



Lawrence Technological University  
21000 West 10 Mile Rd  
Southfield, MI 48075  
248-204-4000

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Emergency Response Plan

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## CONTENTS

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1. Purpose.....	1
2. Scope.....	1
3. Site Description.....	1
4. Emergency Management Operations.....	1
4.1    AUTHORITIES AND CHAIN OF COMAND	1
4.2    EMERGENCY DIRECTOR	2
4.3    EMERGENCY MANAGEMENT GROUP (EMG)	2
4.4    INCIDENT COMMANDER AND ADVISORY INCIDENT COMMANDER	2
4.5    EMERGENCY OPERATIONS CENTER (EOC)	3
5. Levels of Emergency and Response.....	3
5.1    LEVELS OF EMERGENCY	3
5.2    RESPONSE TO LEVELS OF EMERGENCY	4
5.3    PREDICTED EMERGENCY	5
6. Responsibilities.....	5
6.1    DEANS, DIRECTORS AND DEPARTMENT HEADS	5
6.2    DEAN OF STUDENTS	5
6.3    FACULTY AND STAFF SUPERVISORS	5
6.4    UNIVERSITY OFFICES/DEPARTMENTS AND CITY AGENCIES	6
7. Crisis Communication Plan.....	7
7.1    EMERGENCY EVENT LOG	8
7.2    COMMUNICATION PLAN	8
7.3    DECLARATION OF AN EMERGENCY CONDITION	8
7.4    EVENT TERMINATION	8
8. Life Safety – Advance Preparation.....	9
9. Recovery Plan – Damage Control.....	9

## 1. PURPOSE

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The Emergency Response Plan (ERP) establishes a framework for Lawrence Technological University (Lawrence Tech) to respond quickly, safely and effectively to emergencies. The ERP includes assessing an emergency situation, coordinating a response effort, minimizing adverse effects and ensuring that individuals are informed and accounted for safely evacuated and/or sheltered. The plan incorporates the regulatory requirements concerning the development and implementation of a campus emergency plan into one meaningful and useful document.

## 2. SCOPE

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The ERP applies to all occupants of facilities and grounds owned, operated and/or leased by Lawrence Tech.

## 3. SITE DESCRIPTION

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Lawrence Tech's main campus is located at 21000 West Ten Mile Road, Southfield, Michigan 48075. It is bordered by Civic Center Drive to the north, Ten Mile Road to the south, the Lodge Freeway (M10) to the east and Circle Drive to the west. The campus is vulnerable to:

- Weather related emergencies
- Power outages
- Criminal activity
- Personal injury accidents
- Property damage accidents
- Automobile collisions
- Hazardous material incidents
- Transportation incidents, medical emergencies
- Fires, bomb threats, floods
- Aviation event (due to proximity of tall buildings)

## 4. EMERGENCY MANAGEMENT OPERATIONS

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In the event of an emergency, a hierarchy of responsibility has been determined to manage resources, analyze information and make decisions.

### 4.1 AUTHORITIES AND CHAIN OF CONTACT

- By authority of the University's Board of Trustees, the President is authorized to use executive authority in a crisis to restore order and stability to the campus.
- In the instance of a crisis or emergency, the Director of Campus Safety will be immediately notified.
- In the event the Director of Campus Safety is unavailable or incapacitated, the Dean of Students will be immediately notified.
- In the event the Dean of Students is unavailable or incapacitated, the Vice President of Finance and Administration will be immediately notified.
- In the event the Vice President of Finance and Administration is unavailable or incapacitated, the Provost will be immediately notified. In the event the Dean of Students is unavailable or incapacitated, the will be immediately notified.

- In the event the Provost is unavailable or incapacitated, the Associate Provost or the Vice President of University Advancement will be immediately notified.

#### **4.2 EMERGENCY DIRECTOR**

It is the responsibility of the senior University Officer (until such time as the President is in a position to do so), to assume authority as the Emergency Director as soon as a situation makes that action appropriate. The Emergency Director, either alone or in concert with the Emergency Management Group (see below), shall have the authority to determine the short and long term effects of an emergency, order the evacuation or shut down of a facility, interface with outside organizations and the media, issue press releases, procure such services and make available such assets that may be required.

#### **4.3 EMERGENCY MANAGEMENT GROUP (EMG)**

The Senior Officer of the University will form the Emergency Management Group (EMG). Members of the EMG who are not on site are expected to make themselves available for assignment immediately upon notification of the emergency. EMG controls all incidents-related activities, assesses the situation, directs implementation of the plan, determines response activities, activates resources, orders evacuations, oversees all response activities, and declares when an incident is 'over.'

#### **4.4 INCIDENT COMMANDER AND ADVISORY INCIDENT COMMANDER**

Director of Campus Safety and, in an advisory capacity, the Director of Campus Facilities (ARAMARK), or designate(s) shall function as Incident Commanders and as Advisory Incident Commanders. The Incident Commander and the Advisory Incident Commander are responsible for the technical planning, front line management, and execution of the University's response to the emergency. The EMG supports the Incident Commander and Advisory Incident Commander by allocating resources, decision-making and interfacing with the University population, outside community, and the media.

It is the continuing responsibility of the Incident Commander and the Advisory Incident Commander to maintain ongoing communication with agencies of emergency services and other appropriate authorities as potentially disruptive events develop.

The Emergency Director, personally or by express delegation, can, through the Incident Commander:

- Request police, fire, life support, ambulance, environmental, health, or any such other agency or organization as deemed necessary for assistance.
- Maintain designated communications equipment for use in event of such occurrences.

- Provide private telephone numbers as the occasion demands.
- Coordinate with on – site emergency service providers.
- Direct the Campus Safety Department, in conjunction with the Advisory Incident Commanders, to provide such services from the Campus Facilities Department as needed to coordinate with emergency providers.
- Provide, or direct that it be provided, such items as may be necessary to protect life, University property or other factors or assets as may be determined to be in the best interest of the University.

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#### 4.5 EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Director and the Emergency Management Group shall staff the Emergency Operations Center (EOC) as well as such additional staff as needed. The EOC shall determine the location of the Emergency Operations Center and immediately make that location known to the Emergency Management Group, the Incident Commander and the Advisory Incident Commander.

Located in the EOC shall be communications equipment, a copy of this plan, phone or contact lists, including the home phones, cell phone or pager numbers of the Emergency Management Group, Incident Commander, Advisory Incident Commander and their designates, emergency agency contact list, instructions for incident response and ancillary items such as a direct line telephone that is not connected to the University phone system, room off IT power or room below S100, blue prints, campus maps, barricades, barrier tape, warning signs, portable hand held communication radios, portable battery powered AM/FM radio, portable public address system, first aid kit, D&C batteries, campus telephone directory, and local telephone directory, including the yellow pages and other such items as deemed appropriate.

## 5. LEVELS OF EMERGENCY AND RESPONSE

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### 5.1 LEVELS OF EMERGENCY

Level 1	A minor department or building incident that can be resolved by the responding service unit. This may require calling in personnel and notifying the department where the problem occurred. (Example: Physical Plant responds to a broken water pipe.)
Level 2	A department or building incident that can be resolved with existing University resources or limited outside help. A Level 2 incident is usually a one-dimensional event that has a limited duration and little impact on the campus community beyond those using the space/building in which the incident occurred. (Examples: Minor chemical or fuel oil spill, building loss of heat or electric for several hours, or a minor fire confined to a room and not involving hazardous chemicals.)
Level 3	Situations which are primarily people, rather than infrastructure, focused. In particular, student issues can become quite complex because of varied institutional and student support responses that

	must be coordinated. (Example: Assaults, sexual assaults, building/office occupation, bias and hate crimes, or bomb threats.) In these situations, specific departmental plans may be implemented.
Level 4	A major emergency that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations, and often require considerable and timely coordination both inside and outside of the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a fully disaster. (Example: Heating plant failure, extended power outage, severe storms, major fire, contagious disease outbreak, or domestic water contamination.)
Level 5	A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. (Example: Earthquake, major hurricane, or act of terrorism that require state and federal assistance.)

## 5.2 RESPONSE TO LEVELS OF EMERGENCY

Level 1 or 2	Level 1 events are reported normal channels. (Campus Facilities for building issues; Information Technology Service Delivery for telephone problems, etc.). These events are handled based upon established departmental practices. A Level 2 incident will be handled in a similar way, but may necessitate several departments being involved in order to reestablish normal operations.
Level 3	University administrative staff evaluates Level 3 situations. This group is convened by the Senior Administration: President or Provost, Vice President for Finance and Administration, Dean of Students or the Director of Campus Safety.
Level 4 or 5	When a Level 4 or 5 Emergency has been declared, the President or Provost (or next on-campus Senior Executive Officer) shall determine if the Emergency Response Plan is enacted. Prior to enacting the Emergency Response Plan, on-scene respondents are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis. Campus Safety and/or Campus Facilities may also request help from other departments on an emergency basis, including asking that staff be pulled off less critical assignments to assist.

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### **5.3 PREDICTED EMERGENCY**

The Senior Executive Officer on campus may enact the Emergency Response Plan if conditions permit and the impending emergency situation provides ample time, or if time is of the essence. (Example: Anticipated major snow or ice storm.)

## **6. RESPONSIBILITIES**

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### **6.1 DEANS, DIRECTORS AND DEPARTMENT HEADS**

Every dean, director and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during an emergency:

#### **Emergency Preparedness**

- Building evacuation information shall be distributed to all employees with follow-up discussion, on-the-job training or explanations, as required. Resources: Lawrence Tech Specific Building Evacuation Plans.
- Time should be allowed for training employees in emergency techniques such as: fire extinguisher usage, first aid, CPR and building evacuation procedures. Resources: Lawrence Tech Campus Safety, Lawrence Tech Specific Building Evacuation Plans.

#### **Emergency Situations**

- Inform all employees under their direction of the emergency condition.
- Evaluate the impact that the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- Maintain emergency telephone communications with officials from their own area (or from alternate site if necessary).

### **6.2 DEAN OF STUDENTS**

The Dean of students is responsible for the emergency response effort in the Residence Halls. The Director of Housing and the Residence Hall Coordinators will assist the Dean of Students in executing the following activities:

- Prepare and train staff and students on emergency preparedness.
- Provide emergency equipment and supplies.
- Conduct practice drills.
- Provide means to notify staff and students of emergency conditions and operational direction during actual emergency.
- Prepare and coordinate on-site emergency medical and first aid.
- Coordinate and keep the Director of Campus Safety and Director of Campus Facilities informed of all appropriate plans.

### **6.3 FACULTY AND STAFF SUPERVISORS**

Each faculty and staff supervisor has responsibility for the following:

- Educate their students and/or employees concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
- Inform their students and/or staff of an emergency and initiate emergency procedures, as outlined in this guide.
- Evaluate, survey and estimate their assigned building facility or activity in order to determine the impact a fire or other calamity could have on their facility. Report all safety hazards to Campus Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Office of Campus Facilities.
- **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area outside the building where a head count can be taken. (It is important that class rolls and employee attendance records are maintained.)

#### 6.4 UNIVERSITY OFFICES/DEPARTMENTS AND CITY AGENCIES

The following University offices/departments and City of Southfield agencies are expected to assume various roles, as outlined below, to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request that faculty or staff assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is assumed that, if any department does not have specific roles for their personnel to carry out, those personnel will automatically become part of a 'pool' of reserved personnel to assist as assigned by those coordinating the specific emergency.

Academic Deans and Chairs	Identify and resolve instructional and research issues. Coordinate necessary faculty resources.
Business Services, Campus Facilities	Identify cause and scope of loss; coordinate insurance adjustment; support Emergency Operations Center. Link with State Environmental Authorities when necessary.
Campus Facilities	Provide site and building information; coordinate radio support; coordinate off campus accommodations.
Campus Safety	Provide courier services to policy and operations groups. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.) Provide transportation services as required. Assist Police Services with perimeter control and related functions.
Campus Safety, Southfield Police,	Provide law enforcement, crowd control, evacuation, site security, and mobile communications. Liaison with



Southfield Fire, Southfield Life Support	on-site fire and medical command personnel. Treat immediate injuries. Establish Medical Command if multi-injury situations.
Dean of Students	Coordinate parent and student notification and response with Marketing and Public Affairs
Marketing and Public Affairs	Provide media coordination and spokesperson; monitor social media.
Information Technology Service Delivery (ITSD)	Coordinate temporary telephone, fax, and computer hookups communications. Provide 'broadcast' capability for phone mail. Arrange phone bank for necessary student call-outs to family. Activate '800' number if necessary.
Providence Hospital and/or Henry Ford Hospital	Provide medical support and mental health counseling. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide onsite medical emergency.
Registrar's Office	Create temporary identification/access credentials as requested. Determine methods/means of record safeguards.
Residential Life (Housing)	Coordinate housing operations, including any temporary shelters.
Ridler Field House	Coordinate use as a staging area, open bay temporary shelter and/or temporary morgue.
University Counseling	Assist employees and students in coping with trauma
University Dining Services	Coordinate dining services for dislocated personnel and emergency workers.
VP Finance, Dean of Students, Director of Housing, Campus Facilities	Arrange for fix-up of temporary quarters for displaced units. Provide structural evaluations and repair estimates.

## 7. CRISIS COMMUNICATION PLAN

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The Emergency Director shall affirm the decision of the First Responder (the individual who initially encountered the situation) as to whether or not a major crisis actually exists. The Emergency Director shall quickly gather full and accurate information as is available from the appropriate sources. If the situation requires it, affirm the initiation of the necessary contact of the appropriate emergency service provider(s). The Emergency Director shall, as soon as possible, determine what means of internal communications will be used

The Emergency Director may, after developing a proposed plan of action, and with consideration to the elements detailed above, provide or communicate the proposed University response to the Executive Director for Marketing and Public Affairs or his or her designate.

At the earliest possible stage, and after obtaining input from the Executive Director of Marketing and Public Affairs or his or her designate, the Emergency Director shall advise all staff members

and other key offices of the situation. Provided that the University is not evacuated or closed, give the administrative assistants clear instructions for handling telephone calls concerning the situation and alert them that they may be called on to perform special clerical assignments related to the crisis.

The Executive Director of Marketing and Public Affairs or his or her designate shall determine if there is a need for alternative or additional means of conveying information to the University population and the community. This may include such items as announcements on the University's home page on the Web; calls to parents of students; calls to selected other constituencies of the University; calls to newspapers; or consultation with local radio or television stations. Other means of communication, which may need to be considered, include making phone banks and modem lines available and having cellular phones and/or ham radios in an emergency.

The Executive Director of Marketing and Public Affairs or his or her designate shall direct the set-up of information files on the crisis at hand. Material related to the crisis, including clippings, statements, letters, memos, and any other documents that should be included in chronological order and frequently updated staff and appropriate administrators.

### **7.1 EMERGENCY EVENT LOG**

The Emergency Director shall charge that an Emergency Event Log be established. On the Emergency Event Log will be kept a description of the event, decisions made, changes or deviations from the Emergency Response Plan or the Specific Response Plan as may be required, actions taken, events that occur, all organizations, agencies or emergency service providers including contractors, media, all members of the university participating either on site or off. The Emergency Event Log shall be dated and times noted so as to provide chronological documentation of the event.

### **7.2 COMMUNICATION PLAN**

Timely and accurate communication with the campus population during a Level 4 or 5 emergency (see Levels of Emergency Response section) is very important. A special Lawrence Tech Hotline Message (recorded message) has been established (248.204.2222) and can be used to help communicate with those living off-campus (including faculty, staff, students, parents, and the community at large.) Depending upon the nature of the emergency, the campus will be alerted through the use of the broadcast capabilities of the mail e-mail and email systems. When appropriate, the local media will also be advised. Periodic updates will be provided through the same means. Should both the phone and data network be unavailable, staff will be dispatched from the Emergency Operation Center to alert key leaders in each building, who will be expected to alert others in the building. Emergency communications, both on and off-campus, shall be executed by the Director of Marketing and Public Affairs and his or her designate.

During a Level 5 emergency, or when the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of faculty, staff, and students, the incoming 800 number will be used to accommodate calls.

### **7.3 DECLARATION OF AN EMERGENCY CONDITION**

The President, Provost or University Officers in succession, shall declare a state of University Level 4 or 5 emergency when, upon recommendation from Campus Safety or Campus Facilities, as he/she deems it necessary to place into immediate effect emergency procedures an/or to close all or part of the University.

### **7.4 EVENT TERMINATION**

The Emergency Director shall direct a follow-up assessment to determine what worked, what did not work, and what changes might be made in the future for improved crisis management. If a crisis team has been called together, that total crisis team should meet after the event has been hauled to review and discuss.

## **8. LIFE SAFETY – ADVANCE PREPARATION**

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Emergency Director shall, in advance of an emergency, direct the preparation and distribution of documents that:

- Determine the location of the Emergency Operations Center and alternate Emergency Operations Center. The Emergency Director shall arrange in advance an off campus site location for an Emergency Operations Center, if possible in reasonable geographic proximity to the campus, in the event that the whole campus is rendered unusable.
- Define the titles and duties of personnel, prepare checklist of those duties.
- Define procedures and responsibility for specific events such as fire, medical and health, hazardous materials, bomb threats, severe weather, engineering hazards and any other reasonable foreseeable emergency.
- Determine the equipment and supply needs for each response situation.
- Determine the method of warning the University population that is or may be immediately in danger.
- Determine safety and security measures, including evacuations.
- Determine what training is required for emergency response personnel, including response to emergency warning systems.
- Determine a schedule for testing warning and auxiliary power sources.
- Direct departments to prepare contingent plans in the event of a shut down of the department, a complete shut down of the University, total communications failure and total power failure.
- Determine the priority of restoration of critical systems or operations.

## **9. RECOVERY PLAN – DAMAGE CONTROL**

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Director of Campus Facilities or designate has the following responsibilities with regard to damage control:

- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provide vehicles, equipment and operators for movement of personnel and supplies; assign vehicles, as required, to the Emergency Response Team for emergency use.

- Obtain the assistance of utility companies as required for emergency operations.
- Furnish emergency power and lighting systems, as required.
- Survey habitable space and, with the Purchasing Department, determine the need for or relocation of essential equipment, services and functions.
- Provide facilities with emergency generator fuel during actual emergency or disaster.
- Set up an alternative Command Post in Housing South or Arts & Sciences Building.
- Identify/develop and equip emergency shelters in campus facilities.
- Coordinate with the Purchasing Department the acquisition or rental of equipment needed to execute the Emergency Response Plan.
- Coordinate with the Purchasing Department the hiring of specialized firms in response to the emergency situation at hand.

Director of Campus Safety or designate has the following responsibilities with regard to damage control:

- Secure all damaged facilities from improper or unsafe entry.
- Coordinate with municipal, county, state and federal agencies responding to the emergency.
- Coordinate efforts with Campus Facilities.

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## SUMMARY OF EMERGENCY RESPONSE PLAN (ERP)

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Lawrence Tech's *Emergency Response Plan* (ERP) establishes a framework that enables Lawrence Tech to respond swiftly, effectively and safely to emergencies as they occur. Core operational considerations of the plan include direction, control, coordination and life safety. The plan applies to all occupants of facilities and grounds owned, operated, and/or leased by Lawrence Tech.

Lawrence Tech is a small campus where the community of faculty, staff and students know and are attentive to the well-being of others. This supportive environment helps ensure that constituents are cognizant of safety concerns and will immediately alert Campus Safety of any suspicious situations. Once the facts are available, communication with all campus constituents is made as quickly as possible.

Lawrence Tech uses a variety of electronic communication avenues such as web mail alerts, Lynx Pro, Blackboard messaging and Facebook to notify its community when an incident occurs. Since 2007, Lawrence Tech has contracted with a notification system that provides emergency information through an automated telephone dialing system.

Lawrence Tech performs routine background checks on employees who hold positions of a critical nature. Lawrence Tech works closely with the City of Southfield law enforcement and emergency personnel and with other such services and homeland security agencies in the region and state.

Lawrence Tech provides safety policies and procedures to its constituents during the Orientation Program and provides ongoing safety training through seminars and campus-wide communications.

Lawrence Tech provides counseling for students whenever required. If behavioral problem is observed, faculty, staff and administration follow the Safe Student and School Program (doc. #1104) and refer the student to the Dean of Students and/or Counseling Office. For all other emergencies, faculty, staff and administration will contact Campus Safety at \*911 or extension 3945.

Lawrence Tech maintains an Emergency Response Plan Communication Tree (Doc. #1105) detailing the hierarchy of emergency communications.



## ERP COMMUNICATION TREE

