

Cleveland State University

EMERGENCY PROCEDURE GUIDELINES

FOR

EMPLOYEES, STUDENTS AND VISITORS

DEVELOPED BY

CAMPUS SAFETY

REVISED AUGUST 2009

GUIDE TO EMERGENCIES ON CAMPUS

The information contained in this booklet is being disseminated to assist Cleveland State University employees, students, residents and visitors in reacting safely to a number of emergency situations which they may be faced with while on campus. This is not an emergency response plan for first responders.

It is recommended a printed copy of this booklet be maintained in a visible and accessible area by employees and students including but not limited to office receiving areas and classrooms, information desks in residence halls and student rooms. It has been designed so as to fit into a shirt pocket or purse for easy reference.

The CSU Police are available on a 24-hour/7 day-a-week basis to respond to emergencies that may occur on the Cleveland State University campus.

**CSU EMERGENCIES
CALL 9-1-1**

**REPORT
WORKPLACE VIOLENCE
CALL 216-5BE-SAFE
(216-523-7233)**

**REMEMBER
See something....*say something!* CALL 911**

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PREVENTION AND PREPARATION

It is desirous to prevent if possible and definitely prepare for emergencies before they happen. The following are tips to prevent emergency situations and become prepared for them should they occur:

1. Read this booklet and keep it handy for reference. Cooperate with all practice drills and training programs.
2. Fill out the Emergency Evacuation Plan for your respective department (accessible from the EHS website at: <http://www.csuohio.edu/offices/ehs/>).
3. Post evacuation routes and meeting sites near exits in your office suite or work area.

4. Practice the evacuation route with your staff on your own, and in conjunction with University-sponsored evacuation drills.
5. Inform the CSU Police in advance of any persons with disabilities and/or special needs requiring specialized evacuation measures in your department.
6. Do not move seriously injured persons unless they are in immediate danger such as a fire, toxic vapors or an imminent building collapse.
7. Contact the Department of Environmental Health and Safety and identify and list all potentially hazardous, explosive or otherwise dangerous chemicals or items located in your work area.
8. Consider membership in Campus Watch, a crime prevention “block-watch” organization for CSU employees.
9. Be aware of your surroundings at all times. Awareness is a proven method for increased personal safety.
10. Keep your desk locked and your personal items secured at all times.
11. Make sure you keep your vehicle locked at all times. Never leave personal items in plain view – keep CD’s, spare change, chargers and GPS units in glove boxes or in the trunk.
12. Avoid walking alone, especially at night. Use the CSU Safety Escort Service by calling 216-687-2020.
13. Report all threats of violence, and suspicious, disturbing or disruptive behavior to CSU Police using the Workplace Violence Hotline at 216-5BE-SAFE (216-523-7233).
14. Consider becoming a member of the CSU Community Emergency Response Team (CERT). This team is made up of campus community members who are willing to get involved and provide volunteer assistance in the event of a disaster or emergency.

HOW TO REPORT AN EMERGENCY

In the event an employee requires emergency assistance for any reason they are to:

CALL 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.

EMERGENCY NOTIFICATION SYSTEMS

CSU has two mechanisms by which to communicate to the campus in an emergency:

1. Voice
Emergency Notification System (VENS) - Primary Notification

In conjunction with fire alarm upgrades, CSU is installing a Voice Emergency Notification System (VENS) in select campus buildings. VENS can broadcast specific emergency messages to building occupants. Speakers are affixed to the building exterior to allow for notification of individuals who are in close proximity to the building.

2. CSU ALERT –
Secondary Notification

A mass notification system is provided for the campus community. The CSU ALERT System permits participants to be notified by a number of available technologies including cell phone, text messaging, email, or traditional telephone lines.

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 _____

NATIONAL INCIDENT MANAGEMENT SYSTEM

CSU has adopted the National Incident Management System (NIMS) protocols as set forth by the United State Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). A key element of NIMS is an all-hazards approach and recognition and establishment of a formalized Incident Command System (ICS). Employees of Campus Safety, including Campus Police and Environmental Health and Safety have completed formalized NIMS training courses. It is recommended that those departmental administrators who possess the authority to make decisions that affect operations in an emergency undergo the basic NIMS training courses. It is further recommended that those departmental employees whose have the responsibility of coming to campus in the event of an emergency also under NIMS training.

For more information, contact the Department of Environmental Health and Safety.

PUBLIC INFORMATION OFFICER (PIO)

Cleveland State University has designated the position of _____ as the Official University spokesperson who speaks and issues press releases on behalf of the University. In line with the principles of NIMS, CSU authorizes this position to also serve as the Public Information Officer (PIO) to facilitate distribution of pertinent information to the public regarding an emergency on campus in a timely but appropriate 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.

EMERGENCY OPERATIONS CENTER (EOC)

The NIMS protocols identify five types of incidents based on complexity to assist in making decisions about resource requirements:

1. Type 5 –
Incident can be handled with one or two single resources with up to six personnel.
2. Type 4 –
Command and General Staff positions are activated only if needed. Several resources may be needed to mitigate the incident, but the incident is usually limited to one operational period.
3. Type 3 –
Incidents where capabilities exceed the initial attack, and additional incident command system positions are needed to match the complexity of the incident.
4. Type 2 –
Extends beyond capabilities of local control and likely will go into multiple operational periods. Type 2 incidents may require resources beyond the local area, including regional and/or national resources to effectively manage operations.
5. Type 1 –
Most complex type of incident, requiring national resources to safely and effectively manage and operate, and having a high impact on the local jurisdiction.

Depending on the circumstances of the incident, CSU may activate an Emergency Operations Center (EOC) to mitigate the emergency incident. Primary and secondary EOC locations have been established. Certain positions on the University's senior administrative staff, campus safety and other departmental administrators that are identified as crucial to incident mitigation may be asked to respond to the EOC upon activation. When activated, the EOC is a crucial component of the University's response and is secured by Campus Police at all times. Access to the EOC is by official University credential only.

BASIC CONCEPTS TO REMEMBER IN ALL EMERGENCIES

1. Stay calm
– do not panic.
2. Never
put yourself at personal risk.
3. Assess
the situation.
4. Contact
CSU Police as soon as possible by CALLING 9-1-1. If you are using a cell phone, ask the operator for CSU Police.

RESPONSE AND ACTION PLANS

Response and action plans have been developed for emergency responders whose duty it is to go to the scene of an emergency incident and participate and or provide assistance directly to remediate the emergency.

A compendium of emergency response plans have been put together and disseminated to senior University Administrators and those administrative positions identified as essential for participating in an emergency situation.

EMERGENCY SITUATIONS

ACTIVE SHOOTER

1. EVACUATE,
IF YOU CAN DO IT SAFELY:
 - a. As you
evacuate, notify anyone you encounter to leave the building immediately.
 - b. DO NOT
ACTIVATE THE FIRE ALARM in an Active Shooter situation.
 - c. Disperse
individually – do not congregate in groups.
 - d. Call 9-1-1
and provide as much information as you can to CSU Police Dispatch.

2. IF UNABLE
TO EVACUATE SAFELY
 - a. Make a plan.
 - b. Find a
location where you can lock yourself inside an area or room and barricade the doors.
 - c. Turn off the
lights, close blinds and stay away from windows.
 - d. Silence
radios, pagers, cell phones, etc...
 - e. Stay as calm
as possible and remain silent and out of sight.

BOMB THREATS/SUSPICIOUS PACKAGE

1. receive a phone call where the caller has made a bomb threat, try to remain calm and obtain as much information as possible. If you
2. try and keep the caller on the line. If you can,
3. all information you obtain and be as specific as you can. Write down
4. immediately and give the dispatcher your name, location and telephone number. Relay to the dispatcher any information you obtained from the caller who made the threat. Call 9-1-1
5. receive a suspicious package i.e. one that is stained or discolored, has incorrect titles, handwritten or poorly typed address, excessive tape or string, rigid or lopsided envelope, excessive postage, etc... Do not handle. Call 9-1-1 for assistance. If you
6. supervisor and/or department head Inform your
7. ACTIVATE THE FIRE ALARM for a Bomb Threat. DO NOT

CRIME IN PROGRESS

In the event you are a victim of a crime in progress or you witness a crime in progress:

1. crime be a robbery – do not resist Should the
2. possible and when you feel you can safely do so, Call 9-1-1. Give the Dispatcher you location, a description of the person’s clothing and physical features, the person’s direction of travel, and if possible the description of the vehicle if one was involved. As soon as
3. are en route, try and calm yourself. Focus on any physical characteristics that may assist police in their apprehension of the person and their subsequent investigation. While police

EARTHQUAKE

1. earthquakes are of short duration with injuries usually resulting from falling objects. Most
2. inside a building when an earthquake hits, stay inside. If you are
3. cover under s large sturdy object such as a desk, or against an interior wall away from windows, bookcases, or other tall furniture that could fall on you. Look for
4. falling objects Watch for
5. until shaking subsides and you feel sure you can exit safely. While exiting, do so quickly and look for falling debris. Do not use elevators while leaving a building. Stay indoors
6. outside a building, stay outside. If you are
7. open area free of trees and power lines, away from buildings. Go to an
8. and cover your head and watch for falling objects. Get down
9. the earthquake, you should expect aftershocks. Be ready to protect yourself as stated above. Following
10. matches or use your cell phone – this could ignite natural gas that be leaking in the area. Do not light
11. upon a seriously injured person, do not attempt to move them, unless they are in immediate danger from further injury e.g. building collapse, fire, etc... If you come
12. safely do so and are able, assist persons with disabilities. If you can

ELEVATOR SERVICE INTERRUPTION

1. stops functioning while you are inside: If an elevator

- a. Stay calm.
 - b. Activate the emergency phone by picking up the receiver or activating the call button. You will be connected with the CSU Police Dispatch –verify your location and a maintenance person will be sent to the area to facilitate your release and elevator repairs.
 - c. If there is no emergency phone or call box, push the emergency alarm button and sound the alarm. Continue to sound the alarm intermittently until someone responds.
 - d. If you have a cell phone, Call 9-1-1 and request the operator transfer you to CSU Police.
 - e. DO NOT attempt to pry open the elevator doors or leave the elevator car through a roof hatch-you may become seriously injured.
 - f. Try and remain patient and wait inside the elevator car for assistance to arrive.
2. If you are in a building and hear an elevator alarm being sounded:
- a. Stay Calm
 - b. Go to the elevator door on the floor closest to where you hear the alarm and verify someone is present in the elevator car.
 - c. Reassure the person(s) that you are aware of the alarm and will summon assistance and remind them to stay inside the elevator car
 - d. Call 9-1-1 and notify CSU Police Dispatch as to the location (building, floor and geographic locator – e.g. Student Center, Third Floor, East Side) of the elevator alarm
 - e. Continue to reassure those inside the elevator car that assistance is on the way. Remain present until maintenance personnel or CSU Police respond.

EVACUATIONS

GENERAL

1. Remain calm
2. Gather any personal items with the knowledge you may not be able to return that day
3. Leave calmly but quickly
4. Alert co-workers to the situation as you are leaving and prompt them to leave as well
5. Inform any individuals who have declared a disability to you as to the location of the designated Area of Refuge
6. Follow any directions from your departmental administrator or his/her designee
 - (a) Go immediately to the primary or secondary meeting site as identified in your departmental Emergency Evacuation Plan and make your presence known
7. Do not re-enter the building unless the all clear to do so is given by the fire department or authorized University safety personnel.

PERSONS WITH DISABILITIES

1. Departments that employ individuals who have any physical impairment (permanent or temporary) which may cause them to require assistance during an evacuation, should establish a contingency plan to aid these individuals in the event of an emergency.
2. You may solicit volunteers (at least three) to assist these individuals in evacuating the building.
3. If the individual cannot use the stairs, they should be informed of and directed to the nearest Area of Rescue to await rescue.
4. Areas of Rescue* are usually the interior stairwells of campus buildings and are designated by signage.
5. If the Area of Rescue is equipped with a communication device, the impaired individual should activate the call button and inform the first responder of their location
6. For persons directed to Areas of Rescue, evacuation will be provided by the fire department.
7. If immediate evacuation is necessary, it is helpful to ask the person with the disability how best to evacuate them. Some can be carried – others only require assistance in walking. This action should be the last resort and only used when an immediate threat is present.
8. In the classroom, instructors should similarly establish a contingency plan for physically impaired individuals.
9. During the initial class sessions of the semester, the instructor should announce that any individuals who feel they would require assistance during an emergency evacuation to see the instructor privately to discuss a contingency plan for evacuation.

10. The instructor may solicit volunteers (at least three) to assist these individuals in evacuating the building.
11. If the classroom is located in an area that makes evacuation of disabled individuals extremely difficult, the instructor may request relocation of the class onto the ground floor or into another classroom. Make changes through the Registration Office.
12. If the individual cannot use the stairs, they should be informed of and directed to the nearest Area of Rescue

*AREAS OF RESCUE COMMUNICATION DEVICES ARE ONLY MONITORED DURING EMERGENCY EVACUATION. OTHERWISE THEY ARE NOT OPERATIONAL AND DO NOT COMMUNICATE WITH CAMPUS POLICE DISPATCH.

FIRE

PREPAREDNESS:

1. Participate in University-sponsored fire drills
2. Prepare by knowing primary and secondary routes of evacuation as set forth in your departmental emergency evacuation plan.
3. Know the locations of fire alarm pull stations and emergency fire equipment
4. If you feel comfortable and are willing to operate a fire extinguisher in an emergency, contact EHS to obtain training. Only trained first responders and other individuals who possess proper training may operate fire extinguishers.

IF YOU OBSERVE A FIRE OR SMOKE:

1. If you observe fire, smoke or an explosion, immediately leave your work station, closing the door after you and activate the nearest fire alarm pull-station.
2. Once the fire alarm is activated, ALL PERSONS MUST EXIT THE BUILDING IMMEDIATELY.
3. Take with you only ESSENTIAL personal items – keys, purses and jackets.
4. Leave calmly but quickly.
5. Do not activate or deactivate power switches and do not lock doors.
6. DO NOT USE ELEVATORS – use the nearest stairs. WALK – DO NOT RUN!
7. Alert co-workers to the situation as you are leaving and prompt them to leave as well

8. Inform any individuals who have declared a disability to you as to the location of the designated Areas of Refuge
9. Follow any directions from your departmental administrator or his/her designee
10. Go immediately to the primary or secondary meeting site as identified in your departmental emergency evacuation plan and make your presence known
11. From a safe location exterior to the building, call 9-1-1 and provide the CSU Dispatcher:
 - a. Your name
 - b. Building and location of the fire
 - c. Report any injuries
12. Keep roads and sidewalks clear for emergency responders
13. Do not re-enter the building unless the all clear to do so is given by the fire department through the authorized University safety personnel.

IF THE FIRE IS SMALL AND YOU ARE A CSU FIRST RESPONDER OR HAVE BEEN TRAINED IN USING A FIRE EXTINGUISHER, AND YOU CAN DO SO SAFELY, YOU MAY ATTEMPT TO PUT OUT THE FIRE. REMEMBER THE WORD PASS:

- P Pull the pin
- A Aim low at the base of the fire
- S Squeeze the handle
- S Sweep from side to side at the base of the fire

HAZARDOUS MATERIAL SPILL/RELEASE (CHEMICAL, RADIOACTIVE, BIOLOGICAL)

**FOR ALL HAZARDOUS MATERIALS SPILLS, INCLUDING ANY
MERCURY RELEASES, STOP WORK AND EVACUATE THE
LABORATORY. CALL 9-1-1 AND REPORT SPILL.**

Chemical Spill/Release

1. If spill
involves skin or eye exposure, remove affected clothing and immediately flush the area using the nearest eyewash or safety shower station. Call 9-1-1 for medical assistance.
2. For small
spills and those not immediately dangerous to life or property, confine the spill if you can do so safely.
3. If immediate
hazard exists, evacuate yourself to a safe distance outside the building.

- | | | |
|-----|--|--------------|
| 4. | essential personal items (keys, handbags, etc...). | Take only |
| 5. | activate or deactivate power switches. | Do not |
| 6. | workers to the situation as you leave-close door behind you. | Alert co- |
| 7. | give Dispatcher the location (building and room number), description of the material released, and whether there are any injuries or if medical assistance is needed. | Call 9-1-1 – |
| 8. | lab/area supervisor. | Notify |
| 9. | in the immediate area where the spill occurred, DO NOT LEAVE THE PREMISES. Wait for Campus Police and identify yourself to them and give them an account of what happened. | If you were |
| 10. | evacuation situations, do not re-enter the area or building unless the all clear is given by authorized University safety personnel. | For |

Vapor/Fume Release

- | | | |
|----|--|--------------|
| 1. | vapors or fumes and experience any irritation, coughing, burning eyes or difficulty breathing, evacuate the area immediately. | If you smell |
| 2. | and request EHS. | Call 9-1-1 |
| 3. | lab/area supervisor. | Notify your |
| 4. | evacuation situations, do not re-enter the area or building unless the all clear is given by authorized University safety personnel. | For |

Radioactive Spill/Release

- | | | |
|----|--|---------------|
| 1. | spread of the spill, if you can do so safely. | Limit the |
| 2. | in the immediate area – remove yourself from and secure the area of the spill. Mark the room in such a way as to prevent anyone from entering. | Notify others |

3. Call 9-1-1 and report the release and request the Radiation Safety Officer be notified immediately.
4. Notify lab supervisor.
5. If skin contamination has occurred, DO NOT LEAVE THE PREMISES. Remain on-site and report to the Radiation Safety Officer or his/her designee, upon arrival. Provide details of the incident.
6. For evacuation situations, do not re-enter the area or building unless the all clear is given by authorized University safety personnel.

Biological Spill/Release

1. Limit the spread of the spill, if you can do so safely.
2. Notify others in the immediate area – remove yourself from and secure the area of the spill. Mark the room in such a way as to prevent anyone from entering.
3. Call 9-1-1 and report the release and request the Biohazardous Materials Officer be notified immediately.
4. Notify lab supervisor
5. If you have received Bloodborne Pathogen Training and can safely do so, don appropriate personal protective equipment and clean up the spill using appropriate spill cleanup techniques.
6. Otherwise, request spill clean-up and decontamination from EHS by calling 9-1-1.
7. For evacuation situations, do not re-enter the area or building unless the all clear is given by authorized University safety personnel.

MEDICAL ASSISTANCE

1. becomes ill or requires medical assistance - Call 9-1-1. If someone
2. up until instructed to do so by CSU Police Dispatcher Do not hang
3. attempt to move the injured or sick individual. Do not
4. provide Dispatcher with the following information: If possible,
 - a. Your name
 - b. Your location
 - c. Description
 - d. of the medical emergency Description
 - e. of symptoms
 - f. If injured is conscious, any allergies they may have and any medications they are taking
 - f. The name of the injured person(s) if known
5. Automated External Defibrillators (AED) are present in University Police Vehicles and in some campus buildings. Locations of AED units on campus can be found by going to the EHS website at www.csuohio.edu/offices/ehs/.
6. Stay with the injured person until help arrives and assure them that help is on the way
7. Take care to avoid unnecessarily exposing yourself to hazards such as electricity, hazardous chemicals, or body fluids
8. Non-acute injuries are not considered medical emergencies
9. Any employees who become injured while working should be reported to the employee's supervisor, and to the Department of Environmental Health and Safety.
10. As soon as possible, the injured employee should complete a University Accident Report Form and sent to EHS, with a copy forwarded to Human Resources. The employee's supervisor must sign the Accident Report.
11. As soon as possible, the employee's supervisor is to fill out the University Accident Investigation Form and sent to EHS. Both forms are accessible from the EHS website at: <http://www.csuohio.edu/offices/ehs.>

MOTOR VEHICLE ACCIDENT

If you are involved in a motor vehicle accident:

1. Stop your vehicle at once – turn off the ignition. Check for personal injuries and report the accident by calling 9-1-1. Request medical assistance if needed. If the accident occurred on or near the CSU campus, request the operator transfer you to CSU Police.
2. Activate your vehicle's emergency/hazard flashers.
3. Do not leave the scene of the accident – protect the scene from any further damage.
4. Record the vehicle's license plate number and obtain contact information (names, addresses and telephone numbers) of occupants in the vehicles involved in the accident. Do the same for any witnesses that are present.
5. Make no statements except to proper authorities. Only sign official police reports.
6. If you are driving a University-owned vehicle, refer to the information contained in the Accident Reporting Kit, found in the glove box. Locate the accident form and fill out as much information as you can.
7. Avoid discussing facts of the accident with anyone other than law enforcement officers or representative of the University.
8. Report the accident to EHS as soon as possible

SEVERE WEATHER/TORNADO

1. Severe
thunderstorms can result in a tornado. Pay attention to the weather reports and be aware of predicted severe weather.
2. A tornado
watch is issued when there is a forecast of severe weather that may produce tornadic activity. A tornado warning is issued when a tornado has been spotted any may be approaching your area.
3. All persons
should seek shelter, preferable in a basement if one is available. If no basement is available, move to the ground or lowest floor by interior corridors or small rooms. The area selected for shelter should be on the side away from the approach of the storm.
4. Avoid
windows and glass if at all possible, gymnasiums and other large open or unsupported areas.
5. If you are
outside and cannot reach shelter safely, seek out the nearest ditch or other low lying area and lay flat, covering your head with your arms.

THE FOLLOWING UNIVERSITY BUILDINGS DO NOT HAVE BASEMENTS. OCCUPANTS SHOULD SEEK SHELTER EITHER ON

THE LOWEST FLOOR OR IN A NEARBY BUILDING WITH A BASEMENT.

Administration Center
Bookstore
Field Locker
Field Service
Plant Annex
Rhodes West
Science Building
Science Research
Viking Hall
Theater Arts
Wolstein Center

SHELTER-IN-PLACE

1. If you are notified by emergency communication systems of the University to Shelter-in-Place, seek immediate refuge inside a classroom, office, residence hall or closest available facility.
2. Close all windows and doors and move away from them.
3. If faculty and students are in classroom when the Shelter-in-Place incident is announced, they should remain in the classroom.

WATER LEAKS/DAMAGE

1. Damage may occur from water leaks resulting from any one of many sources, e.g. broken pipes, clogged drains, damaged fire sprinkler head, condensate that falls off of water lines, etc...

2. If you discover water damage or a water leak Monday through Friday 7:30am-4:30pm, contact the CSU Facilities Operation Dispatch at 216-687-2500 and inform them of the water leak or damage.
3. If there are potential dangers that exist as a result of the water damage or water leak, or if the water damage or leak occurs after 4:30pm on weekdays or anytime on weekends, call 9-1-1 and notify CSU Police.
4. Notify your supervisor
5. If there are electrical appliances or outlets in the area of the leak, use extreme caution and leave the area immediately. Secure the room or if a large open area is involved, put up a sign notifying surrounding occupants of the potential hazard.
6. If you know the source of a leak is simply a faucet or a pipe valve and you feel you can safely do it, you may turn off the faucet or pipe valve. Do not place yourself in danger of harm at any time.
7. You may take simple steps to minimize water damage i.e. moving small objects out of the area or possibly covering equipment with plastic sheeting.
8. Report water damage and any issues involving possible insurance claims to the Department of Environmental Health and Safety as soon as possible.

UTILITY FAILURES

1. If a power or any utility failure occurs Monday through Friday 7:30am – 4:30pm, contact CSU Facilities Operation Dispatch at 216-687-2500 and inform them of the utility failure.
2. If there are potential dangers that exist as a result of the utility failure, or if the failure occurs after 4:30pm on weekdays, or anytime on weekends, call 9-1-1 and notify CSU Police.
3. Notify your supervisor.

4. Look to elevators for persons that may have been trapped at the time the utility failure occurred.
5. If instructed to leave the building, do so immediately in a calm and orderly fashion.
6. If the utility failure results in property damage or damage of university-owned equipment, contact the Department of Environmental Health and Safety to initiate the insurance claims process, if applicable.

WORKPLACE VIOLENCE

All threats, threatening behavior and acts of violence against Cleveland State University employees, students and/or visitors will not be tolerated.

1. CSU has a Violence Free Campus Policy accessible online at <http://www.csuohio.edu/offices/police/safety/violence.html>. If you observe behavior that is unsettling or causes you concern for your safety or for the safety of others, contact the Workplace Violence Hotline by calling 216-523-7233 and report the behavior.
2. If you are faced with threatening behavior promptly report to CSU Police.

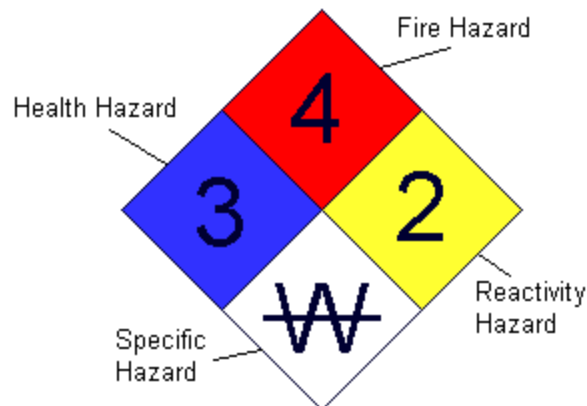
ADDITIONAL INFORMATION/CONTACTS

If you would like additional information on emergency management at Cleveland State University, feel free to contact the following Campus Safety Departments:

Campus Police (Non-emergency).....	216-687-2020
Crime Prevention Officer.....	216-687-9323
Environmental Health and Safety.....	216-687-9306
Access Control and Security Systems.....	216-687-5046

APPENDIX

NFPA HAZARDOUS CHEMICAL RANKING SYSTEM



The University employs the use of the National Fire Protection Association (NFPA) Standard 704 “diamond”. This graphic illustration is designed to illustrate the worst case scenario hazard for occupants and fire and other emergency services personnel when entering a laboratory or other room that contains hazardous materials.

Four quadrants are colored to reflect a specific hazard. The white bottom quadrant is reserved for additional information about a chemical that can be important to firefighters. Each quadrant is provided with a ranking of zero (0) through four (4) with four (4) being the most hazardous.

For the most comprehensive information about a chemical and its hazardous properties, users should always consult the Material Safety Data Sheet (MSDS) for the particular chemical they will be working with before they handle the chemical.

APPENDIX

ELECTRICAL HAZARDS

Everyone, especially employees, who utilize or work with electrical equipment or appliances should be aware of and adhere to the following electrical safety practices:

1. Use all electrical equipment in accordance with the manufacturer's instructions for the purpose for which the equipment was manufactured. Read the instructions prior to use.
2. Regularly inspect all electrical equipment for worn power cords, frayed insulation and cracks.
3. Look at the plug before putting into an outlet to be sure it is not damaged.
4. If cords and plugs are damaged, do not use the equipment. Place a tag on the equipment that says "DO NOT USE-DAMAGED" and notify your supervisor. Either repair or replace the damaged equipment.
5. Plug appliances (refrigerators, microwaves, etc...) directly into a grounded wall outlet – do not use an extension cord to power them.
6. Extension cords are considered temporary sources of power and should not be used as a substitute for lack of appropriate number of electrical outlets.
7. Do not overload electrical circuits.
8. Do not use electrical adaptors or "cheater plugs". If an outlet does not accept a grounded plug, notify your supervisor and request a replacement to a grounded plug.
9. The use of space heaters is discouraged. They should be used only in emergencies or where a building heating system is non-operational.