**Building Rally Point for Music:**

The primary meeting area is on the South side of the Music Building in Lot 33.

### 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 in Lot 33. 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 altered by drugs/alcohol, individual is doing damage to properly or assaulting another), immediately call the CMU Police (911) and inform them of the location and actions of the individual(s) creating the disturbance.

### Fire

- Activate the nearest fire alarm
- Immediately exit the building, closing doors between you and the fire
- Meet at the rally point located at: In Lot 33.
- 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.

### 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.
- Call CMU Police at 911.

### 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 site 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.

### 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:


**POTENTIAL** – Inside Room 102 and Room 104, East West Hallway by Room 115, East West Hallway by Rooms 122/123, & East West Hallway by Rooms 135/137.

**KEYED ACCESS** – Room 192.

**KEYED ACCESS AFTER 5:00 p.m.**

- Rooms, 162E, Kitchen inside the Administration Office & 162B

**POTENTIAL** – East West Hallway by RM 207, East West Hallway by RM 227, East West Hallway by RM246.