September 6, 2017

Dear U-M Ann Arbor Faculty and Staff,

As we begin a new academic year, it is important that we each 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.

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 attacker 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. Clinical and research environments often require very specific responses that are appropriate for those settings.

**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 Attacker**
- Call 911.
- Run – if there is an accessible escape path, use it.
-Move away from the threat as quickly as possible.
-Evacuate regardless if others agree.
-Leave your belongings behind.

-Hide – if evacuation is not possible, find a secure place to hide and barricade your space.
-LOCK and secure doors.
-Create barriers to prevent or slow down the threat from getting to you.
-Remain out of sight and quiet–silence your phone.

-Fight – as a last resort--and only when your life is in imminent danger--attempt to disrupt and/or incapacitate the active attacker.
-INCORPORATE a distraction–throw items and yell loudly
-Commit to your actions—be aggressive and use improvised weapons
-Disarm the attacker—solicit help, there is strength in numbers.

To learn more about what to do in the event of an active attacker situation please visit http://dpss.umich.edu/topics/active-attacker/index.html or to schedule an active attacker 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 UM Emergency Alerts
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/

U-M Environment Health and Safety
https://ehs.umich.edu/

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

Sincerely,

Martin A. Philbert
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
Eddie L. Washington, Jr.
Executive Director, Division of Public Safety and Security