

Janice M. Winfrey
City Clerk

City of Detroit
OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

To: The Department or Commission Listed Below

From: Janice M Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

Petition No.	2023-349
Name of Petitioner	Urban Neighborhood Initiatives
Description of Petition	Please see request to hold "UNI Halloween Party" Submitted by Urban Neighborhood Initiatives, located at 1418 Mullane on October 28th, from 12:00 PM to 3:00PM. Set-up to begin October 28 th 10:00 AM with tear-down complete by 5:00PM October 28 th .
Type of Petition	Special Event
Submission Date	10/11/23
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Lisa Rodriguez Urban Neighborhood Initiatives 313-289-5519 lrodriguez@unidetroit.org



Emergency & Safety Procedures



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Utility Outage or Failure Occur

In the event of Utility Outage/Failure:

- This outages and/or failures include: Electrical, Heating, Cooling and Water
- Notify your supervisor immediately of the type of utility outage (electrical, heating, cooling, and water etc.)
- Remain in the same place unless specified otherwise by supervisor
- If the situation exposes staff or youth to danger, implement the appropriate emergency procedures (i.e., evacuation- Springdale Green Park/Area, etc.)
- In the event of an electrical outage/failure restrain from unplugging electrical items, open blinds to let outside light in or use flashlights.
- In the event of heating outage/failure make an effort to keep windows and doors closed to prevent heat from escaping the building.
- Document that all staff that are present. In the event that someone is missing notify your supervisor immediately.
- If for any reason you move to another area, make sure you count all persons once arriving to your destination.



Bodily Fluid Precautions

If a Bodily Fluid Spill Should Occur: (Blood, Vomit, Feces, Saliva, Urine)

- In the event of a bodily fluid spill do not try to clean up the spill unless you are trained and have the proper equipment to perform the clean-up.
- Always treat bodily fluids as though they are infectious.
- The person assigned to clean the spill should always wear disposable gloves when dealing with another person's bodily fluids.
- Avoid getting another person's bodily fluid in your eyes, mouth, open sores, or wounds.
- If bodily fluid spills on you, rinse the affected area immediately, wash with soap and water, and report the exposure to your supervisor immediately.
- Clean up spilled fluids with a germicidal disinfectant or with a freshly made solution of one part bleach to nine parts water (1:9).
- Place contaminated fluids and cleanup materials in a plastic bag, seal the bag and place it in a plastic-lined garbage receptacle.
- After removing gloves, follow good hand-washing practices.
- If a participant is exposed, immediately notify your Supervisor for recommendation and follow up care.



Severe Weather

When Notified of a Severe Weather Watch:

Weather watch- is issued by the National Weather Service when severe weather conditions are possible in the area.

- Always be prepared to respond, if weather conditions worsen.

When Notified of a Severe Weather Warning:

Weather Warning- is issued when severe weather has been sighted or indicated by weather radar. If a severe weather warning is issued for your area, move to your designated area.

- If you can do so safely close blinds and drapes. Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- Do not dismiss staff or youth unless directed by your Supervisor.
- Immediately, in a calm orderly fashion go to the area designated by your Supervisor.
- Make sure all staff and youth are kept together, in a group.
- Always carry the emergency contact sheet for all staff with you and account for all staff and youth once you have reached the designated area. Immediately notify your Supervisor of any missing participants.
- Stay in designated area until directed otherwise by your Supervisor.



Medical Emergencies

If someone becomes ill or is injured:

- Notify your Supervisor immediately if you or another person has become ill or injured.
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- Unless certified, do not attempt to render any first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (i.e., blood, vomit, etc.).
- Comfort the victim and reassure them that medical attention is on the way.
- If necessary, implement appropriate emergency procedures (i.e., Evacuation Area) to ensure that participants are not exposed to trauma or danger.
- Remain calm and reassure participants that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the victim's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene of the medical emergency in the event the incident will require an investigation by the Program Director, Supervisor or Police officials.
- If there area has been evacuated use the emergency contact list to account for all those present. Immediately notify your Supervisor of any missing participants.



Youth-Lost/Missing/Abducted

If a youth/minor is Lost or Missing:

- Remain calm.
- Immediately search the entire facility for the participant (i.e., basement, great hall, upstairs, outside etc.).
- Ask other participants if they know where he/she may be and or/where they last spotted the missing person.
- Report the missing person to your Supervisor.
- Furnish a physical description and clothing information (age, height, weight, hair, color, eye color, color of shirt/pants/coat, medical status if appropriate, etc.).

Advise your Supervisor of any problems that are known to you regarding the participant

If a Participant has been removed from the center and/or left without the Custodial Parent's Permission:

Stranger Alert

- If participants, staff, or parents report a stranger loitering on or around the center property or following participants between home and center, report it immediately to your Supervisor.

Abduction

- Remain calm.
- Report participant abduction, or attempted abduction, to your Supervisor immediately.
- Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.
- Treat custody dispute problems as possible youth abduction.
- Conduct a roll call of the youth participating in the program. Immediately notify your Supervisor of any missing participants.



Hazardous Material Spills

If a Hazardous Material Spill Occurs:

- Notify your Supervisor immediately of the situation immediately.
- Do not attempt to clean up the spill unless you are trained and have the proper equipment to perform the clean-up.
- Attempt to provide ventilation to the affected area by opening the windows.
- Implement the appropriate emergency procedures (i.e., Evacuate Area) to ensure that participants are not exposed to danger.
- Direct the participants to go to the designated area immediately.
- If possible, control access to the affected area by closing doors.
- Check people involved with spilled materials for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the designated area until directed by your Supervisor.



Suicide Threat or Attempt

If a Suicide Threat or attempt Occurs:

- Notify your Supervisor immediately about incident. Provide participant's name if known.
- If necessary, implement the appropriate emergency procedures (i.e., Evacuation Area) to ensure that participants are not exposed to trauma or danger.
- Remain with the situation, working to defuse the crisis by staying calm.
- Reassure everyone involved that everything possible is being done to return the situation to normal.
- Be prepared to provide information on the incident to your Supervisor and Local authorities.
- Rejoin your participants in the designated area once Supervisor, Police and/or Medical personnel have arrived.

Take your sign-in/out and registration forms with you and account for all participants once you have reached the designated area. If any participants are missing, immediately notify your Supervisor.



Suspicious Packages or Envelopes

Characteristics of Suspicious Packages and Envelopes:

- Powdery substance on the outside of the package or envelope
- Unexpected mail or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with your organization or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given their size, lopsided or oddly shaped.
- Unusual amount of tape, string, or other wrapping materials.
- Marked with restrictive endorsements, such as "Fragile", "Personal", "Confidential" or "Rush-Do-Not Delay."
- Strange odor, stains, or noises (rattles, clicking, etc.).
- Appear to contain electrical wire or tin foil.
- Return address not consistent with postmark

If You Find a Suspicious Package or Envelope:

- Isolate the suspicious item. Do not touch or handle any suspicious items found. Absolutely, refrain from opening mail in which you are unsure of their danger.
- Notify your Supervisor of the situation of the suspicious item
- Any person who had direct contact with the package should wash their exposed skin with soap and water.
- Attempt to confirm the contents without opening.
- Contact the addressee and sender, if practical.
- Wait for emergency responders to arrive and follow their directions.
- Advise emergency responders of who was in the area around the time the suspicious package was discovered.



Bomb Threats

If You Receive a Telephone Threat:

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible and listen carefully.
- Note the time of the call and the telephone it came in on.
- Notify your Supervisor immediately

Ask the caller the following questions:

- Where is the bomb?
- When will it explode?
- What does the bomb look like?
- What kind of bomb is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?

If You Receive a Written Threat or Parcel:

- Remain calm
- Notify your Supervisor immediately
- Do not attempt to touch, move or open the parcel.
- Do not use your portable radio or cell phone within 100 ft. of the package
- Keep anyone from handling it or going near it.
- Evacuate the participants out of the immediate area.
- Write down everything you remember about the letter or parcel.
- Save all packing materials

If You Find an Opened Suspicious package:

- Remain calm.
- Conduct a search of your area for any suspicious packages or unidentified backpacks. Never touch any package that is suspicious! If you see something suspicious notify your Supervisor.
- Follow evacuation route which is displayed in the building.
- Avoid running and other movement, since this can detonate certain devices.
- Take your sign-in/out sheet and registration forms with you and account for all participants once you have reached the designated area. If any participants are missing, immediately notify your Supervisor.



Assaults

In the event of Assault: (Physical or Sexual)

- Direct the victim to a private space. Ensure it is a safe place, and assist in making the space comfortable.
- Do not leave the victim alone.
- Report the assault to your direct Supervisor immediately.
- Be prepared to provide as much of the following information as possible to your Supervisor, public safety and the police:

-Your name

-Your location

-What happened?

-Victim's name

-Victim's age

-Location of victim

-Description of the assailant

-Location of the assailant or direction of their escape

- If the victim requires medical attention, see the information tab regarding Medical Emergency in the guide.
- Remain calm; reassure staff that all possible actions are being taken to care for the injured person and to protect others.

NOTE: FOR SEXUAL ASSAULTS

Do not allow the victim to wash or remove any items of clothing. If a victim has removed clothing, place each piece in its own plastic bag using gloves (refer to Bodily Fluid Precaution page of this guide).



Civil Disturbance

If there is a Civil Disturbance:

Outside the Building

- If necessary, implement appropriate emergency procedures (direct staff and program participants to a safe location inside the building, i.e., great hall, basement) to ensure no one is exposed to trauma or danger.
- Notify your Supervisor of the type of disturbance, location and approximate number of people involved.
- Account for all. Report any missing staff to your Supervisor immediately.
- Maintain a calm environment; reassure staff that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the ground.

Inside the Building

- Notify your Supervisor of the type of disturbance, location and number of people involved.
- Keep participants quiet and away from doors and windows.
- Lock center doors and windows.
- Account for all persons. Report any missing staff to your Supervisor immediately.
- Close window shades, curtains or blinds.
- Maintain a calm environment; reassure participants that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact your Supervisor immediately if you have an emergency in or near your workspace.



Weapons

If a Weapon Is Reported:

- Remain calm.
- Send a designated reporting person to notify your Supervisor immediately.
- Ensure the safety of youth and staff by moving everyone to a safe location away from the person with the weapon.
- If necessary, implement the appropriate emergency procedures (i.e., Building Lockdown, Room Lockdown, etc.), to ensure that the participants are not exposed to danger.
- If the reporting person is unable or wants to remain anonymous, follow the steps outlined in the section “If a Staff Member Has Observed a Weapon”...
- The person may remain anonymous.
- Should someone observe a gun or other weapon, instruct them **NOT TO TOUCH IT.**

If a Staff Member Has Observed a Weapon:

- Seek assistance from another staff member or supervisor to report the incident. If it is safe to do so, send a sealed message to your Supervisor with a trusted participant that includes:

-Your name and location

-The name /description of the suspect

-Any information regarding the weapon’s location and type

-Discreetly call the Main Office if the suspect is not present.

•IN ALL CASES- USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT.



Hostage Situation

If There Is a Hostage Situation:

- Notify your Supervisor.
- Follow any instructions received from your Supervisor or Police.
- If directed, report immediately to the designated safe area.
- Secure designated area by locking doors and windows.
- Remain in the designated area until given further directions.
- If directed, follow evacuation orders.
- Stay away from entrance and other areas until given instructions.
- Take your sign-in/out sheet and registration forms with you and account for all staff program participants once you have reached the designated area. If any participants are missing, immediately notify your Supervisor.

If You Are Held Hostage:

- Remain Calm.
- Speak calmly to the hostage-taker(s) but with a firm voice. Do not shout.
- Follow the instructions of the hostage-taker(s).
- DO NOT aggravate the situation by arguing with the hostage-taker(s).
- Calmly inform the hostage-taker(s) of any special needs of people in the building.
- Keep a distance between yourself and the hostage-taker(s) if at all possible.
- DO NOT make any sudden moves. Ask permission before moving around.
- Try to keep all participants calm and under control.
- Use time as a tool to de-escalate the situation.



Fire/Explosions

If You Discover Fire or Smoke: Response to Fire Alarms or Explosions

REMEMBER: RACE: RACE

- **Rescue:** Remove anyone from immediate danger.
- **Alarm:** Notify your Supervisor of the situation and activate the nearest emergency pull station.
- **Contain:** Close all doors to confine smoke and fire.
- **Extinguish/Evacuate:** If the fire is small and you have been trained on how to operate a fire extinguisher, you can attempt to extinguish the fire.
- Otherwise, follow your Evacuation-Building Plan and proceed to the designated safe area outside the building.
- Remain clam, evacuate staff and program participants.
- Once you have reached the designated area, count all staff and participants; report any missing participants to your Supervisor.
- Only return to the building when directed by your Supervisor.

If You Catch on Fire:

- **DO NOT RUN!!!!**
- Stop where you are, Drop to the ground, and Roll over and over to smother the flames.
- If leaving a room, feel the door with the back of your hand before opening it and do not open any
- Never return for personal belongings.
- If smoke is present, stay low. The best quality of air is near the floor.
- Consider individuals with disabilities that may need assistance evacuating.
- Never allow the fire to come between you and an exit.

If You Are Trapped in Your Office/Room:

- Wedge wet towels or cloth materials along the bottom of the door to keep smoke out.
- Try to close as many doors between you and the fire as possible.
- Use the telephone to notify 911 of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort.

Use caution when breaking the window.



Lockdown-Room and Building

Room Lockdown Response: A Room Lockdown may be issued by the Staff or Supervisor. The purpose is to protect staff and youth from a threat inside or outside the building. A Room Lockdown response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms.

Room Lockdown Procedures:

- Remain calm and stay with participants.
- Lock building doors and windows and pull the shades immediately.
- If you have an office telephone or intercom, contact your Supervisor. If no other means of communication is available, consider having a cellular telephone available.
- Tell the person answering the telephone who you are and where you are.
- Try to keep participants quiet and away from doors and windows.
- Maintain a calm environment reassure participants that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact your Supervisor immediately if you have an emergency in your room.
- Remain in secured areas inside of the building until released by your Supervisor.

Building Lockdown Response: The decision to lockdown the building rests with the Supervisor at the site affected. A lockdown consists of moving all participants off playgrounds and exterior portables and into the building, securing all entrances, and denying access to any unauthorized persons.

Building Lockdown Procedure:

- Remain calm and stay with the participants.
- Begin the lockdown immediately following notification.
- Cancel all outside activities until notified by your Supervisor.
- Close all windows, blinds and curtains.
- Try to keep participants quiet and away from doors and windows.
- Maintain a calm environment reassure participants that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact your Supervisor immediately if you have an emergency in your room.
- Conduct frequent counts of all participants and immediately report any missing participants to your Supervisor.
- Lock all exterior doors.
- No unauthorized persons will be allowed in the building. If in doubt, request picture identification. If the person is authorized for entrance, escort them to your Supervisor to sign in.
- Building Lockdown is to remain in effect until cancelled by your Supervisor.



Evacuation of Area

Evacuation- Area: Evacuation of the Area may be issued by a Staff member or Supervisor. The purpose is to move participants away from potentially threatening situations that do not require full building evacuation.

Note: Before an area evacuation can be issued, a designated safe area must be identified.

If You Are Involved in a Situation Which Does Not Require Full Building Evacuation:

- Remain calm and stay with participants.
- If the situation permits, notify your Supervisor and report to the agreed upon designated area.
- Tell participants to go immediately to designated area.
- Consider individuals with disabilities that may need assistance evacuating.
- Do not take personal items with you.
- Close and lock doors behind you while exiting.
- Walk do not run.
- Do not go into the restrooms.
- Do not use the elevator.

Evacuation-Building: An evacuation of a building is used to move youth and staff out of the building by a pre-designated route (if unstable) to avoid a potentially threatening situation that involves the entire building.

Note: The gathering point to take a participant count must be far as possible from the threat situation.

If You Are Involved in a Situation Which Requires Full Building Evacuation:

- Remain calm and stay with participants.
- Consider weather conditions and, if possible, ensure participants have appropriate clothing.
- Leave the building immediately, in a calm manner, using only the exit and directions provided.
- If your primary route is blocked or unstable, use your secondary exit route.
- Consider individuals with disabilities that may need assistance evacuating.
- Do not take personal items with you.
- Close and lock doors behind you while exiting.
- Do not go into the restrooms.
- Do not use the elevator.
- Move (and remain) at least 300 feet away from the building (approximately one football field).
- Keep staff and program participants, keeping them in a group.
- Do not return to the building or move from your evacuation staging area unless told to do so by your Supervisor.



Homeland Security Alert

Severe: (Severe Risk if Terrorist Attacks)

- Ensure that emergency response plans are current and available.
- Review building emergency procedures with all staff and youth. Make sure the Emergency & Safety manual is shared with all staff.
- Be alert to suspicious activity and report it to your Supervisor.
- Ensure all emergency supplies are stocked and ready.
- Cancel outside activities.
- Be prepared to handle inquiries from anxious parents.
- Be prepared to discuss staff and youth's fears of a possible terrorist attack.
- Restrict visitor access to the building.
- Be prepared to respond to emergency instruction from the office.

High: (High Risk of Terrorist Attacks)

- Ensure that emergency response plans are current and available.
- Review building emergency procedures with staff and youth.
- Be alert to suspicious activity and report it to your Supervisor.
- Enforce the building visitor's policy.
- Ensure all emergency supplies are stocked and ready.
- Re-evaluate building plans which involve activities outside the building.
- Be prepared to handle inquiries from anxious parents.
- Be prepared to discuss staff and youth's fears of a possible terrorist attack.

Elevated: (Significant Risk of Terrorist Attacks)

- Ensure that emergency response plans are current and available.
- Review building emergency procedures with staff and youth.
- Be alert to suspicious activity and report it to your Supervisor.
- Enforce the building visitor's policy.
- Ensure all emergency supplies are stocked and ready.

Guarded: (General Risk of Terrorist Attacks)

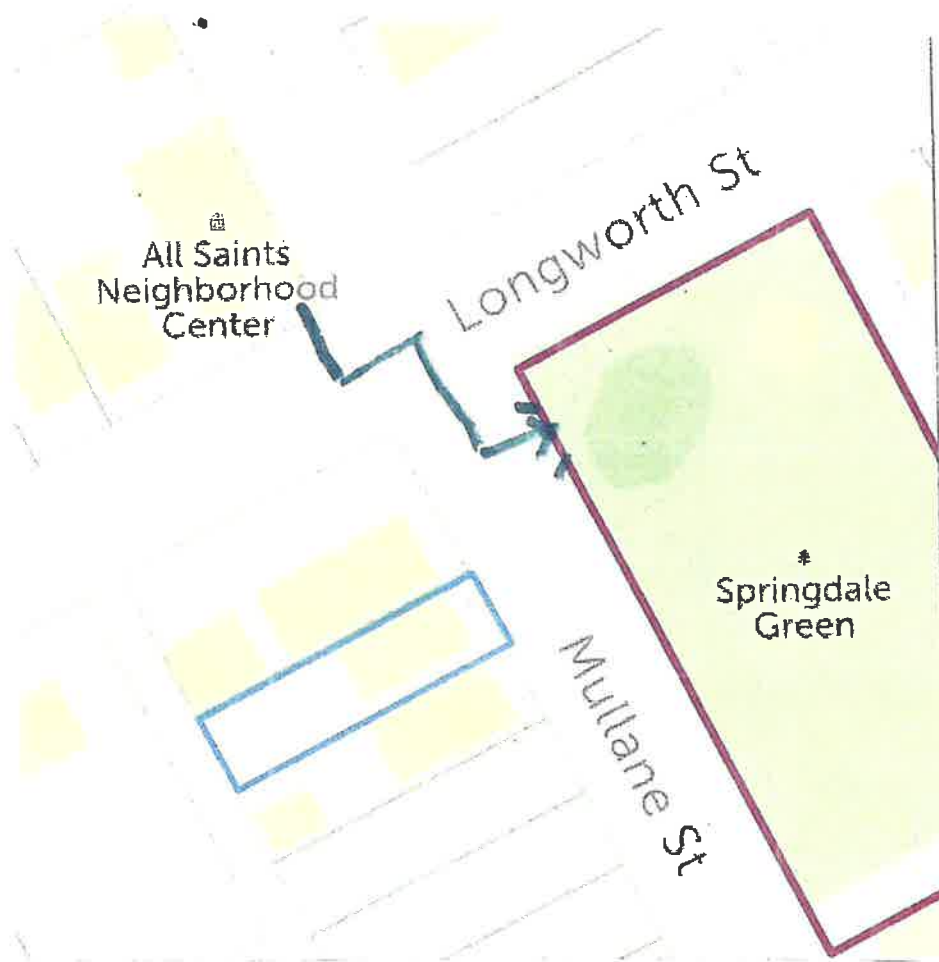
- Ensure that emergency response plans are current and available.
- Review building emergency procedures with staff and youth.
- Be alert to suspicious activity and report it to your Supervisor.
- Enforce the building visitor's policy.

Low: (Low Risk of Terrorist Attacks)

- Ensure emergency response plans are current and available.
- Review building emergency procedures with staff and youth.
- Be alert to suspicious activity and report it to your Supervisor.

Enforce the building visitor's policy.

8300 LONGWORTH - EVACUATION



1. Exit at nearest Exit
2. Head to 1418 Mullane (across from UNI Center) Springdale Green Park
3. Wait for all clear or designated pick-up location



A 8300 Longworth St, Detroit, MI 48209

B 7735 Lane St, Detroit, MI 48209

Route: 0.4 mi, 2 min

My Notes

On the go? Use **m.bing.com** to find maps, directions, businesses, and more

A	8300 Longworth St, Detroit, MI 48209	A-B: 0.4 mi 2 min
1.	Depart Mullane St toward Longworth St	92 ft
2.	Turn left onto Longworth St	0.2 mi
3.	Turn left onto Springwells St , and then immediately turn right onto Pershing St	374 ft
4.	Turn left onto Evans St	0.1 mi
5.	Turn right onto Lane St	463 ft
B	6. Arrive at 7735 Lane St, Detroit, MI 48209 <i>The last intersection is Evans St</i> <i>If you reach Central St, you've gone too far</i>	

A: 8300 Longworth St, Detroit, MI 48209



B: 7735 Lane St, Detroit, MI 48209



EMERGENCY EVACUATION PICK-UP LOCATION

Fire Drill Schedule

All Saints (UNI)

(Every 2nd Tuesday)

February 13, 2018

March 13, 2018

April 10, 2018

May 08, 2018

June 12, 2018

July 9, 2018

August 13, 2018

September 10, 2018

October 8, 2018

November 12, 2018

December 10, 2018

HOMER ST.

PHOTO AREA

PUMPKIN PATCH

WIFI SPEAKER

SPRINGDALE GREEN

VENORS
COMMUNITY RESOURCES

TACO TRUCK *

TRUNK A TRICK

STREET CLOSURE

TRUNK A TRICK

1455 ← → 1405
MULLANE MULLANE

* = GENERATOR
FOR TACO TRUCK

LONGWORTH ST.

UN1 ANNUAL HALLOWEEN PARTY.
SAT. OCTOBER 28, 2023
SITE PLAN

MULLANE ST.

UN1
BUILDING
*RESTROOMS



Worksite Emergency and Safety Plan: UNI Policies & Procedures

ACTIVE SHOOTER RESPONSE PLAN

I. Introduction

Effective response to an Active Shooter event requires effective planning and role reinforcement through training for personnel caught in the event, as well as for leaders and managers coordinating the response to the event. Personnel in the vicinity of an Active Shooter may need to evacuate or shelter in place depending upon circumstances unique to that event. Organization leadership and managers coordinating the response to an active shooter event need to be able to provide effective direction to personnel in the vicinity of the Active Shooter, provide clear situation information to first responders, and inform the public.

This Active Shooter Response Plan is designed to supplement Urban Neighborhood Initiatives' (UNI) Emergency Procedures as outlined in the Policy Manual.

II. Purpose

This Response Plan provides instructions and guidance to effectively address the response of UNI to an Active Shooter incident.

This Active Shooter Response Plan was prepared by Christine Bell, UNI Executive Director and approved by the UNI Board of Directors in June 2019.

III. Preparedness

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because Active Shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an Active Shooter situation.

IV. Pre-Incident Planning

Active shooter incidents often begin and conclude quickly, leaving facility management and security officers little to no time to coordinate response procedures with law enforcement and employees. Facility readiness requires that managers develop and exercise response plans that

apply general preparedness and response protocols to specific types of emergencies and facility capabilities (including security resources).

A. Develop Response Plans and Procedures

- Implement comprehensive Emergency Procedures that includes incidents beyond an environmental emergency, such as an active shooter or medical emergency.
- Review and update the facility's Emergency Procedures with assistance from law enforcement and emergency responders.
- Establish communication procedures for employees to report signs, flags, and threats of workplace violence.
- Establish alternative methods of communication with employees during an incident—including emergency notification system, e-mail, phone, cell phone, and text message.
- Determine how to estimate the impact of an incident on facility operations and communicate that to staff, program participants, the public, and law enforcement.
- Communicate with emergency responders to manage facility expectations of response capabilities.

B. Employee Training and Awareness

- Train all employees on UNI's Emergency Procedures during onboarding process.
- Regularly review the Emergency Procedures with staff, at least once a year.

C. Prepare for an Incident

- Management:
 - Learn how to recognize potential workplace violence and suspicious behavior.
 - Identify the location of the nearest exits, emergency call boxes, potential safe harbors, emergency response kits, and decontamination sites.
- Employees:
 - Become familiar with Emergency Procedures and regularly review checklists or materials provided on emergency procedures.
 - Identify who to call to report an incident and what information to provide about the situation.

D. Exercise Emergency Action Plans Regularly and Repeatedly

- Schedule regular drills, tabletop, and functional exercises.
- Assess gaps in plans, exercises, and training.

E. Establish a Relationship with Emergency Responders

- Involve emergency services responders from multiple agencies in facility training and exercises.
- Jointly map out incident management procedures and pre-identify a common, secure radio communication channel.
- Invite all emergency services responders to tour the facility and provide details that will help responders to adjust their protocols, if necessary.

- Gain a better understanding and awareness of the complexities involved in an integrated response to an incident, including law enforcement procedures and capabilities and the steps to preserving a crime scene.
- Educate law enforcement on the impact of a crime scene on business operations and restoration.

V. Incident Response

There is no single best method to react to an active shooter. Prior planning and careful practice will empower you and the rest of the staff to make the best decisions in a heightened situation, with the goal of preserving lives.

The primary goal in an active shooter scenario is to reduce or limit the shooter's access to potential victims and thereby mitigate the loss of lives. The Run-Hide-Fight active shooter video and public service announcement created by the City of Houston, Texas and the Department of Homeland Security is the most referenced YouTube video on the subject with over three million YouTube views. The suggested approach is clear, uses language common in other response situations, and was designed to give three distinct steps to take in a frightening event when thoughts are not clear, similar to "Stop-Drop-Roll" for during a fire. Each action of Run-Hide-Fight should be selected only when it is deemed safe for your specific situation.

A. Run – Immediately evacuate the area

This step is consistent with a human being's natural response in a dangerous situation to remove yourself from harm. Unfortunately, this is not always a viable option as escaping could draw more attention and put you in closer proximity to the shooter. There is compelling evidence that those closest to the active shooter are most likely to suffer serious and fatal injuries. With that in mind, if a safe path is available, take it.

B. Hide – Seek cover and deny shooter access

If you aren't able to safely leave the area of the active shooter, your next option should be to avoid detection, and wait for emergency response to arrive. Hiding can be dangerous because it can leave you trapped if the intruder detects your location. This step is advised when you are unable to exit safely and you are not sure of the intruder's location. Find a place to take cover, barricade the door and silence your cellphone. If possible, call 911.

C. Fight – Attack or incapacitate the assailant

This method should be used when it is not possible or practical to run or hide. Fight the attacker aggressively with all resources and weapons available, including ordinary items such as a pen, fire extinguisher, or hot coffee.

D. Youth Program Participants and Notifying Parents

If youth program participants are in the building at the time of an Active Shooter Incident, staff should ensure that all youth are accounted for and work to have them remain calm. Additionally,

parents will be notified by phone call or text message as soon as possible. The safety of our youth is one of our top priorities.

E. UNI Response to Active Shooter Incident in the Neighborhood

In the event of an Active Shooter Incident in the neighborhood, UNI will lockdown our facility as a precaution. Staff will be notified by email, phone call, or text message that this is occurring. If the lockdown coincides with programming, parents will be also notified by phone call or text message. Furthermore, if a school in the neighborhood goes on lockdown, UNI will be on alert and ready to lockdown our facility as necessary.

VI. Post Incident Review

Should an Active Shooter Incident occur, a Post Incident Review (PIR) shall be conducted.

A PIR should occur as soon after the event as is reasonably feasible. The PIR should include information on the major events, all lessons learned, and review any new initiatives developed or identified. The PIR should also include a discussion of all techniques, tactics, and procedures utilized during the event to include what went right and what went wrong. It should identify any issues and the consequences resulting from the potential outcomes of those issues.

Following the PIR, an Improvement Plan should be written which identifies areas that require improvements, the actions required, the timelines for implementing those improvements, and the organization and party responsible for this action. The Improvement Plan should be shared with all stakeholders, and used to further define the plans and procedures related to the event.

VII. Plan Maintenance

The Active Shooter Response Plan will be maintained, reviewed, and updated as necessary by UNI leadership and the Board of Directors. This includes updates that reflect the current operational strategies, organizational structures, and methodologies of the organization and response personnel. The plan will also be updated should an Active Shooter Incident occur per what is outlined in Section VI Post Incident Review. Together this will allow for the identification of areas to be sustained, improved, or added to enhance UNI's overall emergency preparedness.

INCIDENT REPORTING

A report has two functions:

1. It informs the administration of the incident so management can prevent similar incidents in the future.
2. It alerts administration and the facility's insurance company to a potential claim and the need for investigation.

Why you should file an incident report: Events or allegations of injury, illness, or property damage

Who should file a report: Only people who witness the incident should fill out and sign the incident report. Each witness should file a separate report.

Steps to take after completion of the report: Once the report is completed, you should submit it to your immediate supervisor. Your immediate supervisor will review the report and then submit the report to the Executive Director for further review depending on the nature of the report. The supervisor will take action to implement corrective measures immediately if the report reveals such actions are necessary.

Reports of all incidents and near misses should be discussed during the following staff meeting to prevent problems of the same nature in the future. If serious repercussions occur because of the event, the Board of Directors will meet to discuss the next steps for the organization to take.

Incident Report forms can be located behind the UNI front desk or a digital copy can be accessed under “C. Forms” in this manual.

Incident reports will be filed by the reviewing supervisor in their office. All incident reports will be kept for a minimum of four years after the occurrence. Any Incident reports that are older than four years can be shredded.

FIELD TRIP PLANNING POLICY

1. Create permission slips using “[Field Trip Permission Slip Template](#)” document. Input all information required
2. Complete “[Field Trip Planning](#)” form with required information.
 - Adult Chaperones need to be UNI staff agreed upon by the Director of the program. They cannot be youth participants, even if they are 18 or older. Minimally, 1 program coordinator needs to be present, with the exception of youth leadership programs where an employee in supervisory role needs to be present.
 - The person staffing the base will be the on-call person in case of emergencies or other issues that may arise.
3. Submit Trip Planning Form and Permission Slip to the Director of your program 1 week or more before the field trip for their approval.

4. Give permission slips to all participants at least 2 days in advance and have them return them by the day of the field trip. Read carefully over them to make sure there is an emergency contact for each.

Note: All participants must have permission slips in order to go on field trip. If someone arrives without one, notify your supervisor about potential options but there is no guarantee they will be able to attend. Program staff are allowed to call the parent/guardian to fill out the form and fill in the necessary information. The program staff responsible for the youth must be the one talking directly to the parent/guardian in order to fill out the form.

5. Scan completed permission slips before leaving and email scanned documents to your supervisor and/or the person staffing the base. Take original copies with you on the trip.

EMERGENCY PROCEDURES

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

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points

Site personnel should know at least two evacuation routes. The highest ranked staff member is responsible for contacting the Executive Director at the soonest time possible in the event of an emergency.

MEDICAL EMERGENCY

Step One: Call medical emergency phone number:

- Call 911
- Police Department (313) 596-5400

Provide the following information:

- a. Nature of medical emergency
- b. Location of the emergency (address, building, room location)
Urban Neighborhood Initiatives: 8300 Longworth St, Detroit, MI 48209
- c. Your name and phone number from which you are calling.

Step Two: Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Step Three: If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Do not move victim unless absolutely necessary.
2. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
3. Clear the air passages using the Heimlich Maneuver in case of choking.

****Further attempt first aid ONLY if trained and qualified****

NON-MEDICAL EMERGENCY

Intruder

Burglar Alarm: If the Burglar Alarm is set off by accident deactivate the burglar alarm by pressing "Reset," entering the correct code and pressing the on/off switch.

Panic Function: To activate the Panic function on the burglar alarm press P and *. If you are in a situation in which someone forces you into the center and tells you to turn off the alarm you can activate the Panic function by pressing 99 and then your code.

The alarm will turn off but it will alert the Controller Security you are in danger.

Fire

The back gate should be unlocked daily by the grounds manager during operating hours to prevent any fire hazards that might occur.

If the fire alarm is set off accidentally, immediately deactivate the fire alarm at the alarm control center in the reception area by pressing SILENCE 1111. Call Lennie at (313) 363-0329. If you do not reach Lennie, then immediately call Christine Bell at (303) 263-9670. You can also contact Controller Security yourself at (586) 772-6100 and explain the situation. However, they will cancel the police run only after contacting the Director or the Grounds Manager.

In the event of a fire

1. Calmly inform other staff and program participants in your location of the need to evacuate the building
2. Pull fire alarm
3. Lead staff and program participants out of the building through the closest available exit
4. Assemble staff and program participants in our pre-arranged safe location- All Saints Park

5. Call 911 once you have arrived at the prearranged safe location. Our cross streets are Springwells and W. Fort St. Our address is 8300 Longworth
6. Perform a headcount of those who were in the building with you
7. If someone is missing it is critically important that this be conveyed to arriving firefighting personnel. Tell them who and how many people are missing and where they were last seen.
8. If someone's clothing is on fire, always remember STOP, DROP and ROLL.
9. Seek medical care if you or any others who escaped from the burning building are injured. Keep in mind that the symptoms of lack of oxygen and/or exposure to toxic gasses can closely resemble those of alcohol intoxication. Get these people immediate medical attention.
10. If necessary, seek shelter from the elements in a safe neighboring building, especially in the cold, rain, and extreme heat.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

To reset the fire alarm system:

1. Ensure all smoke is cleared out.
2. Go to the alarm control center in the reception area press RESET 1111

Tornado

In the event of a tornado all individuals inside of the building will meet in the bathroom hallway. Once in the hallway perform a headcount to ensure all staff members and program participants are accounted for. Stay away from outside walls and windows. Use arms to protect head and neck. Remain sheltered until the tornado threat is announced to be over. After the tornado, everyone will need to take special precaution in order to stay safe during response and recovery operations. Aftermath hazards include the potential for an additional storm, downed electric lines, and sharp debris.

Flood

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.

- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
 - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - Wear layers of loose-fitting, lightweight, warm clothing, if available.

2023 UNI Halloween Clean up Plan

UNI has a dedicated team of staff that includes:

- Curator of Parks and Green Spaces
- 25 Staff Members
- 15 Youth

These individuals will assemble at 3p on Saturday October 28th and clean up the park and surrounding street. Clean up of the park and street will be completed by 5pm.

HOMER ST

PHOTO BOOTH

PUMPKIN PATCH

VENDORS

COMMUNITY RESOURCES

SPRINGDALE GREEN

LONGWORTH ST.

FENCE

TACO TRUCK

STREET CLOSURE

1504

1550

MULLANE

MULLANE

MULLANE ST.

UNI BLDG

UNI HALLOWEEN PARTY
SAT OCT 28th
STREET CLOSURE MAP

City of Detroit Special Events Application Authorizations

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

Applicant Signature: 

Date: 10/16/23

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: UNi Halloween Party

Event Organizer: Lisa Rodriguez

Event Date: 10/28/23

Applicant Signature: 

Date: 10/28/23

SPECIAL EVENTS PETITION

Petition No: 2023-349

Event Name: UNI Halloween Party

Event Status: In Review

Petitioner Name / Organization: Urban Neighborhood Initiatives

Event Location: 1418 Mullane

Event Date(s) and Time(s): 10/28/23 12:00 PM to 10/28/23 3:00 PM

Type of Event: Other

Applicant Contact:	Submission Date: 10/06/23 2:58 PM
Lisa Rodriguez	Date of Clerk's Office Referral: 10/11/23
lrodriguez@unidetroit.org	Date of City Departments Sign Off: 10/12/23
+1 (313) 289-5519	Date Referred to Council: 10/12/23

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Approval	DFD Approval	EMS Approval	GSD Approval	DDOT Approval	MPD Approval Not Required	DPW Approval	DHD Approval

Mayor's Office Special Events Signature: Susan Reinke

Date: 10/12/23 _____

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: www.unidetroit.org

Which of these spaces will be used? Street, Park

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

Family event will include youth and family interactive activities, pumpkin patch, costumer

Estimated Peak Attendance: 300

Estimated Total Attendance: 300

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? Yes

Will you be taking donations? No_____

Is this a charity event? No_____

Does this event involve campers, tents and/or RVs? No_____

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Urban Neighborhood Initiatives

Mailing Address: 8300 Longworth

DETROIT MI 48209

Primary Contact:	Secondary Contact:
Lisa Rodriguez	mbosquez@unidetroit.org
lrodriguez@unidetroit.org +1 (313) 289-5519	mbosquez@unidetroit.org
+1 (313) 841-4447	+1 (313) 841-4447

Organization Type: Nonprofit

Organization Website: www.unidetroit.org

Event Setup & Breakdown

Begin Setup: 10/28/23 10:00 AM

Complete Setup: 10/28/23 12:00 PM

Setup Location(s): 1318 Mullane

Event Start: 10/28/23 12:00 PM

Event End: 10/28/23 3:00 PM

Begin Tear Down: 10/28/23 3:00 PM

Complete Tear Down: 10/28/23 5:00 PM

Number of Trash Containers: 5 Number of Recycling Containers: 1

Cleaning Service Vendor: Staff, youth and residents

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Mullane 10/28/23

1504 Mullane to 1550 Mullane 10:00 AM 3:00 PM

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Will you have valet parking, or will you be blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

Street Parking

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 1 Number of non-truck food vendors: 4

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? _____

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

Will ice be used in any served beverages? No

Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? _____

Do any of the stages have a canopy? _____

Number of tents 10' x 10' and smaller: 0

Number of tents larger than 10' x 10': -1

Tent Contractor: None

What other structures will your event include? None

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? No

Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? No

Name of emergency medical services contractor: _____

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input type="checkbox"/>	Applicant Signature Page (required)
<input type="checkbox"/>	Event Clean Up Plan (required)
<input checked="" type="checkbox"/>	Security Plan (500 or less attendees)
<input checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Urban Neighborhood Initiatives to host "UNI Halloween Party" on October 28, 2023 at 1418 Mullane.

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be Municipal Parking No Parking Signs Required; and be it further

PROVIDED, that there will be a Business License Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.