

# INSTRUCTIONS FOR COMPLETING THE BUILDING EMERGENCY PLAN (BEP) TEMPLATE

The Building Emergency Plan (BEP) template was created by Cleveland State University's Emergency Management Office. The BEP is a tool to identify the specifics of your building and provide information for your occupants and first responders. If you need assistance or have any questions contact:

CSU Emergency Management Office  
Lieutenant Beverly Pettrey  
216-687-2184  
[b.pettrey@csuohio.edu](mailto:b.pettrey@csuohio.edu)

## INSTRUCTIONS

Enter your building's specific information into the corresponding text form fields (i.e. ) by using the mouse pointer (double click on the text form field) or use the "**Tab**" key to navigate to the next field. The entire field will then become highlighted and you can start typing requested information as normal text. Do not worry about any default instructional text that may already be in the form fields, it will disappear when you start typing in new information. Some of the information requested may not be available or necessary for your building. Similarly, you may know of additional information in your building that would be of assistance to your occupants in an emergency. Please adapt this document and any additional information that makes your BUILDING EVACUATION PLAN more effective!

After you have completed your BEP, and it has been reviewed by your safety committee and department head, please send a copy to CSU's Emergency Management Office for review and distribution.

The next step is to put the program into action. Distribute the BEP to appropriate members of your department and train and practice.

**Please Note:** You need to review the BEP at least annually and revise it when there are changes. Please forward a copy of the revised plan to the CSU's Emergency Management Office.



**INSERT YOUR BUILDING NAME HERE:**

**BUILDING EMERGENCY PLAN**

**Prepared By:**

**Date Revised:**

**THIS DOCUMENT MAY CONTAIN SENSITIVE INFORMATION  
FOR INTERNAL DISTRIBUTION ONLY**

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# SECTION I: PLAN DEVELOPMENT AND VALIDATION

Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The building administrator or an individual designated by the department head will develop the BEP and submit it to CSU's Emergency Management Office for review, distribution to response departments, and retention.

Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a revision, document your annual review below and send a copy of this page to CSU's Emergency Management Office.

If you have any questions about this plan, contact your building administrator or CSU's Emergency Management Office.

This BEP has been developed, revised or reviewed by the following individuals:

Prepared or revised by:
Reviewed by:

Annual Review:
Annual Review:
Annual Review:

# SECTION II: YOUR BUILDING EMERGENCY PLAN

## 1. INTRODUCTION

The BEP is designed to provide students, faculty, staff and visitors basic emergency information to include shelter-in-place and building evacuation procedures for natural and human-made events.

All building occupants need to review and understand their BEP information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. Emergency warning notification, evacuation, and shelter-in-place procedures need to be understood by all building occupants.

As a member of the Cleveland State University Community, you should also be familiar with the *Cleveland State University Emergency Procedures Handbook (EPH)*. This manual describes the procedures to follow in a variety of emergencies. A copy of the EPH can be viewed electronically at <http://www.csuohio.edu/police/emergency-procedure-guidelines>.

## 2. RESPONSIBILITIES

### A. Department Head or designated representative

1. Appoint the building administrator or designee to develop, coordinate, and distribute the BEP to building residents.

### B. BEP Lead (building administrator or designee)

1. Prepare, coordinate, and distribute the BEP to building occupants.
2. Review the plan prior to submission to CSU's Emergency Management Office.
3. Review/revise the BEP plan at least once annually or following any training, drill, exercise, or incident where the after action discussion identifies corrective actions.
4. Ensure the plan is readily available and used during emergency incidents.
5. List all Critical Operations in the BEP for first responder reference and use.
6. Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).

### C. Building Occupants

1. Know the evacuation routes and Designated Meeting Area (DMA) location(s).

2. Participate in annual exercises/drills.
3. Attend departmental training sessions.
4. All building occupants must be familiar with the BEP. If you have any questions, consult your building administrator, building safety coordinator or CSU's Emergency Management Office. Keep the following in mind as you read through this document.

***Be familiar with:***

- ✓ ***The Cleveland State University Emergency Warning Notification Systems— VENS (Voice Emergency Notification System) and CSUalert (mass notification system).***
- ✓ ***Evacuation routes, exit points, and location to report for roll call after evacuating the building.***
- ✓ ***When and how to evacuate the building.***
- ✓ ***Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.***
- ✓ ***Proper procedures for notifying emergency responders about an emergency in the building or work area.***
- ✓ ***Additional building specific procedures and requirements.***

### **3. BUILDING EMERGENCY PLAN REQUIREMENTS**

1. The BEP is reviewed annually to ensure information and procedures are current. CSU's Emergency Management Office will also review the BEP and maintain a copy for availability to response agencies as needed.
2. The BEP must be tested annually through a drill to validate procedures and to ensure building occupants familiarly with the procedures. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the BEP should be incorporated. CSU's Emergency Management Office will assist in exercise development as needed.
3. Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the BEP for the building(s) they occupy.

### **4. TRAINING**

CSU offers training related to emergency preparedness. Building Administrators and alternates are strongly encouraged to join CSU's Community Emergency Response Team (CSU-CERT). <http://www.csuohio.edu/police/community-emergency-response-team-cert>.

At minimum it is also strongly recommended that they take the Federal Emergency Management Agency Independent Study courses IS100 HE, IS200a, IS 700a, and IS 800b. All Independent Study courses are available at <http://www.training.fema.gov/is/crslst.aspx>

## **5. PERSONAL SAFETY**

Once an emergency takes place, the time to prepare is gone and it is time to respond and cope with the aftermath. Take time to examine what you can do to prepare by visiting [www.ready.gov](http://www.ready.gov) and [www.redcross.org](http://www.redcross.org). These sites provide information for children, adults, and businesses on how to be prepared for an emergency by helping you to prepare, plan, and be informed.

***Make sure that you have done the following:***

- ✓ ***I have signed up for CSUalert and/or confirmed my contact information at CampusNet.***
- ✓ ***I have programmed the CSU Police Department's phone number, 216-687-2020, into my cell phone so I can call them quickly in case of emergency.***
- ✓ ***My co-workers and/or close friends know how to contact my emergency contacts.***
- ✓ ***I know more than one way to get out of every building where I live, work or have classes.***
- ✓ ***I know where to shelter in case of severe weather such as a tornado.***
- ✓ ***I know the staff for my building, including my building administrator and other staff in case there is an emergency or other problem.***
- ✓ ***I have an emergency kit that includes a flashlight, a radio (and fresh batteries), non-perishable food, a first aid kit, and other items.***
- ✓ ***CSU Emergency Management's Office is available to help you prepare a personal or family disaster kit, emergency plan, train you in disaster preparedness, and more. Call 216-687-2184 for assistance.***

# SECTION III: BUILDING INFORMATION

## 1. BUILDING SACC/ ALTERNATE BUILDING SACC

Please fill in the following areas. Tailor the form to the needs of your building.

Building Name: \_\_\_\_\_

Building SACC \_\_\_\_\_ Email: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Alternate SACC or Bldg Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate SACC Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

## 2. BUILDING DESCRIPTION

Describe the building (e.g., number of floors and major uses of building) here.

## 3. BUILDING DEPARTMENTS

List all departments with employees in your building.

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>

## 4. BUILDING CRITICAL OPERATIONS

In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. Employees may need to notify Cleveland State University Fire about the following critical operations:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>

## 5. BUILDING ALARM(S)

Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building such as elevator alarms, evacuation alarms, bio-safety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.

Insert your building alarm information here. Enter as much information as needed.

## 6. BUILDING SERVICES & BUILDING MAINTENANCE

Indicate here who provides custodial services to your building along with contact information. A schedule of custodial services in this building may be obtained by contacting Physical Facilities Buildings and Grounds.

## SECTION IV: EMERGENCY PROCEDURES

### 1. EMERGENCY CONTACT:

- During an emergency, immediately dial 9-1-1 from any campus phone or 216-687-2020 from a cell phone.
- CSU Police Department: 216-687-2020
- Closest Urgent Care Facility: St. Vincent Charity Medical Center, 2351 East 22<sup>nd</sup> Street, Cleveland, Ohio, 44115, 216-861-6200
- University Health & Wellness Center: 216-687-3649
- Environmental Health & Safety: 216-687-9306
- Emergency Management Office: 216-687-2184
- FAST Coordination Center / Physical Plant: 216-687-2500
- University Communications: 216-687-2257

### 2. CSU EMERGENCY NOTIFICATION AND ALERT SYSTEMS:

- **Outdoor Warning Sirens** (*shelter-in-place at lowest level of building*). “Shelter in place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance. When you hear the sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
- When a **Fire Alarm** sounds, immediately evacuate the building and proceed to your Designated Meeting Area (DMA) if applicable. Never assume a fire alarm is a false alarm! Every employee should know the location of fire extinguishers, fire alarm pull stations, exits and the DMA. The first person to spot a fire should activate the building's alarm system. Employees should remain at the DMA until they are released or told it is safe to re-enter the building by emergency personnel.
- CSU’s **Voice Emergency Notification System (VENS)** will broadcast emergency message announcements over the fire alarm system speakers. Follow the directions given.
- The **CSUalert system** will broadcast emergency messages via, voice message, text message, and e-mail. Follow the directions given. For more information, go to: <http://www.csuohio.edu/access-security/access-security>
- The University’s Public Information Officer will work with the news media. In all cases, you should get additional clarifying information from the CSU Homepage [www.csuohio.edu](http://www.csuohio.edu).

# SECTION V: EVACUATION

## 1. EVACUATION POLICY:

CSU policy requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must immediately depart the building using designated exit routes if safe. Departments are responsible to ensure that all people in their building are aware of exit routes and the location of their building's Designated Meeting Areas (DMA). All building occupants will follow instructions relevant to public safety issued by the building administrator or emergency personnel

## 2. GENERAL EVACUATION PROCEDURES:

If you hear the fire alarm or are instructed to leave the building:

- Immediately leave the building. Tell others to evacuate.
- No one can remain inside a building when an evacuation is in progress. Classes in session must evacuate.
- When you evacuate, take your keys, coat, purse and any other easily accessible critical personal items with you to the Designated Meeting Area (DMA). However, if these items are located on another floor or in another room, evacuate without these items.
- Walk calmly, but quickly, to the nearest emergency exit.
- If you are involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible. Inform the building administrator of any potential hazards related to the operation or project.
- Close doors as rooms are vacated.
- Keep to the right side of corridors and stairwells as you exit.
- Use stairways only. Do not use elevators.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims. Note location of trapped and injured victims and notify emergency personnel.
- Proceed directly to the DMA. Stay away from the immediate area near the building you evacuated.
- Remain in the DMA until roll is taken and instructions are given.
- Do not re-enter the building until emergency personnel give the "All Clear" instruction.

## 3. BUILDING SPECIFIC EVACUATION PROCEDURES

Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area. Insert your building specific evacuation procedures here. You can enter as much information as needed.

#### 4. DESIGNATED MEETING AREA LOCATION

Determine a Designated Meeting Areas (DMA) away from the building and in a location that will not interfere with emergency personnel (at least 150 feet away). Do your best to implement personnel accounting procedures. Do your best and be prepared to provide first responder personnel as much information as you know.

We recommend you have ***at least*** two locations (some buildings will require multiple locations). One location should be outside, in an area away from the building. A second location should be inside a nearby building in case of inclement weather.

Describe the DESIGNATED MEETING AREA location(s) and your accounting procedures here.

## 5. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- Always ask how you can help before attempting any emergency assistance evacuation. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- If unable to evacuate, people with special needs are to shelter in place in a Designated Area of Refuge and wait for emergency personnel. The Designated Areas of Refuge are stairwells unless a different location is listed for this building. Be sure to let someone know your location and condition and wait for help. **DO NOT USE ELEVATORS!**
- Check on people with special needs during an evacuation. A “buddy system,” in which people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- In coordination with the Incident Commander, emergency personnel, after reviewing information provided by the building administrator, will determine if it is safe to attempt to evacuate the individual.
- Faculty and staff who have special needs should let the building administrator or their designee know the location of their usual work area and needs. Document the information in the table below.
- The Disability.gov website provides practical information on how people with and without disabilities can prepare for an emergency. It also provides information for first responders and emergency manager to help them better prepare for serving persons with disabilities. Further information is available at the following website:  
<https://www.disability.gov/>

### Names & Locations of Building Occupants with Special Emergency Needs

Name	Room	Phone

# Section VI: Shelter in Place

## 1. TYPES OF EMERGENCIES:

- You may be required to Shelter in Place for events such as:
- Tornado warning or other severe weather events.
- Hazardous materials release.
- Active shooter, building intruder, or civil disturbance.
- As directed by emergency personnel for any other situation that requires you to find protection within a building.

## 2. WHEN TO SHELTER IN PLACE

You must immediately seek shelter in the nearest facility or building (preferably in a room with no windows), if it is safe to do so, when:

- You hear the Tornado Warning Sirens.
- You are directed to do so by emergency personnel

## 3. PROCEDURES

CSU's Emergency Alert Systems (VENS and CSUalert) will be used to notify the community of a "shelter in place" situation.

- If you are "sheltering" due to a tornado warning, immediately go to a safe location in your building.
  - Proceed to the lowest level of the building, preferably a basement or tunnel.
  - Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
  - In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
  - If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.
  - Any occupant who encounters a students or visitors should direct them to take appropriate actions.
  - Any occupant who encounters an individual with special needs should assist them if possible.
  - Try to obtain additional clarifying information by all possible means (e.g. CSU Homepage, text message, radio, e-mail, etc.).
- If you are "sheltering" due to a hazardous materials (HAZMAT) release, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:
  - Close all windows and doors.
  - Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

- Do not use elevators as they may pump air into or out of the building.
- Any occupant who encounters students or visitors should direct them to take appropriate actions.
- Any occupant who encounters an individual with special needs should assist him or her if possible.
- Try to obtain additional clarifying information by all possible means (e.g. CSU homepage, text message, radio, e-mail, etc.).
- Do not leave until instructed to do so by emergency personnel.
- If you are “sheltering” due to an active shooter, building intruder or a civil disturbance on campus, immediately go to a safe location in your building if you cannot exit the building.
  - If possible, take refuge in a room that can be locked. If unable to lock the door secure it by any means possible.
  - The room should provide limited visibility to anyone that is outside of it.
  - Hide under a desk, in a closet, or in the corner and create a barricade.
  - After getting to a safe location and without jeopardizing your safety, try to obtain additional clarifying information by all possible means (e.g. CSU Homepage, textmessage, radio, e-mail, etc.)
  - Report any suspicious activity if you can do so without jeopardizing your safety. Call 9-1-1 from a campus phone or 216-687-2020 from a cell phone if possible.

#### **4. BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS**

Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures. Insert your building specific shelter in place procedures here. Recommend you list/describe your shelter in place locations/procedures for weather-related, HAZMAT, or civil disturbance incidents. You can enter as much information as needed.

If you are directed to shelter in place, but you are unaware of the specific reason, proceed to the lowest level of the building but continue to seek additional information by all possible means to determine the type of incident. Once you have determined the type of emergency, follow the below chart:

<b>EMERGENCY</b>	<b>DESIGNATED MEETING AREA (DMA) SHELTER IN PLACE</b>
Weather-Related—Tornado Warning	Basement corridors, basement offices, basement restrooms Or the lowest level of the building (stay away from windows and doors)
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.
Civil Disturbance—Active shooter	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.

# APPENDICES

## APPENDIX A: Acronyms and Term Definitions

### Acronyms

**BEP:** Building Emergency Plan

**DMA:** Designated Meeting Area

**CSU:** Cleveland State University

**SACC:** Single Access Control Alarm Coordinator

### Term Definitions

**All Hazards Warning Signal:** Cleveland State University's Voice Emergency Notification System (VENS) has access/can activate the five signals located on main campus. Sirens are part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, or as deemed necessary by police personnel.

**Building Administrator:** The building administrator is a University employee who has a defined role in that building. In an emergency, the building administrator should report to the Incident Command location to provide building information to emergency responders. The "all clear" information will typically be communicated to the building administrator when it is safe to return to the building so that the occupants can be notified.

**Building Emergency Plan:** The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

**Building Administrators Group:** A group composed of members of each department in the building generally chaired by the building deputy or other employee, charged with coordinating building safety concerns.

**Critical Operations:** Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

**Designated Area of Refuge:** The area(s) in a building designated as the place to which individuals with special needs should go if they are unable to evacuate in an emergency. The Designated Area(s) of Refuge are the stairwells unless a different location is listed in the BEP for their building.

**Designated Meeting Area (DMA):** A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

**Emergency Personnel:** Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Cleveland State University police department, Cleveland State University fire department, REM, Physical Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

**Single Access Control Alarm Coordinator (SACC).** The official having direct control over the facility or area and have direct responsibility for coordinating access control, alarm protocols, and alarm & access control schedules.

**CSUalert:** A university-wide text-messaging alert service that sends notifications to registered users if an emergency situation occurs on campus. <http://www.csuohio.edu/access-security/access-security>.

**Shelter-In-Place:** To seek immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, active shooter or a civil disturbance. When you hear the sirens or voice notification announcement(s), immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

**Tornado Warning Sirens:** Cuyahoga County Emergency Management controls activation of the tornado siren system. Sirens are part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, or as deemed necessary by emergency personnel.

## APPENDIX B: Bomb Threat Procedures

The presence of an explosive device and/or the reception of a bomb threat are situations that the University must be prepared to confront in a calm and professional manner. Although many bomb threats turn out to be false, they must be taken seriously to ensure the safety of the students, faculty, staff and visitors of CSU. A bomb threat could be written, received electronically (e-mail, text message), communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

- The caller has definite knowledge about the explosive device and wants to minimize personal injury.
- The caller wants to disrupt normal activities by creating anxiety and panic.

**In the event of a bomb threat, DO NOT use two-way radios or cellular phone as radio signals can cause a detonation. DO NOT evacuate the building until police arrive and evaluate the threat. DO NOT activate the fire alarm. DO NOT touch or move a suspicious package.**

### Threat by Telephone

Take the caller seriously. Assume the threat is real. If you have a digital phone, look for and record the originating phone number. If possible, do not hang up the phone. Have a co-worker call CSU Police at 216.687.2020 or 9-1-1. If you are alone, call immediately after hanging up. Make every attempt to:

- Stay calm and indicate your desire to cooperate with the caller.
- DO NOT antagonize or challenge the caller.
- Obtain as much information as possible. Prolong the conversation as long as possible.
- Ask permission to repeat any instructions to make sure they were understood.
- Attempt to determine the caller's knowledge of the facility.
- Identify background noises.
- Contact your Building Administrator.
- Insure that the "Bomb Threat Checklist" is completed.
- If directed to evacuate, follow building evacuation procedures.

### Threat by E-mail/Text Message

- DO NOT delete the e-mail/text message.
- Call CSU Police at 216.687.2020 or 9-1-1.
- Forward the e-mail as directed by Police.
- Contact your Building Administrator.
- If directed to evacuate, follow building evacuation procedures.

## **Threat by Mail**

- Call CSU Police at 216.687.2020 or 9-1-1.
- Handle mail as minimally as possible.
- Contact your Building Administrator.
- If directed to evacuate, follow building evacuation procedures.

## **Threat by Handwritten Note**

- Call CSU Police at 216.687.2020 or 9-1-1.
- Handle note as minimally as possible.
- Contact the Building Administrator.
- If directed to evacuate, follow building evacuation procedures.

## **Automatic Building Evacuation**

Do not attempt to evacuate the building without authorization and assistance from the police or security. In the very unlikely event that there is a bomb, people are likely to be safer where they are. Steel-framed walls, doors, closets, and desks provide reasonably safe barriers against the concussion and projectiles from a blast. Automatic evacuation means channeling persons into hallways and stairwells that have not been searched by the police or security. The actual threat or a secondary explosive device may exist outside where there is little effective barrier protection.

## **Suspicious Letter or Package**

The following guidelines are intended to help identify suspicious letters or parcels and to provide procedures to follow in the event of receiving suspicious mail. If you receive a suspicious letter or package:

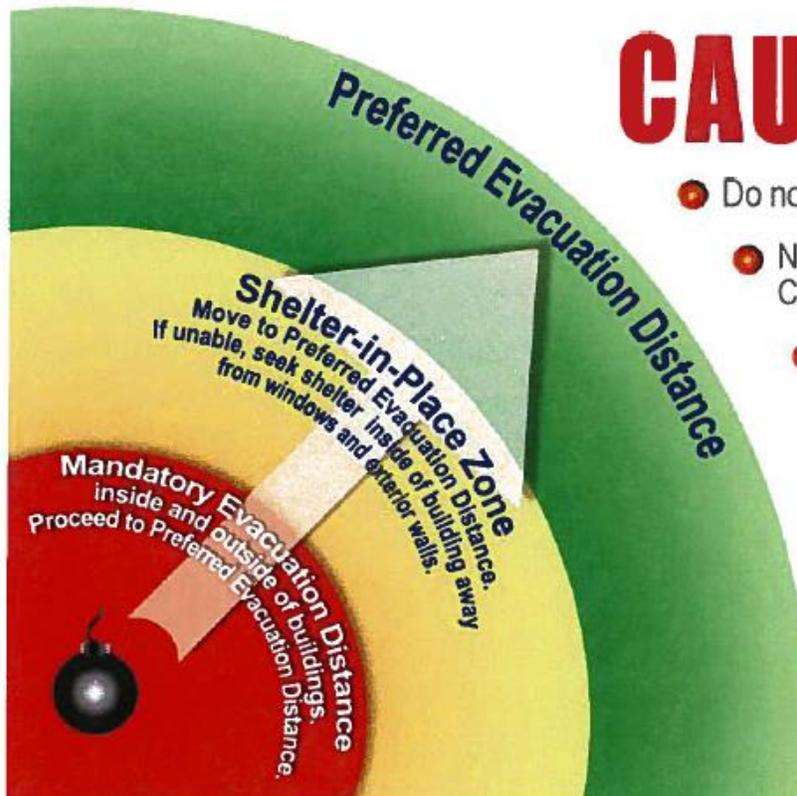
- Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
- Do not shake or bump the package or letter.
- Isolate the package, placing it in a sealable plastic bag, if available.
- Calmly alert others in the immediate area and leave the area, closing the door behind you.
- Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.
- Call CSU Police at 216.687.2020 or 9-1-1.
- Wait for Police to respond. Do not leave the building unless instructed to do so by CSU Police personnel.



# BOMB THREAT STAND-OFF CARD



Threat Description		Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
 Pipe Bomb		5 lbs	70 ft	71-1199 ft	+1200 ft
 Suicide Bomber		20 lbs	110 ft	111-1699 ft	+1700 ft
 Briefcase/Suitcase		50 lbs	150 ft	151-1849 ft	+1850 ft
 Car		500 lbs	320 ft	321-1899 ft	+1900 ft
 SUV/Van		1,000 lbs	400 ft	401-2399 ft	+2400 ft
 Small Delivery Truck		4,000 lbs	640 ft	641-3799 ft	+3800 ft
 Container/Water Truck		10,000 lbs	860 ft	861-5099 ft	+5100 ft
 Semi-Trailer		60,000 lbs	1570 ft	1571-9299 ft	+9300 ft



## CAUTION!

- Do not touch suspicious item
- Notify proper Authorities - Call 911
- Ensure all witnesses are available to brief 1st responders
- Recommended stand-off data should be used in conjunction with your emergency evacuation plan

Sources: Department of Homeland Security, Office for Bombing Prevention, Arlington, VA  
 FBI, Bomb Data Center, Quantico, VA  
 Technical Support Working Group, Arlington, VA

## **ATTACHMENT 1**

**ATTACH A COPY OF THE CLEVELAND STATE UNIVERSITY  
EMERGENCY PROCEDURES HANDBOOK (EPH) TO THE  
BUILDING EVACUATION PLAN.**