

# Emergency Procedures Handbook (EPH)



## A Guide for Faculty, Staff, Students, and Visitors

**Cleveland State University Police Department  
Office of Emergency Management  
216.687.2184**

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## Preface

Emergencies can occur at any time without warning. Experience has shown that a well thought out, coordinated response to emergency situations helps minimize personal injury and property damage and also reduce the confusion that arises during a critical incident. Careful planning, with an emphasis on safety, can help Cleveland State University students, faculty, staff, and visitors navigate unforeseen emergency situations with the appropriate response to decrease loss and save lives. When in doubt, always call 9-1-1.

This Emergency Procedures Handbook (EPH) is intended as a guide for the CSU campus community. It contains comprehensive emergency response actions designed to minimize loss in the event of specific emergency situations. While this handbook provides detailed, recommended action steps, it is important that users keep in mind the unique quality of each critical event and remember that emergency procedures can and should be implemented on a scalable, flexible, and adaptable basis to align with the specific challenges presented by the situation at hand. This EPH is an integrated component of a comprehensive preparedness and response system that will ensure unity of efforts and help CSU protect the health and safety of the campus community and its resources. As this system is implemented, it will align and synchronize this EPH with the University's Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP) and Building Emergency Plans (BEP).

## Scope

All members of the CSU community play a critical role during an emergency. Our students and visitors may not be familiar with the building they are in, the hazards presented in the building, or the procedures that should be followed to ensure their health and safety in the event of an emergency. They will depend on faculty and staff for immediate direction and assistance. Please review and become familiar with this guide. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not anticipated or covered by this handbook or any appendices attached hereto.

If you have questions regarding the Emergency Procedures Handbook or would like additional information or assistance with emergency preparedness efforts, please contact the CSUPD Emergency Management Office at 216-687-2184.

## How to Report an Emergency

In the event of an emergency call 216.687.2020 or 9-1-1. If possible, use a campus telephone. Cell phone users should also dial 9-1-1 and tell the operator to connect you with CSU Police. Decals are placed on university phones and most are pre-programmed with a one touch button that will connect directly with CSU Police. When the CSU Dispatcher answers, provide your name, location (building/room) and a brief description of the emergency. Employees should follow directions given by the Dispatcher. The CSU Police Dispatch also serves as a secondary Public Safety Answering Point (PSAP) for Cuyahoga County.

## Public Information Officer (PIO)

Cleveland State University has designated the position of Public Information Officer (PIO) as the Official University spokesperson. The PIO is authorized to speak and issue press releases on behalf of the University. In line with the principles of National Incident Management System (NIMS), CSU authorizes the PIO to facilitate distribution of pertinent information to the public regarding an emergency on campus in a timely manner.

## Emergency Communication (C-STARS)

Many different campus operations utilize hand held radios to conduct duties as efficiently as possible. CSU has invested in a campus-based infrastructure where all campus radios are connected to one another. The C-STARS program also allows interface with MARCS – a sophisticated computer and communications network designed to provide instant voice and data communications statewide – and other regional and local emergency and public safety systems.

## Basic Concepts to Remember In All Emergencies

- Stay calm – do not panic.
- Never put yourself at personal risk.
- Assess the situation.
- Contact CSU Police as soon as possible by CALLING 9-1-1.

*If you are using a cell phone on campus, ask the operator for CSU Police.*

## Concept of Operations

### Types of Emergencies

Cleveland State University is at risk from various emergencies including, but not limited to:

- Structural Fire
- Severe Weather
- Health/Medical Emergency (Norovirus, Salmonella, influenza outbreak)
- Utility Failure
- Hazardous Materials Release
- Violence/Criminal Behavior
- Bomb Threat
- Flooding

### Emergency Notifications and Communications

CSU utilizes a multi-layered approach for the delivery of emergency notifications and communications to help spread information quickly. The University's emergency notification and communication system includes, but is not limited to, the following:

## Voice Emergency Notification System

- Current upgrades in the CSU fire alarm platform allow for the use of voice audio communications in addition to the fire alarm indicators inside of buildings on campus over the existing fire alarm infrastructure backbone.

## CSU Alert

- The CSU alert system (hosted by Everbridge Aware) is a broadcast alerting interface that allows the University to quickly send emergency notifications and important announcements via text messages, email, or recorded voice messages to registered subscribers of the service.

## CSU Website

- The CSU website can be used in support of an alert and notification activation. Messages can be posted to the official CSU website or the CSU homepage can be replaced with an emergency website that has already been developed. The CSU home page is the focal point of the most complete information in all campus-related emergencies. [www.csuohio.edu](http://www.csuohio.edu)

You are recommended to verify your registration with CSU ALERT through CampusNet at <https://campusnet.csuohio.edu/index.jsp>. If the link is broken or for some reason you are unable to register, please contact the Manager of Access Control and Security Systems at 216.687.5238.

## Supporting Plans and Procedures

### All Hazards Emergency Operations Plan (EOP)

The CSU Emergency Operations Plan (EOP) is intended to establish policies, procedures and organizational structure for response to emergencies that may cause a significant disruption of the functioning of all or portions of the University. The EOP describes the roles and responsibilities of divisions, departments, offices, units and personnel during emergency situations. The EOP is designed to:

- Present a proactive response designed to protect students, staff and faculty, as well as the community and the environment in case of a major emergency or disaster.
- Serve as a guide for managing any emergency situation that may result from a single violent act and/or disaster either natural or technology-based.
- Outline and assign responsibilities for coping with emergencies affecting the safety and well-being of people and/or facilities on campus.

- Facilitate compliance with certain regulatory requirements of federal, state and local agencies and enhance the University's ability to quickly return to normal operations following an emergency or disaster.

### Continuity of Operations Plan (COOP)

The Continuity of Operations Plan (COOP) allows the University to preserve, maintain, and/or reconstitute its capability to perform essential functions in the event of any disaster or emergency that disrupts operations and services. It is not an emergency response plan; the purpose of a COOP is to facilitate the recovery and resumption of critical or essential functions through the development of plans, procedures, and provisions for alternate sites, personnel, resources, interoperable communications, and vital records/databases.

### Building Emergency Plan (BEP)

Building Emergency Plans (BEP) provide additional procedures for preparedness and response for emergency incidents. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in a specific building. All building occupants need to review, understand, and practice their Building Emergency Plan information and procedures, including emergency alerting, notification, evacuation, and shelter-in-place procedures.

### Emergency Notification Plan (ENP)

The CSU campus maintains a multi-modal approach to all hazards emergency alerting and notification. This document establishes the policy and procedures for the support of emergency alerts and notification at CSU and to ensure compliancy with applicable federal laws.

## Purpose of the Emergency Guide

The purpose of the guide is to:

- Serve as a quick reference guide for students, faculty and staff during pending or actual serious emergencies.
- Educate and prepare University community members for emergencies.
- Provide reference links to additional sources; learn more about particular types of emergencies as well as general emergency planning and preparedness.

## Essential Information for Emergency Preparedness

### Personal Responsibility

A transitional period exists between the onset of an emergency and the full mobilization of safety forces and other life-saving personnel and equipment. Depending on the emergency, this period may extend for hours or days. It is also





recognized that full mobilization does not guarantee personal safety. With these facts in mind, all persons are encouraged to take personal responsibility by exercising good judgment and taking the necessary precautions to maximize their safety and prospects for survival.

### Mutual Assistance and Cooperation



Natural disasters and public emergencies place an extraordinary demand on students, faculty and staff; it requires sacrifice, patience, and cooperation on everyone's part.

Individuals

may need to assist other persons not able to care for themselves. Personal property may need to be left behind. Personal vehicles may be inaccessible. Individuals and groups may become separated. Helping one another and cooperating with the authorities during natural disasters and public emergencies can save lives.

### Shelter-In-Place

Contrary to the natural instinct to flee from danger, staying where you are may provide the safest alternative. Shelter-in-place is a simple and effective strategy of self-protection using the barriers and isolation provided by a building. All that is required is to:

- Get into or stay inside a building; if possible, go to an interior room with no exterior openings
- Secure the building; secure the interior room
- Wait until the threat has ended and authorities give an "all clear"

### Situations in Which Shelter-in-Place is Effectively Used

- Active shooter incidents
- Chemical, biological, radiological, nuclear and hazardous material emergencies
- Severe weather

## Emergencies of an Unknown Nature

- Armed hostage or barricaded person
- Robbery in-progress
- Riot or other violent confrontation
- Explosive device
- Other unanticipated threat

## Building Evacuation

***If a fire alarm sounds or if asked to evacuate, leave the building immediately.***

The purpose of evacuating a building is to remove the occupants from dangerous and potentially life-threatening conditions presented by:

- A fire
- A suspected explosive device
- A hazardous material release
- Air contamination
- Active shooter incident
- Other life-threatening situations

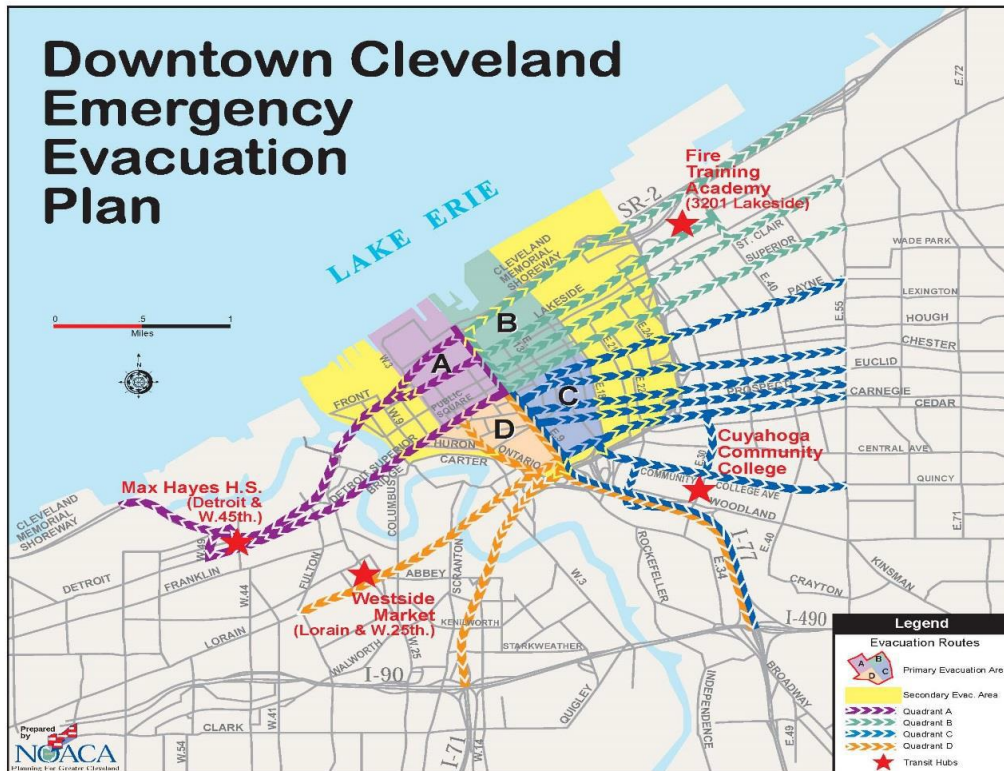
### ***When evacuating a building:***

- Remain calm
- Proceed to the nearest safe exit
- Do not use the elevators
- Assist disabled persons; if the person cannot be moved to the exit, ask the person to go to the nearest stairwell at their location, leave the building and advise a firefighter or police officer of the person's location
- Once outside, do not return until directed by a public safety official

## Campus Evacuation

An emergency requiring the evacuation of campus is likely to be part of a larger evacuation. It is important to follow evacuation instructions.

If an emergency evacuation is declared, all CSU members and visitors will follow the City of Cleveland's evacuation plan and proceed East of Cleveland.



### Disability Preparedness Resource Center

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/>

### Campus Closure/Building Closure Procedures

For any event, including severe weather, that threatens Cleveland State University, CSU's President, in consultation with the Campus Safety and Facilities Management, will decide if the University will close. Cleveland State is committed to fulfilling its instructional obligations, so it is CSU's intent to conduct classes as long as it can maintain reasonable conditions on campus, and the roads in the immediate areas are reasonably passable.

For severe weather events, Campus Safety and Facilities Management monitor conditions during a weather alert and receive frequent updates regarding weather conditions and road advisories. The University takes into account the condition of campus parking lots and roads; the availability of uninterrupted electrical service; the condition of state and local roads as indicated by road and storm advisories; weather forecasts; ice, wind and severe cold temperatures.

## Notifications

- After a decision is made to close the University:
  - An emergency message is sent through CSUalert.
  - The emergency message is posted on the CSU homepage [www.csuohio.edu](http://www.csuohio.edu).
- The cancellation of programs at off-site locations, athletic events and special events will be made on a case-specific basis, and will be announced through the CSU home page and the closures page.

## Building Closure

Conditions for temporary closure of a building include, but are not limited to, incidents of mechanical, electrical or other facility-related failures; health, safety and/or environmental issues such as hazardous spills; other disaster conditions and/or data communication disruptions.

In the event that conditions exist requiring the temporary closure of a building or section of a building, other than for immediate safety concerns, the decision to close the building or section of the building is made by Facilities Management in consultation with the appropriate University department(s) such as Campus Safety, Environmental Health and Safety, Information Technology, Human Resources, Risk Management, the President and/or Provost and the Building Manager.

## Public Emergencies and Natural Disasters

### Active Shooter/Campus Violence

A serious act of violence may be defined as an incidence of violence or potential violence which poses an imminent threat to members of the University.

An active shooter is an armed individual who has used deadly force and continues to do so with unrestricted access. The incident may be over quickly and can occur at any time and any location. It can involve a single shooter, multiple shooters, close encounters, distant encounters, random victims and mobile confrontations.

The personal safety and security of our campus community is of the greatest importance and the University strives to ensure the safety of its students, faculty, staff and visitors. The following response protocols are designed as guidelines to help you respond appropriately in situations which compromise your personal safety.

### Armed Suspect/Active Shooter

- 1. If you witness an armed individual on campus at any time:**
  - Do not approach the person. Try to remain calm.
  - Contact CSU Police at 216.687.2020 or call 9-1-1 immediately. Give your location, name and reason for calling.

- Be ready to provide a physical description of the individual:
  - age
  - weight
  - hair color and length
  - clothing
  - facial hair
  - other distinguishing features
- If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.
- Maintain your own safety. Follow the instructions provided to you by CSU Police.

**2. If an armed suspect/active shooter is outside your building:**

- Move to an inner area of the building if safe to do so and remain there until an "all clear" instruction is given by CSU Police.
- Turn off all the lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- Contact 9-1-1 or CSU Police at 216.687.2020 with your location.

A 9-1-1 call made from a campus phone goes to CSU Police Dispatch. A mobile phone call to 9-1-1 goes to the City of Cleveland or the County Public Safety Dispatch. In order to reach CSU Police Dispatch from your mobile phone, call 216.687.2020.

**3. If an armed suspect/active shooter is inside the building:**

- If it is possible to flee the area safely and avoid danger, do so.
- If it is unsafe or impossible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Silence mobile phones, pagers and other audio devices.
- Contact 9-1-1 or CSU Police at 216.687.2020 with your location.
- Get down on the floor or under a desk and remain silent.
- Wait for the "all clear" instruction to be issued by CSU Police.

#### **4. If an armed suspect/active shooter comes into your class or office:**

- There is no specific procedure which can be recommended to ensure your safety in this situation.
- Remain calm.
- Attempt to get the word out to other faculty/staff/students if possible. Call 9-1-1 or CSU Police at 216.687.2020.
- Put distance between yourself and the offender. Make use of shielding if possible i.e., desk, filing cabinet, etc. between you and the suspect.
- Do not run down hallways. It provides the suspect with more targets and slows police response.
- If possible, keep an escape route behind you.
- If the offender leaves your area, lock your door immediately. Remain in the area (unless your safety is in jeopardy), and await further instructions from authorities.
- If flight is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed suspect.
- Wait for the "all clear" instruction to be issued by CSU Police.

#### **5. If you encounter an armed suspect/active shooter outdoors:**

- Remain calm.
- Move away from the suspect or the sounds of gunfire.
- Move to locations that provide cover from the line of fire, walls, vehicles, other large objects.
- Attempt to get the word out to other faculty/ staff/students if possible. Call 9-1-1 or CSU Police at 216.687.2020.
- Wait for the "all clear" instruction to be issued by CSU Police.

#### **How to Exit a Building Safely**

- Have a route planned before attempting to leave.
- Do not attempt to carry anything with you while fleeing.
- Move quickly and keep your hands visible with palms upraised, as you exit the building.
- Do not attempt to treat or remove injured people, but note their locations so that you may provide the information to emergency responders.
- Proceed to a safe location, but do not leave campus. Keep in mind that the entire area is still a crime scene, and officers will need to obtain information from you before you leave.
- Always comply with commands from law enforcement officers.

#### **What to Expect from Responding Police Officers**

Know what to expect from responding law enforcement personnel. Their primary objective is to immediately engage or contain an armed suspect/active shooter(s) in order to stop life-threatening behavior.

Remember:

- Officers may move past you, as their objective is to immediately engage attacker(s).
- Officers will evacuate victims only after the threat is eliminated.
- Weapons may be pointed at you.
- You may be searched and handcuffed.
- Do not make sudden movements or run towards officers.
- Keep your hands visible to police officers at all times as they do not know if you pose a threat or not. Raise your arms and show your EMPTY hands.
- Remain in a secure area until escorted out by public safety officers.

## A.L.I.C.E

“A.L.I.C.E” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by a shooter. It is important to remember that “A.L.I.C.E” response does not follow a set of actions you “shall, must, will” do when confronted with a shooter. Your survival is paramount in this situation. Deal with known information and don’t worry about the unknowns. You may use only 1 or 2 parts of the response plan or you may have to utilize all 5. In this type of incident, your perception is the reality. You will be deciding the appropriate action to take.

- **Alert** – Can be anything:
  - Gunfire
  - Witness
  - PA Announcement
  - Phone alert
  
- **Lockdown** - Barricade the Room. Prepare to EVACUATE or Counter if needed.
  - Lock the door
  - Barricade the door with anything available (desk, chairs, etc.)
  - Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
  - Look for alternate escape routes (windows, other doors)
  - Cover any windows in the door if possible
  - Call 9-1-1
  - Move out of the doorway in case gunfire comes through
  - Silence or place cell phones on vibrate
  - Once secured, do not open the door for anyone. Police will enter the room when the situation is over
  - Gather weapons (coffee cups, chairs, books, pens etc.) and mentally prepare to defend yourself or others
  - Put yourself in position to surprise the active shooter should they enter the room

- **Inform** - Using any means necessary to pass on real time information
  - Given in plain language
  - Can be derived from 9-1-1 calls, video surveillance, etc.
  - Who, what, where, when and how information
  - Can be used by people in the area or who may come into it to make common sense decisions
  - Can be given by “Viking Shield”, PA Announcements or Police Radio speakers
  
- **Counter** - This is the use of simple, proactive techniques should you be confronted by the active shooter.
  - Anything can be a weapon
  - Throw things at the shooters head to disrupt their aim
  - Create as much noise as possible
  - Attack in a group (Swarm)
  - Grab the shooters limbs and head and take them to the ground and hold them there
  - Fight dirty; bite, kick, scratch, gouge eyes, etc.
  - Run around the room and create chaos
  - If you have control of the shooter, call 9-1-1 and tell the police where you are and listen to their commands when officers arrive on scene
  
- **Evacuate** - Remove yourself from the danger zone quickly as possible.
  - Decide if you can safely evacuate
  - Run in a zigzag pattern as fast as you can
  - Do not stop running until you are far away from the area
  - Bring something to throw with you in case you would encounter the shooter
  - Consider going out a window
  - Break out windows and attempt to quickly clear glass from the frame
  - Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall
  - Hang by your hands from the window ledge to shorten your drop
  - Attempt to drop into shrubs, mulch, or grass to lessen the chance of injury
  - Do not attempt to drive from the area

#### Secondary Issues

- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the shooter. If possible, put it in a trashcan and carry it with you. If



you come across police, calmly tell them what you are carrying and why. Follow their commands.

- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoe laces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save their lives.
- If you are in a lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate; make it a place easily accessible and far away from the scene.
- Talk to your students and co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for a shooter to enter and acquire targets.

## **Alice Training is offered at CSU**

**Contact CSUPD's Crime Prevention Unit for more information at 216.687.9323**



### **Suspicious Individual**

Report any suspicious individual or activity to 9-1-1 or CSU Police at 216.687.2020.

- Give your location, name and reason for calling.
- Be ready to provide a physical description of the individual:
  - age
  - weight
  - hair color and length
  - clothing
  - facial hair and any other distinguishing features
- If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number.

- Follow the instructions provided to you by CSU Police.

### ***In-Progress Incidents***

**Do not attempt to apprehend or interfere with the crime except in case of self-protection. When calling the University Police, give your name, location, phone number and make sure the dispatcher understands that the incident IS IN PROGRESS.**

### **Potential Acts of Violence**

If you are concerned that a violent incident may occur, but immediate action is not required, contact CSU Police at 216.687.2020 or 216.5BE-SAFE (523.7233) to remain anonymous. All reported incidents or threats of violence will be taken seriously and forwarded to CSU's Threat Assessment Team. Reports will be investigated promptly and appropriate action taken. CSU's Threat Assessment Team will:

- Investigate and assess the risk posed by the circumstance.
- Ensure all appropriate parties are notified.
- Determine the appropriate interventions.
- Document, plan and implement a risk abatement action plan as necessary.

### **Classroom Disruption**

Class order and discipline is the responsibility of the instructor insofar as possible. Classroom disruption is the excessive and unreasonable interference with classroom instruction. Under no circumstance is a member of the faculty expected to take physical action to control a disturbance. Faculty should also make every effort to discourage students from taking physical action against disrupters. If a disruptive student is encountered:

- Ask student(s) causing the disruption to cease and desist. Identification of the student(s) involved should be attempted.
- The instructor should notify the disruptor(s) of possible suspension and/or removal from the class, and of further possible actions under the Administrative Code (Code of Student Conduct), or the Ohio Revised Code, or both.
- If disruption does not cease, the instructor should order the disruptor(s) out of the classroom and inform those involved that failure to do so will subject the disrupter(s) to student conduct sanction and/or criminal arrest.
- If the disruption continues, notify CSU Police at 216.687.2020 or 9-1-1 to deal with the disruptive individual(s)
- The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.
- The instructor should subsequently notify the chairperson and/or dean of the college of the incident to coordinate and facilitate the referral of the student to the Office of Student Judicial Affairs 216.687.2048.

- Consider discussing the student's behavior with the Student Affairs' CARE Team at 216.687.2048.

## Workplace Violence

The probability is very low that any single individual will be involved in a violent workplace incident leading to serious injury. Still, prevention is critical and early intervention helps prevent more serious acts. Although not every incident can be prevented, many can, and the severity of injuries sustained by employees can be reduced. The definitions provided here are intended to assist individuals in identifying disruptive behavior that should be reported so that it can be promptly and effectively addressed.

- **Workplace violence** - the National Institute for Occupational Safety and Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty."
- **Disruptive behavior** - disturbs, interferes with or prevents normal work functions or activities. Examples: yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
- **Threatening behavior** - includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property, ["You better watch your back" or "I'll get you"] as well as implicit threats ["you'll be sorry" or "this isn't over"].
- **Violent behavior** - includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent [e.g., throwing things, pounding on a desk or door, or destroying property], or specific threats to inflict physical harm [e.g., a threat to shoot a named individual].

## Response to Disruptive Behavior (No Threats or Weapons)

- Assess whether the individual seems dangerous. If in your best judgment he/she is upset but not a threat, set limits and seek assistance as necessary.
- If possible, do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible.
- Leave the door open or open a closed door, and sit near the door. Be sure a co-worker is near to help if needed.
- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the person to describe the problem.
- NEVER touch the individual or try to remove him/her from the area. Even a gentle push or holding the person's arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.
- Do not mention discipline or the police if you fear an angry or violent response.
- If the situation escalates, find a way to excuse yourself, leave the room/area and get help.

## Response to Threatening/Violent Behavior (Threats and/or Weapon)

- If an individual makes threats of physical harm toward you, others, or him/herself; has a weapon; or behaves in a manner that causes you to fear for your own or another's safety. Immediately call or have someone call CSU Police at 216.687.2020 or call 9-1-1.
- Do not attempt to intervene physically or deal with the situation yourself.
- Get yourself and others to safety as quickly as possible.
- If possible, keep a line open to police until they arrive. The more information the police receive, the more likely they can bring a potentially violent situation to a safe conclusion.
- If shots are fired:
  - Remain calm.
  - Put distance between yourself and the offender. Make use of shielding if possible i.e., desk, filing cabinet, etc. between you and the suspect.
  - If possible, keep an escape route behind you.
  - If the offender leaves your area, lock your door immediately. Remain in the area (unless your safety is in jeopardy), and await further instructions from authorities.
  - If flight is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed suspect.
  - Wait for the "all clear" instruction to be issued by CSU Police.

## Sexual Violence

Sexual Violence is any non-consensual sexual act, including but not limited to rape, sexual battery and sexual coercion. Sexual violence also includes domestic/relationship violence. If you have experienced or witnessed sexual violence, you are encouraged to contact the CSU Police at 216.687.2020 or 9-1-1, or the Office for Institutional Equity at 216.687.2223.

Information on how to respond to sexual violence, including campus and community resources, may be in the Campus Sexual Violence Guide available on the Office for Institutional Equity's website <http://www.csuohio.edu/institutional-equity/institutional-equity>

## Bomb Threat

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.

# What makes it a Suspicious Package?

**Excessive tape or string**

**Rigid or bulky**

**Lopsided or uneven**



**Protruding wires**

**Oily stains, discolorations, or crystalization on wrapper**

**Wrong title with name**

**Strange odor**

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## Hazardous Materials Emergency

### Hazardous materials come in four forms:

- Explosives
- Flammable and combustible substances
- Poisons
- Radioactive materials

### During a Hazardous Materials Emergency:

- If possible, leave the affected area immediately in the direction upwind from the source
- If safely leaving is not possible, go indoors immediately and shelter-in-place. Do not leave the safety of shelter to assist others outdoors

### Follow the instructions given by University Officials if instructed to evacuate:

- Do so immediately
- If available, monitor local broadcast media for emergency information on:
  - Evacuation routes
  - Temporary shelters
  - Procedures to follow

- Follow the routes given by University, and other authorities; shortcuts and other routes may not be safe
- Carpool with others to minimize traffic congestion
- Assist those in need (children, elderly, disabled, persons without transportation)

**If outside:**

- Stay upwind, upstream and uphill
- Try to go at least one-half mile from the source
- Avoid contact with spilled liquids, airborne mists, or condensed solid chemical deposits
- If possible, avoid inhaling gases, fumes, and smoke by covering the nose and mouth
- Avoid contact with exposed individuals until the hazardous material has been identified and interpersonal contact determined safe.

**If in a motor vehicle:**

- Stop and seek shelter indoors
- If leaving the vehicle safely is not possible, close the windows and vents and keep the air conditioning and heater fan off

**If indoors, shelter-in-place:**

- Close and lock all exterior doors and windows
- Turn off air conditioners and ventilation systems
- Seal off air conditioners
- Seal the gap between the doors and the door frames with plastic sheeting, duct tape or a wet towel
- Seal the gap between the windows and window frames similarly
- If gas or vapors enter the building, take shallow breaths through a towel or cloth
- Avoid eating or drinking potentially contaminated substances
- When the emergency conditions have ended, ventilate the shelter with fresh air

**If exposed to hazardous chemicals:**

- Follow decontamination instructions from local authorities
- Authorities may advise to shower thoroughly or to avoid contact with water and follow another procedure
- If experiencing symptoms of exposure, seek immediate medical attention
- Place contaminated clothing and shoes in tightly sealed containers voiding contact with other items
- Advise others with whom personal contact was made of the exposure so they can also take precautions or seek medical treatment

Additional information is available on the following website:

<http://www.ready.gov/hazardous-materials-incidents>



## Biological Threat

Biological agents are bacteria, virus or toxins that can kill or incapacitate people, livestock and crops.

### Delivery Methods:

- Aerosols: Biological agents are dispersed into the air forming a fine mist that may drift for miles. Inhaling the agent may cause disease in humans and animals
- Animals: Insects and animals such as fleas, mice, flies, mosquitoes and livestock spread some diseases
- Food and water contamination: Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes are killed, and toxins deactivated, by cooking food and boiling water for three minutes.
- Person-to-person: A few infectious agents, such as smallpox, plague and the Lassa viruses can spread through human contact.

### Precautions for Known or Suspected Exposure:

- Move away from the agent quickly
- Remove and bag contaminated clothes and items
- Wash with soap and water
- Contact public health authorities
- Monitor local broadcast media for emergency information and instructions
- Seek medical attention if symptoms appear-public health instructions may include avoiding others or quarantine

Additional information on Biological Threats is available on the following website:

<http://www.ready.gov/biological-threats>

## Chemical Threat

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have a toxic effect on people, animals and plants. Some chemical agents are colorless and odorless. The harmful effects they produce can be immediate (a few seconds to a few minutes) or delayed (2 to 48 hours). Signs of a chemical threat include difficulty breathing, eye irritation, loss of coordination, nausea, or burning sensation in the nose, throat and lungs. The presence of an unusually high number of dead insects or birds may indicate a chemical agent release.

### During a Chemical Threat:

If possible, leave the affected area immediately in the direction upwind from the source. If leaving safely is not possible, find indoor shelter immediately and shelter-in-place. Do not leave the protection of the shelter to assist others outdoors. Once inside: If instructed to evacuate:

- Do so immediately
- If available, monitor local broadcast radio for emergency information on:
  - Evacuation routes

- Temporary shelters
- Procedures to follow
- Follow the routes given by authorities; shortcuts and other routes may not be safe
- Carpool with others to minimize traffic congestion
- Assist those in need (children, elderly, disabled, persons without transportation)

**If indoors, shelter-in-place if outside:**

- Stay upwind, upstream and uphill
- Try to go at least one-half mile from the source
- Avoid contact with spilled liquids, airborne mists or condensed solid chemical deposits
- If possible, avoid inhaling gases, fumes and smoke by covering the nose and mouth
- Avoid contact with exposed individuals until the hazardous material has been identified and interpersonal contact is determined safe.

**If in a motor vehicle:**

- Stop and seek shelter indoors
- If leaving the vehicle safely is not possible, close the windows and vents and keep the air conditioning and heater fan off

**Precautions for Exposure:**

Decontamination is necessary within minutes of exposure to minimize harmful health effects. A person experiencing the effects of exposure requires immediate professional medical attention. Self-decontamination is required. Self-decontamination guidelines are as follows:

Use extreme caution when helping others who have been exposed to chemical agents:

- Remove all clothing and other items in contact with the body. Clothing that would normally be removed over the head should be cut off to avoid contact with the eyes, nose and mouth. Put the contaminated clothing into a plastic bag and seal it.
- Remove eyeglasses or contact lenses; place in a pan of household bleach to decontaminate them; then rinse and dry.
- Flush the eyes with water.
- Gently wash the face and hair with soap and water then thoroughly rinse with water.
- Decontaminate other areas of the body that are likely to have been contaminated. Blot - do not swab or scrape - the skin with a cloth soaked in soapy water and rinse with water.
- Change into uncontaminated clothes. Clothing stored in drawers and closets are likely to be uncontaminated.

- Proceed immediately to a medical facility for screening and professional treatment.

Additional information on Chemical Threats is available on the following websites:

<http://www.ready.gov/chemical-threats>

<http://m.fema.gov/chemical-threat>

## Fire

Fire is the most common and deadliest of emergencies. Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which are preventable. Direct property loss due to fire is estimated at \$8.6 billion annually. Understanding a few basic facts about fires and taking some simple, yet effective, precautions is essential to preventing and surviving a fire emergency. Because fire spreads quickly, a fire can become life threatening within two minutes. If a fire is detected, get out immediately.

**Threats from fire** - Fire produces many deadly effects in addition to flames. These include:

- Heat
- Smoke
- Poisonous gasses
- Structure collapse
- Oxygen depletion
- Explosion

## Fire Prevention

**The following is a list of simple and effective precautions to prevent fires:**

- Never tamper with installed smoke alarms
- Never leave cooking food unattended
- Identify escape routes and practice using them during University fire drills
- Avoid the accumulation of newspapers, magazines and other flammables
- Never use gasoline, benzene, naphtha or similar flammable liquids indoors
- Inspect extension cords for frayed or exposed wires and loose plugs
- Make sure wiring does not run under rugs, over nails or across high traffic areas
- Do not overload extension cords or outlets; use UL approved power strips with built-in circuit breakers

## If You Discover a Fire:

- Pull the nearest fire alarm.
- Check to see if anyone is in immediate danger.
- If it is a very small and controllable fire, attempt to put out the fire **ONLY** if you have been properly trained in fire extinguisher use and only if it can be done without risk to your safety and health and others.

- For those who have been trained in safely operating a fire extinguisher, remember to read the label on the fire extinguisher prior to discharge to ensure that the extinguishing material is appropriate for that particular type of fire.
- Do not attempt to fight the fire alone or without having at least two other escape routes.
- If the fire is uncontrollable, evacuate the area immediately. **DO NOT USE ELEVATORS.**
- After evacuating, call 9-1-1 or CSU Police at 216.687.2020. Provide the following information:
  - Location (building name) of the fire
  - Current status of the fire (size, type of materials burning) and the suspected cause (if known)
  - Your name and phone number

**If the Fire Alarm Sounds and You are in a Common Area:**

- Proceed to the nearest exit. If above ground level, proceed to the nearest stairway.
- Assist people with special needs in exiting the building. **DO NOT USE ELEVATORS.**
- If mobility impairment prevents you from evacuating, take refuge in a stairwell and call 9-1-1. Most stairwells are designated areas of refuge. Make sure that someone leaving the building is aware of your location.
- Notify CSU Police or fire personnel if you suspect someone is trapped inside the building.
- After evacuating, go to the Designated Meeting Area for your building.

**If the Fire Alarm Sounds and You are in a Room:**

- Check the surface of doors and/or door knobs for heat before opening. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. **CLOSE ALL DOORS BEHIND YOU.**
- Take your keys if the door is subject to lock as you may have to return to the room/office.
- Assist people with special needs in exiting the building. **DO NOT USE ELEVATORS.**
- People with mobility impairment who cannot evacuate the building should take refuge in a stairwell and call 9-1-1. Most stairwells are designated areas of refuge. Make sure that someone leaving the building is aware of your location.
- After evacuating, go to the Designated Meeting Area for your building.

**If Trapped in a Room/Building:**

- Stay calm. Do not panic.
- If all exits or stairways are blocked, go to the nearest room and close the door. Keep all doors and windows closed.

- Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area.
- If the room has a window, hang a cloth or other object out of the window to signal that the room is occupied. **DO NOT LEAVE WINDOWS OPEN.**
- Wet clothing if possible. Wrap wet clothing around face to minimize smoke inhalation.
- Fill sinks and tubs with water if possible to maintain a supply of water.
- If smoke enters the room prior to the arrival of assistance, keep your head no more than 8-12 inches off the floor where the air is less toxic.
- Shout at regular intervals to alert emergency personnel of your location.
- If there is a telephone, call CSU Police at 216.687.2020 or 9-1-1 and advise them of your location (room number) and that all exits are blocked. Remain calm, stay on the line as long as possible and wait for the arrival of assistance.

#### **If Caught in Smoke:**

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Hold your breath as much as possible.
- Breathe shallowly through nose, and use a filter such as a shirt or towel.

#### **If Forced to Advance through Flames:**

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Keep your head down and your eyes closed as much as possible.

#### **If Your Clothing or Hair Catches on Fire:**

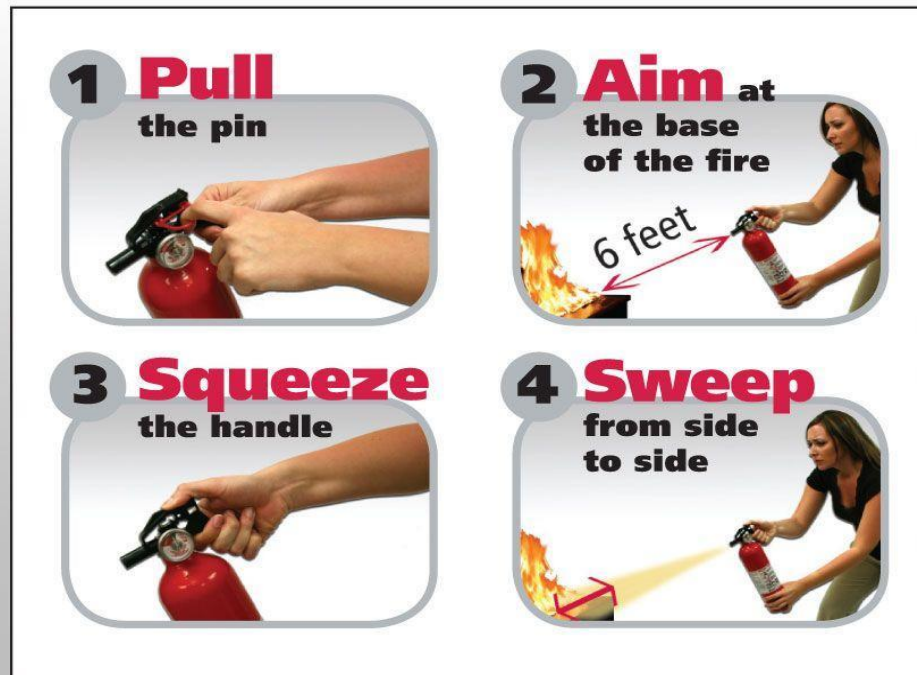
- Do not panic.
- **Stop.**
- **Drop** to the ground or floor.
- **Roll** around until the flames are out.
- Make sure you cover your face and mouth. You will want to protect your face from being burned and scraped on the ground.

#### **Using a Fire Extinguisher:**

- Evaluate whether the fire can be put out using a portable extinguisher.
- Know what types of materials are burning, and ensure that you are using the correct type of extinguisher for that fire.
- Consider the possible danger posed by hazardous or highly flammable materials.
- Always have an unobstructed route away from the fire. Use proper techniques for extinguishing small fires, such as the PASS method. To extinguish a small fire using the PASS method:

## HOW TO USE A FIRE EXTINGUISHER

Remember the Phrase **PASS**



### Elevator Failure

#### If you are trapped in an Elevator:

- If you become trapped in an elevator, use the emergency phone to communicate to the CSU Police. If you have a cell phone available, call CSU Police at 216.687.2020 and give the dispatcher the following information:
  - Name of the building
  - Location within the building
  - Where the car is stopped, if known
  - If a medical emergency exists
- If the phone in the elevator does not work, push the “Alarm” button until you hear acknowledgment that help is on the way.
- Remain calm and try to calm others.
- Do not attempt to exit the car unless directed to and assisted by emergency personnel.
- Do not try to force open the elevator door.
- Do not try to exit the elevator through the service hatch.

- Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

**If someone is trapped in an Elevator:**

- If you hear an elevator alarm, immediately call CSU Police at 216.687.2020 and/or the FAST Coordination Center at Physical Plant at 216.687.2500 734.487.3380 (between the hours of 7:30am-5pm M-F) and provide them with the location of the elevator and the floor number if known. Provide the following information:
  - Name of the building
  - Location within the building
  - Where the car is stopped, if known
  - If a medical emergency exists
- Keep the occupants calm and wait for help to arrive.
- DO NOT attempt to open the elevator door.

**PLEASE NOTE:**

The activation of an elevator lobby smoke detector will cause building elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.

## Severe Weather

### Thunderstorms and Lightning

All thunderstorms produce lightning and are dangerous. Other hazards associated with thunderstorms include tornadoes, strong winds, hail and flash flooding.

**Facts about Thunderstorms:**

- They may occur as a single event, in clusters, or in lines
- Some of the most severe occur when a single thunderstorm affects one location for an extended period of time
- Thunderstorms typically produce heavy rain for a brief period of 30 minutes to an hour
- Warm humid conditions are highly favorable for the development of thunderstorms
- Approximately 10% of thunderstorms are classified as “severe.” A severe thunderstorm is one that produces hail at least three-quarters of an inch in diameter, has winds of 58 miles per hour or higher, or produces a tornado

**Facts about Lightning:**

- Lightning’s unpredictability increases the risk to individuals and property
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles from rainfall
- “Heat lightning” is actually lightning from a thunderstorm too far away to be heard
- Most deaths from lightning occur in the summer months during the afternoon or evening when people are caught outdoors

- The chances of a person being struck by lightning are estimated at 1 in 3,000
- Lightning strike victims carry no electrical charge and should be helped immediately

#### **Severe Thunderstorm Watch**

The National Weather Service issues a severe thunderstorm watch when severe thunderstorms are likely to occur.

#### **Severe Thunderstorm Warning**

The National Weather Service issues a severe thunderstorm warning when there is imminent danger to life and property of those in the path of a storm.

#### **During a Thunderstorm:**

Get inside a house, building or hardtop vehicle. Although injuries may occur if a vehicle is struck, a person is much safer inside the vehicle than outside

- Avoid showering or bathing as metal bathroom plumbing and fixtures can conduct electricity causing shock or electrocution
- Use a corded phone only for emergencies; cordless and cellular telephones are safe to use
- Unplug appliances and other electrical items such as computers, stereos, televisions and air conditioners; power surges can cause serious damage
- Use a battery operated radio for weather updates

#### **If outdoors:**

- Avoid objects that can act as a lightning rod
- Seek shelter in a low lying area such as a ravine or valley
- Be alert to the possibility of flash floods
- If on open water, get to shore and find shelter immediately
- Remember that when hair stands on end (anywhere on the body) is an indication that lightning is about to strike; when this happens, squat down minimizing contact with the ground
- Do not lie flat on the ground

#### **Tornadoes**

Tornadoes are nature's most violent storms. A tornado appears as a rotating funnel shaped cloud that extends from a thunderstorm to the ground with winds that can reach 300 miles per hour. The path of a tornado can be over a mile wide and extend for over 50 miles. Before a tornado hits, the wind may die down and the air may become very still. Occasionally, tornadoes develop so rapidly that advance warning is not possible.

The National Weather Service (NWS) issues several statements to notify the general public of potential and imminent weather-related hazards. These advisories are typically posted and announced on television, radio and internet and are specific to individual counties.



Departments should have a portable radio available and listen to the local station for watches/warning issued for the area. The following watches/warnings may be issued:

**Tornado Watch** – A warning issued by the National Weather Service (NWS) that weather conditions are favorable for possible formation of tornadoes. When a tornado watch is issued, CSU Police will monitor the National Weather Service for updates.

**Tornado Warning** – A warning issued by the National Weather Service (NWS) that a tornado has been sighted in the area. When a tornado warning is issued, Cuyahoga County will sound a three-minute continuous tornado siren. The CSU Voice Emergency Notification System (indoor and outdoor speakers) may be used to advise the campus community.

***Remember, tornadoes occasionally develop in areas in which a severe thunderstorms watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.***

#### During a Tornado Watch

- Stay tuned to local television or radio, and other sources for weather alerts and emergency information.
- Be prepared to take shelter. Gather supplies you would want to take to a storm shelter area if a tornado warning is issued.
- If you see any rotating funnel-shaped clouds, report them immediately by telephone to CSU Police at 216.687.2020 or 9-1-1.

#### During a Tornado Warning

##### ***If Indoors:***

- Move to the shelter areas in your building. These areas are posted in most buildings and are listed in the Building Emergency Plan.
- If you do not know the designated tornado shelter area, go to the basement or to an inside hallway at the lowest level of the building.
- If a basement is unavailable, get under a piece of sturdy furniture such as a heavy desk or table on the ground level of the building. Use your arms to protect your head and neck.
- If time permits, take a flashlight, first aid kit, radio, and your personal belongings (laptops, purses, book bags, etc.). DO NOT delay going to shelter in order to search for these items.
- Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums.
- Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you.

### ***If Outdoors:***

- If you are outside when you hear the warning notification, seek inside shelter, preferably in a steel framed or concrete building.
- If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb, or ravine away from power lines, buildings and trees.
- Be aware for the potential for flash flooding.

### ***If in a Vehicle:***

- If you are in your automobile and you see a tornado coming, don't try to out-run it.
- If no building is available, get out of the car and get in a low area such as a culvert, drain pipe or ditch.
- Do not get under a bridge or overpass; people have been killed from flying debris funneled through the opening under the bridge.
- If you are staying in your car, attempt to drive at right angles to the tornado to get out of its path.

### ***All Clear Notification:***

An "All Clear" notification will not be issued until verification by the National Weather Service that the warning has been canceled for the area.

### ***After a Tornado Strike:***

- Remain calm and listen for information and instructions from emergency personnel.
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury.
- Call CSU Police at 216.687.2020 or 9-1-1 for assistance.
- Stay away from power lines and puddles with wires in them; they may still be carrying electricity.
- Watch your step to avoid broken glass, nails, and other sharp objects. Stay out of any heavily damaged houses or buildings; they could collapse at any time.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.

## **Earthquake**

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the earth's surface. This shaking can cause buildings and bridges to collapse; disrupt gas, electric, and phone service; and sometimes trigger landslides, flash floods and fires. While not common in Ohio, earthquakes can occur at any time of the year. Use the following procedures to assist in responding to an earthquake.

### ***If Indoors:***

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to evacuate the building.
- After the initial shock, evaluate the situation and if emergency help is necessary, call 9-1-1 or CSU Police at 216.687.2020.
- Damaged facilities should be reported to the FAST Coordination Center at Physical Plant by calling 261.687.2500.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.
- After any evacuation, report to your Designated Meeting Area. Stay there until an accurate head count is taken. The Building Manager or his/her designated officer will take roll call and assist in the accounting for all building occupants.

***If Outdoors:***

- Remain outdoors.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and near exterior walls.
- The Designated Meeting Area is a pre-designated location where building occupants assemble and report after evacuating their building. Locations are identified in the building emergency plans. See your building's plan for location information.

***If in a Vehicle:***

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

**PLEASE NOTE:**

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.

- Inspect utilities: 1) Check for gas leaks, 2) Look for electrical system damage, 3) Check for sewage and water line damage.

## Flood

Flooding can occur in both rural and urban areas and can be caused by unusual weather events or structural failures. Most flooding occurs in floodplains (low-lying areas prone to frequent flooding) after prolonged rainfall lasting over several days. However flooding can also occur in a short period of time with intense rainfall or when streams and rivers leave their banks due to significant upstream rainfall. The National Weather Service (NWS) issues several statements to notify the general public of potential and imminent weather-related hazards. These advisories are typically posted and announced on television, radio and internet and are specific to individual counties. Departments should have a portable radio available and listen to the local station (WCSB 89.3FM) for watches/warnings issued for the area. The following watches/warnings may be issued:

### **Urban and Small Stream Flood Advisory:**

Alerts the public to flooding which is generally only an inconvenience and does not pose a threat to life and/or property. Issued when heavy rain will cause flooding of streets and low-lying places in urban areas, or if small rural or urban streams are expected to reach or exceed banks.

### **Flash Flood Watch:**

Indicates that flash flooding is possible in and close to the watch area. Those in the affected area are urged to be ready to take quick action if a flash flood warning is issued or flooding is observed.

### **Flash Flood Warning:**

Signifies a dangerous situation where rapid flooding of small rivers, streams, creeks, or urban areas is imminent or already occurring. Very heavy rain that falls in a short time period can lead to flash flooding, depending on local terrain, ground cover, degree of urbanization, degree of man-made changes to river banks, and initial ground or river conditions.

### **During Flood Watch/Advisory:**

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams or other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

### **During Flood**

#### **Indoor Flooding/Leak:**

- If time permits, move essential items, valuable papers and personal belongings to higher elevations.

- Notify the FAST Coordination Center at Physical Plant at 216.687.2500 to report the exact location of the flooding/leak and if any objects are in imminent danger.
- If you know the source of the water and are confident you can stop the flooding safely, do so (i.e., turn off valve or unclog drain).
- Notify CSU Police at 216.687.2020. If necessary, evacuate the building.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas. Notify your department head and/or the Building Manager of any damage as soon as possible.
- Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried before being returned to service.
- Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

***Outdoor Flooding:***

- Avoid flooded areas and do not attempt to cross areas where water is above your knees.
- Move to higher ground.
- Do not use and avoid contact with electrical devices.
- Remain cautious of high water at night, as darkness may hide other hazards.
- Do not walk through or drink floodwater. Floodwater may contain toxic matter from sewage, industrial chemicals, agricultural by-products and others sources.
- If you must come into contact with floodwater, wash with soap and clean water as soon as possible after the contact.

***In a Vehicle:***

- Listen to the radio or watch television weather broadcasts to keep informed of weather watches or warnings.
- Do not park your vehicle along streams and washes, particularly during threatening conditions.
- Do not attempt to drive over a flooded road. You can be stranded and trapped.
- If driving, know the depth of the water in a dip before crossing. The road bed may not be intact under the water.
- If the vehicle stalls, abandon it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- Be especially cautious at night when it is harder to recognize flood dangers.

***After a Flood has occurred:***

- Wait until an area has been declared safe before entering it. Be careful driving, since roads may be damaged and power lines may be down.
- Do not walk near flooded areas, buildings, etc., unseen dangers such as submerged electrical lines may be present.
- If walking into a building that has water damage, be aware of loose ceiling tiles, unstable door jams and floors, or walls that can cave in.

- Be aware of broken or leaking gas lines, electrical lines, flammable materials and explosive materials that have been carried down from another area.
- Do not turn on electrical appliances until an electrician has checked the system and appliances.
- Do not eat any food, including canned goods, which have come in contact with floodwaters.
- Be aware of cracked or damaged building foundations prior to entering a building. Be aware of abnormal animal activity. Animals can be disoriented, defensive, or carry diseases.
- Notify CSU Police at 216.687.2020 or 9-1-1 of any hazardous situation you observed.

***Storm water Management and Environmental Protection:***

Flooding events increase the potential for pollution getting into our lakes and streams. If you suspect pollution is getting into our storm water drainage systems, there are resources available to you for taking action.

***Identifying pollution:***

- Color and odor are the first signs of pollution. Storm water is clear. Any color or odor may be a sign of pollution.
- Brown storm water runoff is usually due to clay and silt sediments which may be coming from a construction site with poor sediment controls in place.
- Any other storm water runoff color may be traced to a source of waste, illegal discharges or dumping.
- Suds and oily sheens may lead to a source of pollution; or they may indicate a build-up of contaminants from parking lots or land uses with poor housekeeping practices. These are important sources to discover and are often overlooked unless reported during a storm event.
- Floatables or clearly identifiable sewage indicates a cross-connection with the sanitary sewer system.

If you see pollution, or suspect pollution is entering the storm drainage system, call one of the following environmental reporting lines:

- CSU Police - 216.687.2020
- CSU FAST Coordination Center at Physical Plant – 216.687.2500
- Cleveland Department of Public Safety – 216.664.2200
- Northeast Ohio Water Sewer District – 216.881.8247

**Utility Failure**

**Power Outage:**

- Remain calm, as most power failures are only momentary outages.

- Visually determine if the power outage is restricted to a small area, such as a room or floor, or to the building. Report the power outage immediately to the FAST Coordination Center located in Physical Plant at (216) 687-2500 or the CSU Police at (216) 687-2020.
- Turn off all electrical equipment and appliances (leave lights on).
- Staff in labs, machine shops and/or offices should turn off and/or secure all experiments, activities, or equipment that may present a danger if electrical power is off or if a danger may be created by the return of power at a later time.
- If the building is dark, remain in a safe location until emergency lighting is available to allow you to move safely in the area. Emergency lighting will provide sufficient lighting (but only for a period of about 30 minutes) to evacuate a building safely, but it may not be sufficient to continue normal operations.
- Do not try to correct the problem or turn any equipment back on until authorized to do so.
- Check elevators, washrooms, stairways or dark rooms for stranded individuals.
- Buildings should be evacuated when no emergency lighting is available or for prolonged power outages. Once evacuated, the building exterior doors should be locked.

#### **Steam Leak:**

- Steam can cause severe burns and displace oxygen and the moisture created by the steam can set off fire alarms. Only professional staff should manage a steam leak.
- If a steam leak is detected, evacuate and keep people out of the area.
- Call CSU Police at 216.687.2020 to report the problem and location.
- If it is safe to do so, close the door to isolate the area.
- Moisture sensitive equipment should be moved or protected only if it can be done safely.

#### **Natural Gas Leak:**

In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless chemical called mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or a skunk.

If you suspect a natural gas leak:

- Keep people out of the area and evacuate the area if necessary, especially if there is a chance of an explosion. Do not use the fire alarm. Use room-to-room verbal communication to notify others of a leak.
- Report any suspected leaks to the FAST Coordination Center at Physical Plant at 216.687.2500 between 7:30am-5pm M-F, or to CSU Police at 216.687.2020 or 9-1-1.
- Never light a match or lighter.
- Leave electrical devices alone.
- DO NOT SWITCH ON OR OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT.
- DO NOT USE ELEVATORS

## Medical Emergencies

### Life Threatening Emergencies

- Call 9-1-1 or CSU Police at 216.687.2020 immediately for any serious injury or illness occurring on campus. Do not hang up until released by the emergency operator.
- Have the person calling 9-1-1 or CSU Police physically stay with the victim at the time the call is made if at all possible. Be sure that the following information is provided to the dispatcher:
  - The age and gender of the victim. If you are unsure of the victim's age, estimate.
  - The location of the victim.
  - The nature of the medical emergency and whether or not the victim is conscious and breathing.
  - Any other pertinent information, such as events leading up to the emergency or known past medical history of the victim.
- Call CSU Police at 216.687.2020 to inform them of the emergency. Officers will respond and/or guide the EMS personnel to the victim.
- Keep the victim still and comfortable until help arrives. Do not move the victim.
- DO NOT take seriously ill or injured persons to University Health & Wellness Services on campus.
- Only trained personnel should provide first aid or CPR. If you begin CPR, you must continue care up to your level of training and stay with the victim until medical assistance arrives.
- The CSU police officers carry Automated External Defibrillators (AEDs) in patrol cars.
- AED's are also located in various locations on campus (See Building Emergency Plan for locations). Do not use an AED unless you have been trained and certified.
- Upon arrival of the emergency medical unit, remain and provide any specific information about the victim and the condition that you are aware of.

**Closest Urgent Care Facility:**

St. Vincent Charity Medical Center  
2351 E 22<sup>nd</sup> Street  
Cleveland Ohio 44115  
216.861.6200

### Seizures

- A seizure is a brief, temporary disturbance of the brain's electrical system. A seizure can last a few seconds to a few minutes. About 60 percent of people with epilepsy have one of the different types of partial seizures. In a simple partial seizure, the person remains conscious but may have unusual feelings or sensations. In a complex partial seizure, the person may have a change in, or loss of, consciousness.



## First Signs and Symptoms

In cases of severe seizures, any or all of the following may be present:

- Sudden loss of consciousness with person falling to the ground.
- The person may report bright light, bright colors or a sensation of strong odor prior to losing consciousness.
- Brief but frequent episodes of blank staring.
- The person may begin experiencing convulsions, jerking motions over all parts of the body.
- Breathing will be labored and there may be frothing at the mouth.
- After convulsions, the person's body may stiffen.
- Dazed, almost trance-like behavior during which consciousness is suspended and memory does not function.
- When the person becomes conscious, he/she may be very tired and confused.
- The person may complain of a headache.

## Convulsive Seizures

- CSU Police is to be called in case a person on campus has a seizure with convulsions. Call 9-1-1 or 216.687.2020 and provide information on:
  - The location of the incident
  - General description of the seizure situation
  - Your name and contact information
- Speak calmly and reassuringly.
- Don't hold the person down or try to stop his/her movements.
- Time the seizure with your watch.
- Clear the area around the person of anything hard or sharp.
- Look for medical information bracelet or necklace stating "epilepsy" or "seizure disorder."
- Loosen ties or anything around the neck that may make breathing difficult.
- Put something flat and soft, like a folded jacket, under the head.
- Turn him or her gently onto one side. This will help keep the airway clear.
- Do not try to force the mouth open with any hard implement or with fingers. A person having a seizure CANNOT swallow their tongue. Efforts to hold the tongue down can injure teeth or jaw.
- Do not attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.
- Stay with the person until the seizure ends naturally. Be friendly and reassuring as consciousness returns.
- After convulsions have passed, keep the person at rest, with the head positioned to allow for drainage in case of vomiting.
- Protect the person from embarrassment by asking onlookers to give the person some privacy, perhaps by announcing a break, terminating a class session if near the end of the session or other appropriate action.

## Non-Convulsive Seizures

If someone has the kind of seizure that produces a dazed state and automatic behavior:

- Call CSU Police at 216.687.2020 and provide information on the incident.
- Watch the person carefully.
- Speak quietly and calmly.
- Guide the person gently away from any danger, such as a steep flight of steps, a hot stove or other nearby hazard.
- Don't grab hold of the person unless an immediate danger threatens. Instinct may make them struggle or lash out at the person who is trying to hold them.
- Stay with the person until full consciousness returns.
- Protect the person from embarrassment by asking onlookers to give the person some privacy, perhaps by announcing a break, terminating a class session if near the end of the session or other appropriate action.

## Minor Injuries/Non-Emergencies

### **Students:**

- In case of a minor injury or illness, students should contact University Health & Wellness Services for recommendations on appropriate first aid or treatment. University Health & Wellness Services is located at 1836 Euclid Avenue, Union Building room 263: 216.6873649.

### **Employees:**

- Notify your supervisor immediately after a work related injury or illness occurs.
- Complete a report of the injury (example: police reports, departmental reports, etc.) when applicable.
- Submit the report to your supervisor and retain a copy for your records.
- Determine whether or not you require medical treatment.

## Counseling Center

- The University Counseling Center is available to help students resolve personal difficulties and provide emergency services and crisis intervention. Clinical services are strictly confidential within Counseling and Psychological Services. No information is released without client permission except in very limited circumstances mandated by law. Office hours are 8 am to 5 pm M-F; 216.687.2277.

## Pandemic

A pandemic is a global disease outbreak.

### Planning

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if store are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Periodically check you regular prescription drugs to ensure a continuous supply in your home
- Have any non-prescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response
- Get involved in your community as it works to prepare for an influenza pandemic

#### Response

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too
- If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching you illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick
- Washing your hands often will help protect you from germs
- Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Additional information on pandemics are available on the following website:

<http://www.flu.gov/>