

THOMAS M. COOLEY LAW SCHOOL  
POLICY REGARDING EMERGENCY RESPONSE  
AND EVACUATION PROCEDURES

July 1, 2010

In the interests of protecting the safety of students, employees, and guests, Thomas M. Cooley Law School has established a set of procedures (“Emergency Procedures”) to use if an emergency arises. These procedures are based upon guidance provided by Cooley’s Access Control provider and by key Cooley personnel. The procedures present a systematic approach for managing and responding to various types of emergencies that can threaten the health and safety of members of the Cooley community.

The Vice President of Operations/Chief Operating Officer (“COO”) or his designee is responsible for directing the Law School’s efforts in response to an emergency. The Emergency Procedures identify other individuals responsible for providing emergency response and critical support services, and it describes their respective roles and responsibilities.

Notification of a Closing, an Emergency, or a Disaster

The Emergency Procedures describe the process Cooley uses to confirm and report an emergency event. The COO, members of the Operations Division, and Access Control Officers located near the entrances of various buildings, assess the danger and potential threat the event may pose to the safety of the campus community and determine the appropriate course of action in light of the specific circumstances. If an emergency occurs that warrants notification, the COO determines the content of the notification and initiates the notification system, unless he determines that the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Cooley has a variety of means to provide emergency, disaster, and weather closing information to students, employees, and the public.

- Local Media

In association with the Associate Deans of the various campuses, the Office of Communications coordinates connections with all major media outlets to provide closing or emergency notifications. Various radio and television stations may be notified of campus closings, emergencies, or disasters occurring at Cooley. Because circumstances may be unique to each campus, Cooley students and employees should monitor the following stations:

Auburn Hills and Ann Arbor:

WJBK-TV FOX 2  
WDIV-TV Channel 4  
WXYZ-TV Channel 7  
WJR AM 760  
WWJ AM 950

Lansing:

WILX-TV 10  
FOX-TV 47

Grand Rapids:

WOOD-TV 8  
WZZM-TV 13  
WWMT-TV 3

- Telephone from Cooley to Internal Voice Mailboxes

A system-wide message may be placed to the telephone voice mailbox of all Cooley telephone extensions in appropriate circumstances.

- Telephone to Cooley: The Cooley Auto-Attendant

The following telephone numbers may provide a pre-recorded message about weather closings, emergencies or disasters on campus:

Lansing: (517) 371-5140

Auburn Hills: (248) 751-7800

Grand Rapids: (616) 301-6800

Ann Arbor: (734) 372-4900

- Warning Sirens

The National Weather Service warning sirens located in the communities surrounding Cooley's campuses will sound in the event of a tornado warning. The sirens are tested on the first Friday or Saturday of most months, at noon or 1:00 pm, depending on the community.

- Building Evacuation Alarms

Cooley's buildings have an evacuation alarm as well as a voice PA system by which instructions can be given.

- Cooley Web Site and Portal

Cooley may post to its public website ([www.cooley.edu](http://www.cooley.edu)) and to its internal portal for students and employees ([portal.cooley.edu](http://portal.cooley.edu)) pertinent information and instructions in the event of a closing, emergency, or disaster.

- E-mail Transmission

A mass e-mail may be sent to the Cooley campus community with pertinent closing, emergency, or disaster information or instructions.

- Operations Management and Access Control Cell Phones

Key personnel within the Cooley Operations Department and its Access Control staff possess cellular telephones to facilitate communications if an emergency or disaster occurs.

### Emergency Response and Evacuation Testing Procedures

Cooley's Emergency Procedures designate responsibility for responding to and reporting an emergency. Cooley has a plan for evacuation or sheltering, as the case may be, and for notifying and assisting public service personnel (police, fire, etc.) if an emergency occurs. Designated members of Cooley's Operations Department and its Access Control Officers have training on how to implement the evacuation and sheltering plans.

Evacuation and sheltering drills are conducted routinely, typically without prior notice to students, faculty, and staff. All persons inside Cooley buildings are expected to comply with alarms sounded during drills. Certain Cooley employees and Access Control Officers are assigned specific duties to make sure floors are cleared, the locations of persons with disabilities are noted, and other similar duties.

Cooley maintains records of drills, documenting the date, time, and description of the drill, as well as whether it was announced or unannounced. These records are available by request to the Office of the General Counsel.

### Evacuation and Sheltering Procedures

Evacuation and sheltering procedures for students, employees, and guests are set forth below and are available on the Cooley website at <http://www.cooley.edu/overview/emergency.html>

### Tornado / Severe Weather Alarm

When a Severe Weather Warning alarm sounds, take the following precautions:

- Do not attempt to exit the building.
- Evacuate to the nearest designated shelter area.
- Avoid areas with windows and doors that lead directly to the outside.
- If possible, assist people with mobility difficulty.
- Do not use elevators in an emergency.

### Fire Alarm

When a fire alarm sounds, take the following precautions:

- Exit the building promptly and in an orderly manner by using the stairways only.
- Once outside the building, move away from building.
- If possible, assist people with mobility difficulty to a fire safe stairwell. All stairwells are fire safe except the middle stairwell of the Temple Building.
- Report the location of the individual to the emergency personnel.
- Do not use elevators in an emergency.

### Crime Awareness and Reporting

Any life-threatening emergency is to be reported to local authorities by dialing 911.

Students, faculty, and staff are required to immediately report criminal actions or other emergencies which occur on law school property to the Access Control Officer located at the front desk of each building.

The school official will complete the appropriate incident report form that will be delivered to the appropriate management.

Publication Annually

Cooley will provide this information to students, employees, and the public in ways reasonably calculated to inform them, including through posting on the Cooley employee and student portal and on the Cooley website. Cooley will also notify students and employees at least once annually of this material via e-mail or other electronic means, with a specific link to the material posted on the portal or website. Cooley will make this material available in paper copy on request.