



SAFETY AND SECURITY INFORMATION – MACOMB UNIVERSITY CENTER SITE

POLICY AND PROCEDURES

IN THE EVENT OF ANY EMERGENCY, CALL MACOMB CAMPUS POLICE AT EXTENSION 2123 OR 911 FROM ANY CAMPUS WALL PHONE.

- **CAMPUS OVERVIEW:** The Macomb University Center (UC) consists of four connected buildings. The UC is shared by many college and university programs and community groups. MSUCOM utilizes all of UC-4 and specific classrooms in UC-3 on a regular basis. Some special events may be held in UC-1, which includes two auditoriums and a large meeting hall.
- **BUILDING ACCESS TO UC-4:** MSUCOM-Macomb students may use their activated MSU ID badge to access UC-4 24 hours a day, seven days a week at the west entrance. The badge will also permit access to the student lounge, locker room, anatomy hallway, and OMM/Histology/LRC hallway.
- **BUILDING ACCESS TO UC-1, UC-2, AND UC-3:** UC Buildings 1, 2, and 3 are open Monday through Thursday from 6:00 am to 10:00 pm, Friday from 6:00 am to 6:00 pm, and Saturday from 7:00 am to 4:30 pm. These buildings may be open later for evening classes and are closed on Sunday and holidays. MSUCOM students may utilize any open classrooms in UC-3 on the first or second floor, as well as the UC-3 Atrium, at any time. Students should leave classrooms as they found them (move furniture back, clean up trash, clean off whiteboards). In general, MSUCOM utilizes UC-1 only for scheduled events and does not utilize UC-2.
- **PREVENTING UNAUTHORIZED ACCESS:** To promote the security of the facilities, students may not prop open any doors.
- **EMERGENCY INFORMATION:** Color-coded Emergency Guideline charts are posted in all classrooms and throughout the facility.
- **MCC CAMPUS POLICE:** Campus police can be called from any campus wall phone. For emergencies, dialing 911 will put you directly through to MCC Police dispatch. For non-emergencies, dial 2123 from any wall phone (e.g. to request a campus police escort to your vehicle). From a cell phone, dial (586) 263-2123 to reach MCC Police. Blue emergency phones are located in the parking lots and near the west entrance to UC-4. Dialing 911 from a cell phone will connect you to Clinton Township Police.
- **INJURIES ON CAMPUS:** For injuries that require medical attention, medical treatment can be sought at any local hospital emergency room via private car or, for ambulance transport, by

dialing 911 or MCC campus police at extension 2123. The closest medical facility for MSUCOM-Macomb staff and students is the emergency room at Henry Ford Macomb Hospital. Please note, you may be responsible for medical expenses incurred.

- **GROSS ANATOMY LAB SAFETY:** The Gross Anatomy Lab (GAL) has two eye-wash stations and a first aid kit. Contact an anatomy lab instructor or blue coat if injuries occur. Safety information is posted in the GAL.
- **DAMAGE TO ANATOMY LAB SPECIMENS:** During normal business hours, please notify Lab or Administrative personnel. If an incident occurs after hours, please contact Lindsay Rhadigan @ 810-278-6766 and leave a note under the lab office door with the following information: your name, donor number, description of incident, damage to cadaver noted and date and time of incident.
- **WALL PHONE SYSTEM:** The wall phones located in every classroom and other rooms at MSUCOM-Macomb also serve to display emergency messages. Training will be provided to MSUCOM-Macomb students at orientation.
- **CAMPUS CLOSURES:** On occasion, such as during severe weather, Macomb Community College may cancel classes or close the campus. Please note that decisions about closing MSUCOM-Macomb will be made separately. MSUCOM classes and events may proceed as scheduled even if other facilities at MCC are closed. You will receive email messages to let you know if MSUCOM-Macomb classes or events are cancelled.
- **EMERGENCY ALERTS:** Messages regarding inclement weather or security issues can be received via text message. Students, faculty, and staff are encouraged to sign up for text message alerts from MCC by texting MACOMB to 226787.
- **BUILDING SECURITY ALERTS:** In the event of an intruder or other security situation, MCC Police may issue a lock-down alert. Students, faculty, and staff should close and lock doors and shelter-in-place until an all-clear message is given.
- **SEVERE WEATHER SHELTER AREAS:** Look for posted shelter areas on the first floor in UC-4 (GAL and hallway restrooms) and UC-3 (restrooms).
- **FIRE:** Call 911 from any campus wall phone. Fire alarms are also located throughout the building. If an evacuation is ordered due to fire or other issues, the MSUCOM-Macomb gathering point is on the grass by the dumpster, beyond the circle drive. Please do not stand in roadways or parking areas and do not re-enter the building until an "all clear" is given.
- **NON EMERGENCY ISSUES (i.e. THEFT, SUSPICIOUS PERSON, ETC):** Contact MCC Police at extension 2123.