

COMARTSCI EMERGENCY GUIDELINES

FIRE

In case of fire:

- Pull the alarm and call 911
- Evacuate building through closest and safest exit (see back for floor emergency plan)
- Follow directions of Emergency Action Team members (wearing yellow vests), Fire, Police, and EMS officials.

SEVERE WEATHER

In case of severe weather:

- Sirens will sound and phone calls/text message will be sent through MSU Alert System
- Move to safe shelter area immediately (see floor plan on back)
- Follow directions of Emergency Action Team members (wearing yellow vests), Fire, Police, and EMS officials.

ACTIVE VIOLENCE

In case of active violence:

- If the incident is near you, secure in place. (Find interior room, and lock/barricade the door. Turn off light, silence phones, draw blinds, move away from window. Await further instruction from MSU alert system and Emergency Personnel. Do not leave until “All Clear” is received).
- If you can evacuate, do so immediately. (Run—Plan an escape route, leave belongings, when safe call 911.)
- Follow directions of Emergency Action Team members, Fire, Police, and EMS officials.

BOMB THREAT

In case of a bomb threat:

- If you receive the call, stay calm and do not hang up.
- Get the attention of someone nearby to have them call 911.
- Ask questions and write down all details. (Caller information, background noises, location of bomb, when it will explode, type of explosive, etc.).
- Follow directions of police officials.

HAZARDOUS MATERIAL

In case of a hazardous material threat:

- Depending on the situation, may need to seek shelter inside OR evacuate building.
- Follow directions of Emergency Action Team members (wearing yellow vests), Fire, Police, and EMS officials.
- Seek shelter INDOORS if chemical material detected NEARBY. Close all doors, windows, and vents. Seal gaps under doorways.
- EVACUATE building if chemical material detected INSIDE. Evacuate building through closest and safest exit.

YOU ARE HERE

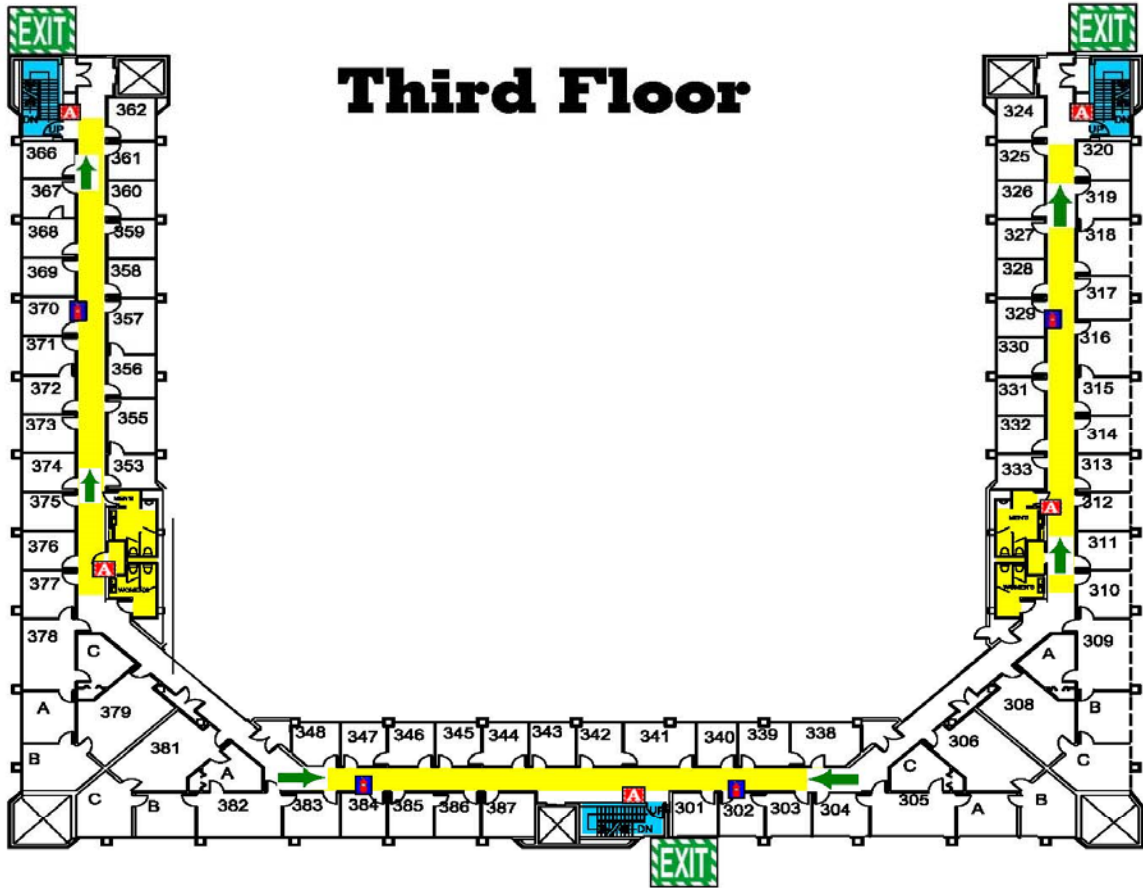
BUILDING _____ PHONE NUMBER _____

ADDRESS _____

**EMERGENCY
FLOOR PLANS**

Communications Arts Building

Third Floor



	Emergency Exit		Fire Alarm		Fire Rated Stairway		Evacuation Route		Rally Site After you evacuate from the building, meet at either the Engineering Building or near the Parking Ramp. Follow the directions of the Emergency Coordinator (yellow helmets) or Police/Fire personnel.
	Barrier Free Exit		Fire Extinguisher		Designated Tornado Shelter		Emergency Phone		

Produced by Michigan State University 2005 and was updated 06/2016

EMERGENCY ACTION TEAM MEMBERS

MSU ALERT SYSTEM

3rd Floor:
 Amber Wise, Joni Tucker
 Kareen Lubas, Barb Miller, Nicole Bond

Sign up for the MSU Alert System at:
www.alert.msu.edu