Department of Public Safety
Siena Heights University
(517) 264-7800 www.SienaHeights.edu/CampusSafety
1247 E. Siena Heights Dr. Adrian, MI 49221

EMERGENCY EVACUATION PROTOCOL

GENERAL EVACUATION INFORMATION

Situations requiring evacuation could include but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Bomb threat
- Power line failure
- Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

- **SEVERE WEATHER EVACUATIONS WILL BE A REVERSE EVACUATION**

BUILDING EVACUATION

- All building evacuations will occur when an alarm sounds and/or upon notification by Siena Heights University Public Safety, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Remember that elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.

- Do not return to an evacuated building unless told to do so by emergency personnel, building or university officials.

ALL CAMPUS EVACUATION

- Siena Heights University Public Safety or Emergency Response personnel will announce evacuation of all or part of the campus grounds.
- All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.
- Follow the building evacuation procedures described above for individual building and affected sites.

FIRE

ALARM-INTERMITTENT HORN

- All persons must evacuate
- Follow directives by Emergency Response Personnel
- Do not use elevators
- Assist handicapped to leave
- Keep all students/faculty/staff together
- Move away from all exits/entrances
- Stay at least 100 feet away from building or as directed

Residence Halls & Campus Village Apartments (Adrian Campus)

Siena Heights University adheres to the local fire code and performs fire evacuation drills for the residence halls, according to the code requirements. The Public Safety team and the Residence Life staff work together to provide the residents will fire safety educational programs. Fire safety equipment is monitored and checked by the Department of Public Safety.

Both residence halls and Campus Village Apartments are equipment with fire alarm systems and portable fire extinguishers. All resident rooms have smoke detectors which are hard wired into the central fire alarm system. The hallways are equipped with fire doors and automatic door closures to hold off the spread of a fire. Both the Department of Public Safety and Resident Assistants are certified in fire safety by the Adrian Fire Department.

- Learn the location of fire exits and alarm boxes near you and know the emergency number for assistance – "0" from a house phone or 517-264-7800.
- Sound the fire alarm if you see smoke or detect a burning odor.
- Have a prepared escape plan and know your escape route (at least two).
- Remember to remain calm.

- Use exit stairs. Never use elevators.
- Feel a door with the back of your hand before opening it by the door handle.
- Close doors behind you as you escape. In most cases, this will prevent smoke damage and fire from entering the room you are exiting.
- Do not re-enter a fire-damaged building until it has been declared safe.
- If you become trapped, seal off cracks around doors and vents with cloth or rugs (soaked in water if possible).
- Shut off fans and air conditioners.
- Signal for help from a window. If a campus phone is available call Public Safety at "0" or from a cell phone 517-264-7800.
- Stay calm. Rescue may be only moments away.

False Alarm

- Activating a fire alarm while knowing that there is not a fire is a crime. The guilty party can receive up to one year in jail and/or a fine of up to $500. False fire alarms waste time, money and most importantly can cost human lives.
- Tampering with fire safety equipment is a violation of University policy. See the Saints Guide and Student Code of Conduct for complete details of violations and possible sanctions.

EMERGENCIES at Siena Heights

From a Campus Phone: **Call 9-911 or Ext 7800 (Public Safety)**

From a Cell Phone: **Call 911 or (517) 264-7800 (Public Safety)**

SHU Tips: **Text "SHUTIPS" and your message to 50911**

Provide the Location, Nature of Emergency, Who You Are & Any Other Relevant Information

SHU Alerts

Sign up to receive emergency text message services for students, parents, faculty/staff & the community by visiting our website or by:

texting **ADRIAN** *to* **79516**