



**MADONNA UNIVERSITY  
DEPARTMENT OF CAMPUS SAFETY**

*For campus emergencies, contact:*

**5442 or 911 via campus phones**

**734-432-5442 via cell phone or off-campus landline**

**LIVONIA POLICE DEPARTMENT**

**9-911 via campus phone**

**911 via cell phone or off-campus landline**

Card 1 Rear

## ACTIVE SHOOTER/INTRUDER – LOCKDOWN

**Livonia Police: 911 via cell phone, 9-911 via campus phone**  
**Campus Safety: 5442 via campus phone, 734-432-5442 via cell phone**

### Call **911**, then Campus Safety

Provide the following information:

- Your name and location (including building and room number).
- If you were able to see the offender(s), then give a description and location of the person(s).
- If there are victims, give their location and number injured.

These guidelines cannot cover every possible situation. They serve as an awareness tool likely to reduce the number of injuries or fatalities if followed.

Your response to an active shooter or intruder is dictated by the specific situation. Try to remain calm – your actions will influence others. Trust your instincts. If you are inside a building and hear gunshots and you cannot safely flee the building, do the following:

### Lockdown – Secure the Immediate Area

Remove the “active shooter” magnet from the door jam, lock and barricade the door. If the door doesn’t lock, barricade it. Block the door using desks, tables, file cabinets, other furniture, etc.

**Turn off the lights and cover the windows** so it appears as if no one is in the room.

**Stay Behind Solid Objects** and away from the door as much as possible.

**Silence Your Cell Phone.** Have one person contact **911** and leave an open line so the officer can hear what is happening. Turn off all devices that make sound.

**Spread Out in the Room and Discuss a Plan** to attack the intruder if the person enters the room.

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**Arm Yourself** with anything in the room that can be used as a weapon or thrown at the intruder to distract them.

- Intruders may knock on the door and ask to be let in pretending to be victims or use someone that you know to get you to open the secure door so that they will have access to more victims.
- If you hear gun fire and a fire alarm, be aware that sometimes the intruder will pull the fire alarm to get victims out of hiding.

### **Stay in Hiding**

Stay in hiding until you receive further instructions from the Police or Campus Safety, such as “remain in the classroom until an Officer arrives at the door” or you are given an “ALL CLEAR” notification via a Rave text message.

- If you hear gunshots or there is a report of someone shooting and you are outside of a building, do the following:
  - a. Find cover and hide. If there is nowhere to hide, then run to the nearest place of cover. Do not run in a straight line.
  - b. Call **911**, then Campus Safety at **734-432-5442** via cell phone.
  - c. Keep objects between you and the shooter.
  - d. Warn others in the area.
  - e. Stay in hiding until Police or Campus Safety give the “ALL CLEAR” or other instructions.

## BOMB THREATS

If you receive a bomb threat, remain calm and professional. Listen carefully to the caller and get as much information as possible.

- Ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is it right now?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. What will cause it to explode?
  - f. Did you place the bomb?
  - g. Why?
  - h. Where are you calling from?
  - i. What is your name/address?
- Write down the following information:
  - a. The exact wording of the threat.
  - b. Sex, race, age and nationality of the caller.
  - c. Telephone number where call was received.
  - d. Date, time and length of the call.
  - e. Details regarding the caller's voice.
  - f. Background sounds.
  - g. Threat language (i.e., educated, irrational, hostile, etc.)
  - h. Any additional pertinent information.
- During the call, attempt to alert a coworker that you are receiving a bomb threat. That person should contact the Department of Campus Safety. If you are alone when the call ends, immediately contact Campus Safety at **734-432-5442 (5442 or 911** via campus phone) with information about the bomb threat. After you have contacted Campus Safety, report to your direct supervisor.

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## Building Evacuations

The decision to evacuate shall be made by Campus Safety and the Livonia Police.

- When an evacuation is initiated, leave by using the nearest safe exit and alert others to do the same.
  - Leave doors open to all evacuated areas (except laboratory facilities).
  - Do not use elevators.
  - Once outside, proceed to a clear, sheltered area at least **500 feet away from the building or location evacuated** or as directed by emergency personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
  - Occupants of evacuated buildings will not be allowed to return to the building prior to 30 minutes after the stated time of detonation (or as otherwise directed by Campus Safety or the Livonia Police).
- Smoking and/or the use of hand-held electric devices, including two-way radios, cell phones, tablets, etc., are prohibited inside and within **500 feet outside of any building or location** in which there is a potential bomb.
  - Once outside, proceed to a clear, sheltered area as directed by emergency personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
  - A Bomb Threat Checklist must be completed by the recipient of the call and presented to the responding Campus Safety Officer. If the situation warrants, Campus Safety will also notify the Livonia Police Department or the Michigan State Police Bomb Squad.

## CHEMICAL SPILLS

- Immediately report any hazardous chemical spills to the Department of Campus Safety at **734-432-5442 (5442 or 911** via campus phone), or activate the nearest emergency phone.
- When reporting the existence of a chemical spill, provide the following information:
  - a. Your name and location.
  - b. Possible injuries or exposures.
  - c. Name and/or description of material spilled, if known.
  - d. Estimated amount.
  - e. Exact location of spill.
  - f. Physical characteristics of the release (e.g., color, odor, liquid/solid/gas).
  - g. Actions you have taken.
- Vacate the affected area at once. Seal off the affected area to prevent further contamination and to minimize the tracking of any spilled contaminants.
- Anyone who may be contaminated should avoid contact with others and remain in the area of the incident.
- Immediately remove contaminated clothing and place it in a red hazardous materials bag for clean up or disposal. Do not remove contaminated clothing from the spill site. Appropriate measures will be determined by Facilities.
- If the contaminant does not react or activate with water, then wash contaminated portions of the body for a minimum 15 minutes.
- The Director of Campus Safety or designee will assess the circumstances and determine whether a full evacuation of the building is required. If an evacuation is initiated, Campus Safety will do so.
- Do not return to an evacuated building unless authorized by a Firefighter, Campus Safety Officer or Police Officer.

ELEVATOR MALFUNCTIONS ⇨

## ELEVATOR MALFUNCTIONS

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If you are trapped in an elevator, press the emergency phone button which will ring Campus Safety or press the emergency alarm, which will signal for help. **Do not attempt to exit a stalled elevator unless told to do so by emergency personnel.**

- If you receive notice that an elevator has malfunctioned, notify Campus Safety at **734-432-5442 (5442 or 911** from a campus phone), or activate the nearest emergency phone. Provide the following information:
  - a. Your name, other individuals present and location.
  - b. Location of the malfunctioning elevator.
  - c. Present situation.
- A person stranded in an elevator needs to be reassured that help is coming. Keep in contact with the stranded person until help arrives. Do not attempt to force the elevator doors open. If you find an inoperative elevator without occupants, notify the Department of Campus Safety.



## EXPLOSIONS

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In the event of an explosion on campus, take the following actions:

- Immediately take cover under tables, desks, or other objects that could protect against falling glass and debris.
- Contact [911](#), then Campus Safety at **734-432-5442** (**5442** via campus phone), or activate the nearest emergency phone. Give your name and describe the location and nature of the emergency.
- In the event of a fire/explosion, activate the building fire alarm and evacuate the affected building by the nearest safe exit.
- If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the damaged area and notify emergency personnel of their location.
- Do not use elevators.
- Once outside, move to a clear, sheltered area that is at least 500 ft. away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to the evacuated building unless authorized by a Firefighter, Campus Safety Officer or Police Officer.



## FIRES

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- Know the location of all fire extinguishers, fire exits, and alarm systems, and how to use them.
- If a fire emergency exists, immediately activate the building fire alarm.
- **Do not risk your life or safety!** If a minor fire appears controllable, immediately activate building fire alarm, then if you feel your safety is not at risk, retrieve a fire extinguisher and discharge it toward the base of the flame and sweep back and forth from front to rear.
- Take appropriate precautions to ensure your personal safety.
- When you are in a safe area away from the fire, contact **911**, then Campus Safety at **734-432-5442 (5442 via campus phone)**, or activate the nearest emergency phone. Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the officer.
- Evacuate the affected building by the nearest safe exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest safe stairwell and alert emergency personnel of their location.
- Always evacuate a building when the fire alarm is ringing (except in the event of an active shooter).
- Do not use elevators.
- Once outside, move to a clear, sheltered area that is at least 500 ft. away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- After an evacuation, report to a designated assembly point. Stay there until an accurate headcount is taken.
- Do not return to or enter an evacuated building unless authorized by a Firefighter, Campus Safety Officer or Police Officer.
- Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay low to the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location. If possible, seal around doors to prevent smoke entry. Remain calm.

NATURAL GAS LEAKS ➞

## NATURAL GAS LEAKS

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- If you smell natural gas and suspect a gas leak, evacuate the building by using the nearest safe exit and advise others to do the same.
- Do not switch on lights or use electrical equipment, cell phones or elevators.
- From a safe location, contact Campus Safety at **734-432-5442** via cell phone (**5442** or **911** from a campus phone), or activate the nearest emergency phone and state the suspected location of the leak.
- If individuals with disabilities cannot safely evacuate or move to the lower level of the building, assist them to the nearest safe stairwell or exit and notify emergency personnel of their location.
- Once outside, move away from the building. Keep walkways, fire lanes and hydrants clear for emergency personnel.
- Do not return to an evacuated building unless authorized by a uniformed Campus Safety Officer.

## MEDICAL EMERGENCIES/FIRST AID/DEATH

- If a serious injury, illness or death occurs on campus, immediately contact **911** then Department of Campus Safety at **(734) 432-5442** (**5442** via campus phone), or activate the nearest emergency phone. Give your name, a description of the medical emergency, and the location of the victim. Do not hang up until released by the **911** dispatcher or Campus Safety Officer.
- If conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs, including the right to refuse treatment.
- Keep the victim still and comfortable until help arrives. Do not move the victim unless unsafe conditions exist.
- First aid assistance is available through Campus Safety and AED cabinets are located throughout the campus.
- AED/CPR response is available through Campus Safety.

POWER OUTAGE ⇔

MEDICAL EMERGENCIES/FIRST AID/DEATH

POWER OUTAGE

## POWER OUTAGE

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In the event of a power outage, power may be out in a portion of a building, an entire building, or the entire campus or branch center. Procedures for affected areas will be the same in all instances.

- Immediately report any power outages to Campus Safety at **734-432-5442 (5442 or 911** via campus phone), or activate the nearest emergency phone.
- Emergency lighting systems will activate so that pathways to all fire exits are lit.
- Evacuate the affected building by the nearest fire exit. If persons with disabilities cannot safely evacuate the building on their own, assist them to the nearest fire stairwell and alert emergency personnel of their location.
- Do not attempt to use elevators to exit the building.
- Take appropriate precautions to ensure your personal safety.
- Once outside, move to the designated assembly point and remain there until an accurate headcount is taken.
- Do not return to or enter an evacuated building unless authorized by a uniformed Campus Safety Officer.
- Campus Safety will notify Facilities.
- Campus Safety will respond to the affected area to secure the scene and assist in evacuation.
- Facilities will respond to affected area to evaluate the situation.
- Facilities and/or Campus Safety (at the direction from the Facilities Director), will contact Detroit Edison if needed.
- Campus Safety will get authorization from Detroit Edison prior to allowing people to re-enter.

## PSYCHOLOGICAL CRISIS

Madonna University has a Licensed Professional Counselor along with Ulliance (a 24-hour service) available to aid students and/or employees needing assistance in dealing with any issues involving a traumatic incident at Madonna University. Their training qualifies them to help with issues such as: anxiety, post-traumatic stress, depression and/or grief. Should a student's issues be more than what can be addressed in a college counseling environment, our counselor can provide students with appropriate outside resources to support them.

A psychological crisis exists when an individual is threatening harm to themselves or others or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. Notify Campus Safety at **734-432-5442** (5442 or [911](#) via campus phone), or activate the nearest emergency phone.  
Provide the following information:
  - a. Your name and location.
  - b. Precise location of the incident.
  - c. Advise of any injuries.
  - d. Individual's name, if known.
  - e. Observed symptoms or behavior.
2. Avoid aggravating the situation. Do not argue with the individual. Do not attempt to physically detain or restrain him/her.
3. Do not endanger your own safety.
4. Upon arrival of Campus Safety personnel, a determination will be made as to the need for emergency medical services or to contact the Director of Disability Resources to get a counselor to assist.
5. Ulliance can be contacted at **1-800-448-8326**.





## SEXUAL ASSAULT, SEXUAL DISCRIMINATION AND/OR SEXUAL HARASSMENT

Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of sexual discrimination prohibited by Title IX. It creates a hostile environment that has no place on campus, and it is something we take very seriously as we work to keep you safe and to respond effectively and immediately when you are in trouble.

What constitutes sexual harassment? According to the Department of Education's Office for Civil Rights, it is conduct that:

- Is sexual in nature.
- Is unwelcome.
- Denies or limits a student's ability to participate in or benefit via school's education program.

Sexual violence is a form of sexual harassment, prohibited by Title IX, which includes conduct that is criminal in nature.

There are many types of sexual violence, not all of which include physical contact between the victim and the perpetrator. They include sexual harassment, threats and peeping.

Examples of sexual violence that include physical contact are:

- Rape.
- Sexual assault.
- Sexual battery.
- Sexual coercion.
- Unwanted touching.
- Dating violence.
- Sexually motivated stalking.

### Title IX Coordinator

The Title IX Coordinator can be contacted at **734-432-5656**.

Responsibilities include:

- Overseeing all Title IX complaints and investigations to provide prompt, fair and equitable resolutions.
- Identifying and addressing any patterns or systemic problems that arise.
- Being available to meet with students, provide support and answer questions.

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- Working with other college officials.
- Coordinating training, education and communication pertaining to Title IX.
- Not having other job responsibilities that may create a conflict of interest.
- Being available to assist university employees regarding how to respond appropriately to reports of sexual violence.
- Ensuring that our institution carries out its Title IX responsibilities.

You can talk with any of us here on campus if you or someone you know is experiencing sexual harassment/sexual violence. We can provide support and connect you to resources right away! We are here to deter gender-based discrimination and make our campus a safer, more welcoming place to be.

## SEVERE WEATHER/TORNADO WARNING

1. Severe Weather is a weather condition that could create a danger to faculty, staff and students. This includes such conditions as dangerous temperatures, snow, ice, wind and rain.
2. Tornado Emergencies:
  - a. A watch means that a tornado or violent weather is likely to develop. Employees are expected to be alerted to changing weather situations and be prepared to act if necessary.
  - b. A warning means that a tornado or violent weather has been spotted in the immediate area.

### The following procedures should be followed:

- Stay away from windows.
- Close all doors leading into tornado shelter areas.
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- Do not use elevators.
- Protect your head and face. Cover your eyes with your hands. Coats, jackets and books may be used to cover head, arms and legs to protect them from flying glass and other debris.
- If persons with disabilities cannot safely move to the lowest level of the building, assist them to an interior room or hallway that is away from windows.
- Campus Safety will provide regular updates based on information from the local civil defense agency.

If a Tornado Warning is in effect at class dismissal time, every effort should be made to retain students in a safe area in the building until weather conditions permit their safe release.



## SUSPICIOUS PACKAGE/OBJECT

If you observe a suspicious object, this could be a potential bomb. **DO NOT HANDLE OR APPROACH THE OBJECT!** Immediately clear the surrounding area and contact Campus Safety at **743-432-5442 (5442 or 911** via campus phone) or activate the nearest emergency phone. Report the location and description of the object.

### Identifying a Suspicious Package and Letters:

- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Title, but no name.
- Misspellings of common words.
- Oily stains, discolorations or odor.
- Powdery substance on the package.
- Excessive weight.
- Lopsided or uneven packaging.
- Protruding wires or aluminum foil.
- Visual distractions.
- Ticking sound.
- Excessive security material such as masking tape, string, etc.
- Marked with restrictive endorsements such as “Personal,” “Confidential,” or “Do not X-Ray.”
- Strange return address or no return address.
- Shows a city or state in the postmark that does not match the return address.
- Is marked with a threatening message.

### When a Package Has Been Identified as Suspicious:

- Stay calm and do not panic.
- Do not move, shake, or handle, the suspicious package or letter.
- Do not sniff, touch, taste or look inside.
- Do not show it to others.
- Call Campus Safety at **734-432-5442 (5442 or 911** via campus phone), or activate the nearest emergency phone.
- If there is reason to suspect that a package may contain an explosive device, leave the area immediately.
- If powder or a suspicious substance spills via package or letter do the following:
  - a. Do not clean up the powder or substance.
  - b. Turn off any fans or ventilation units in the area (if readily available).
  - c. Notify Facilities to shut down the air handling system in the building.
  - d. Leave the area immediately. Close the door or section off the area to prevent others from entering.
  - e. Wash your hands with soap and water to prevent spreading the powder or substance to your face.
  - f. Remove heavily contaminated clothing as soon as possible. Place the contaminated clothing in a plastic bag or a container that can be sealed. Give the clothing bag to Campus Safety.
  - g. If contaminated, shower with soap and water as soon as possible.
  - h. List all people who were in the area when the suspicious package was recognized and give this information to Campus Safety.

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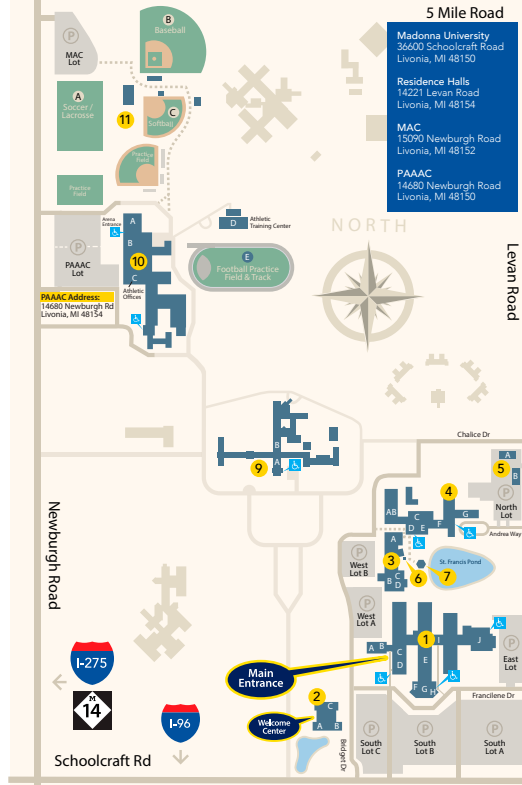
## VIOLENT OR CRIMINAL BEHAVIOR

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1. If you are a victim or observe a criminal act or suspicious person on campus, immediately notify the Department of Campus Safety at **734-432-5442 (5442 or 911** via campus phone), or activate the nearest emergency phone. When reporting the incident, provide the following information:
  - Your name and location.
  - Nature of the incident.
  - Location, date and time of the incident.
  - Description of person(s) involved.
  - Description of property involved.
  - Any additional pertinent information.
2. If you are a victim of theft, take the following action:
  - Go to a safe place and notify Campus Safety.
  - Follow the instructions of the officer.
  - Do not touch anything that may have been handled by the perpetrator.
  - Explain to the responding officer everything you observed, including telling the officer if you touched or moved anything.
3. If you are a victim of a violent/personal crime, take the following action:
  - **Be observant!** The more information you can provide, the better chance the suspect will be apprehended. Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
  - As soon as possible, get to a safe place and call **911**. Notify Campus Safety at **743-432-5442 (5442** via campus phone), or activate the nearest emergency phone.
  - Advise officer(s) of the nature and location of the incident, your location, if medical assistance is needed and provide a description and direction of travel of the suspect.
  - Meet with the officer to file a complaint and initiate an investigation.

# MADONNA UNIVERSITY

## Main Campus Map • Livonia, MI



- ### CAMPUS KEY
- 1 Administration Building**
    - A) Enrollment Services (level 2)
    - B) Admissions (level 2)
    - C) Undergraduate
    - D) Graduate
    - E) Ford Motor Technology Wing
    - F) Graduate School Office (level 2)
    - G) Science Lecture Hall
    - H) Kresge Hall
    - I) Library (level 2)
    - J) Exhibit Gallery (level 2)
    - K) Take 5 Lounge & Starbucks
    - L) Gymnasium / Activities Center
  - 2 Welcome Center**
    - A) Advancement Office
    - B) Human Resources
    - C) Great Room
  - 3 Franciscan Center**
    - A) Derry Broadcast & Cinema Arts Studio
    - B) Suchyta Lecture Hall (S100)
    - C) Sr. Mary Danatha Gathering Center
    - D) Spirit Store
  - 4 University Center**
    - A) Campus Safety
    - B) West Wing Residence Hall (level 2 & 3)
    - C) Dining Hall (level 2)
    - D) Chapel
    - E) Fitness Center
    - F) Dance Studio
    - G) East Wing Residence Hall
  - 5 Residence Halls**
    - A) Living Learning Community Center (LLC)
    - B) Apartment Living Center (ALC)
  - 6 Cardinals Square**
  - 7 Gazebo**
  - 8 Angelo DiPonio Building**
  - 9 Presentation of the Blessed Virgin Mary (BVM) Central Convent**
    - A) BVM Chapel
    - B) DeSales Hall (lower level)
  - 10 Performing Arts, Athletic & Academic Center (PAAAC)**
    - A) Alliance Catholic Credit Union Arena
    - B) Multipurpose Room
    - C) Athletic Offices
    - D) Athletic Training Center (coming soon)
    - E) Football Practice Field & Track
  - 11 Madonna Athletic Complex**
    - A) Soccer and Lacrosse Field
    - B) Illich Ballpark
    - C) University Field

April 2021

# MADONNA UNIVERSITY

## Main Campus • Partial Map • Livonia, MI

Madonna University | 36600 Schoolcraft Road | Livonia, Michigan 48150 | 734-432-5300 | madonna.edu

- 1 Administration Building**
  - A) Enrollment Services (level 2)
  - B) Admissions (level 2)
  - C) Undergraduate Graduate
  - D) Ford Motor Technology Wing
  - E) Graduate School Office (level 2)
  - F) Science Lecture Hall
  - G) Kresge Hall
  - H) Library (level 2)
  - I) Exhibit Gallery (level 2)
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  - A) BVM Chapel
  - B) DeSales Hall (lower level)

# MADONNA UNIVERSITY

## PAAAC | MAC • Partial Map • Livonia, MI

### MAP KEY

- 1 Madonna Athletic Complex**
  - A) Soccer and Lacrosse Field
  - B) Ilitch Ballpark
  - C) University Field
- 2 Performing Arts, Athletic & Academic Center (PAAAC)**
  - A) Alliance Catholic Credit Union Arena
  - B) Multipurpose Room
  - C) Athletic Offices
  - D) Athletic Training Center (coming soon)
  - E) Football Practice Field & Track

Madonna University, PAAAC | MAC  
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