



EMERGENCY GUIDELINE QUICK CHART

CMED - SAGINAW



FIRE

- Activate the nearest fire alarm.
- Immediately exit the building, closing doors between you and the fire.
- Meet at the Rally Point: **The North Parking Lot**
- When you are in a safe place, call 911 to contact CMU Police.
- Notify Police/Fire if you know of people trapped in the building.
- Remain outside until instructed otherwise by Police/Fire.

HOW TO USE A PORTABLE EXTINGUISHER

- Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained.
- Do not attempt to extinguish a fire if it is between you and an exit.
- Remember the four basic steps to operating a fire extinguisher:
 - **P:** pull the pin.
 - **A:** aim at the base of the fire.
 - **S:** squeeze the trigger.
 - **S:** sweep from side to side at the base of the fire.



BUILDING EVACUATION PROCEDURES

- Pull the Fire Alarm.
- Take your personal belongings (if time permits).
- Do not use the elevators.
- Leave the building.
- Meet at the Rally Point located at: **The North Parking Lot**
- Wait at the Rally Point.
- Follow the directions of CMU Police or Mt. Pleasant Fire Department.



HAZARDOUS MATERIALS RELEASE

Emergency Building Coordinators or building administrators will advise and assist you in the event of a hazardous materials emergency. If it becomes necessary to evacuate the building, you will be instructed which routes and exits from the building to use and where the safest Rally Point will be.

If the emergency requires you to stay in the building you may be instructed to:

- 1) Close and seal off all exterior doors and windows.
- 2) Shut off any room air sources like window air conditioners or fume hoods.
- 3) Remain in the building until advised of further action.
- 4) Be prepared to move to a safe area in the building or to eventually evacuate.



SUSPICIOUS/VIOLENT PERSON

Use your best judgment when assessing the situation; determine whether it is something that can be resolved with intervention. **NEVER** put yourself into a situation that can become harmful to you.

If the situation is dangerous (weapons are visible or implied, individual's actions appear to be altered by drugs/alcohol, or individual is doing damage to property or assaulting another), immediately call the CMU Police (911) and inform them of the location and actions of the individual(s) creating the disturbance.

Active Shooter Situation:

GET OUT: QUICKLY ESCAPE if you can.

HIDE OUT: If you can't leave--**LOCK DOORS, BARRICADE DOORWAYS, TURN OFF LIGHTS.**

TAKE OUT: If faced with the threat--**TAKE ANY NECESSARY STEPS TO PREVENT LOSS OF LIFE.**



BOMB THREATS

- Record the date and time.
- Record where the call came from (off campus/on campus).
- Write down exactly what was said.
- Note the gender and age of the caller.
- Listen for any background noises, such as music, children, traffic, etc.



WEATHER EMERGENCY

Emergency announcements may come through: classroom phones, Central Alert, county sirens (exterior only), NOAA Weather Radios, and TV/ internet.

TORNADO WATCH

- Conditions are favorable for a tornado to develop.
- Be prepared to evacuate to a shelter area.

TORNADO WARNINGS

Issued by the National Weather Service when a tornado has been observed on radar or in person. **TAKE SHELTER** in the following areas:

- **First Floor:** Men's & Women's Restrooms; Rooms: 1019, 1021, **Restricted Shelters:** 1101 - 1105 1108, 1115, 1116, 1120, and 1121
- **Second Floor:** Men's & Women's Restrooms; Rooms: 2015, 2016, & 2017 **Restricted Shelters:** 2004, 2008, 2215, 2221, 2223, 2224, 2227 - 2230.

FOR ANY EMERGENCY CALL 911

That includes: fire, explosions, leaks and spills of hazardous materials, bomb threats, suspicious letters or packages, civil disorder, life threatening injuries, life safety issues, a tornado sighting, or a crime in progress (which could include physical/verbal assault or theft).

EMERGENCY CODES		ST. MARY'S CAMPUS EMERGENCY CODES	
CODE RED	FIRE	CODE BLUE	ADULT CARDIAC/RESPIRATORY DISTRESS
CODE BLUE	ADULT ARREST/MEDICAL EMERGENCY	CODE PINK	MISSING INFANT OR CHILD
NEWBORN CODE BLUE	BIRTH CENTER/NEWBORN/MEDICAL EMERGENCY	CODE ORANGE	BOMB THREAT
PEDIATRIC CODE BLUE	INFANT/CHILD ARREST/MEDICAL EMERGENCY	CODE STRONG	NEED OF ASSISTANCE FOR UNRULY INDIVIDUAL
CODE BLACK	TORNADO WARNING	CODE RED	FIRE/SMOKE
CODE ORANGE	BOMB THREAT	CODE GRAY	SEVERE WEATHER
CODE WHITE	EVACUATION	CODE WHITE	INTERNAL OR EXTERNAL DISASTER/MASS CASUALTY INCIDENT
CODE YELLOW	DISASTER-LEVEL 1 – ALERT LEVEL 2 – IMPLEMENT PLAN	TELEPHONE NUMBERS	
CODE PINK	LABOR EMERGENCY	911 FOR EMERGENCIES COVENANT SECURITY (INTERNAL PHONE) 52222 COVENANT SECURITY (EXTERNAL OR INTERNAL PHONE) 989-583-6149 ST. MARY'S SECURITY 989-907-8128 CENTRAL MICHIGAN UNIVERSITY CAMPUS POLICE 989-774-3081 CMED INFORMATION LINE 989-774-2633 (INFORMATION ON CLOSURES OR OTHER EVENTS) CMED CALL CENTER 989-772-8201 (FOR ALL OTHER NON-EMERGENT MATTERS)	
CODE GREEN	SITUATIONAL DISTURBANCE		
CODE PURPLE	SWITCHBOARD NOT MANNED		
CODE SILVER	SHOOTER IN BUILDING/GROUNDS		
CODE PLATINUM	LOCKDOWN		
CODE GRAY	ECC LOCKDOWN		
CODE A	INFANT/CHILD ABDUCTION		
CODE M	MISSING PATIENT		
CODE 180	STROKE TEAM TO RESPOND – PAGER ONLY		
TRAUMA ALERT (TEAM)	LEVEL 1 – INJURED PATIENT IS REQUIRING MANY RESOURCES FOR STABILIZATION LEVEL 2 – INJURED PATIENT THAT HAS POTENTIAL FOR SIGNIFICANT BODILY HARM		