

## Emergency Evacuation Information

The City of Cleveland, Cleveland State University, and the Department of Residence Life and Housing have worked together to develop evacuation plans in the remote chance of an emergency situation which requires evacuation. These plans will be activated in the event that the city orders its secondary evacuation zone to be evacuated (e.g., fire, weather, or other emergencies). The City of Cleveland may call for an evacuation of the city under either a precautionary basis or due to a disaster. The University intends to fully comply with any and all such directions. Please read the following carefully so you will have an awareness of the actions that need to be taken if an emergency situation occurs.

### In Advance of a City of Cleveland Evacuation, You Should...

- Become familiar with the city's evacuation plan.
- Pre-plan with other family members or friends how each will get home in the event of an evacuation.
- Plan and discuss secondary access numbers and meeting locations with your family members in the event that you are unable to contact each other using normal methods. You may wish to have an out-of-town friend or family member be the contact for your family to call in the event that local circuits are busy.

### Residence Hall Evacuation

- If your residence hall is evacuated, please observe the following:
- Do not panic, stay calm, and in control of your actions.
- Pack items you will need quickly.
- Follow directions of Residence Life staff.
- Let the Residence Life staff know if you are going home on your own, or going with your roommate, friend, coach, or family. Residents who have their own transportation may leave campus after reporting to a Residence Life staff member.
- Hotel accommodations may be made for temporarily housing residents who state they do not have other housing options. The cost of any transportation or housing provided will be the responsibility of the individual and not EADC.
- Watch the news for information to return to CSU

### In the event of a City of Cleveland Evacuation

- The city will notify CSU and the University will begin evacuating at once.

- Notice at the University will be initiated by the CSU Police Department.
- If evacuation by car is appropriate, only certain major arteries will be available to carry people out of the city. The arteries used are based on where your car is parked and where the disaster is located.
- Most likely the CSU campus will need to exit and drive to the east using Euclid, Chester, Prospect, Payne, or as directed by the Police or Safety Force members.
- Crosstown traffic will not be permitted, neither will access into the city.
- Inbound traffic will be restricted to emergency and mass transit.
- Mass transit will remain as operational as possible.
- In the event that vehicular evacuation is not possible, plans have been made to evacuate via a pedestrian method. You will be notified by CSU if this occurs.
- Several transit hubs have been selected just outside the downtown area, to which citizens can travel and access mass transit to outlying temporary shelters. The closest temporary shelter to CSU is the Tri-C Metro campus. Upon arrival at the temporary shelters, citizens will be put aboard RTA buses to suburban malls.

## Other Emergency Information

### Active Shooter

Residents should have a plan in place in the event an active shooter incident occurs on the campus or in the residence halls. More information and resources on what to do before, during, and after an incident can be found on the Cleveland State University's website [here](#).

### CSU Alert

CSU Alert is a campus-wide notification system that sends messages to student's email and cell phone (via SMS texts). Residents should verify their contact information via CampusNet and make sure it is up to date whenever there is a change in the information.

### Elevator Emergencies

If you are stuck in the elevator or if the elevator doors open and you are stuck between floors, **DO NOT ATTEMPT TO CLIMB OUT OF THE ELEVATOR!** The elevator may start to operate again and you could be seriously injured or killed. Follow directions as posted in

each elevator. Use the emergency phone in the elevator to call for help and you will be directly connected to the CSU Police Department. Also, hold the alarm button to notify staff that you are stuck. We will work as quickly as possible to get the elevator operational and to get you out.

### **Emergency Maintenance**

For emergency maintenance concerns, such as loss of electric power or extensive flooding, etc., immediately contact your residence hall community desk.

### **Fire Procedures & Expectations**

When you hear the fire alarm you should do the following:

- Touch your door and doorknob to see if it is hot.
- If not, immediately leave your room and walk to the nearest stairwell to exit the building, closing all doors behind you.
- If you cannot leave your room, remain calm. Place a wet towel under the door. Call 911 and notify the CSU Police Department of your situation. Wait patiently for assistance.

If you detect a fire and the fire alarm is not sounding you should do the following:

- Leave your room/area immediately closing all doors behind you and proceed to the nearest exit.
- Pull the manual fire alarm located near the stairwell exit and exit the building.
- Always know a second way out of the building in case the primary exit is blocked by smoke.
- Never wait for or use an elevator to evacuate.
- Tell a police officer or firefighter of any important information that you know (i.e.; physically challenged persons, location of fire, what is burning, etc.).

When an alarm goes off on your floor, it is very important that you take it seriously! You must vacate the building by leaving your floor via the stairwells nearest to you and exiting through the doors marked with exit signs. All of the emergency exits will be open so that you can exit the building directly from the stairwell.

Look for Residence Life staff members to direct you once you are outside the building. The RA “on duty” or on-call professional staff is responsible for directing the staff and working with the fire and safety staff to inform residents when they may re-enter the building.

When the fire alarm sounds and/or you have been asked to leave the building for an emergency situation, you must comply.

### **Medical Emergency Procedure**

Call the CSU Police Department at 216-687-2020 immediately for a medical emergency. Do not call 911. After you contact the police, contact your residence hall community desk. A Residence Life staff member may be able to assist you until CSU Police arrive.

### **Meningitis**

College freshmen, and particularly those who live in residence halls, have a slightly increased risk of getting meningococcal disease. That is why both the Center for Disease Control and the American College Health Association has recommended that college freshmen, especially those who live in residence halls, receive a vaccine. For more complete information or to schedule an appointment for the vaccine, contact CSU Health Services at 216-687-3649 or extension 3649 from any campus phone for the price and the availability of this vaccine.

### **Safety Concepts to Keep in Mind**

- Know your building's emergency procedures. They are critical to your safety!
- Always remain calm in an emergency.
- If an evacuation is ordered, use your pre-designated route for leaving the downtown area.
- If you cannot use your pre-designated route, heed all safety personnel instructions and/or follow the general flow of traffic.
- Pre-plan with other family members or friends how each will get home in the event of an evacuation.
- Plan and discuss secondary access numbers and meeting locations with your family members in the event that you are unable to contact each other using normal methods.

### **Safety Escorts**

The CSU Police Department provides safety escorts to and from any location on or near campus 24 hours per day seven days a week. Call 216-687-2020 or extension 2020 from any campus phone to request an escort.

### **Severe Weather**

There are three types of severe weather that typically occur in the Cleveland area. These include severe thunderstorms, tornadoes, and severe winter weather. In each case of severe weather, the National Weather Service will issue either a watch or a warning.

### **Watch**

A watch is used when the risk of hazardous weather has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead-time so that those who need to set their plans in motion can do so.

### **Warning**

A warning is issued when hazardous weather is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

### **General Guidelines for Severe Weather**

- When a resident becomes aware of a watch or warning they should contact the community desk and provide them with this information.
- In the case of severe thunderstorm and tornado watches residents should seek shelter in areas which have no windows and are located on lower floors. Residents should avoid elevators and glass windows during severe weather.
- In the case of severe thunderstorm and tornado warnings, residents should seek shelter in the bathrooms and/or hallways. Room doors should be closed and residents should avoid the elevator lobby areas due to the glass windows.
- High winds from a tornado passing nearby can damage adjacent structures.
- Residents should use care when exiting the building if there is wind or water damage, or downed electrical lines.
- Winter storms can deliver large amounts of snow or ice in a short period of time affecting access to the residence halls and the safety of residents. Relatively high winds may accompany the storms. In the case of a winter storm warning, residents should develop personal plans for medication supply and access.

### **Shelter-In-Place**

There may be times when the concept of "shelter-in-place" may be used and people may be asked to remain in place and control their environment. Instructions for "shelter-in-place" will be given by safety forces members at the time of an emergency.