**BUILDING RALLY POINT FOR 1303 WEST CAMPUS DRIVE (MOTOR POOL):** Is located on the South side of the Motor Pool in the grassy / wooded area.

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**Emergency Guideline Quick Chart**

**Call 911**

FOR ANY EMERGENCY...

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).

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**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 on the South side of the Motor Pool in the grassy / wooded area. Wait at the Rally Point
- Follow the directions of CMU Police or Mt. Pleasant Fire Department

**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, individuals actions appear to be altered by drugs/alcohol, 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.

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**WEATHER EMERGENCY**

Emergency announcements may come through:

- Classroom phones
- Central Alert
- Campus sirens (exterior only)
- NOAA Weather Radios
- 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:

**FIRE**

- Activate the nearest fire alarm.
- Immediately exit the building, closing doors between you and the fire.
- Meet at the rally point located at: The South side of the Motor Pool in the grassy / wooded area.
- When you are in a safe place, contact CMU Police at 911.
- 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 no 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.

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**FIRST FLOOR: WORK ROOM 106, BATHROOM BY THE LIBRARY, & BATHROOM IN UNIVERSITY EVENTS.**
<table>
<thead>
<tr>
<th><strong>BOMB THREATS</strong></th>
<th><strong>HAZARDOUS MATERIALS RELEASE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Record the date and time</td>
<td>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 site will be.</td>
</tr>
<tr>
<td>• Record where the call came from (off campus/on campus)</td>
<td>If the emergency requires you to stay in the building you may be instructed to:</td>
</tr>
<tr>
<td>• Write down exactly what was said</td>
<td>1. Close and seal off all exterior doors and windows.</td>
</tr>
<tr>
<td>• Note the gender and age of the caller</td>
<td>2. Shut off any room air sources like window air conditioners or fume hoods.</td>
</tr>
<tr>
<td>• Listen for any background noises such as music, children, traffic, etc.</td>
<td>3. Remain in the building until advised of further action.</td>
</tr>
<tr>
<td>• Call CMU Police at 911</td>
<td>4. Be prepared to move to a safe area in the building or to eventually evacuate.</td>
</tr>
</tbody>
</table>