EMERGENCY GUIDELINE QUICK CHART

EMMONS HALL

FIRE
- Activate the nearest fire alarm.
- Immediately exit the building, closing doors between you and the fire.
- Meet at the Rally Point: Parking Lot 50.
- 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 form side to side at the base of the fire.

HAZARDOUS MATERIALS
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.

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: Parking Lot 50.
- Follow the directions of CMU Police or Mt. Pleasant Fire Department.

HAZARDOUS MATERIALS
- 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:
- Basement: 038 Hallway, Restrooms Residence Room
- First Floor: Hallway 133, Restrooms in Residence Rooms.
- Second Floor: Restrooms in Residence Rooms.

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).