

# 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:

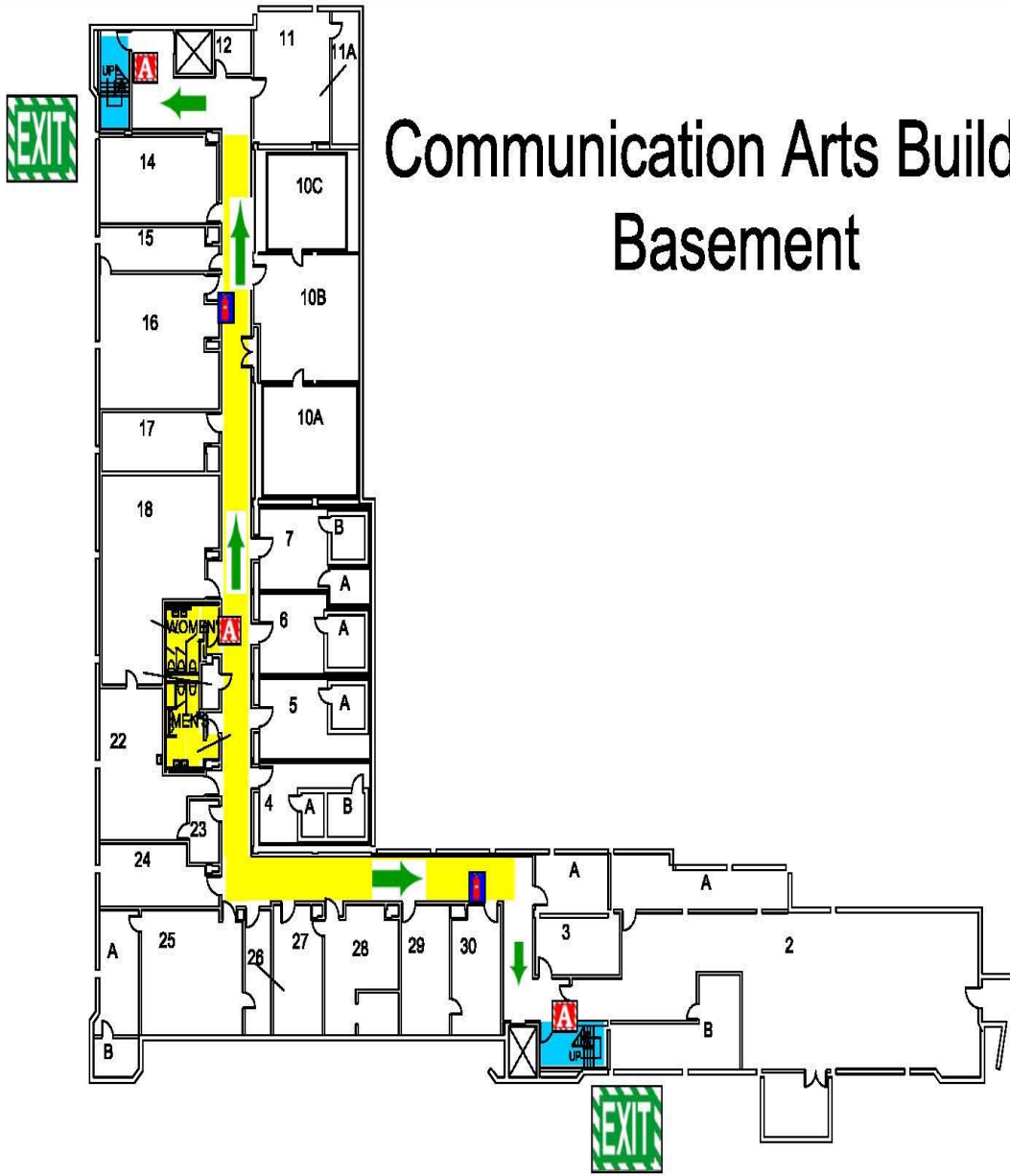
- Depending on the situation, may need to seek shelter inside OR evacuate building.
- Follow directions of Emergency Action Team members (wearing yellow vests), Fire, Police, and EMS officials.
- Seek shelter INDOORS if chemical material detected NEARBY. Close all doors, windows, and vents. Seal gaps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

## YOU ARE HERE

BUILDING \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

# Communication Arts Building Basement



<b>EMERGENCY FLOOR PLANS</b>	M A P K E Y	Emergency Exit	Fire Alarm	Fire Rated Stairway	Evacuation Route	N	<b>Rally Site</b> 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 Department of Police and Public Safety and was last updated 10/2004

## EMERGENCY ACTION TEAM MEMBERS

## MSU ALERT SYSTEM

**Basement:**  
Ken Beer  
Scott Gascon

**Sign up for the MSU Alert System at:**  
[www.alert.msu.edu](http://www.alert.msu.edu)