



# Emergency Action Guidelines Quick Reference Shelter Locations



**Ann Arbor Art Fair 2017**

***For Fair Directors, Staff, Volunteers, and Artists***

**Ann Arbor Police Department-Ann Arbor Fire Department**

**University of Michigan Police Department**

**City of Ann Arbor Office of Emergency Management**

## **Everyone is responsible for the Safety and Security of the Event**

- **Be aware of your surroundings and report any suspicious behavior or activity**
- **Know what to do in the event of a medical emergency and how to report a crime**
- **Keep informed of weather conditions and know the locations of designated shelter areas**
- **Maintain a communication system with your staff and volunteers**
- **Always wait for the "All Clear" before resuming normal activities**

### **Weather Related:**

**Watch/Advisory/Special Statement:** Directors will assure that this information is disseminated to their staff and artists as heads-up awareness, reminding everyone of shelter locations.

**Warning:** Tornado or Severe Thunderstorm – Sirens will sound which means take cover. Directors, staff and volunteers will direct their groups to designated shelter areas, open buildings (merchants). Be mindful of your personal safety. Public Safety will also direct people to shelter areas and open buildings via verbal commands and/or public address systems.

### **Other Emergencies - Always call 911 first:**

**Medical Emergency:** Call 911 first giving exact location and nature of the emergency. Do not move the victim. Provide care if trained/assist with crowd control until first response arrives. Continue to assist with crowd control.

**Crime/Assault/Theft:** Call 911 to report the incident and follow the dispatcher's instructions. Try to remember as many details as possible.

**Missing Child:** Call 911 to report and stay with the reporting person until Police arrive to gather a description. If you see a child who appears to be lost, call 911, stay with the child, and provide comfort. The child may be wearing a safety wristband with the parent/caretaker cell number on the inside. Please have a Police Officer present when the wristband is removed and during reunification. You may be asked to go to an info booth to provide a meeting point for the parent/caretaker.

**Fire:** Call 911 with exact location. Direct people away if safe to do so.

**Bomb Threat:** May be written, by telephone, or verbal. Call 911 to report and follow the dispatcher's instructions. Try to remember as much about the call and caller as you can.

**Weapon/Active Shooter:** Warn others to take cover, move away, stay low, barricade yourself, or look for other protection. Call 911 as soon as it is safe to do so.

**Civil Unrest:** Defined as a gathering, protest or demonstration that could escalate into safety issues. Call 911

**Hazardous Material:** Quickly move away and upwind from the spill. Report to 911, direct people away.

## Identification and Reporting of Suspicious Activity and Behavior

*Trust your Instincts, If it Feels Wrong; Don't Ignore It*



### SUSPICIOUS BEHAVIORS:

**You cannot identify suspicious behavior or persons by appearance, nationality, language, or religion**

**Surveillance:** Someone is recording or monitoring activities. This may include the use of cameras beyond normal tourism (still or video), such as taking pictures of critical facilities or equipment, note taking, drawing diagrams, making notes on maps, or using binoculars.

**Elicitation:** Someone is asking questions about operations, capabilities, schedules, or people beyond normal curiosity. Suspicious questions may be those trying to gather information about the number of police officers or volunteers working the event and what times they are working. Questions about capabilities may include the locations and details about response vehicles such as police cars and ambulances.

**Testing Security:** Someone attempts to breach security or physical barriers or taped off areas in order to measure reaction times of security or response personnel.

**Suspicious Person Out of Place:** Someone who seems out of place or is not engaged in the event, loitering, or causes any concern on your part. Attempts to enter unauthorized areas, avoids contact with others to not draw attention. They may seem nervous or are looking around to see if they are being watched. They may be wearing loose clothing, or clothing not appropriate to body type, or the weather. They may be carrying a bag or backpack that seems inappropriate.

### If You Observe Suspicious Behavior:

**DO NOT** take direct action - **DO NOT** confront the individual - **DO NOT** reveal your suspicions

**DO** record as many details as possible including physical description, location, time, equipment, activity

**DO** notify appropriate authorities as soon as it is safe to do so

**Call 911** for immediate threat or emergencies

**Contact a police officer on site, or, if unable, call 734-994-2911 (Metro Dispatch Non-Emergency)** for observed Suspicious Behavior or Activities that you feel should be assessed.

## SUSPICIOUS ACTIVITIES or OBJECTS:

**Bags, Backpacks, Boxes, Packages:** Anything left unattended near buildings, benches, trash containers, vehicles, or on the street, especially if partially hidden or in unusual locations.

**Other Objects:** Things with exposed wires, signs of leaking, strange smells, or odd shapes.

**Vehicles:** Look for abandoned vehicles, inappropriately parked vehicles near busy areas, tags or license plates that are improper or missing, strange smells or leaking fluids, or an overloaded vehicle.

### If You Observe Suspicious Activities or Objects:

**DO NOT** touch or move any suspicious objects

**DO NOT** use a cell phone or radio in the direct vicinity

**DO** evacuate the area to a safe distance and keep others away

**DO** record as many details as possible including physical description, location, time, equipment, activity

**DO** notify appropriate authorities as soon as it is safe to do so

**Call 911** for immediate threat or emergencies

**Contact a police officer on site, or, if unable, call 734-994-2911 (Metro Dispatch Non-Emergency)** for observed Suspicious Behavior or Activities that you feel should be assessed.



## Suspicious Behavior/Activity/Crime Report

Check One:      Suspicious Behavior       Suspicious Activity       Crime

**When did it happen:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Where did it happen:** Street Address: \_\_\_\_\_  
Nearest Cross Street: \_\_\_\_\_

### Suspect Description:

Sex: M/F: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Complexion: \_\_\_\_\_

Tattoos, amputations, scars and/or other distinguishing marks: \_\_\_\_\_

Noticeable accents or special characteristics of speech: \_\_\_\_\_

### Clothing:

Sex: M/F \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_

Shirt: \_\_\_\_\_ Coat: \_\_\_\_\_ Trousers: \_\_\_\_\_ Shoes: \_\_\_\_\_ Tie: \_\_\_\_\_

Hat: \_\_\_\_\_ Rings, Bracelets, Necklaces, Earrings: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Complexion: \_\_\_\_\_

Tattoos, amputations, scars and/or other distinguishing marks: \_\_\_\_\_

Noticeable accents or special characteristics of speech: \_\_\_\_\_

### Weapon:

Handgun: \_\_\_\_\_ Rifle: \_\_\_\_\_ Knife: \_\_\_\_\_ Club: \_\_\_\_\_ Other: \_\_\_\_\_

### Description of Vehicle:

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Body Style: \_\_\_\_\_ Color: \_\_\_\_\_

License #: \_\_\_\_\_ State (or color of license): \_\_\_\_\_

Identify dents, scratches, wheels, markings: \_\_\_\_\_

### Answer the Following:

Number of Subjects: \_\_\_\_\_ What They Said: \_\_\_\_\_

What Did They Do: \_\_\_\_\_

Direction of Departure: \_\_\_\_\_

Names and Addresses/Phone# of Other Witnesses: \_\_\_\_\_

Your Name and Phone: \_\_\_\_\_

Your Address: \_\_\_\_\_

**Call 911** for immediate threat or emergencies

**Contact a police officer on site, or, if unable, call 734-994-2911 (Metro Dispatch Non-Emergency)** for observed Suspicious Behavior or Activities that you feel should be assessed.



# QUICK REFERENCE

For

## Emergency Action Guidelines – Ann Arbor Art Fair 2017

### Everyone is responsible for the Safety and Security of the Event

- Keep informed of weather conditions and know the locations of designated shelter areas
- Maintain a communication system with your staff and volunteers
- Always wait for the “All Clear” before resuming normal activities

*Read the Emergency Action Guidelines – Ann Arbor Art Fair 2017  
that support this Quick Reference*

Always know your location and be aware of your surroundings

#### **Weather Related**

- *Watch/Advisory/Special Statement* – be aware of conditions and review shelter locations
- *Warning, Tornado or Severe Thunderstorm*, Sirens will sound, seek shelter immediately

#### **Medical Emergency**

- Call 911 first with location and nature of the emergency
- Provide care if trained

#### **Missing Child**

- Call 911 to report and stay with child
- Do not remove the Lost Child Wristband, police officer will remove
- Follow directions of dispatcher for reunification

#### **Fire**

- Call 911 with exact location
- Direct people away

#### **Bomb Threat**

- May be written, by telephone, or verbal
- Call 911
- Try to remember as many details as possible

#### **Weapon/Active Shooter**

- Take cover, stay low, barricade yourself or look for protection
- Call 911 when safe to do so

#### **Hazardous Material**

- Move away and upwind
- Call 911
- Direct others away

#### **Crime/Assault/Theft**

- Call 911 to report
- Try to remember as many details as possible

#### **Suspicious Behavior**

- Trust your instincts
- Surveillance, Elicitation, Testing Security, Suspicious Person Out of Place
- Do not take direct action or confront the individual
- Remember as many details as possible
- Notify authorities as soon as it is safe to do so
- Call 911 for immediate threat or emergencies

#### **Suspicious Activity**

- Be aware of your surroundings
- Bags, Backpacks, Boxes, Packages, anything left unattended especially if partially hidden or in an unusual location
- Things with exposed wires, leaking, strange smells, odd shapes
- Abandoned vehicles, inappropriately parked near busy areas, tags missing, leaking, overloaded
- Call 911 with as much detail as possible and keep others away

*Use the Suspicious Behavior/Activity/Crime Report*

# Shelter List - Ann Arbor Art Fair 2017

## Shelter Locations listed by proximity to individual fairs

### Ann Arbor Street Art Fair

- Fletcher Carport - 200 Fletcher Street
- Palmer Parking Structure - Palmer Drive at Washtenaw
- Thayer Parking Structure - 300 South Thayer Street
- Michigan League – 911 N University

### South University Art Fair

- Forest Parking Deck - 650 South Forest Street
- Church Street Parking Structure - Church at South University
- Hill Street Parking Structure - Hill at E University
- Michigan League – 911 N University

### Summer Art Fair (the Guild)

#### *Main and Liberty*

- Fourth and William Parking Structure - 115 East William Street
- Ann Ashley Parking Garage - 220 North Ashley
- Fourth and Washington Parking Structure – 123 East Washington
- Library Lane Underground Structure - 319 South Fifth Street
- First and Washington Structure - 201 South First Street

#### *State Street*

- Maynard Street Parking Garage - 324 Maynard
- Liberty Square Structure - 510 East Washington
- Hill Street Parking Structure - Hill at E University
- Thompson Street Parking Structure - 500 Thompson Street
- Michigan Union – 503 S State Street

### State Street Area Art Fairs

- Maynard Street Parking Garage - 324 Maynard
- Liberty Square Structure - 510 East Washington Street
- Library Lane Underground Structure - 319 South Fifth Street
- Thayer Parking Structure - 300 South Thayer Street
- Thompson Street Parking Structure - 500 Thompson Street
- Michigan Union 503 S State Street

### Non-Profits Area

- Library Lane Underground Structure - 319 South Fifth Street
- Liberty Square Structure – 510 East Washington Street