Case Western Reserve University is a 155-acre campus located in University Circle, the cultural and educational hub of the City of Cleveland. The university’s unique location provides unparalleled access to a rich cultural setting, but does present the security and safety risks associated with any major metropolitan area and an urban environment.

Security at Case is provided by both the university’s Police and Security Services and local law enforcement having concurrent jurisdiction over the campus.

Case Police and Security Services
Case Police and Security Services is responsible for the administration of all security, including crime prevention, and law enforcement programs on campus. Administrative offices and patrol operations are housed in the CWRU PD Headquarters (11320 Juniper Road), and dispatch services are located in the base of the Health Services Building (2145 Adelbert Road). Case Police and Security Services is available 24 hours a day, every day of the year, to receive reports on incidents that have occurred on Case property.

Emergency telephone service is available from all campus phones by calling 368-3333. Walk-in service is available daily at the Juniper Road. Non-emergency information is available by calling 368-4630.

Case Police and Security Services deploys a professional force of police and security officers who patrol the campus on a 24-hour basis. Officers frequently patrol campus buildings walkways and parking lots. Case Police and Security officers provide escorts, alarm and emergency response to criminal, medical, hazardous materials and fire emergencies. Case Police are sworn peace officers, certified through the Ohio Peace Officers Training Council. Case Police are sworn peace officers, certified through the Ohio Peace Officers Training Council. Case Police officers are armed and have full arrest authority and police powers on the Case campus.

University Circle Police Department (UCPD)
In order to work with university Police, UCPD provides police and law enforcement services to the Case campus. UCPD commissioned peace officers patrol University Circle, including the Case campus. These officers have full arrest authority, both on campus and within the boundary of University Circle (see map, page 4). Both departments work closely with the Cleveland and Cleveland Heights Police Departments, which also provide police services in their respective jurisdictions that include portions of the campus.

Protocols
The Case Western Reserve University Police Department has written operating protocols with both the Cleveland Police Department (CPD) and the University Circle Police Department (UCPD) regarding patrol boundaries, daily operations and the investigation of alleged criminal offenses.

The University provides a variety of security and safety programs to help ensure a safe educational environment. The section below outline these programs and all additional information related to campus security and safety.

SAFETY AND CRIME PREVENTION INITIATIVES

Night Shuttle Service
The university provides a nightly campus shuttle bus service. The shuttle serves all primary campus locations as well as the Coventry Road retail district. The shuttle runs from 5 p.m. to 12:30 a.m. Sunday through Thursday and 5:30 p.m. to 2:30 a.m. Fridays and Saturdays. For more information on the night shuttle, call 216-791-6262 or go to the Shuttle@case.edu.

Safe Ride
As an additional option for moving around University Circle at night the university offers the Safe Ride service. These are designated vans driven by security officers that provide transport within the University Circle area. The service operates between 7 p.m. and 3 a.m. during the academic year and any CWRU student, faculty or staff member can use it. To request a Safe Ride, logon to the automated dispatch system at safeline.case.edu. This application allows users to track a driver’s location and receive notification when the van is in proximity. You can also call 216-368-3000, where your call can be answered by an interactive voice response system (IVERS) or you can request to speak to an on duty dispatcher. For more information on the program see the Safe Ride tab at police.case.edu.

Emergency Phones
More than 275 campus emergency phones are strategically located throughout the campus. These phones may be used for both emergency and routine purposes. The phones are equipped with panic buttons that immediately identify the location of the call at Central Dispatch. In addition, there are 22 tower emergency phones located throughout University Circle.

Residence Hall Security
There are 47 on-campus residence halls that house approximately 3,050 students. An additional 1,000 students live in university-owned apartments off campus and in off-campus fraternities. University residence halls are secured 24 hours per day, and access is restricted to residents and authorized support staff through a campus-wide card access system that requires the use of a valid university I.D. All guests must be accompanied by a resident.

Community Officers
In addition to the University has the Community Officer program these are security officers who specifically patrol the north and south residential areas during evening hours, primarily on foot.

Fire Alarms
Fire alarms are installed in all residence halls and are inspected in compliance with state fire codes. Fire drills are conducted twice each semester in each residence hall by the CWRU Fire & Life Safety Officer.

Campus Facilities and Grounds
Most university buildings are open to the public during normal business hours. All facilities are secured after normal business hours. The university’s facilities are maintained by the Facility Services Department, which incorporates security and safety considerations into its maintenance planning. This includes lighting, grounds keeping, and physical access. The university’s Office of Fire Prevention provides routine inspections of all campus facilities to identify safety hazards. The Facility Services Department promptly addresses problems identified during these inspections.

Additional Safety Programs

Bike Locks
Free bike locks are available to undergraduate students, through the administration of university Police, or at CWRU PD headquarters at 11320 Juniper Road. Bike registration is required to obtain a free lock.

Computer Locks
Recognizing the value of laptop computers, and the information stored in them, Case Police and Security Services has laptop security locks available for purchase. These locks are available at the CWRU Police Headquarters, 11320 Juniper Road and the Biomedical Research Building security desk. Or you may contact the office at 368-6811.

Bike Registration
All members of the CWRU community are encouraged to register their bicycles to help deter theft and in identifying recovered bicycles. To register your bike go to police.case.edu and find the bike registration tab. Fill out and print out the registration form. Bring your completed form to CWRU PD headquarters at 11320 Juniper Road, or the Wade or Fribley student service offices. Turn in your form and receive a registration sticker. 1st year students are eligible for free bike locks when they register their bikes.

Self-Defense Programs
The CWRU Police Department offers self defense classes for women. The department’s certified instructors in the Rape Aggression Defense (RAD) program, which is 12 hours of instruction taught over multiple sessions and is offered once a semester. The department also offers 1-2 hour “Street Smarts” seminars on request. Both classes teach skills ranging from crime avoidance to what the average woman can do to defend herself in a crisis situation. Classes are open to all female faculty, staff, students and guests. To obtain more information contact the Crime Prevention Office at 216-368-1243.

Crime Prevention
The police department offers a variety of crime awareness and personal safety programs (including those detailed above) are provided. This include:

• Emergency procedures, which are available on the department website: http://www.case.edu/emergencymanagement.

• Daily Crime Logs are available at CWRU PD Headquarters, 11320 Juniper Road and at http://police.case.edu

• Programs are offered to resident students, focusing on safety concerns for those living on campus. Specially selected and trained “Community Officers” present these programs.

• Security and crime awareness orientation programs are conducted for new students. Departments and student groups can request presentations on safety and security.

Most crimes that occur on campus, or anywhere else for that matter, are crimes of opportunity, and they are easy to prevent. Remove the opportunity and you prevent the crime. Secure easy-to-carry items in a locked desk or cabinet. A thief knows where purses are usually kept; it is in the pocket of a jacket behind the door or on a chair. A prime target. Be aware of what is happening around you, who has come into your area and what they are doing. A friendly, “May I help you?” is often enough to discourage a thief, who realizes that some-one has noticed his/her presence.

IMPORTANT PHONE NUMBERS
Case Police 216-368-3333
University Circle Police 216-791-1234
General Security Information 216-368-4630
Safe Ride 216-368-3000
The following statistics are obtained directly from reports made to Case Police, University Circle Police, Cleveland Police and Case Police and Security Services. These reports are then compiled and aggregated to ensure that all persons required to report do so, to ensure that the statistics are as accurate and complete as possible. Information in the report is reviewed for accuracy, completeness, and readability.

Confidential Reporting
Individuals may anonymously and confidentially report a crime to Case Police and Security Services. When reporting crimes, individuals are encouraged to provide as much information as possible to assist Police and Security Services. Confidential reports can be made to the DRPD on the anonymous tip line.

Drugs and Alcohol
Case conforms to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal in Ohio to sell, provide, or serve beer, wine, or liquor to anyone under the age of 21. The unlawful manufacture, distribution, possession, or use of alcohol and controlled substances, including, but not limited to, marijuana, is prohibited.

CRIME STATISTICS 2010 TO 2012

The following statistics are obtained directly from reports made to Case Police, University Circle Police, Cleveland Police and Cleveland Heights Police Departments. Crime information is also obtained from other campus offices with security authority including, but not limited to, Student Affairs and Housing and Residential Life.

<table>
<thead>
<tr>
<th>Crime</th>
<th>Noncampus Public Property</th>
<th>Noncampus Property</th>
<th>Campus on-campus</th>
<th>Nontresorial Incidents</th>
<th>Nontresorial on-campus</th>
<th>Total on-campus*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
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<tr>
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<tr>
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<td>33</td>
<td>12</td>
<td>5</td>
<td>3</td>
<td>56</td>
</tr>
</tbody>
</table>

Other Relevant Information

• Date the report was received.
• Physical description of the suspect.
• Date the bulletin was released.
• Other relevant information that will help protect and inform individuals, including prevention strategies and police/security contact information.

SAFETY AND CRIME PREVENTION INITIATIVES

Preventing crime is everyone’s concern, from protecting yourself and your property to looking out for others at the university. Know how to protect yourself and your property by learning more about crime prevention. Crime prevention is not stopping something negative from happening, it’s starting something positive.

Reporting Crime
Alerts that occur on campus should be reported to Case Police and Security Services at 368-3333. Case Police and Security Services will notify the appropriate police agency to respond, depending on the type of crime and where it occurred on campus. Crimes occurring off-campus, but within University Circle (see attached map) should be reported to UCPD at 216-368-2222. A computerized Crime Log is updated every business day and is available at both North and South Campus Security Offices, and at http://police.case.edu.

Information on criminal behavior may be reported to the offices of Student Affairs, the Office of Residence Life, and Greek Life, advisors to recognized student groups, and the Director of Intercollegiate Athletics and coaches.

Crimes that are reported to the following individuals or offices will be included in the annual crime statistics report. Criminal statistics from University Circle Police Department include statistics from recognized student organizations with off-campus housing.
• Case Police and Security Services
• University Circle Police Department
• Cleveland Police Department
• Cleveland Heights Police Department
• Bratenahl Police Department (Putnam House)
• Hunting Valley (Quire Valleyview Farm)
• Office of Student Affairs
• Office of Housing, Residence Life, and Greek Life
• Advisors to Recognized Student Organizations
• Director of Intercollegiate Athletics and Coaches
• The University of Texas at Houston Police Department (Suite 180 & 1180, Texas Professional Building, Houston)
• Washington D.C. police department, (requested but not received), Master of Science in Anesthesia program, Suite 150 First St NE & Van Ness building.

Case Western Reserve University’s Annual Security Report is the result of the efforts of many people on campus. Each year, the offices and individuals listed above provide information for inclusion in the report. No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure that all persons required to report do so, and that the statistics are as accurate and complete as possible. In information in the report is reviewed for accuracy, completeness, and readability.

If you have any questions regarding any of the statistics or information found in the report, please contact Case Police and Security Services at 368-4630.

TIMELY WARNING POLICY AND PROCEDURE

A Campus Security Alert (“Security Alert”) is provided to give students, faculty and staff timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. A Security Alert also seeks information that may lead to the apprehension and conviction of an offender.

Case Police are responsible for preparing Security Alerts when a crime is reported to, or brought to the attention of Case Police and is determined to represent a threat to members of the campus community. In making this determination, Case will consider the safety of students, faculty, and staff, as well as the privacy interests of all persons involved in the incidents. Examples include but are not limited to: homicide, sexual assault, aggravated or felonious assault and robbery, or when a pattern of property crime is identified for either the entire campus or a portion of the campus. Examples include thefts from buildings or vehicles.

Alerts and other advisories are sent via a mass e-mail from the RAVE emergency notification system and are posted on the CRUW PD website at http://police.case.edu.

Regardless of the action taken by the University, the names of any persons involved in the incident will not appear on Security Alerts.

Information included in Campus Crime Alerts include:
• A succinct statement of the incident.
• Possible connection to previous incidents, if applicable.
• Physical description of the suspect.
• Date the bulletin was released.
• Other relevant information that will help protect and inform individuals, including prevention strategies and police/security contact information.

HATE CRIMES

The university received no reports of hate crimes reportable under the Jeanne Clery Act from 2010-2012.

UNIVERSITY POLICIES

POLICIES FOR REPORTING CRIMES/PREPARING ANNUAL REPORTS

CONFIDENTIAL REPORTING

Confidential Reporting
Individuals may anonymously and confidentially report a crime to Case Police and Security Services. When reporting crimes, individuals are encouraged to provide as much information as possible to assist Police and Security Services. Confidential reports can be made to the CRPD on the anonymous tip line.

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Drugs and Alcohol
Case conforms to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal in Ohio to sell, provide, or serve beer, wine, or liquor to anyone under the age of 21. The unlawful manufacture, distribution, possession, or use of alcohol and controlled substances, including, but not limited to, marijuana, is prohibited.

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<th>Total on-campus*</th>
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<tr>
<td>Negligent Manslaughter</td>
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<td>Nonforcible Sex Offenses</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
<td>36</td>
<td>38</td>
<td>12</td>
<td>5</td>
<td>3</td>
<td>56</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>33</td>
<td>12</td>
<td>5</td>
<td>3</td>
<td>56</td>
</tr>
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</table>
SEXUAL ASSAULT POLICY

The university strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and support, to pursue criminal charges, judicial action, or sanctions for their own protection and that of the entire campus community.

REPORTING SEXUAL ASSAULT

To preserve the option of pursuing criminal sanctions or internal Case disciplinary processes, survivors should strongly consider reporting the sexual assault to the local police and/or the university. Reporting an assault to police or campus police security authorities does not require filing criminal charges; however, it allows all support systems to be put into motion, including: police response and crisis counseling. Reporting is best done as soon as possible after an assault, but it may be done at any time. Case will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources, as well as counseling and support services.

Students who choose to notify police should be aware of the importance of immediacy in reporting the incident and preserving physical evidence, both at the assault scene and on the person assaulted. Students immediately reporting an assault should be accompanied to a health care facility of their choice for treatment and collection of evidence. If a sexual assault survivor chooses to report the incident at a later time, important support systems still are available; however, criminal investigations can be more difficult.

When reporting a sexual assault you may want to consider the legal distinction between a privileged and limited confidential resource.

Privileged reporting consists of those communications that are confidentially disclosed without the reporters consent to any other person, except under very limited circumstances such as imminent threat of danger to self or others. Examples include University Counseling & Health Services, Flora Stone Mather Center for Women, the Inter Religious Center and Cleveland Rape Crisis center.

Limited confidential reporting consists of those communications that will not be disseminated to others except on a need to know basis. A limited confidential reporting source has the obligation to enlist designated campus resources to ensure steps are taken to report the incident, however anonymous reporting may limit the ability of the university to conduct an effective investigation. If you feel you may have been the victim of a sexual assault and wish to speak to a privileged source about your reporting options you can contact the Campus Sexual Assault Reporting Safeline at 216-368-7777.

ADDITIONAL RESOURCES

Medical and Psychological Assistance

Emergy Room Examination: Any person who has been sexually assaulted may go directly to the University Hospitals Emergency Room or any local hospital for medical attention. Please note: The preservation of physical evidence is critical in the event of criminal prosecution and may be useful if university disciplinary action is pursued.

University Health Services

Students can seek further treatment at the University Health Services for any medical concerns, including sexually transmitted diseases and pregnancy testing.

Counseling

Counseling may be pursued following a sexual assault, no matter how much time has elapsed since the incident. Counseling services are confidential except when disclosure is required to prevent immediate harm to self or others. Available options, on and off-campus are listed below. To inquire about other community counseling resources, please call 368-5872. All inquiries are confidential.

Educational Services

The university offers courses designed to give students the information and skills needed to help protect them from the threat of sexual assault. The Physical Education Department offers a Personal Safety Awareness class every semester. This seven-week class provides guest speakers from campus departments and various community service agencies. Topics covered include: crime prevention, campus and community resources and services, victim rights, the criminal justice system and self-defense. The CWRU Police Department offers Rape Aggression Defense (RAD) classes for female faculty, staff and students periodically throughout the academic year. A 2- to 3 hour “street smarts” presentations are offered on request throughout the year to various campus organizations. Both classes teach practical skills in identifying and avoiding physical assault as well as methods for women to defend themselves. For more information contact the Crime Prevention Office at 216-368-1243 or jdd@case.edu.

UNIVERSITY DISCIPLINARY PROCEDURES REGARDING SEXUAL ASSAULT

Students are entitled to a fair hearing under the university student conduct process. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Students should contact the University Office of Student Conduct & Community Standards for more detailed information regarding the process. To ensure fairness, the following procedures apply:

• Both the respondent and the complainant may have an advisor present to advise or support him or her. However, the advisor may not address the hearing board or witnesses.

• Both the respondent and complainant have the right to be present during the entire hearing and participate in it.

• During the hearing, both the respondent and the complainant shall be given the opportunity to provide the board with information about what happened. The respondent and complainant may direct questions at witnesses through the board chair. The complainant has a right to provide a statement of impact to the hearing officer or hearing board if the board finds the respondent responsible.

• Both the respondent and complainant shall be informed of the decision by the hearing board or the hearing officer. If a respondent is found in violation and appeals the outcome, the complainant will be notified of the pending appeal and its final outcome.

• Educational sanctions that can be imposed are varied and depend upon the severity of the violation. Sanctions may include: Disciplinary warning, disciplinary probation, disciplinary separation, expulsion, community service, or restitution.

OPTIONS IN ADDITION TO UNIVERSITY PROCEDURES

In addition to filing charges through the university student conduct system, students who are the survivors of a sexual assault have the right to initiate prosecution of an assailant under criminal law. The university will assist survivors by directing them to the appropriate authorities to pursue such action.

TITLE IX

CWRU complies with Title IX of the Educational amendments of 1972 which prohibits discrimination on the basis of gender in federally assisted educational programs and activities. Individuals who feel their Title IX rights may have been violated by an act of sexual assault or other misconduct should file a complaint. A Title IX complainant may file a complaint without fear of retaliation. A Title IX complainant has the option to file a complaint directly with the Department of Education.

If you feel your Title IX rights may have been violated, please contact the Office of Student Conduct & Community Standards at 216-368-2020 or jdd@case.edu.
MISSING PERSONS POLICY

In accordance with the Higher Education Act of 2008 Case Western Reserve University has adopted the following policy regarding notifications during missing person’s investigations.

Any student residing in on campus housing will be given the option of identifying a contact person or persons whom the university will notify if the student is determined to be missing for over 24 hours by campus or local police. If a student chooses to place a contact person on this list the contact information provided will be kept confidential and will be accessible only to authorized university officials. Registration is voluntary, but all students residing in university housing will be advised of this service.

It is university policy, in accordance with federal law, that if a student is determined to have been missing over 24 hours by the CWRU Police Department, that the local police department having jurisdiction over the student’s residence (the Cleveland or Cleveland Heights Police Departments) will be notified. Also in cases involving any unemancipated juvenile student under 18 years of age the university will notify the student’s custodial parent or guardian and any other designated contact person as soon as possible if such a student is determined to be missing. If you suspect someone is missing, immediately contact Case Police at 216-368-3333. Case Police and the University Office of Student Affairs will immediately initiate an investigation.
EMERGENCY RESPONSE AND EVACUATION PROCEDURES

CWRU approaches emergency management as a four phase process. The phases are mitigation, preparedness, response, and recovery. The University’s leadership and key response staff are trained in the concepts of the National Incident Management System (NIMS) and utilize the Incident Command System (ICS) to manage crisis or by dialing 9-1-1 for local emergency responders. If 9-1-1 is called first, the community member shall still inform CWRU police by calling 216-368-3333 immediately afterward.

Instances of significant infectious disease or other public health emergencies include; biological threats, chemical threats, radiological threats, and infectious diseases. Instances of significant infectious disease or other public health emergencies include; biological threats, chemical threats, radiological threats, and infectious diseases.

Instances of threatening behavior are taken seriously at CWRU. If the situation is immediately dangerous to CWRU PD at 216-368-3333. If the person exhibiting the behavior is female any caller should provide information that person’s school or associated units should be contacted first. If the person is a student then student affairs (216-368-2020) or the department of emergency management staff should be contacted first. Additional information on how to prevent and respond to dangerous situations can be found here http://case.edu/safecampus/index.html

Once an emergency is reported CWRU will activate its emergency response plan that outlines how the institution will respond to dangerous situations at CWRU can be found here http://case.edu/safecampus/threat-assessment/what-is-tabit.html

RESPOND TO AN EMERGENCY

Emergencies are broken into two categories according to the campus emergency plans: spontaneous and anticipated.

For most spontaneous emergencies on campus there will be a multi department internal response and an external response from local public safety officials. External response to spontaneous emergencies include fire alarms, hazardous materials spills, natural gas leaks or reports of armed persons on campus.

When notified of an emergency on campus CWRU dispatchers or third party (local municipal) dispatchers will send the appropriate first responders. First responders to spontaneous emergencies at CWRU can include but are not limited to; CWRU police and un-armed security staff, University Circle police, Environmental Health and Safety (EHS) staff, local municipal police staff, local municipal fire department staff, local municipal emergency medical staff.

According to University protocol most often the ranking CWRU police officer or senior emergency safety department officer will take charge (assume command) of the response.

In instances of public health emergencies, which can be spontaneous or anticipated, university health services staff may be called first responders. For behavioral emergencies, which can be spontaneous, counseling services staff, resources staff or behavioral risk assessment committee members may be called to respond.

A good example of an anticipated emergency is approaching severe weather. In these instances a pre-determined list of key emergency leadership including CWRU emergency manager, administrative services executives, critical department heads such as police and plant services will confer and activate portions of the response plan as needed.

According to the university’s plan the response protocols for any type of crisis (spontaneous or anticipated on campus are; Gain and maintain situational awareness; (access risk to life safety)

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When notified of an emergency on campus CWRU dispatchers or third party (local municipal) dispatchers will send the appropriate first responders. First responders to spontaneous emergencies at CWRU can include but are not limited to; CWRU police and un-armed security staff, University Circle police, Environmental Health and Safety (EHS) staff, local municipal police staff, local municipal fire department staff, local municipal emergency medical staff.

According to University protocol most often the ranking CWRU police officer or senior emergency safety department officer will take charge (assume command) of the response.

In instances of public health emergencies, which can be spontaneous or anticipated, university health services staff may be called first responders. For behavioral emergencies, which can be spontaneous, counseling services staff, resources staff or behavioral risk assessment committee members may be called to respond.

A good example of an anticipated emergency is approaching severe weather. In these instances a pre-determined list of key emergency leadership including CWRU emergency manager, administrative services executives, critical department heads such as police and plant services will confer and activate portions of the response plan as needed.

According to the university’s plan the response protocols for any type of crisis (spontaneous or anticipated on campus are; Gain and maintain situational awareness; (access risk to life safety)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

CWRU approaches emergency management as a four phase process. The phases are mitigation, preparedness, response, and recovery. The University’s leadership and key response staff are trained in the concepts of the National Incident Management System (NIMS) and utilize the Incident Command System (ICS) to manage crisis or by dialing 9-1-1 for local emergency responders. If 9-1-1 is called first, the community member shall still inform CWRU police by calling 216-368-3333 immediately afterward.

Instances of significant infectious disease or other public health emergencies include; biological threats, chemical threats, radiological threats, and infectious diseases. Instances of significant infectious disease or other public health emergencies include; biological threats, chemical threats, radiological threats, and infectious diseases.

Instances of threatening behavior are taken seriously at CWRU. If the situation is immediately dangerous to CWRU PD at 216-368-3333. If the person exhibiting the behavior is female any caller should provide information that person’s school or associated units should be contacted first. If the person is a student then student affairs (216-368-2020) or the department of emergency management staff should be contacted first. Additional information on how to prevent and respond to dangerous situations can be found here http://case.edu/safecampus/index.html

Once an emergency is reported CWRU will activate its emergency response plan that outlines how the institution will respond to dangerous situations at CWRU can be found here http://case.edu/safecampus/threat-assessment/what-is-tabit.html

RESPOND TO AN EMERGENCY

Emergencies are broken into two categories according to the campus emergency plans: spontaneous and anticipated.

For most spontaneous emergencies on campus there will be a multi department internal response and an external response from local public safety officials. External response to spontaneous emergencies include fire alarms, hazardous materials spills, natural gas leaks or reports of armed persons on campus.

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A good example of an anticipated emergency is approaching severe weather. In these instances a pre-determined list of key emergency leadership including CWRU emergency manager, administrative services executives, critical department heads such as police and plant services will confer and activate portions of the response plan as needed.

According to the university’s plan the response protocols for any type of crisis (spontaneous or anticipated on campus are; Gain and maintain situational awareness; (access risk to life safety)
After confirmation of a significant spontaneous emergency or dangerous situation, the incident commander will delegate the responsibility to notify or if able to do so, personally activate public emergency notifications. Most often the campus public safety communications center (dispatch center) will send the initial messages as directed by the incident commander. Other examples of sources on campus with authority to initiate and access the emergency notifications include: campus police supervisors, I.T. security staff, physical security managers, university marketing and communications staff, and office of emergency management.

Additional emergency response notifications to other campus incident management team members, senior university staff, deans, department heads, and external stakeholders, such as University Hospitals, University Hospitals Regional Leadership, and the Cleveland Heights Police Department, Cleveland Heights Fire Department, and Cleveland Heights Emergency Management shall execute this level of notification using the campus RAVE system. Message content may be response oriented and directed to a specific audience. It is the responsibility of all students, faculty and staff to become familiar with the general shelter in place procedures found here:

http://police.case.edu/emergency.html

Shelter in Place: Shelter in place is a safety action that is sometimes ordered when it is more dangerous to evacuate than to stay put. It may be ordered if an area of fire outdoors becomes dangerous due to toxic or irritating substances. In these cases it is usually safer to stay put. The shelter in place order may expose persons to danger. For example, sheltering in place used during the initial stages of an earthquake when falling debris and other dangers may be present. It is the responsibility of all students, faculty and staff to become familiar with the general shelter in place procedures found here:

http://police.case.edu/emergency.html

Lockdown: Lockdown is a form of sheltering in place. It is a tool used by emergency responders during situations such as a report of an armed intruder on campus with the potential to cause harm to people, property, or critical areas. The lockdown procedure may involve the closing of doors to a common area or office of a building then to keep occupants inside. During a lockdown occupants shall attempt to secure the space they are in by locking doors or using furniture to block entry. First responders will also attempt to control entry/exit and movement within a facility and may require assistance from the space’s occupants in attempting to keep people safe. It is the responsibility of all students, faculty and staff to become familiar with the lockdown procedures found here:

http://police.case.edu/emergency.html

TESTING OF THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

CWRU promotes its emergency response procedures year round through public education efforts as such; reviews of procedures at student and staff orientations; periodic media articles in the campus email newsletter, safety columns in the student newspaper as well as on social media sites such as Facebook. You can follow CWRU on FB here; http://www.facebook.com/casuwaytterserve

LIST OF ORGANIZATIONAL TITLES RESPONSIBLE FOR EMERGENCY RESPONSE AND NOTIFICATION

Outside organizations whose staff can confirm there is a significant emergency or dangerous situation on campus includes but is not limited to: Cleveland Police Department, Cleveland Fire Department, Cleveland Emergency Medical Services, Cleveland Heights Police Department, Cleveland Heights Fire Department, Hunting Valley Fire District, Bratenahl Police Department, Regional Transit Authority Police, University Circle Police, and the Federal Bureau of Investigation, Cleveland Police Department, and the City of Cleveland Health Department.

Titled staff at CWRU who can confirm a significant emergency or dangerous situation exists include: the President of the University (and line of succession as applicable), The Senior Vice President for Administration, The Vice President of Student Affairs, Associate Vice President[s] of Student Affairs, The Vice President for Campus Services, The Director for Emergency Management and Fire Protection Services, The Commander of CWRU Police, CWRU Police Officers and Supervisors, The Director of University Health Services, The Associate Director for Emergency Management and University Counseling Services, The Executive Director and Director for Environmental Health and Safety (EHS), EH response staff and the Manager of Dispatch Operations. Additional staff on campus may be trained as appropriate to expand this list.

As mentioned above the person or persons in charge of the emergency (incident commander[s]) determine the appropriate segment or segments of the campus community for notification. The incident commander(s) at CWRU can be official from any or the above listed external organizations that can confirm an emergency on campus or another scenario. It is the responsibility of all students, faculty and staff to become familiar with the content of the message.

Members of the campus community can initiate alerts such as fire alarms by activating them locally (pull stations). Many campus buildings are powered by web site or local software that requires password access. At the request of the Incident Commander[s] the following staff can activate additional

NOTIFICATION SYSTEM

A summary of the process for initiating the emergency notification system is as follows:

- A report of an emergency or impending emergency is received through the reporting avenues listed above or another source;
- Initial notification is made to the appropriate first responders (spontaneous emergency) or the proper incident commander(s) (credible information, e.g. building assessment team, university law enforcement, university public health, the emergency manager, etc.) for anticipated emergencies;
- Responders, teams or committees described above will assess the situation and take health and safety as described in previous sections;
- After confirmation of a significant spontaneous emergency or dangerous situation the incident commander will delegate the responsibility to notify or if able to do so, personally activate public emergency notifications. Most often the campus public safety communications center (dispatch center) will send the initial messages as directed by the incident commander. Other examples of sources on campus with authority to initiate and access the emergency notifications include: campus police supervisors, I.T. security staff, physical security managers, university marketing and communications staff, and office of emergency management;
- Additional emergency response notifications to other campus incident management team members, senior university staff, deans, department heads, and external stakeholders, such as University Hospitals, University Hospitals Regional Leadership, and the Cleveland Heights Police Department, Cleveland Heights Fire Department, and Cleveland Heights Emergency Management shall execute this level of notification using the campus RA

WARNING SYSTEMS

CWRU dispatchers, the Dispatch Center Manager, I.T. Security Director and I.T. Communications Staff, Director for Marketing and Communications and Web Development Staff, Director for Emergency Management, the Physical Security Manager, the Director of I.T. Security, Administrative Sergeant, Student Affairs I.T. staff.

WHAT THE PROCEDURES ARE FOR DISSEMINATING INFORMATION TO THE LARGER COMMUNITY

The University has a crisis communications group that maintains a crisis communication plan. Marketing and Communications. One of the responsibilities of this group in an emergency is to ensure timely and accurate communication of information to the larger community when appropriate. The University activates its outside public information procedures on a case-by-case basis. The decision to notify can be affected by, but is not limited to: the type of emergency, the involvement of the media, privacy of person(s) involved, the number of people affected by the emergency, Financial losses and expenses may not be notified if a fire occurs in an administrative building without injuries and very little disturbance to the daily operation of the university (in this instance the appropriate emergency notification to the building occupants would still be made via the fire alarm or other emergency notification system).

The decision to not notify the larger community is typically made by the Vice President for Marketing and Communications in consultation with the President of the University or other senior leadership.

The leader of the crisis communications group will serve as the Public Information Officer (PIO). When the larger community is to be notified, the PIO will inform local media to disseminate information outside of the campus through traditional media such as television news broadcasts. The PIO may also disseminate information to other organizations like American Red Cross can release messages through their media channels.

The University can also activate a live operator emergency call center to distribute information. When activated the number of the call center is broadcast through media and other avenues and persons such as parents can call in to get up to date information and ask questions. CWRU will also post updates on the home webpage www.case.edu as well as on social media sites such as Facebook. You can follow CWRU on FB here; http://www.facebook.com/casuwaytterserve

TESTING OF THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

CWRU promotes its emergency response procedures annually in the form of a functional exercise. The University hires an outside consultant each year to design, facilitate and evaluate the university’s response to a simulated emergency. The exercise includes functional communications between police, fire, medical, and emergency management systems (sms messaging, indoor and outdoor speaker alerting, mass email) in conjunction with promoting the institutions emergency procedures. The test is scheduled to be publicized through traditional and social media channels. The exercise is conducted at random times throughout the year through multiple media communications. Fire alarms are tested as required by fire code.

The university also tests its emergency management plan, emergency evacuation Procedures, emergency communications system, and university evacuation planning annually in the form of a functional exercise. The University hires an outside consultant each year to design, facilitate and evaluate the university’s response to a simulated emergency. The exercise includes functional communications between police, fire, medical, and emergency management systems (sms messaging, indoor and outdoor speaker alerting, mass email) in conjunction with promoting the institutions emergency procedures. The test is scheduled to be publicized through traditional and social media channels. The exercise is conducted at random times throughout the year through multiple media communications. Fire alarms are tested as required by fire code.

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