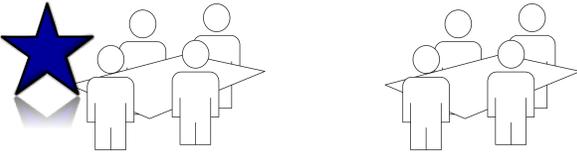
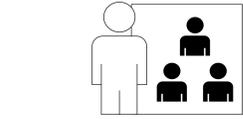


# How to Strategically Build a Culture of Comprehensive Emergency Preparedness at a Community College

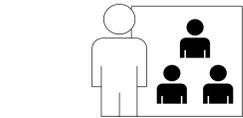


Regional Homeland Security Planning Board  
Local Emergency Planning Teams

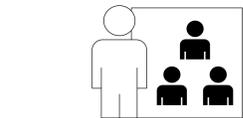
Michigan Local EM  
Michigan CCERC



Ingham County EM  
City of Lansing FD/PPD  
Meridian Twp FD  
Vevay Twp FD

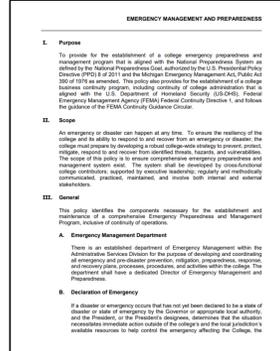


Eaton County EM  
Delta Twp FD



Livingston County EM  
Howell FD/PPD

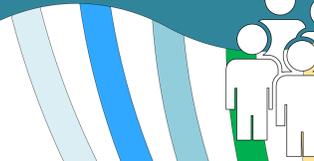
## Emergency Management & Preparedness Policy Approved by Board of Trustees



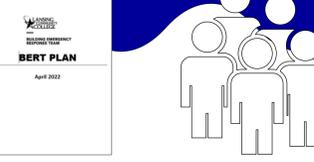
### Executive Leadership and Board of Trustees



### Emergency Preparedness Policy Team (EMPT)



### Building Emergency Response Team (BERT)



### Emergency Response Guide

**EMERGENCY CALL 911** LCC PUBLIC SAFETY 517-483-1800 ext. 1800 or 911 from any campus phone

**MEDICAL EMERGENCY**  
CALL 911, tell dispatcher:  
• WHO you are and WHO (i.e., name, age, gender) needs help  
• WHAT happened  
• WHERE you are, building physical address and room  
• Retrieve Automated External Defibrillator (AED) if necessary (see building maps for location)

**EVACUATION**  
**Building**  
• Stop what you are doing and leave the building quickly and safely  
• Take immediately accessible items only  
• Evacuate to an area a safe distance away from the building  
• Do not reenter until you receive an "All Clear" message  
**Campuswide**  
• Calmly and quickly, exit the campus and take immediately accessible possessions with you  
• Drive patiently when leaving the parking lot/tramp

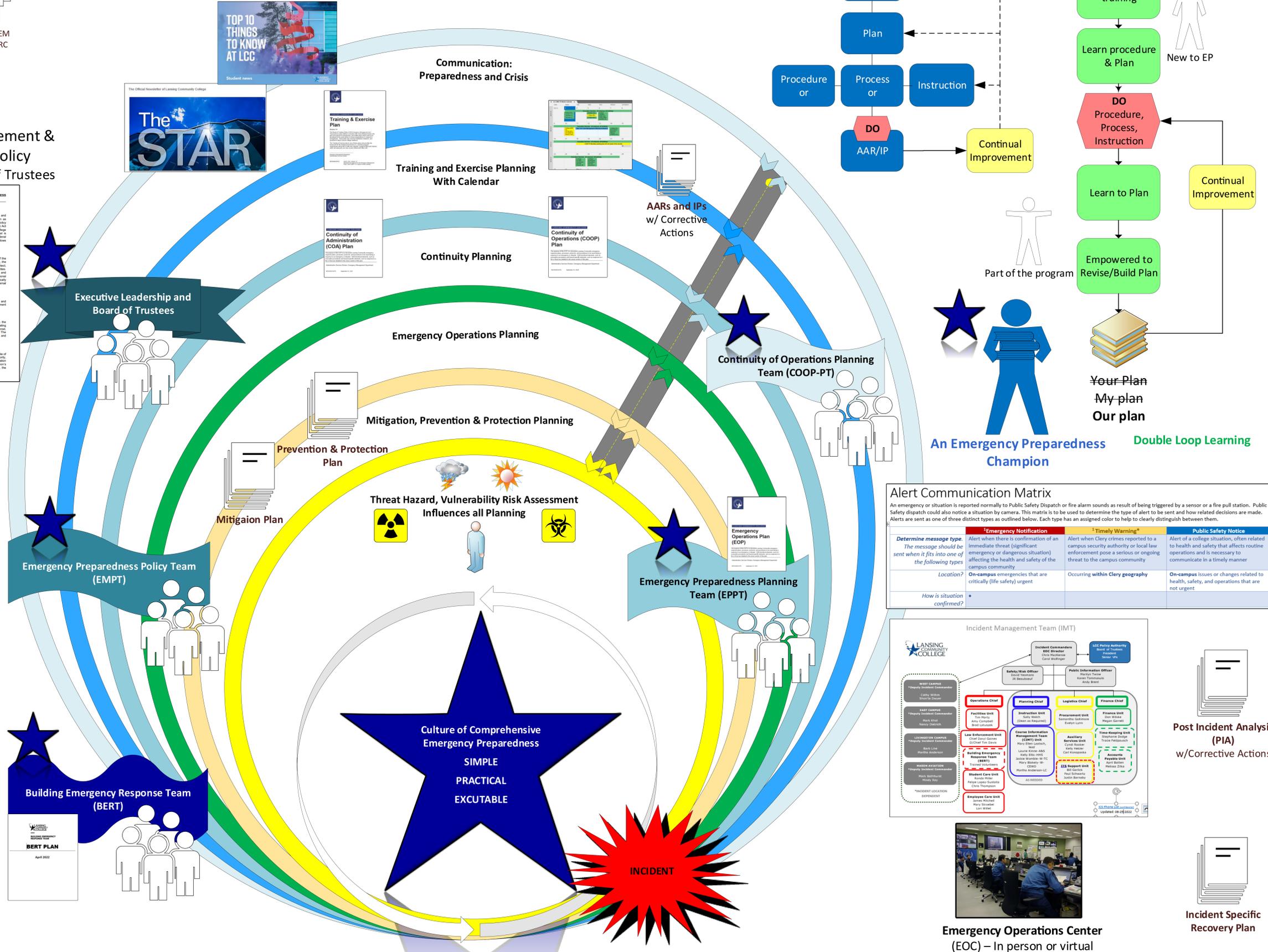
**TORNADO SHELTER**  
• Go to your current building's tornado shelter area (as posted on the building maps)  
• Do not return to your work or school space until you receive an "All Clear" message.

**UTILITY EMERGENCY**  
**Power Outage**  
• Wait for notification before leaving; do not leave campus/class unless told to do so by an LCC Emergency Alert or PA Announcement  
**Water/Steam Heat**  
• Call Public Safety (downtown Lansing is heated by using steam)  
**Natural Gas**  
• If you smell gas, call Public Safety

**ACTIVE VIOLENCE**  
**RUN** • Get away if possible  
**HIDE** • If exiting is not possible:  
• Create barriers to prevent or slow down threat  
• Turn off light, hide quietly and silence cell phones  
**FIGHT** • If confronted:  
• Be prepared to defend yourself  
• Be aggressive and committed to your actions

Questions? Contact Emergency Management Department at 517-483-1823

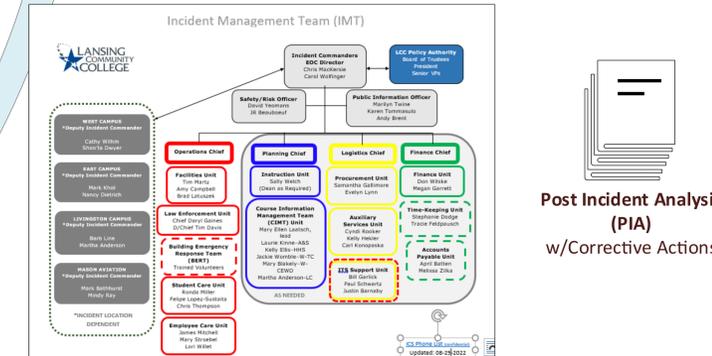
- Repetitive delivery strategy:
- Poster
  - Webpage
  - Video



### Alert Communication Matrix

An emergency or situation is reported normally to Public Safety Dispatch or fire alarm sounds as result of being triggered by a sensor or a fire pull station. Public Safety dispatch could also notice a situation by camera. This matrix is to be used to determine the type of alert to be sent and how related decisions are made. Alerts are sent as one of three distinct types as outlined below. Each type has an assigned color to help to clearly distinguish between them.

Determine message type. The message should be sent when it fits into one of the following types	<sup>1</sup> Emergency Notification	<sup>2</sup> Timely Warning*	Public Safety Notice
Location?	Alert when there is confirmation of an immediate threat (significant emergency or dangerous situation) affecting the health and safety of the campus community	Alert when Clergy crimes reported to a campus security authority or local law enforcement pose a serious or ongoing threat to the campus community	Alert of a college situation, often related to health and safety that affects routine operations and is necessary to communicate in a timely manner
How is situation confirmed?	On-campus emergencies that are critically (life safety) urgent	Occurring within Clergy geography	On-campus issues or changes related to health, safety, and operations that are not urgent



Emergency Operations Center (EOC) – In person or virtual