**EMERGENCY PHONE NUMBERS**

- **911**
  - Dial “0” for College Operator
  - If switchboard is closed call
  - **AFTER HOURS MAINTENANCE**
    - 231-843-5500

**GENERAL PRINCIPLES**

- **“RAIN” acronym**
  - **Respond**: do something, don’t freeze
  - **Assess**: situation, offender, victims, location
  - **Isolate**: yourself and others from danger
  - **Notify**: proper authorities

- **WHEN CALLING 911**
  - Give your location – include building and room number. Answer all questions and do not hang up until told to do so. Follow all directions given by emergency personnel.

**MEDICAL EMERGENCY**

- **Medical Emergency**
  - **CALL 911**
    - then “0” – college operator
  - If trained, begin first aid

**CRIMINAL ACTS**

- **Acts in Progress**
  - (Examples: Intrusions, Theft, Acts of Violence/threats)
  - **Remember “RAIN” acronym.**
  - **CALL 911**
    - then “0” college operator

**FIRE ALARM OR ACTUAL FIRE**

- **Fire In building**
  - Evacuate Area and Pull Fire Alarm
  - **Use Nearest Exit**
    - or – **Alternative Safe Route.**
    - **DO NOT USE ELEVATORS**

- **Fire Alarm**
  - Evacuate Area
  - **CALL 911**
    - from assembly point or neighboring building.
    - Stay 500 feet away from building.

**NATURAL DISASTER/INCLEMENT WEATHER**

- **Natural Disaster – or – Inclement Weather**
  - **WARNING**: Severe weather has actually been sighted in the area.
  - **WATCH**: Conditions are favorable for the development of severe weather.
  - Seek **Appropriate Shelter**
    - Tornado Shelter Area – or – interior hallways
  - • Stay away from windows.
  - • Avoid large rooms.
  - • Do NOT use Elevators.

**Respond**

- Assess

**Isolate**

- Notify