;
- close windows and doors; and
- place towels, paper, or other material in gaps under doors.

Chemical Spills

Your first lab class should include becoming familiar with the location of emergency eyewash and shower stations, and the location of the Materials Safety Data Sheets (MSDS) for the chemicals used in the lab. If you accidentally spill a hazardous chemical, or find a pre-existing spill, immediately notify Public Safety and your instructor. They will instruct you on what to do next.

For spills covering small amounts of skin, immediately flush with flowing water for no less than 15 minutes, removing jewelry and contaminated clothing while under flowing water. Seek medical attention if irritation develops or if other adverse reactions are noticed.

For spills on clothing, don't attempt to wipe the clothing. Quickly remove all contaminated clothing, shoes, and jewelry while using the safety shower. Use caution when removing pullover shirts or sweaters to prevent contamination of the eyes. **Immediately flood the affected body area with water for at least 15 minutes.** Resume if irritation develops or returns. **DO NOT** use creams, lotions, or salves. Get medical attention as soon as possible.

For chemical splashes in your eyes, immediately flush the eye with water at an eyewash location for at least 15 minutes. Quick response is essential to minimizing eye damage. Hold the eyelids away from the eyeball, move

the eye up, down, and sideways to wash thoroughly behind the eyelids. First-aid must be followed by prompt treatment by a medical doctor, preferably an ophthalmologist.

In general, for all chemical exposures, check the Material Safety Data Sheets (MSDS) for information on the potential adverse health effects and treatment options. It is always advisable to be familiar with the MSDS information for a chemical prior to using the product. It is advisable to seek medical attention for even minor chemical burns, especially if irritation develops or persists, or if other adverse reactions are noted (effects from some chemicals may be delayed for hours).

Radioactive Material Releases

Radioactive material releases are handled much the same way as hazardous chemical releases. If your instructor informs you that you will be using radioactive materials in class, you should make sure that you are aware of the route to the nearest emergency eyewash and safety shower. If you spill a radioactive material, or if you discover a spill that you think might be radioactive, notify Public Safety and your instructor immediately.

Should significant amounts of radiological materials be released to the environment, it may be necessary to **Shelter in Place**. You will be notified by Public Safety or the Fire Department if you will need to evacuate or be sheltered in place.

Shelter in Place for radioactive material releases means:

- close windows and doors; and
- place towels, paper, or other material in gaps under doors.

If the chemical or radioactive material release is thought to be malicious in nature, Public Safety will notify the appropriate authorities. In addition, individuals involved, whether perpetrators or victims, may be detained by Public Safety to protect the public health.

MEDICAL EMERGENCIES



If you observe someone experiencing what appears to be a medical emergency, immediately contact Public Safety (**911**) for assistance and let your instructor know.

For non-emergency medical situations in the classroom, such as minor illnesses or injuries, let your instructor know immediately. If not in a classroom, you can get assistance from Public Safety. Ask for assistance before using any college first-aid kit.

POWER FAILURES



If the power fails on campus, remain calm and secure any cash or valuables you may have. Keep emergency exits clear and wait for instructions from Public Safety or a Building Marshal.

ELECTRICAL EMERGENCIES / DOWNED POWER LINES



If you observe a downed power line, avoid the area. Just because there are no sparks evident does not mean that there is not high voltage present. Notify Public Safety (911) immediately.

GAS LEAKS



If you suspect a gas leak in a classroom, let Public Safety (911) and your instructor know immediately from a safe location, away from the apparent odor of gas. Keep emergency exits clear and wait for instructions from Public Safety or a Building Marshal.

SUSPICIOUS PACKAGES



If you run across a package that seems out of place or otherwise suspicious, you should immediately contact Public Safety. Suspicious packages may appear to be normal items, but are often out of place, such as a backpack in a garbage bin. **Do not touch or otherwise handle the package.**

WEATHER EMERGENCIES / TORNADOES



Tornadoes and associated severe weather can occur in any month, but are most common from April through July. If you are outdoors and you hear the tornado warning siren (a single, steady, three-minute tone), seek shelter immediately. If you are outdoors and a tornado is approaching, find the lowest ground available, such as a ditch or culvert, and lay as low as possible. If you are indoors when the alarm sounds and you are informed it is a weather emergency, proceed immediately to the nearest tornado

shelter area. These areas are clearly marked with the words “Tornado Shelter”. **Remain in the shelter area until notified by Public Safety or a Building Marshal that it is safe to leave.**

EARTHQUAKES



If an earthquake occurs while you are in a building, seek shelter under sturdy furniture, against outside walls, or in doorways until the tremors pass. Stay away from windows.

FLOODS



If sudden, unexpected flooding occurs while at an OCC facility, proceed to higher ground if outdoors, or move to upper floors if indoors. Avoid walking through flood waters whenever possible as there may be hidden hazards present.

STUDENTS WITH DISABILITIES



Prior to an emergency, you should contact the ACCESS office at each campus you are attending for assistance. If you require assistance to evacuate a building, let your instructors know at the beginning of the semester. Many OCC instructors, Building Marshals, and administrators have received special emergency training. In an emergency, you can seek assistance from these people. In addition, you should let your classmates know if you might require assistance in an emergency.

Take note of where the emergency exits and emergency shelters are located. In addition, if you are sight-impaired, you should walk evacuation routes at least once so that you are more familiar with the exit plans. Signs indicating the evacuation routes and designated shelter locations are posted in each hallway. If you are hearing-impaired, then you should be aware of the visual emergency warning system in each classroom. Students with disabilities may want to be seated as near to the door as possible for easy access.

If you depend upon equipment for mobility, you should not use elevators for evacuation during a fire evacuation unless directed to do so by the fire department. Stairways may be difficult or impossible to use in an emergency, but they can be the safest location to await rescue. Because of this, in an emergency you will be assisted to the nearest safe stairway

in the building with a prearranged escort. Fire and/or police personnel will come to stairway locations and assist with your evacuation or provide further direction. If the stairway becomes smoke filled before the arrival of police or fire personnel, you should immediately seek another usable stairway or safer room with windows facing outdoors. If a phone is available, call **911** to give your location, or attempt to signal through a window to gain attention.

COMMUNICATION



In the event of an emergency, the following methods of communication will be used to inform the college community:

- Public Address System (PA) (available at all campuses)
- Audible (alarm) Visual (strobe) Alarm System (available at all campuses for notification of the need to evacuate)
- Emergency Response Teams
- Failsafe Phone System (land-line phones at each site)
- Building Marshals
- Night Administrators
- Media notifications
- College web site and phone system
- Public Safety personnel
- Local police and fire departments
- The college uses additional procedures should an emergency exist
 - College Closing Procedure
 - Emergency Cell Phone Procedure

Additionally, pre-emergency communication is provided to the college:

- Safety and emergency response flyers posted in every classroom
- Emergency flip charts
- Weather updates provided through our dispatching service
- Posted evacuation routes in every building/floor
- Assigned shelter areas in every building
- Public Safety and Environmental Health and Safety web sites
- Student Handbook

Oakland Community College

EMERGENCY NUMBERS

For **any emergency**, call Public Safety at **911**.

For all other calls, dial **5555** from a hall or office phone, or **248.858.4951** from a non-campus phone.

If you are not sure if an emergency exists, call **911**. These calls are answered by the Oakland County Sheriffs Department, who provides dispatching services for OCC's Department of Public Safety. If you don't have access to a phone, find a hall phone, or locate an OCC employee and they can assist in contacting Public Safety.



OAKLAND COMMUNITY COLLEGE.

Remove this card and keep it with you for quick reference to Oakland Community College's emergency phone numbers.



PUBLIC SAFETY OFFICES

You can reach Public Safety on any campus by dialing one of the following phone numbers, depending on the need:

Emergencies:	911
Non-Emergencies, Campus Phone:	5555
Non-Emergencies, Any Phone:	248.858.4951

Office Locations

Auburn Hills Campus

G Building, Room G115

Highland Lakes Campus

Redwood Center, Room 101

Orchard Ridge Campus

M Building, Room M161

Royal Oak Campus

B Building, Room B107

Southfield Campus

1st Floor, Room 125C

Bee Administration Center (District Office)

See *Auburn Hills Campus*



OAKLAND COMMUNITY COLLEGE®

Oakland Community College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Telephone: 800.621.7440. Fax: 312.263.7462. Web: ncahigherlearningcommission.org