

**Henry Ford Academy**

**Emergency Operations Plan**



**HENRY FORD  
ACADEMY**  
INNOVATE. ACHIEVE. MAKE HISTORY.

# **EMERGENCY OPERATIONS PLAN OVERVIEW**

Emergencies can occur at any time with little or no warning. Henry Ford Academy has developed this Emergency Operations Plan in collaboration with The Henry Ford and Dearborn Police Department to guide planning and responses to emergencies. Henry Ford Academy is a Public School Academy located in The Henry Ford Museum and Greenfield Village. The campus has two locations separated by about 1 mile. The 9th grade campus of about 150 students and 12 staff members work out of the Henry Ford Museum. The 10th, 11th and 12th campus located in Greenfield Village has a student population of around 375 students and 26 staff members. Having two campuses separated by about a mile has led us to create a unique plan that encompasses school directed components of the Operations Plan in collaboration with The Emergency Response at The Henry Ford. This Plan is organized with School Specific Emergency Plans followed by the Emergency Plan Adopted from The Henry Ford.

## **TRAINING PLAN**

Teachers and Academy Staff will be trained using Safe Schools training modules, RESA training sessions and collaboration with The Henry Ford. These trainings will be in safety, dealing with emergency situations, and crisis response management: These trainings will begin at the start of each school year and will be added through the year as need arises and on yearly schedules.

## IMPROVING SCHOOL AND BUILDING SECURITY

A major revamping of school security took place in 2018 and 2019. This included moving Staff and Students to chip enhanced Identification cards to access exterior doors in both the Museum and Village Campus. In addition major upgrades in video cameras and technology occurred. The THF has instituted a campus wide emergency notification system via text, email and voice along with sirens and speakers around campus. The Henry Ford has a full time Resource officer assigned from the Dearborn Police Department. In addition, Henry Ford Academy has a School Resource officer assigned to the school. Continuous training and collaboration with The Henry Ford and local law enforcement agencies are ongoing to improve school and building security. Threat identification, security enhancements and training opportunities are identified during quarterly security team meetings.

### THREATS TO SCHOOL-SPONSORED ACTIVITY

1. Ensure safety of Students and Self.
2. Call 911 and contact Law Enforcement Notify, Security at 313-982-6096 if occurring on Grounds of The Henry Ford.
3. Contact School Administration via cell after hours or direct lines during school hours.
4. School administrator to organize canceling event and notifying student students and guardians regarding student reunification
5. Follow Protocol for threat type in school training and response plans.

# **THREATS OF SCHOOL VIOLENCE**

1. Ensure safety of Students and Self.
2. Take careful notes regarding threat and type of threat.
3. Notify building administrator for investigation- Principal > Assistant Principal > other Administrator designee
4. Contact DPD and/or School Resource to report threat and assist with investigation.
5. Contact parents and guardians of students involved.
6. Follow Protocol for threat type in school training and response plans.
7. Use due process during investigation of threat

## **THREAT ASSESSMENT**

Pandemic: With the spread of COVID-19 Henry Ford has developed a continuity of learning plan and special operation team to develop pandemic preparedness and action plans.

HAZARD SUMMARY CATEGORY Vulnerability Assessment:

NATURAL EARTHQUAKE: No history of large scale Earthquakes

**FLOODING** (flash flood, river, or tidal) Proximity to rivers and history of flooding

**WINTER STORM** History of severe storms Dearborn Early school closing and dismissal procedures: Using Remind 101, InTouch Call out, mass email to notify students and parents of closure pre and post start of school day.

**WILDFIRE:** No large scale history, follow fire Evacuation and school closure procedures

**VOLCANIC ERUPTION:** No history of devastating eruptions Dearborn.

**TORNADO** Rare event, but possible. Sheltering practice and parent notification network in place.

**MAN MADE ACTIVE SHOOTER:** Increasing trend towards violent shootings **DAM FAILURE:** No major dam breach threatens HFA.

**STRUCTURE FIRE:** All structures can potentially catch fire.

**MAN MADE CONTINUED MASS CONTAMINATION:** Potential from virus or dirty bomb

**CIVIL DISORDER** Rare but possible

**EXPLOSION (Non Terrorist)** Potential for explosion from fuel truck, train derailment or gas leak

**HOSTAGE SITUATION** Rare but possible. Domestic situations can trigger.

**HOSTILE INTRUDER** Potential threat from violent individual or visitor.

**TERRORISM/BOMB THREAT** Rare but possible

**CHEMICAL/HAZARDOUS MATERIALS** Potential for chemical release on railways or nearby major highway

## **Evacuation Areas and Pupil Reunification**

See page 31 of THF attached document for map of area:

### **Village Campus Evacuation Areas:**

**Eagle Gate** Via Eagle lane or through dirt road to Eagle Lane.

**Student Village Gate:** Normal Route for Student Entrance and Exit

**Blue Gate Road:** Located on perimeter of campus routes students to Museum Campus Entrance

### **Museum Campus Evacuation Areas:**

**Museum Front Field Clock Tower:** Can be accessed by interior of Museum or exterior.

**Museum Back Parking Lot:** Located near Oakwood Blvd accessed via campus emergency exits.

**Ford Conference Center:** Can be accessed by interior of Museum or exterior then crossing Village Road to enter the Conference Center. (To be confirmed with Ford 10/26/21)

In evacuation situations staff will take attendance from the period students are currently in. If evacuation occurs during passing time students report to the teacher from the period that just finished.

In the case of an evacuation, students and staff will be notified in the route to take for evacuation. Communicating the evacuation final location will be sent to Parents and Guardians via Remind Text, Email and InTouch calling system. Staff will stay with students during the duration of the event and release of students for reunification.

# EMERGENCY ACTION PLAN

for

Facility Name: \_\_\_\_\_ Henry Ford Academy \_\_\_\_\_

Facility Address: \_\_\_\_\_ 20900 Oakwood Blvd \_\_\_\_\_

DATE PREPARED: \_10\_ / \_1\_ / \_2021\_

# EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

## DESIGNATED RESPONSIBLE OFFICIAL

Henry Ford Academy:

Name: Cora Christmas Phone: ( 313-982-6193 )

## EMERGENCY COORDINATOR:

Name: Bob Webber Phone: ( 313-982-6094 )

## AREA/FLOOR Captains:

Museum Campus Cora Christmas Phone: ( 313-982-6193 )

Village Campus: Michael Flannery Phone: ( 313-982-6191 )

## ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Derrick Miller Phone: ( 313-982-6022 )

Name: B'enet Turner Phone: ( 313-982-6202 )

Date 10 / 1 / 2021



## EVACUATION ROUTES

• Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
6. Assembly points

• Site personnel should know at least two evacuation routes.

## EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911 313-943-3043

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911 313-943-2240

FEDERAL PROTECTIVE SERVICE: 585-263-6740

SECURITY (If applicable): 313-982-6096

## UTILITY COMPANY EMERGENCY CONTACTS

**ELECTRIC:** x2000 Facilities/DTE 1-800-477-4747

**WATER:** x2000 Facilities Outside: 313-943-2306

**GAS (if applicable):** x2000 Facilities- Consumers  
Energy 1-800-477-5050

**TELEPHONE COMPANY:** x 6178 ITS ATT 1-800-331-0500

Date: 10 / 1 / 2021

### EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are: See Procedure guides found in THF plan portion of document beginning on page 11.

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT/ Suspicious Package
- CHEMICAL SPILL
- Active Threat
- EXTENDED POWER LOSS
- OTHER (specify) Aircraft Down, Flood,  
(e.g., terrorist attack/hostage taking)

# **Medical Emergency Protocol**

## **Potential Medical Emergency Identified**



### **Protect student from injury, note time and initiate actions below:**

- **Call 6096 request immediate 911 Call: from cell (313) 982-6096**
  - Delay in pick up call 911 directly then 6096 for security to direct responders
  - Make call from location if possible
  - Be prepared to provide security dispatch your location
- **Notify Front Office (6202 Village Campus) (6022 Museum Office).**
  - Office Manager/Staff locates student Medical History and or Alerts
  - Contact Parents
- **The Henry Ford Security Team will respond with Emergency Protocol to alert to assist in applying basic First Aid/CPR/AED as 911 responders arrive**
- **If student is unconscious but breathing:**
  - Position on side, keep airway open, monitor breathing
  - Ensure that 911 was been called

### **Remember to:**

- **Clear the area by directing uninvolved students to alternate location;**
- **Document emergency situation for Incident Report form;**
- **Conduct debriefing session of incident and response following event.**

**When logical and possible, initiate actions simultaneously**

# Active Threat Protocol

## Building Threat Identified



**Protect staff students from immediate danger, note time and initiate actions below:**

- **Call 6096** request active threat or shelter in place alarm to security and request an immediate 911 call if not done so already. Inform security where to direct Police/EMS from cell (313) 982-6096
  - Make call from location if possible
  - Be prepared to provide security dispatch your location
- Call 911 to report situation if 6096 does not immediately respond
- Notify Front Office (6202 Village Campus) (6022 Museum Office).
- The Henry Ford Security Team will respond with Emergency Protocol to alert to assist as 911 responders arrive
- Initiate Active Threat or Shelter in Place protocol identified for your location

### **Remember to:**

- Administration activates communication plan after event.
- Document emergency situation for Incident Report form.
- Crisis management team puts debriefing session in place following event.

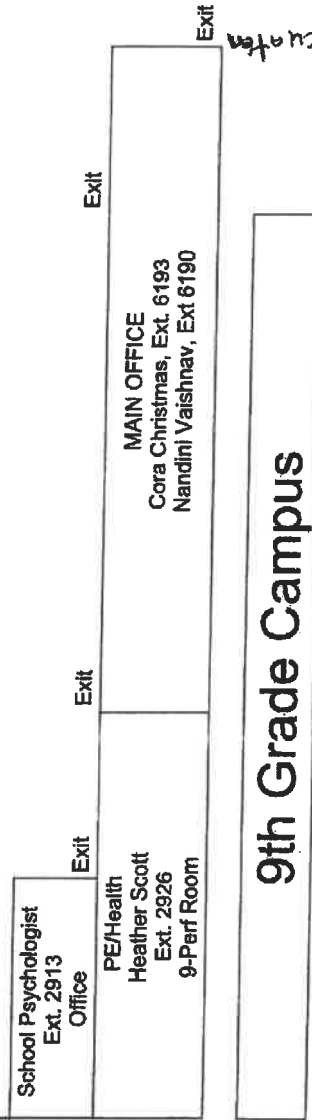
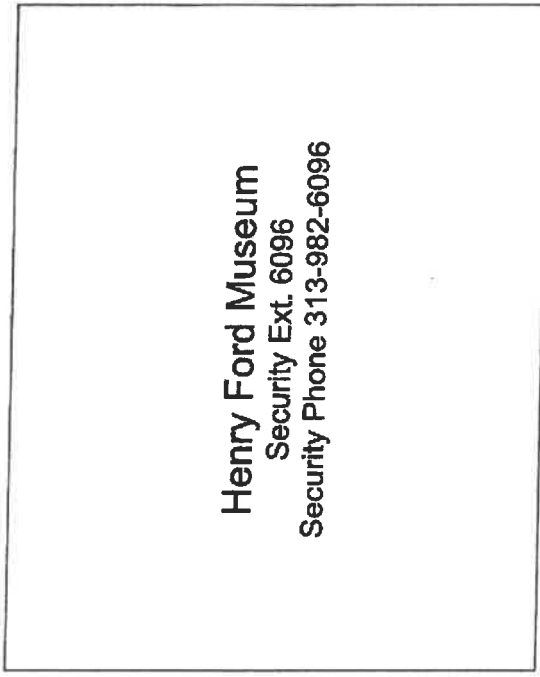
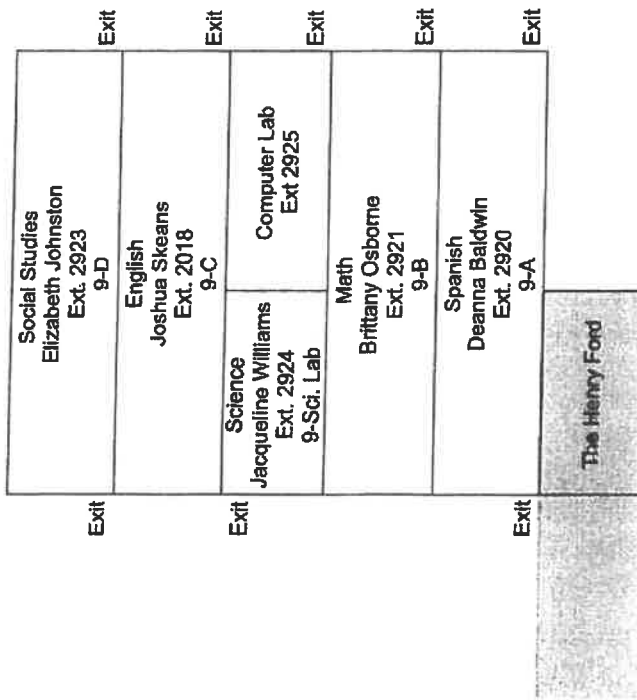
When logical and possible, initiate actions simultaneously

## Fire Route and Severe Weather Evacuation Routes

Posted in each classroom but attached are example maps with routes.

Final Version Campus Maps

9th Grade - In The Henry Ford Museum



(Anderson Theater)  
Anderson Theater  
shelter

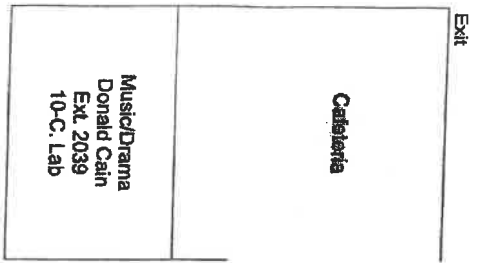
(Anderson Theater)  
Anderson Theater  
Shilder Anderson

room = 9

---> = Severe weather Route  
 ↖ = Fire evacuation Route

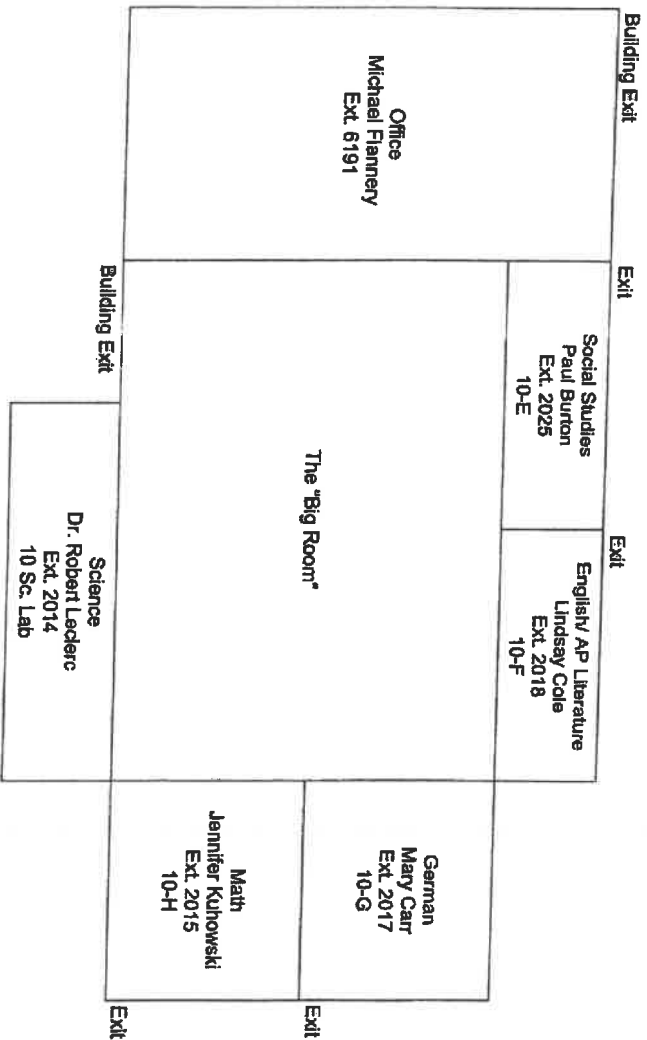
Parking Lot

In Greenfield Village Campus:



Flagpole

10th Grade



Parking lot  
Paving lot

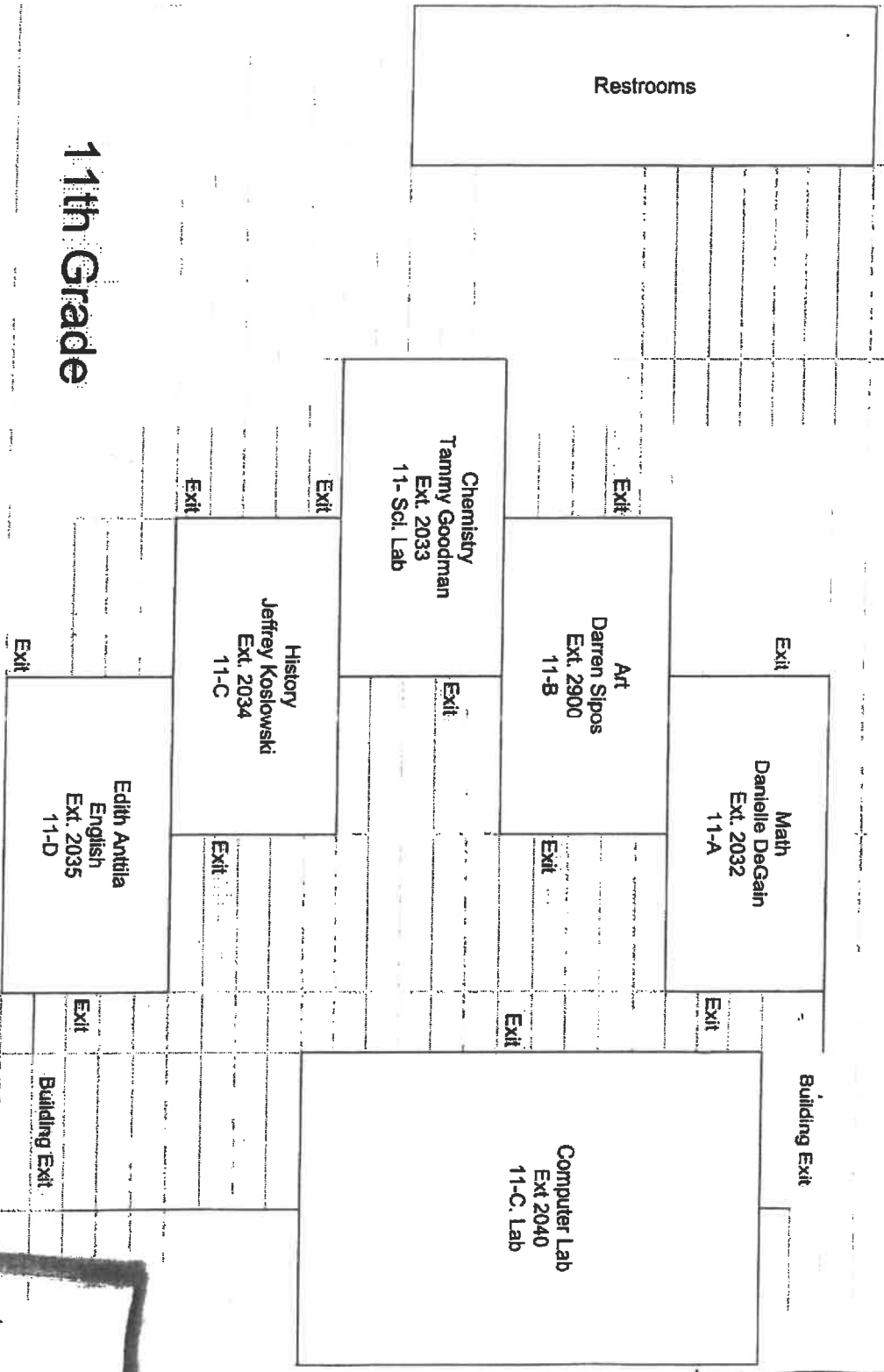
Field

---> = Severe weather Route  
 → = Fire evacuation Route

Room = 10

In Greenfield Village Campus

11th Grade



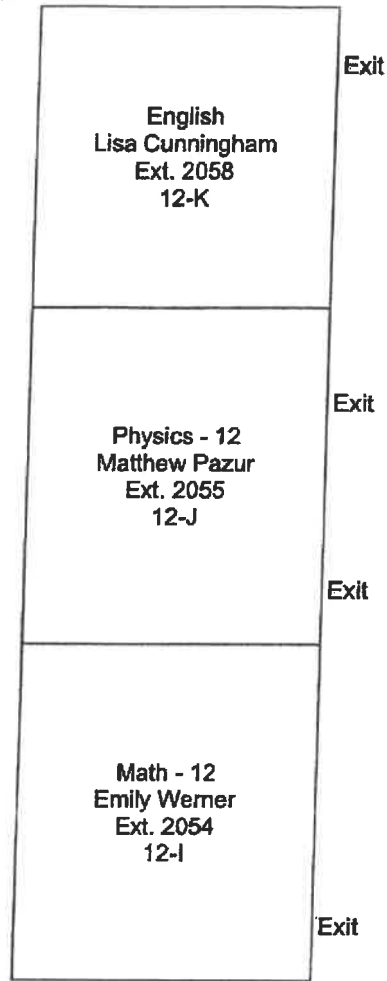
Room 11:

--- ° Severe Weather Route  
— ° Fire Evacuation Route

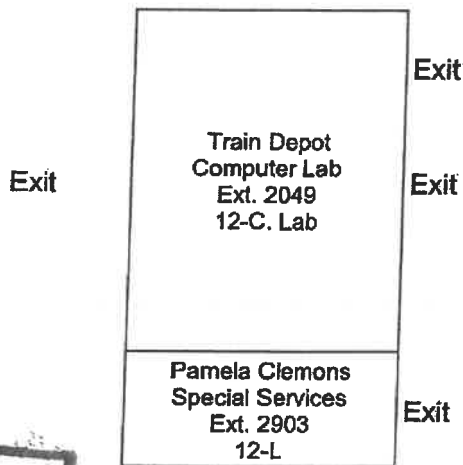


In Greenfield Village Campus

12th Grade



Train Car Deck



Room = 12

2/12/2018

--- : Severe  
Weather  
Route  
— : Fire  
Evacuation



# The Henry Ford Emergency Response Plan

Take it Forward™

the  
**Henry  
Ford**

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### Record of Revisions

<b>Date</b>	<b>Section</b>	<b>Pages</b>	<b>Entered By</b>
<b>May 2018</b>	<b>All</b>	<b>All</b>	<b>C. Cullen</b>
<b>August 2018</b>	<b>2</b>	<b>6-9</b>	<b>C. Cullen</b>

## Section 1:

# Emergency Response Overview

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### Purpose

Emergencies can occur at any time with little or no warning. To place The Henry Ford (THF) in a proactive position to protect students, staff, faculty and visitors, this document contains information that constitutes our Emergency Response Plan (ERP). The ERP serves as a guide for handling campus emergencies and disasters through the effective use of personnel, resources and time. **While this is an official guide, all users should keep in mind that emergencies may be unique, and procedures must be flexible and adaptable.** The ERP identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources. Lastly, it enhances THF's ability to quickly return to normal operations after an interruption in services.

### Scope

All members of the THF community play a critical role during emergency response procedures. Our visitors may not be familiar with the building or locations they are in, the hazards presented in that location or the emergency procedures that should be followed to ensure their health and safety. **As a result, it is imperative that all staff members familiarize themselves with this plan.** If you have any questions concerning the ERP, please contact the Managing Director of Integrated Operations at ext. 6023 or the Senior Manager of Security at ext. 6094.

Nothing in this guide or any appendix limits the use of good judgment and common sense in matters not outlined or explained.

### Concept of Operations

#### 1. Types of Emergencies

THF is at risk from various emergencies that include but are not limited to:

- Severe weather.
- Fire.
- Health and medical emergencies.
- Utility failure.
- Acts of violence.
- Bomb threats/suspicious packages.
- Flooding.

## 2. Incident Classifications

- **Class 1: Nonemergency** — An incident that can be controlled by THF resources, may involve minor personal injury, does not require evacuation of any area and does not require the use of emergency response agencies.
- **Class 2: Limited Emergency** — An incident that can be controlled by THF or emergency response agencies, may involve personal injury and may require evacuation of limited sections of the facility or the immediate area. **May require activation of Crisis Management Team.**
- **Class 3: General Facility Emergency** — An incident involving a hazard to a large area that cannot be controlled by THF and poses a threat to life and/or property and that requires the use of first responder agencies and the evacuation or lockdown of the facility and surrounding campus. **Requires activation of Crisis Management Team.**
- **Class 4: Community Emergency** — An incident involving a severe hazard to a large area that poses an imminent threat to life and/or property and that requires the evacuation or lockdown of the entire THF campus. This class of emergency will involve the use of emergency response or other governmental agencies to assist THF. **Requires activation of Crisis Management Team.**

## 3. Emergency Notification and Communications

THF uses a multiple-method approach to provide emergency alert information. Staff, volunteers, guests and students can be contact by the following methods as part of our emergency notification and communication system:

- **THF Alert:** An interface that allows THF to quickly send emergency notifications to staff, volunteers and students via phone calls, SMS text messages, emails and desktop alerts as needed.
- **Museum Public Address:** A comprehensive speaker system that provides voice messaging within Henry Ford Museum of American Innovation. Our system is integrated with THF Alert, as applicable.
- **Mobile Public Address:** THF Security utilizes megaphones to provide emergency information in outdoor spaces or as otherwise necessary.
- **Radio:** Emergency notifications and updates are announced to all THF radios.

### Contacting THF Security

The Henry Ford Security Department is staffed 24 hours a day, seven days a week for your safety and security. **If you experience an emergency, dial THF Security at ext. 3211 or 313.982.6096.** Be sure to provide all pertinent information regarding your emergency, and **DO NOT** hang up until you are told to do so. **If unable to reach THF Security, please dial 911.**

### TIP Line

The Henry Ford has developed **TIP Line**, a confidential telephone line to assist in sharing concerns with THF Security and Human Resources regarding the safety and well-being of staff.

Individuals who wish to share a concern may call **313.424.4111** or **ext. 4111** and leave a brief voicemail regarding the nature of the concern. Callers can leave their message **anonymously**. Security and Human Resources will evaluate each concern.

## **Section 2:**

### **Crisis Management Team**

#### **Specific Responsibilities for Team Members**

##### **Executive Leadership**

- Provides oversight of Crisis Management Team.
- Functions as the highest level of authority during an emergency.
- May act as spokesperson to media and community.
- Informs trustees and Ford family about situations and provides updated information as necessary.

##### **Emergency Director**

- Declares class of emergency and an end to campus emergencies.
- Initiates immediate contact with the THF President.
- Notifies the members of the Crisis Management Team.
- Provides management and implementation of the Emergency Response Plan.
- Functions as the second-highest level of authority during an emergency.
- May act as spokesperson to media and community.
- Is responsible for overall coordination of the Emergency Response Plan.
- Monitors and implements the campus emergency notification system.
- Evaluates the need to maintain emergency food and water supplies in shelters and/or specific areas on campus.
- Coordinates storage of vital records at an alternate site.
- Advises staff about situations, and provides details as needed during the crisis.

##### **Public Relations Coordinator**

- Establishes liaison with the news media for dissemination of information as requested by the President.
- Establishes liaison with local radio and TV services for public announcements.
- Advises the President of all news concerning the extent of disaster affecting the campus.
- Prepares news releases concerning the emergency for approval and release to the media.

##### **Internal Communications Coordinator**

- Coordinates with Executive Leadership and Public Relations Coordinator to craft messages and release information to staff and volunteers.
- Organizes and facilitates mass informational briefings to staff and volunteers.
- May act as a spokesperson during informational briefings to staff and volunteers.



## **Information Technology Coordinator**

- Provides phone service for Media and Film Relations.
- Provides phone service for Emergency Command Center.
- Re-establishes affected networks.
- Relocates affected offices if necessary.
- Implements Information Technology Services emergency procedures and disaster recovery plan as needed.
- Maintains network and computing operations.
- Secures critical data and information resources.
- Repairs and restores network and computing facilities.

## **Human Resources Coordinator**

- Provides counseling as required to victims and affected individuals.
- Coordinates housing for staff and volunteers who cannot get home.
- Communicates with staff and volunteers concerning emergencies.
- Coordinates property losses and personal injuries with appropriate insurance companies.
- Serves as liaison to legal counsel.
- Notifies the family of injured staff and faculty.
- Provides staff data during crisis as needed.
- Coordinates staff and volunteer replacements.

## **HFA Student Services Coordinator**

- Coordinates all matters relating to faculty activities during the crisis.
- Coordinates relocation of faculty to alternate locations as may be necessary.
- Provides faculty data as needed during the crisis.
- Advises faculty about situations.
- Coordinates all matters relating to academic functions.
- Coordinates housing for faculty who can't get home.
- Coordinates housing for students who can't get home.
- Coordinates all matters relating to student activities during the crisis.
- Provides student data as needed during the crisis.
- Provides parental notifications, if necessary, on behalf of the President.
- Supervises the team of campus monitors during the emergency.
- Advises faculty about situations involving students.

## **Public Safety and Security Coordinator**

- Serves as liaison with community emergency services (i.e., police, fire, EMS).
- Maintains campus security and safety operations.
- Monitors campus warning and evacuation systems.
- Takes immediate action to protect life and property.
- Provides traffic control, access control, perimeter and internal security patrols as required.
- Plans for, provides and supervises THF first-aid services as needed.
- Advises the THF Crisis Management Team on health protection measures.

## **Food Service Coordinator**

- Directs and arranges for emergency meals.

- Requests necessary food supplies.
- Coordinates efforts with Red Cross and other relief agencies.

### **Guest Services Coordinator**

- Assists Security with evacuation and/or sheltering in place.
- Manages rescheduling of program registrants, rental clients and event participants scheduled to visit the museum.
- Advises visitors who do not live in the surrounding area of the nearest evacuation shelters and accommodations.
- Secures cash or other procurement instruments for post-emergency expenses.
- Staffs Call Center.

### **Finance Coordinator**

- Initiates a records-keeping system for all costs and expenditures associated with emergency operations.
- Coordinates security of on-campus funds.
- Arranges for a photo/video team to document damage for insurance purposes.
- Initiates/processes insurance claims.
- Coordinates with other departments for cost-recording.
- Provides budget accounts for emergency spending.
- Identifies funds available to meet emergency needs.

### **Purchasing Coordinator**

- Initiates/processes emergency purchases.
- Coordinates distribution of supplies.
- Arranges for contract services, and locates required equipment and supplies.

### **Collections and Conservation Coordinator**

- Confirms availability and readiness of necessary emergency supplies and equipment.
- Submits supply and equipment needs as necessary.
- Secures historic reproductions and artifacts, and makes recommendations regarding their relocation.
- Relocates, secures or otherwise safeguards external exhibits.
- Coordinates damage assessment of objects and artifacts.
- Determines recovery procedures.
- Assembles recovery team.
- Provides guidelines for handling objects and artifacts in accordance with the Historical Resources Disaster Preparedness Plan.

### **Facilities Management Coordinator**

- Develops and implements procedures for specific emergencies for all critical operations and activities.
- Obtains the assistance of utility companies as required for emergency operations.
- Establishes liaison with vendors and outside contractors to secure equipment, supplies and materials needed during an emergency.

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel, supplies and artifacts as required. Assigns vehicles as required to the command post established by the Incident Commander and assists in barricading the emergency scene.
- Furnishes emergency power, lighting and heating/cooling as required.
- Surveys habitable space; relocates essential services and functions.
- Assists with individuals to act as the automatic sprinkler control operator, fire pump operator and utilities operator.
- Tests, services and repairs emergency equipment consistent with established rules, regulations, guidelines and/or manufacturers' recommendations.

### **Programs Coordinator**

- Supports communication and operational adjustments for matters relating to program and event activities, ensuring coordinating for program and special-event participants, contractors or vendors.
- Coordinates appropriate protocols for all historic ride operations in village.
- Advises staff about situations and provides details as needed during crisis situations.
- Supports all communication initiatives.

### **Animal/Livestock Coordinator**

- Develops and implements procedures for specific emergencies for all animal/livestock incidents/activities.
- Provides a current list of all animals, including their locations and records of feeding, vaccinations and tests. Makes sure there is proof of ownership for all animals.
- Provides handling equipment such as halters, cages and appropriate tools for each kind of animal.
- Provides water, feed and buckets. Provides sanitation tools and supplies.
- Arranges for staff to assist with animal/livestock relocation and housing.

### **Retail Coordinator**

- Advises staff about situations and provides details as needed during crisis situations.
- Supports communication and adjustments to retail operations as necessary.

## **Section 3:**

### **Emergency Notification System**

The Henry Ford has implemented an emergency notification system, THF Alert, to provide emergency news alerts to staff and volunteers in a quick and effective manner. This system will be activated to provide important information during and after an emergency event as necessary. This system is also used for preemptive messaging, such as impending severe weather or event cancellations.



## **Section 4:**

### **Emergency Procedures Guide**

#### **FOR ALL EMERGENCIES:**

**Contact Security at ext. 3211** from any campus phone or **313.982.6096**.

*If security cannot be reached, please dial 911.*

#### **Section 4A: Aircraft Down (Crash)**

##### **If an airplane or helicopter crash occurs on campus:**

1. Take cover under tables, desks and other objects. This will aid in protection against falling glass or debris.
2. **Contact Security at 3211** from any campus phone or **313.982.6096**.
3. Give your name, location and the nature of the emergency.
4. If necessary, or when directed to do so, activate the building fire alarm.
5. If the building fire alarm is sounded, or when told to leave by THF officials, walk quickly and calmly to the nearest marked exit, and direct others to do the same.
6. If possible and prudent, assist disabled persons in exiting the building. Do not use elevators in case of fire.
7. Once outside, move to a designated assembly area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
8. Do not return to an evacuated building unless told to do so by an authorized THF staff member.

#### **Section 4B: Animal/Livestock Emergencies**

##### **If an animal from the farm gets loose or a runaway occurs:**

1. **Contact Security at 3211** from any campus phone or **313.982.6096**.
2. Give your name, location and the nature of the emergency.
3. Do not attempt to approach or handle animals unless it is part of your job duties or you are authorized to do so by a working farms/equine operations staff member.

#### **Section 4C: Bomb Threat/Suspicious Package**

Bomb threats can be transmitted in many forms, including verbally in person or over the phone, or electronically via email or text message. Threats can be received by any person at any time but will likely be received by Security or Guest Services. Explosive devices or suspicious parcels may be discovered or received by many means, including standard mail, package delivery service or discovery on campus in the form of an abandoned package or bag.

**DO NOT** use two-way radios or cellular phones near a suspicious package.

**DO NOT** evacuate the building until THF Security and/or the Dearborn Police Department arrives and evaluates the threat.

**DO NOT** activate the fire alarm.

**DO NOT** touch or move a suspicious package.

**If you receive a threat by telephone:**

1. Remain calm. Take the caller seriously. Assume the threat is real.
2. Keep the caller on the line as long as possible. Listen carefully. Note the time of the call and telephone number if possible.
3. DO NOT hang up the phone. Have a co-worker immediately **contact THF Security at 3211** from any campus phone or **313.982.6096**.
4. DO NOT threaten, challenge or agitate the caller, but make attempts to:
  - a. Indicate your willingness to cooperate with the caller.
  - b. Fill out the Bomb Threat Checklist while speaking to the caller.
  - c. Obtain as much information as possible. Extend the conversation as long as possible. Ask permission to repeat instructions to ensure they are fully understood.
  - d. Attempt to determine the caller's knowledge of THF campus.
  - e. Immediately contact THF Security after the caller hangs up if a co-worker is unable to do so during the call.
  - f. Ensure the Bomb Threat Checklist is completed as soon as the call has ended. [See Appendix C for a printable Bomb Threat Checklist.](#)

**Bomb threat checklist quick guide: Be confident and calm.**

**Note:**

Date:

Time:

Phone number:

Time call ended:

**Ask:**

Where is the bomb located?

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb?

Why?

What is your name?

**Exact words of threat:**

**Information about caller:**

Where does the caller appear to be located (background noises)?  
Estimated age  
Gender  
Is the voice familiar?

**If you are provided a threat by handwritten note:**

1. Remain calm. Closely observe details about the person who provides the note and direction of departure.
2. **Contact Security at 3211** from any campus phone or **313.982.6096**. Provide description of the person(s) and direction of departure.
3. Handle note as little as possible.
4. Keep anyone from handling the note or going near it.

**If you discover or receive a suspicious letter, package or device:**

1. Remain calm. Do not try to open the item.
2. **Contact Security at 3211** from any campus phone or **313.982.6096**.
3. Handle as little as possible. If there is spilled material, do not touch, smell or taste the material.
4. Do not place the article in water or a confined space such as a desk drawer or trash receptacle.
5. Calmly alert others; evacuate the immediate area. Close any/all doors behind you.
6. If you handled the item, wash hands and exposed skin with soap and water for a minimum of 20 seconds.

**Remember to always err on the side of safety.** If you feel that a bag, package or letter may indeed be an explosive device, calmly alert individuals in your area to leave quickly and quietly. **Contact Security at 3211** from any campus phone or **313.982.6096**.



# SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

No return address  
Restrictive Markings

**PERSONAL!**

CHIEF EXECUTIVE OFFICER  
222 N. HARVIE ST.  
PHILADELPHIA, PA 20565

Possibly mailed from  
a foreign country  
Excessive postage

Misspelled words  
Addressed to title only  
Incorrect title  
Badly typed or written

Upsided or uneven

Strange odor

Rigid or bulky

Excessive tape or string

Oily stains, discolorations, or  
crystallization on wrapper

- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

## If a parcel is open and/or a threat is identified . . .

**For a Bomb:**  
Evacuate immediately  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/RA/MAI Unit

**For Radiological:**  
Limit Exposure - Don't Handle  
Evacuate Area  
Shed Yourself From Object  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/RA/MAI Unit

**For Biological or Chemical:**  
Evacuate - Don't Handle  
Evacuate Immediate Area  
Wash Your Hands With Soap and Warm Water  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/RA/MAI Unit

## Section 4D: Civil Disturbances

Civil disturbances or civil unrest are broad terms for a group or groups of people who threaten or commit acts of violence that can result in injury to people and/or damage to property. Civil disturbances may include protests, sit-ins, riots, illegal parades or other demonstrations that escalate toward chaos.



### **If a civil disturbance occurs:**

1. **Contact Security at 3211** from any campus phone or **313.982.6096**.
2. Assess the situation.
3. Avoid provoking or obstructing demonstrators.
4. Secure your area (stay inside, lock buildings, etc.).
5. Continue normal routines if possible.
6. Stay away from windows and doors.
7. Prepare for evacuation or relocation. Security will advise.

Note: The Henry Ford is private property, including Village Road. We do not allow protesters/demonstrators on our property unless prior approval is granted.

### **Section 4E: Evacuation**

Individual buildings or the entire THF campus may require evacuation for various reasons, such as violence on campus, hazardous conditions or natural disaster occurrences.

#### **Preplan:**

1. Know at least two exits out of the building. Know the designated outside assembly area for your location.
2. Know who is not present for the day, so that they can be accounted for at the designated assembly area.
3. If an evacuation is necessary, the building will be evacuated by a THF Alert system notification, fire alarm and/or verbal indication to leave by Security or other emergency response personnel.

[Evacuation and assembly areas can be found in Appendix A.](#)

#### **If an evacuation order is issued:**

1. Remain calm. Leave your area quickly by WALKING to the nearest exit of the building.
2. **DO NOT USE ELEVATORS!**
3. Individuals with disabilities may need assistance; help them if you are able to do so.
4. Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are unable to re-enter.
5. Close doors behind you when leaving. Check to make sure everyone is out of the room before closing the door.
6. Go to your department's assembly area at least 300 feet from the building.
7. Await further instruction from The Henry Ford Security Team or other emergency response personnel.
8. If a building is going to remain closed, you will be given instructions as to where to go to obtain information regarding the closing.
9. If instructed to leave campus, follow the instructions given by the Security Team. You will be told if certain roads are going to be closed and if you need to exit in a certain direction.

If you are unable to evacuate the building during an emergency, **contact Security at 3211** from any campus phone or **313.982.6096** from a cellphone. Provide your location and status to the Security dispatcher. Call 911 if unable to reach THF Security.

## **Section 4F: Explosion**

### **If an explosion occurs at your location:**

1. Remain calm.
2. Seek shelter under a desk or table, and **contact Security at 3211** from any campus phone or **313.982.6096**.
3. Give Security your name, location and a description of what occurred.
4. Be prepared for the possibility of further explosions.
5. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, electrical equipment and large, heavy, unstable objects.
6. If evacuation is required, leave through the nearest safe exit toward your designated assembly area.
7. Do not move seriously injured persons unless they are in obvious immediate danger (e.g., fire, building collapse, etc.).
8. Open doors carefully, and watch for falling objects.
9. **DO NOT USE THE ELEVATORS!**
10. Accompany and assist persons with disabilities who need assistance.
11. Do not attempt to re-enter the building for any reason.

### **If you are trapped in debris:**

1. Avoid unnecessary movement to avoid disturbing dust or debris.
2. Cover your mouth and nose with anything you have available, such as an article of clothing or other woven material.
3. If possible, use an item such as a flashlight, cellphone light and/or audio device to signal your location.
4. Shout only as a last resort. Shouting may cause inhalation of dangerous particulates or chemicals.

Become familiar with possible hazards in and around your building. Be aware of evacuation routes and the locations of the nearest emergency pull station and fire extinguisher. [Evacuation and assembly areas can be found in Appendix A.](#)

### **Explosion at location in vicinity of THF:**

THF Security will evaluate the need for immediate evacuation and communicate directions to all staff, volunteers, students and guests.

## **Section 4G: Fire**

### **Preplan:**

1. Know what the fire alarm sounds like.
2. Know the location of the fire alarm stations and extinguishers in your area.
3. Know the closest exit and at least one other means of exiting the building.

4. Know who is not present for the day, so that they can be accounted for at the designated assembly area.

[Evacuation and assembly areas can be found in Appendix A.](#)

**If you discover fire or smoke:**

1. Pull the nearest fire alarm and evacuate the building.
2. Take only essential personal possessions when leaving. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter.
3. Close all doors behind you to confine smoke and fire.
4. **Contact Security at 3211** from any campus phone or **313.982.6096**.
5. Give your name, the name of the building and the location of the fire within the building.
6. **WALK** to the nearest exit. **DO NOT USE ELEVATORS!**
7. **Note:** Individuals with disabilities may need assistance.
8. Go to your department's outdoor assembly area at least 300 feet from the building.
9. Cooperate with emergency personnel and Security. Follow all instructions given.
10. Do not re-enter the building until you are told to do so by Security or Dearborn Fire Department personnel.

**If you hear the fire alarm and you are in a common area:**

1. Evacuate the building. This is mandatory for all occupants.
2. **WALK** to the nearest exit. **DO NOT USE ELEVATORS!**
3. **Note:** Individuals with disabilities may need assistance
4. Go to your department's outdoor assembly area at least 300 feet from the building.
5. Do not re-enter the building until you are told to do so by Security or Dearborn Fire Department personnel.

**If you hear the fire alarm and you are in a room:**

1. Check the door surface and/or knob for heat before opening the door. Check bottom of door for smoke.
2. If no evidence of heat or smoke, slowly open the door. Keep the door between you and the hallway. Observe the hallway for fire or smoke before departing.
3. **WALK** to the nearest exit. **DO NOT USE ELEVATORS!** Close all doors behind you. Take your keys.
4. **Note:** Individuals with disabilities may need assistance.
5. Mobility impaired individuals should take refuge in a stairwell and **contact Security at 3211** from any campus phone or **313.982.6096**.

**If trapped in a room or building:**

1. Stay calm. Do not panic.
2. If all exits are blocked, go to the nearest room and close the door. Try to close as many doors as possible between you and the fire.
3. Wedge wet towels or cloth materials along the bottom of the door to keep smoke out.
4. **Contact Security at 3211** from any campus phone or **313.982.6096**.
5. If the room has an exterior window, hang an object out the window to indicate occupancy. **Do not leave windows open.**
6. Wet clothing or a cloth and wrap around face if possible.

7. Fill sinks if possible to maintain a water supply.
8. If smoke enters the room, keep your head as low to the ground as possible.
9. Shout regularly to alert emergency responders to your location.
10. Only break a window as a last resort if you are trapped in an area and need fresh air.

### **If caught in smoke:**

1. Drop to your hands and knees, and crawl toward an exit.
2. Stay low — smoke will rise.
3. Hold your breath as much as possible.
4. Use a shirt or other woven material around your face. Breathe as shallowly as possible through your nose.

### **If forced to pass through flames:**





1. Hold your breath.
2. Move as quickly as possible
3. Cover your head.
4. Keep your head down and eyes closed as long as possible.

### **If you catch on fire:**

1. Do not panic.
2. Stop moving and drop to the ground.
3. Roll around until flames are extinguished.
4. Cover your face and mouth.

### **Using a fire extinguisher:**


1. Determine if the fire can be put out using a portable extinguisher.
2. Be familiar with fire extinguisher letter classifications. Most THF fire extinguishers are ABC class devices:

Fire Class & Symbol	Pictogram	Types of Fires
		Ordinary solid combustibles (paper, wood, cardboard and most plastics)
		Flammable liquids and gases (gasoline, kerosene, grease or oil)
		Energized electrical equipment (appliances, wiring, circuit breakers or outlets)
	Not Commonly Used 	Combustible metals found in labs (magnesium, titanium, potassium or sodium)
		Oils and fats (cooking oils, trans-fats, or fats in cooking appliances)

## How To Use Fire Extinguisher

Remember the **PASS** word (Pull - Aim - Squeeze - Sweep)

<b>P</b>	<b>A</b>	<b>S</b>	<b>S</b>
<b>Pull</b> Pull The Pin	<b>Aim</b> Aim At The Base Of Fire	<b>Squeeze</b> Squeeze The Operating Handle	<b>Sweep</b> Sweep From Side To Side
↓	↓	↓	↓
Break seal and test extinguisher	Ensure you have a means of escape	To operate extinguisher and discharge the agent	Completely extinguish the fire



## Section 4H: Flood

Flooding can occur in urban areas from unusual or severe weather events or utility failures. Minor or area flooding on campus can be a result of major rainstorms, a water main break or loss of power to sump pumps. In case of imminent weather-related flooding, Security will monitor the National Weather Service and other emergency advisories to determine necessary action. The National Weather Service issues a variety of flood statements depending on the situation.

**Urban and Small Stream Flood Advisory:** Inconvenience flooding that generally does not pose a threat to life or property.

**Flash Flood Watch:** Flash flooding is possible in the watch area. Quick action is required if flooding is observed.

**Flash Flood Warning:** Rapid flooding is imminent for the affected area.

### If an indoor flood occurs:

1. Secure vital equipment, records and any hazardous materials.
2. Shut off all electrical equipment.
3. If you know the source of water and are confident you can stop it, do so quickly (turning a valve).
4. Move to higher, safer ground. Do not return to your building until you have been instructed to do so by Security.
5. Be prepared for further instructions from THF Security.

**If an outdoor flood occurs:**

1. Avoid areas of flooding, and do not attempt to cross areas in which the depth is unknown.
2. Move to higher ground if possible.
3. Avoid contact with electrical devices.
4. If you must come into contact with floodwater, wash with soap and clean water as soon as possible; floodwater may contain sewage, chemicals or other harmful byproducts.

**Section 4I: Hazardous Material Incidents**

**Only authorized personnel should respond to hazardous materials (hazmat) incidents. You will be provided information and instructions by THF Alert.**

**If a hazardous material release occurs INSIDE a building:**

1. Notify others in the area; leave the area immediately.
2. Close/secure the room or area as you leave.
3. Do not touch hazardous substances.
4. Avoid inhalation of fumes or smoke. Cover mouth with a cloth if possible.
5. Evacuate to your designated assembly area.
6. **Contact Security at 3211** from any campus phone or **313.982.6096**.
7. Once evacuated to your assembly area, obtain accountability of any co-workers from your area.

**If a hazardous material release occurs OUTSIDE the building:**

1. Stay indoors. If outside, evacuate the area immediately.
2. Shut down your heating/cooling thermostat if possible.
3. Quickly move to an interior hallway or restroom. Stay away from windows.
4. **Contact Security at 3211** from any campus phone or **313.982.6096**.

**Biohazard (bodily fluids):**

1. For a medical emergency involving bodily fluids, **contact Security at 3211** from any campus phone or **313.982.6096**.
2. Avoid physical contact with the biohazard or with those exposed.
3. Only trained staff should perform cleanup of bodily fluids.
4. Avoid bodily fluids; keep others out of the area until the fluids have been removed.

**Section 4J: Medical Emergency**

**If someone becomes ill or is injured and requires medical attention:**

1. **Contact Security at 3211** from any campus phone or **313.982.6096**.
2. Give the dispatcher the following information:
  - a. The person's location.
  - b. The person's illness or injury.
  - c. The person's approximate age.
  - d. Whether or not the person is conscious and breathing.



- e. Any other information that is known, such as existing health conditions.
3. Don't hang up until you are told to do so by the dispatcher.
4. Administer first aid if you have the proper training.
5. Be aware of hazards associated with blood-borne pathogens. Do not come into contact with bodily fluids.
6. Do not move the person.
7. Comfort the person and assure them that medical assistance is on the way.
8. After the person's immediate needs have been taken care of, remain to assist THF Security officers/medical services with pertinent information about the incident.

**If someone has uncontrolled bleeding:**

1. **Contact Security at 3211** from any campus phone or **313.982.6096**.
2. Apply direct pressure to the wound; maintain steady pressure until security or medical assistance arrives.
3. If a victim is bleeding from an arm or leg, elevate it.
4. Stay with the victim until help arrives.

**Section 4K: Missing Persons – Code Adam and Code One Emergencies**

**If someone becomes separated from a group or is reported to be missing:**

**Contact Security at 3211** from any campus phone or **313.982.6096**.

**CODE ADAM:** The child is missing; the child's location is unknown.

**CODE ONE:** The child is NOT missing but is with Henry Ford staff. The child has been separated from a parent, guardian or group.

**FOR A CODE ADAM:** Immediately obtain a detailed description of the missing child. Provide the following to Security:

1. Name, age, hair color, eye color.
2. Approximate weight and height.
3. What the child is wearing.
4. Any special needs.
5. The last location where the child was seen.

**Dispatcher will announce CODE ADAM on both radio channels and will give a description of child.**

1. All Henry Ford employees should begin looking for the child.
2. Your supervisor will assign you specific duties or locations.

**If the child is not found within 20 minutes:**

1. Security dispatcher will call police.
2. Continue to search for the child until directed otherwise.

**If the child is found and appears to have been lost and is unharmed:**

1. Reunite the child with parent, guardian or group.
2. Parents or designated guardians are required to provide photo identification to Security; stay with the group until Security arrives.
3. When the parties have been reunited, notify the Security dispatcher and the CODE ADAM or CODE ONE will be canceled.

**If the child is found accompanied by someone other than a parent or legal guardian:**

1. Use reasonable efforts to delay the departure of the adult accompanying the child, but do not put yourself, the staff or the people around you at risk.
2. Call the Security dispatcher:
  - a. Give a description of the person accompanying the child.
  - b. Give a description of the vehicle the person is driving, license plate number and direction the vehicle is traveling.

**FOR A CODE ONE: Obtain a detailed description of the child. Provide the following to Security:**

1. Name, age, hair color, eye color.
2. Approximate weight and height.
3. What the child is wearing.
4. Any special needs.

**Section 4L: Power Outage and Utility Loss**

**If a power outage occurs in your building:**

1. Remain calm.
2. Call Facilities Maintenance at 313.982.6131 or after-hours Security dispatch at **313.982.6096**.
3. Assist others in your immediate area who may be unfamiliar with the building/workspace.
4. Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.
5. Do not try to restore power or turn on any equipment unless authorized.
6. If you are in a dark area, proceed cautiously to an area that has emergency lights.
7. If you are in an elevator, stay calm. Use the emergency button or telephone to summon assistance.
8. In most instances, power will be restored in a short time. However, if you are instructed to evacuate the building by Security or Facilities, proceed cautiously to the nearest exit and to your designated outdoor assembly area.

**If you observe a steam leak:**

1. Evacuate and keep others out of the area. Steam can cause severe burns and displace oxygen. Only professional staff should manage a steam leak.
2. **Contact Security at 3211** from any campus phone or **313.982.6096**.
3. If safe to do so, close the door to isolate the area.
4. Moisture-sensitive equipment should be moved only if it can be done safely.



### **If you suspect a natural gas leak:**

1. Keep people out of the area and evacuate as necessary. Natural gas contains an additive to create an odor like rotten eggs.
2. Do not use the fire alarm. Communicate verbally to others in the area.
3. **Contact Security at 3211** from any campus phone or **313.982.6096**.
4. Never light a match or lighter.
5. Leave electrical devices alone. **DO NOT SWITCH LIGHTS OR ANY ELECTRICAL EQUIPMENT ON OR OFF.**
6. **DO NOT USE ELEVATORS.**

NOTE: Individuals with disabilities may need assistance. Exit signs are on emergency power and should remain lit during a power outage or other utility loss/failure.

### **Section 4M: Severe Weather/Tornado**

Severe weather conditions, including tornados, can and do occur in the Detroit metro area. The National Weather Service issues statements to notify the public about potential and imminent weather emergencies. THF Security actively monitors emergency messaging and provides important safety information and directions through THF Alert. The following tornado watches/warnings are provided by the National Weather Service:

**Tornado Watch:** Weather conditions are favorable for possible formation of tornadoes. THF Security will monitor weather conditions and provide updates as necessary.

**Tornado Warning:** A tornado has been sighted in the area. This is an alert to seek shelter immediately. THF Alert will provide immediate instructions and safety information.

The National Weather Service also issues various severe weather warnings **including winter weather, thunderstorm, wind, marine and fire warnings** as applicable.

Tornadoes sometimes occur as a result of severe thunderstorms; remain alert to the signs of tornadoes and notify others.

### **Preplan:**

1. Be aware of your severe weather shelter areas. [A map of shelter locations can be found in Appendix B.](#)
2. Be alert to changing weather conditions. Look for approaching storms.
3. Look for the following danger signs:
  - a. Dark, often greenish sky.
  - b. Large hail.
  - c. Large, dark, low-lying cloud(s) (watch for rotation).
  - d. A loud roar, like a freight train.
4. If you see approaching storms or tornado danger signs, be prepared to take shelter immediately.

### **If a tornado warning is issued:**

1. Go to your designated shelter area.

2. As a rule, if a building has no basement, go to the center of an interior room (closet, hallway) on the lowest level, away from corners, windows, doors and outside walls. Put as many walls between you and the outside as possible.
3. Get under a sturdy table or desk; use your arms to protect your head and neck.
4. Do not open windows.
5. Avoid rooms or areas with a large roof span that may collapse.
6. **DO NOT USE ELEVATORS!**
7. Remain in a safe area until you receive an all-clear message from THF Alert or by radio.

#### **After a tornado strike to THF campus:**

1. Remain calm and listen for instructions from THF Security and emergency personnel.
2. Stay away from power lines and puddles with wires in them.
3. Take care to avoid broken glass and any other debris that may cause harm.
4. Stay away from heavily damaged buildings. They could collapse and cause serious injury.
5. Stay away from natural gas or fuel leaks. Do not use open flames nearby.

#### **Section 4N: Severe Winter Weather**

When the weather is extremely cold, and especially if there are high winds, stay indoors if possible. Make any trips outside as brief as possible, and remember the following tips to protect your health and safety.

#### **If severe winter weather occurs:**

1. Dress warmly and stay dry.
2. Cover exposed skin with a hat, gloves, scarf, etc.
3. Wear layers of loose-fitting clothes.
4. Do not ignore shivering. It's an important first sign that the body is losing heat. Persistent shivering is a signal to return indoors.

#### **Frostbite:**

Frostbite is an injury to the body that is caused by freezing. Frostbite causes a loss of feeling and color in affected areas. It most often affects the nose, ears, cheeks, chin, fingers or toes.

#### **If you or someone has symptoms of frostbite:**

1. **Contact Security at 3211** from any campus phone or **313.982.6096**.
2. Get into a warm room as soon as possible.
3. Immerse the affected area in warm — not hot — water.
4. Don't use a heating pad, heat lamp or the heat of a stove, fireplace or radiator for warming. Affected areas are numb and can be easily burned.

#### **Hypothermia:**

When exposed to cold temperatures, your body begins to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up your body's stored energy. The result is hypothermia, or abnormally low body temperature. Body temperature that is too low affects the brain, making the victim unable to think clearly or move well. This makes hypothermia particularly

dangerous because a person may not know it is happening and won't be able to do anything about it. Hypothermia is most likely at very cold temperatures, but it can occur even at cool temperatures (above 40 degrees F) if a person becomes chilled from rain, sweat or submersion in cold water. Symptoms include shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech and drowsiness.

#### **If you or someone has symptoms of hypothermia:**

1. **Contact Security at 3211** from any campus phone or **313.982.6096**.
2. Get the person into a warm room or shelter.
3. Remove any wet clothing.
4. Wrap the person in dry towels and blankets.
5. If the person is conscious, a warm beverage can increase body temperature.

In the event of severe weather that prevents The Henry Ford from operating, The Henry Ford will announce closings via THF Alert and WJR-AM (760).

#### **Section 40: Shelter in Place**

An alert to shelter in place occurs if a hazardous material, chemical incident or other environmental hazard takes place outside on campus. **Shelter in place should not be confused with active threat response.** THF Security and THF Alert will provide guidance and updates during a shelter-in-place event.

#### **If notified to shelter in place:**

1. Remain calm.
2. If safe to do so, attempt to relocate others inside to a safe area.
3. Close and lock exterior doors and windows (**NO** entrance or exit).
4. Shut down air-handling systems/HVAC if possible.
5. Assist those with disabilities.
6. Remain in place until you receive notice from Security or Dearborn Police/Fire Department personnel.

#### **Section 4P: Safety and Crime Prevention Tips**

##### **Protecting your vehicle or bicycle:**

1. Always lock your vehicle.
2. Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.
3. Do not leave tempting valuables or property visible inside your vehicle. Lock these items in the trunk.
4. Look inside your vehicle before getting in. Lock doors and roll up windows once inside for protection. Do not stop to help occupants of stopped or disabled vehicles. Call from your cellphone or continue driving to the nearest phone and call for assistance.
5. Raise the hood and lock yourself in your vehicle if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help.

### **In your office:**

1. Lock your door, even if you are just going down the hall. A thief can quickly enter an open room and steal your property.
2. Do not leave messages on your door indicating that you are away and when you will be back.
3. Do not put your address on your key ring.
4. Do not leave keys in hiding places.
5. Be aware of key control/access (who has keys to your office/room).

### **Protecting yourself:**

1. Walk purposefully, know where you are going and project a no-nonsense image.
2. Walk in well-lit areas and away from heavy foliage.
3. If you encounter a suspicious or dangerous situation, seek assistance and protection immediately.
4. In daring situations, firmly and confidently communicate what behavior is acceptable to you and what is not.
5. **Stay alert and be aware of your surroundings.**

### **Protecting other personal property:**

1. Secure valuables left in your office or vehicle.
2. Engrave property as needed. The Senior Manager of Security has an engraver available for use.
3. Lock office doors when you leave.
4. Don't leave bags/purses unattended.

### **Preventing crime:**

The Security Department is open 24 hours a day, seven days a week. **Contact Security at 3211** from any campus phone or **313.982.6096** to report a crime or suspicious activities. Here are a few suggestions for what you might do to prevent a crime in your area.

### **Reporting a crime:**

If a crime or disruptive behavior occurs on campus (assault, robbery, theft, etc.), **contact Security at 3211** from any campus phone or **313.982.6096** immediately. If unable to reach Security, call 911 to reach Dearborn Police.

1. Furnish any pertinent information:
  - a. Location.
  - b. Nature of incident.
  - c. Description/identity of those involved.
  - d. Whereabouts of perpetrators.
  - e. Whereabouts of victims.
  - f. Description of what transpired.
  - g. Any related information.

2. When reporting an incident or crime on-campus, all information will be treated with appropriate confidentiality. Please identify yourself to Security. Your identity will be afforded all due confidentiality. We encourage members of our campus community to report any criminal activity promptly. **Safety and security on campus is a cooperative effort.**
3. Upon receipt of notification of a crime occurring on campus, Security officers will respond immediately and investigate.

## **Section 4Q: Workplace Violence**

The Henry Ford is committed to protecting the health and safety of everyone by providing a working and educational environment that is free of harassment, threats and acts of violence. THF will not tolerate any threat, direct or implied, or physical conduct by any person that results in harm to people or property, or that harasses, disrupts or interferes with another's work performance, or that creates an intimidating or hostile environment.

The definitions provided here are intended to assist individuals in identifying behavior that should be reported.

**Workplace violence:** Violent acts (including disruptive behavior, threatening behavior or violent behavior) directed toward persons at work or on duty.

**Disruptive behavior:** Behavior that disturbs, interferes with or prevents normal work functions or activities (e.g., yelling, using profanity, waving arms or fists, verbally abusing others and refusing reasonable requests for identification).

**Threatening behavior:** Behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property ("You better watch your back" or "I'll get you") as well as implicit threats ("You'll be sorry" or "This isn't over").

**Violent behavior:** Behavior that includes any physical assault, with or without weapons, or that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door or destroying property) or specific threats to inflict physical harm.

### **Warning signs of a troubled person include:**

1. Changes in behavior patterns that are disruptive.
2. Conduct that is unacceptable in our work environment.
3. Disrespect for authority.
4. Swearing or inappropriate statements.
5. Social isolation.
6. Holding grudges or verbalizing hope that something negative will happen.

### **Warning signs that a person may become violent include:**

1. Pacing, restless or repetitive movements.
2. Trembling or shaking.
3. Clenched jaws or fists.
4. Changes in voice, breathing rate or volume.
5. Glaring or avoiding eye contact.
6. Violating personal spaces.

**If you witness workplace violence or warning signs:**

1. **Contact Security at 3211** from any campus phone or **313.982.6096**.
2. Advise the dispatcher of the following:
  - a. Your name, location and a description of what happened.
  - b. Extent of any injuries.
  - c. Whether a weapon was involved.
  - d. Whether a threat still exists.
  - e. Whether the perpetrator is still in the area.
  - f. A description of the attacker and direction of flight.

**If you are confronted with threats by a co-worker:**

1. Leave the area and get out of harm's way.
2. Report the incident to Security as soon as possible.

**If you are unable to leave the area:**

1. Try to stay at a safe distance.
2. Try to calm the threatening individual.
3. Try to get the attention of a co-worker or student so that person can **contact Security at 3211** from any campus phone **or 313.982.6096**.
4. Listen to the individual and let them do most of the talking.
5. Use delaying techniques to give the individual the opportunity to calm down.
6. Acknowledge the person's feelings.
7. Be respectful and empowering.
8. Be reassuring and point out choices.

**Do not:**

1. Upset the individual with communication that generates hostility.
2. Reject all the person's demands from the start.
3. Use body language or speech that challenges the individual.
4. Make sudden movements.
5. Belittle, criticize or agitate the person.
6. Make false statements or promises.

**Section 4R: Active Threat**

An active threat situation occurs when someone creates an immediate deadly threat or presents imminent danger to our campus. Active threat incidents can occur at any time or location on campus and can involve one or more people.

In the event of an active threat, you will receive emergency information from THF Alert as it becomes available; however, you should take immediate action by following the concept of **RUN-HIDE-FIGHT**:

**RUN**: Get as far away from the attacker(s) as possible. Alert others on the way.

**HIDE**: Lock and barricade doors if possible. Remain quiet and stay out view.

**FIGHT: Fight as a last resort. Make a plan and use available tools. Fight to win.**

**All actions in an active threat situation must be determined by YOUR location and assessment of the situation.**

### **ACTIVE THREAT INSIDE YOUR BUILDING**

#### **IF YOU CANNOT SEE OR HEAR THE ATTACKER:**

1. If the threat is in your building but you cannot see or hear the assailant and have a clearly visible and available exit, evacuate the building immediately.
2. Once outside, move quickly across any open areas, and try to keep large objects, such as cars and trees, between you and the threat as you run.
3. Immediately move to another building and take protective cover.
4. Remain there until you receive an official all-clear message or are otherwise directed by police.

#### **IF YOU CAN SEE OR HEAR THE ATTACKER:**

1. If you are unable to safely evacuate, do your best to hide in a securable or well-hidden area.
2. Close and lock the door behind you if possible.
3. If the door is unable to be locked, barricade the doorway with heavy, solid objects (e.g., desks, tables, cabinets).
4. Place yourself and others in the room behind a solid object away from the interior door.
5. Close any blinds facing interior spaces.
6. Turn off lights and computer monitors.
7. Place cellphones on silent but monitor them for THF Alert updates.
8. Remain out of sight of uncovered windows and doors with windows.
9. Keep others calm and quiet.
10. **Contact Security at 3211** from any campus phone or **313.982.6096**.
11. Should a fire alarm go off in your building while the incident is in progress and the all clear has not been given, disregard the alarm unless you can see or smell smoke and/or evidence of fire.
12. DO NOT open the door for any reason.

### **ACTIVE THREAT OUTSIDE YOUR BUILDING**

1. If you receive a THF Alert notification that there is an active threat on campus but not in your building, immediately move to the nearest interior room. Assist others as necessary.
2. Close and lock the door behind you if possible. If the door can't be locked, barricade the doorway with heavy, solid objects (e.g., desks, tables, cabinets).
3. Place yourself and others in the room behind a solid object away from the interior door.
4. Close any blinds facing interior spaces. Turn off lights and computer monitors.
5. Place cellphones on silent but monitor them for THF Alert updates.
6. Remain out of sight of uncovered windows and doors with windows.
7. Keep others calm and quiet.
8. Should a fire alarm go off in your building while the incident is in progress and the all clear has NOT been given, disregard the alarm unless you can see or smell smoke and/or fire or other evidence of fire.
9. DO NOT open the door for ANY reason.



## WHAT TO EXPECT FROM RESPONDING OFFICERS

The primary goal of responding officers is to immediately engage with an attacker to stop life-threatening behavior.

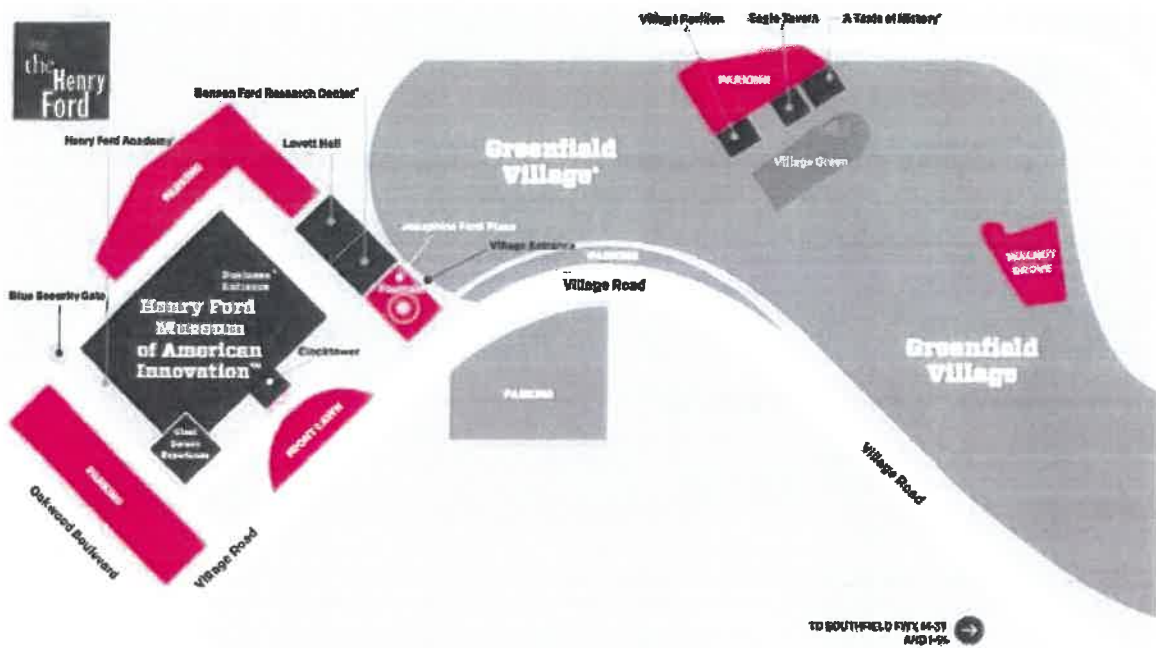
### **If you encounter law enforcement officers:**

1. They may quickly move past you to engage threats.
2. Weapons may be pointed at you or in your direction.
3. You may be searched or handcuffed until the facts of the situation are defined.
4. Do not lunge, run at officers or make sudden movements.
5. **Keep your hands visible to police at all times. Raise your arms and spread your fingers if capable.**
6. Follow instructions at all times.

[A printable Department of Homeland Security guide to Run-Hide-Fight can be found in Appendix D.](#)



## Appendix A: Evacuation and Assembly Areas



### **EVACUATION/ASSEMBLY AREAS**

**MUSEUM**

- Front Lawn
- West Parking Lot
- Employee Parking Lot

**LOVETT HALL**

- Employee Parking Lot

**BFHC**

- Josephine Ford Plaza

**EAGLE TAVERN/  
A TASTE OF HISTORY/  
VILLAGE PAVILION**

- Parking Lot

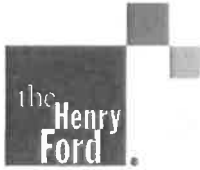
**VILLAGE ACADEMY**

- Walnut Grove Field

**FOR ALL EMERGENCIES:**

Contact Security at 3211 from any campus phone or 313.982.6096.

## Appendix B: Severe Weather Shelter Locations



### **SEVERE WEATHER PLAN** Henry Ford Museum of American Innovation Shelter Areas

#### **Henry Ford Museum of American Innovation™/ Welcome Center**

**GIANT SCREEN EXPERIENCE  
CONCESSION AREA**

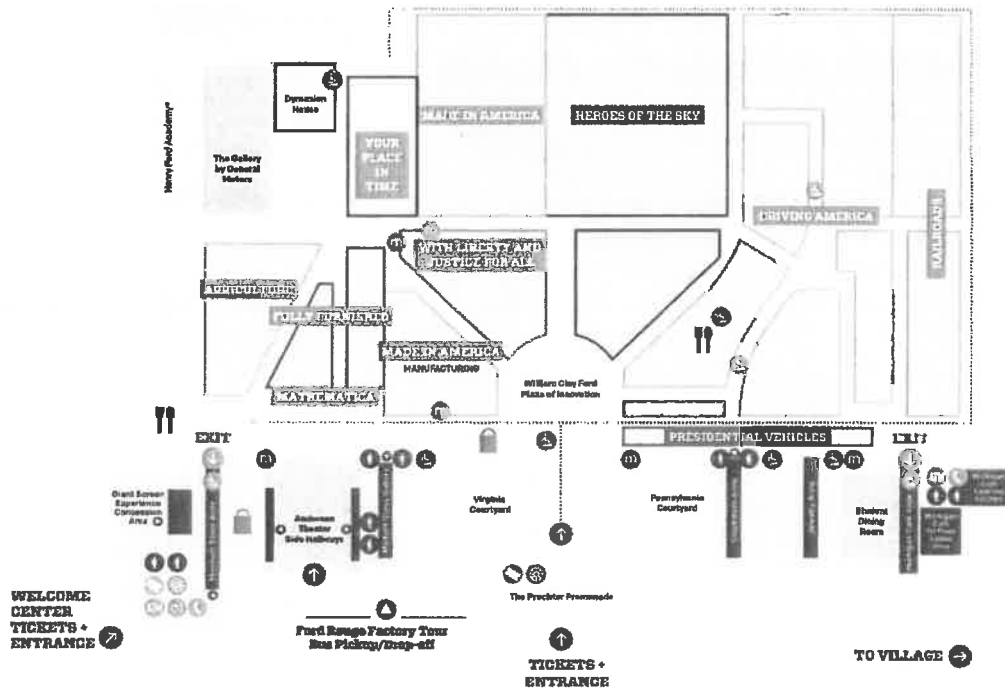
**ANDERSON THEATER**  
• Side Hallways Only

**1st FLOOR HALLWAYS FROM PROMENADE TO  
GREAT HALL**

- Museum Store Aisle (A Corridor)
- Davidson-Gerson Modern Glass Gallery Aisle (B Corridor)
- Clockwork Aisle (D Corridor)
- Jewelry Aisle
- Michigan Café Aisle (F Corridor)

**MICHIGAN CAFÉ 1st FLOOR LOBBY AREA**  
• Carpeted Area and Restrooms

**MICHIGAN CAFÉ CATERING KITCHEN**  
• Including Offices



## **Appendix B: Severe Weather Shelter Locations**



### **SEVERE WEATHER PLAN** Lovett Hall/Benson Ford Research Center Shelter Areas

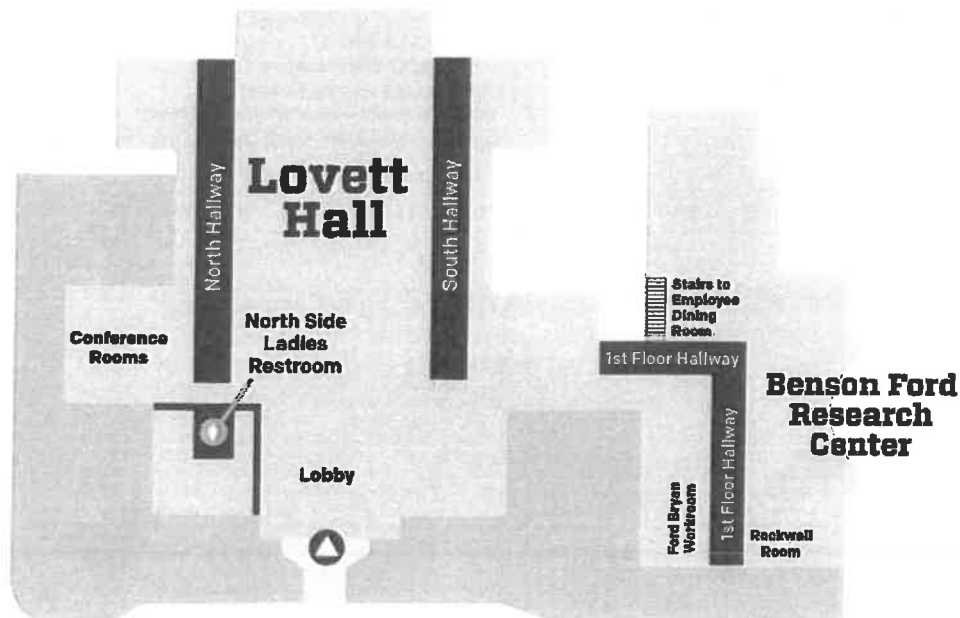
#### **Lovett Hall/Benson Ford Research Center\***

##### **LOVETT HALL**

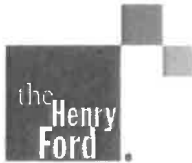
- North Side (1st floor ladies restroom near conference rooms)
- North Hallway (from Audiovisual Office east to Copy Room)
- South Hallway (from doorway east of Construction Managers/Purchasing Office to elevator)

##### **BENSON FORD RESEARCH CENTER**

- 1st Floor Hallway (between Rockwell Room and stairs to Employee Dining Room)



## Appendix B: Severe Weather Shelter Locations



### **SEVERE WEATHER PLAN** Greenfield Village Shelter Areas

#### **Greenfield Village Buildings by District**

(Basements only unless otherwise indicated)

**VILLAGE ENTRANCE BUILDING**

**HENRY FORD'S MODEL T**

- Ford Home
- Miller School

**MAIN STREET**

- Cohen Millinery
- Eagle Tavern
- Grimm Jewelry Store
- J.R. Jones General Store
- Martha-Mary Chapel
- Town Hall
- Sir John Bennett Sweet Shop

**LIBERTY CRAFTWORKS**

- Liberty Craftworks Store

**WORKING FARMS**

- Firestone Farm

**RAILROAD JUNCTION**

- Smiths Creek Depot
- DT&M Roundhouse (under the Atlantic)

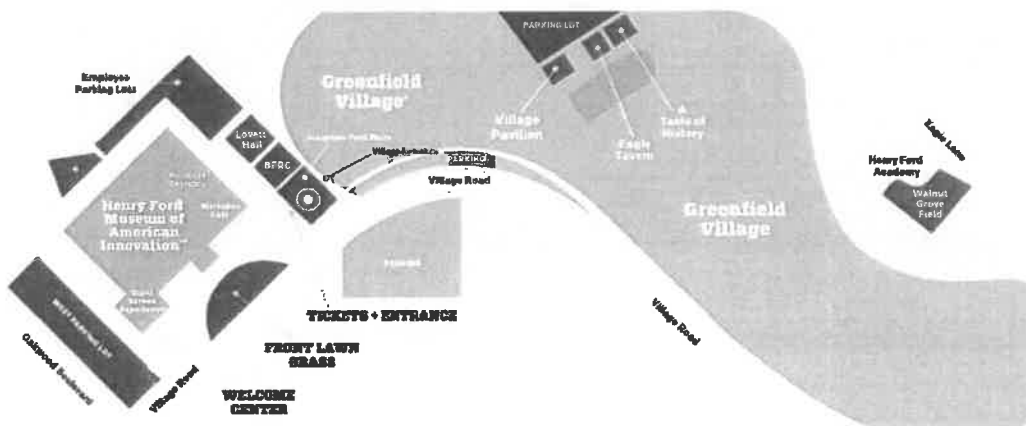
**EDISON AT WORK**

- Sarah Jordan Boarding House
- Sarah Jordan Restrooms (main floor)

**PORCHES & PARLORS**

- Chapman Family Home
- Adams Family Home
- Sounds of America Gallery
- Swiss Chalet
- Robert Frost Home
- Giddings Family Home
- William Holmes McGuffey School
- Henry Ford Academy Restrooms (main floor)

#### **Evacuation Assembly Areas** *(Indicated below in black)*



# Appendix C: Department of Homeland Security Bomb Threat Checklist

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

### If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

### DO NOT:

- Use two-way radios or cellular phones. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



**Homeland Security**

2014

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
Female	Animal noises	Incoherent
Male	House noises	Message read
Accent	Kitchen noises	Taped message
Angry	Street noises	Irrational
Calm	Booth	Profane
Clearing throat	PA system	Well-spoken
Coughing	Conversation	
Cracking voice	Music	
Crying	Motor	
Deep	Clear	
Deep breathing	Static	
Disguised	Office machinery	
Distinct	Factory machinery	
Excited	Local	
Laughter	Long Distance	
Lip		
Loud	Other information:	
Nasal	_____	
Normal	_____	
Regged	_____	
Rapid	_____	
Respy	_____	
Slow	_____	
Slurred	_____	
Soft	_____	
Stutter	_____	

## Appendix D: Department of Homeland Security Active Threat Guide

### COPING

#### WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

*Contact your building management or human resources department for more information and training on active shooter response in your workplace*

### PROFILE

#### OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

### CHARACTERISTICS

#### OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



**CALL 911 WHEN IT IS SAFE TO DO SO**

### HOW TO RESPOND

#### WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

#### 1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### 2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### 3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS SAFE TO DO SO**

### HOW TO RESPOND

#### WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

### INFORMATION

#### YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

## Appendix E: How to Update Emergency Contact Information

### **Update your Contact Info and Security Settings**

If you forget your Dayforce password, you can use the **Forgot Password** link at the bottom of the Login box, but **ONLY** if you have completed the steps below. You must specify at least one verified email address with alerts enabled and you must specify two security questions. **Please take the time to complete these steps now, before you need them.**

### Your Profile

You can view and update your personal information on the **Profile & Settings > Profile** tab, including your email addresses, phone numbers and emergency contacts. **Please note that the ability to update your mailing address will be added in the future.**



### View and Edit Your Contact Information

Your **Phone Numbers** and **Email Addresses** (you can have more than one of each) are displayed on the **Contact Information** widget. You can add or update information by clicking the **Edit** button.



On the **Contact Information** screen there is an **Alerts** checkbox next to each contact type. These Alerts are strictly related to Dayforce HCM Alerts, such as the **Forgot Password self-reset**, **Vacation Approvals**, etc. To utilize these Alerts, you **MUST** have at least one verified email address with Alerts enabled.

**IMPORTANT:** *Select the Alerts check box and click the Verify button. You will receive two emails. Please click the **Verify Your Email** button inside these emails.*



### Emergency Alert System

The THF Security team is implementing an Emergency Alert System

