

**BUILDING RALLY POINT FOR WIGHTMAN:**

The primary meeting area is on the West side of Wightman Hall in Lot 16.

**Emergency Guideline Quick Chart**



**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 West side of Wightman in Lot 16. 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.

**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.

**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)

**FIRE**

- Activate the nearest fire alarm.
- Immediately exit the building, closing doors between you and the fire.
- Meet at the rally point located at: On the West side of Wightman in Lot 16.
- 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.

**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:

**FIRST – CLASSROOM 121, NORTH SOUTH HALLWAY BY ROOMS 143 & 146, EAST WEST HALLWAY BY ROOMS 152 & 150, & EAST WEST HALLWAY BY ROOM 158.**

KEYED ACCESS – ROOMS 107, 142, 145, AREA BY 165 – 169, AREA BY MEN / WOMEN’S REST ROOM, & CORNER OF ROOM 116.

**SECOND – ROOM 225, HALLWAY BY ROOM 211, NORTH SOUTH HALLWAY BY ROOM 214 & 219, & HALLWAY BY BATHROOM AND ROOM 203.**

KEYED ACCESS – ROOMS 228, 205E, & 206.

**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.

