

**Cleveland State University Police Department
Procedure Manual**

FILE COPY

Subject: Emergency Action Plan for joint response	Number: A.2
Approved By: David L. Buckingham Police Commander	Effective Date: 2 March 2009
Amends: A.2 (5/21/03)	Rescinds: A.2 (5/21/03) and the Fire Emergency Action Plan dated 14 March 2007
Reference: CSU Dept. of Campus Safety – Fire Emergency Action Plan (3/14/07, Ohio Incident Reporting System (OIBERS), the US Department of Higher Education ACT (HEA)), National Incident Management System (NIMS)	

I. PURPOSE

- A. The primary purpose of this procedure is to provide the CSU Police, Physical Plant Operating Engineers, Access Control and Security Systems (AC&SS) and Environmental Health and Safety (EHS) Departments (collectively herein after First Responders) with guidelines to follow during a fire alarm or fire emergency at all university property.
- B. The secondary purpose is to provide non-first responders and others guidance on what will occur during a fire incident and the actions expected and required.

II. INITIAL PROCEDURE

To be followed by First Responders in cooperation with the Cleveland Fire Department (herein after CFD).

A. Upon initial notification of a fire alarm, CSU Police Dispatch shall immediately:

- 1. Notify CFD by telephone
- 2. **ACTIVATE BRIDGE BETWEEN RADIO CHANNELS**
- 3. Notify the CSU Police and CSU's Physical Plant Operating Engineers by radio
- 4. Notify CSU's Fire Prevention and Security by pager during business hours
- 5. All radio traffic will be in the clear and the National Incident Management System (NIMS) standards shall be in effect.
- 6. Activate incident radio protocol (i.e. "Patch").

B. After Notification:

- 1. All available/notified First Responders shall immediately respond to the fire alarm.
- 2. The first two arriving First Responders (normally one CSU Police Officer and one CSU Engineer) shall determine the nature of the emergency and inform CSU Police Dispatch of the nature of the emergency. If smoke is detected and the building fire alarm system is not audible, First Responders shall activate evacuation signals for the appropriate



area(s). CSU's Physical Plant Engineer, unless directed otherwise by the CSU Police, shall remain at the annunciator or panel. CSU's Physical Plant Engineer will communicate the status of fire alarms to First Responders via radio as needed.

3. The CSU Police Shift Supervisor (herein after "Shift Supervisor") will establish visible command in the lobby of the building, immediately outside or at another appropriate area and confer with CFD upon their arrival. The Shift Supervisor may have the CSU Police Dispatch notify CFD of the nature and status of the emergency. While CFD is en route, the Shift Supervisor will communicate to the CSU Police and/or CFD information about known persons needing assistance. The Shift Supervisor will also notify the occupants when to leave the building or area as well as when to re-enter the building or area.



III. FIRE ALARM PROCEDURES

- A. All building occupants who are physically able to exit the building must exit via the stairs. Anyone who is physically unable to leave via the stairs should wait by the stairwell door. If there is any sign of smoke or other hazard the person should enter the stairwell and wait for assistance. In buildings with areas of rescue assistance (ARA), anyone who is physically unable to leave via the stairs should go to the ARA; activate the call button; and wait for assistance or an announcement.



- B. If the fire is small and can be extinguished utilizing a portable fire extinguisher(s), trained members of the CSU Police or CSU's Physical Plant Operating Engineer may attempt to extinguish the fire. Under no circumstances should CSU Personnel exceed their individual level of training. First Responders shall notify the CSU Police Dispatch of any and all activities which involves the use of fire extinguishers.

- C. First Responders shall not silence or reset the Fire Alarm system without CFD authorization.

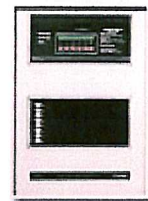
- D. One set of Fire Panel keys and one set of Elevator Fire Operations keys are available from the Police HQ key box.



IV. RESPONSIBILITIES/AUTHORITY

- A. The CSU Shift Supervisor is the incident commander in charge of First Responders and resources during an emergency. Once CFD arrives, CFD is in control until they release the building or area back to First Responders.

- B. Section FM-102.8 of the Ohio Fire Code, codified at 4 Ohio Admin. Code 1301:7-1-03(I), provides "[a]uthority at fires and emergencies: The fire chief [of a municipal or township fire department] or his authorized representative shall be in charge at the scene of a fire *or other emergency* involving the protection of life and/or property, and shall remain in charge until authority is relinquished."
- C. Once the scene is released back to CSU, the CSU Physical Plant Operating Engineers or EHS' staff will reset the alarm system. The CSU Police will coordinate re-entry into the building or area with CFD. CSU's Physical Plant Duty Officer (PPEDO) or responsible supervisor will make arrangements to secure the building or area in the event re-entry is not authorized.
- D. Although CFD is in control of the fire scene, the Shift Supervisor shall continue to command First Responders and resources in coordination with CFD. If the fire or related incident shall rise to one that becomes working in nature, the Shift Supervisor should, wear the I/C vest to assist other agencies ^{him/her} identifying them as the person in charge for CSU. The Shift Supervisor may designate available First Responders to assist in carrying out any other duties as needed.
- E. Documenting the incident requires the I/C to insure that as non-CSU units come on scene that the unit numbers are called into and recorded in the call record and / or incident report.
CSU Police will direct CFD to the scene; assist in the evacuation of the building and crowd control; provide necessary access; prevent unauthorized entry into the area, investigate the incident and, after CFD authorization, coordinate re-entry into the building or area.
- F. The first Responders to arrive at the scene shall report to the building annunciator to determine the location of the alarm and initiate further evacuation signals, as needed. If the building is equipped with a "Area of Rescue or Area of Refuge Panel" the first Responders shall also engage any users to assure them that their signal has been received. The first CSU engineer(s) to arrive at the scene shall verify that the building fire suppression system is operable (sprinklers, fire pumps, etc...)
- G. CSU EHS and / or Access Control and Security System's staff shall provide technical and other assistance when requested
- H. Only CFD shall authorize re-entry to a building or area. Only CFD shall authorize when alarms may be silenced or reset. The CSU Dispatcher must record the name or the badge number of the CFD officer who has authorized the 'all clear' and give the permission to reset the system.



V. NOTIFICATION OF ADDITIONAL PERSONNEL

- A. Should additional CSU Physical Plant staff be needed during business hours, CSU Police Dispatch shall notify CSU's Physical Plant Dispatch which will contact Physical Plant staff to assist with the emergency, as needed.
- B. Should additional First Responders be needed, CSU's Operating Engineers shall notify their immediate supervisor during evening hours or the CSU Physical Plant Emergency Duty Officer (PPEDO) on weekends by direct contact or through

CSU Police Dispatch.

- C. Should the incident involve any environmental concerns (chemical, air quality, etc.), CSU Police Dispatch shall immediately notify CSU's Environmental Health and Safety staff.
- D. If the incident is major, such as involving serious injury or loss of life or significant property damage, the Shift Supervisor, after contacting outside emergency response personnel, shall contact the appropriate and available member of CSU senior administration to relay the facts of the situation and participate in the university's decision making concerning the incident. In the event that any fire or damage impairs any fire protection system, the CSU Police Dispatch will notify CSU ~~the~~ Director of EHS or his designated duty officer immediately.
- E. All incidents where the CFD or EMS responds on campus will be the subject of an email and transmitted without delay to the designated email group.
- F. The dispatcher may use the CSUalert system, Campus Safety Command group for fast notification.



VI. COMMUNICATION

- A. All responding First Responders are to remain on their designated radio channels until otherwise notified by CSU Police Dispatch.



- B. Once the incident has cleared and personal^{nel} have returned to their working channel or talk group, they shall test their radio by announcing on the radio that they have returned to their working channel or talk group.

VII. REPORTING

- A. The CSU Director of the EHS^o Department shall insure that a full written report of each incident is transmitted to the CSU's Executive Director Campus Safety. The report or the first progress report shall be transmitted no later than the first working day following the incident.



- B. The report shall include all of the information required by the National Fire Incident Reporting System and the US Department of Higher Education Act (HEA) Annual fire reporting requirements.

- C. CSU's Physical Plant Department of Environmental Operations will record all Engineer Activities concerning each incident on the Daily Operating Engineer's Log Sheet.

VIII. RECOVERY

- A. Upon the return of the scene to CSU control, the I/C shall determine if the incident is terminated and emergency response should stand down.
 - B. If the incident is major requiring recovery efforts, the I/C shall make the determination to turn control over to another CSU unit such as Facility Operations, or an approved CSU Contractor such as the Resident Life Director. If the command is turned over, the I/C shall notify dispatch of the name of the person to whom command has been transferred.
 - i. If the incident is major and the damage is such that the I/C reasons there may need for non-criminal investigation, the I/C shall notify the Director of EHS or his designated duty officer of the incident.
 - ii. If the Director of EHS or his designated duty officer determines that exigent circumstances exist, the I/C shall retain command of the scene until the Director of EHS or his designated duty officer arrives.
- NOT CROSS POLICE LINE DO NOT CROSS POLICE LINE**
- C. The I/C may detail police or security personnel to the scene once released for purpose of assisting in the recovery, however it shall be clear to the person to whom the scene was released that police or security personnel is subordinated.



IX. PROMULGATION

A copy of this procedure shall be transmitted to each Single Access and Alarm Coordinator, the Assistant Vice Campus Support Services, and each auxiliary unit.

X. REVIEW AND AUTHORITY

This procedure shall be reviewed annually and promulgated pursuant to IX above.

XI. SIGNATORY

Section XI, shall be kept on file, but will not be promulgated

This procedure has been reviewed and approved by the following:

Executive Director of Facilities Operations

X C. K. Wilson
Signature

3/2/2009
Date

Executive Director Campus Safety

X Bernal & Becker
Signature

23 Feb 09
Date

Assistant Vice President Campus Support Services

X Clare Rahm
Signature

3/4/2009
Date