Building Emergency Action Plans

Frances Payne Bolton School of Nursing



2120 Cornell Road

Cleveland, Ohio 44106



Emergencies Contact:

CWRU Police & Security Services – CWRU
Phone x3333

or Non CWRU Phone 216-368-3333

Cleveland Fire – 911 or CWRU phone 9911

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Building Emergency Action Plan Frances Payne Bolton School of Nursing

Section 1 - Introduction

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This is the emergency action plan for the Frances Payne Bolton School of Nursing (Nursing School). This is to provide emergency information pertaining to evacuation, shelter in place, lock down, and other emergencies specific to the University Center. For questions regarding this document please contact Justin Fry, Fire and Life Safety Specialist, at 216-368-0021 or via email at jxf416@case.edu.

SECTION 1: INTRODUCTION

This plan was developed to provide for the safety of the occupants of the Nursing School. It was also created to comply with the Ohio Fire Code, Section 404.3.1, and the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. It was created by the Office of Emergency Management, in cooperation with the Department of Environmental Health and Safety (EHS), Police & Security Services; and the occupants of the Nursing School.

Different emergencies require different protective actions to keep people safe. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. This document contains building specific information for protecting yourself during most emergencies, but will not provide an absolute solution for every circumstance. During an actual emergency university personnel and first responders may supplement these plans with detailed instructions via our emergency communications protocols. Any specific instructions given during an incident are to take precedence.

Training

Floor Coordinators and Building Evacuation Captains are required to attend emergency training, conducted by the Department of Environmental Health and Safety. This training is offered in person and must been completed prior to a Building Evacuation Captain or Floor Coordinator is able to carry out their new role. The Floor Coordinators will provide training on this plan to their assigned floor.

Section 1 - Introduction

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Protective Measures:

Evacuations

For some emergencies the best option is to leave the building or an area due to a hazardous situation inside the building or within an area. For example, the safest place away from a fire or hazardous materials spill (inside) would be outside of the building.

Shelter in Place

For some emergencies, evacuation will **NOT** be the appropriate **immediate** response. Evacuation during a tornado or for an outdoor hazardous materials leak will actually place people in greater danger than if they were to stay inside.

Lockdown

This protective measure is similar to the shelter in place procedure, **except** this protective measure is reserved for when the threat involves an **armed intruder**. When this type of threat occurs the best course of action is to follow the A.L.I.C.E. training program

SECTION 2: EMERGENCY CONTACT LIST AND NUMBERS

How to Report an Emergency

The **preferred method** of reporting emergencies that occur on CWRU property is by contacting CWRU Police & Security Services at **216-368-3333**. They will contact the proper emergency response organization.

The alternative way to report a fire or other emergency is to call **911** direct for The <u>City of Cleveland</u>. From a campus phone dial **9-911** and from a non-campus phone dial **911** (such as a cell phone). Once you have contacted the <u>City of Cleveland via 911</u>, please call CWRU Police & Security Services at **216-368-3333** to **inform them of the emergency**.

The City of Cleveland Fire Department prefers that CWRU Police & Security Services meet them on the scene of all emergencies. Please make sure to call CWRU Police & Security Services to ensure this happens. If told to stay on the line with the <u>City of Cleveland</u>, then have someone else call CWRU Police & Security Services or ask the <u>City of Cleveland</u> dispatcher to contact them for you.

Questions or for Further Information

For questions regarding this document please contact the EHS Fire and Life Safety Specialist, Justin Fry, at 216-368-0021 or jxf416@case.edu.

CWRU Important Numbers

Police & Security Services	Emergency: 216-368-3333
	Non-Emergency: 216-368-3300
Website:	http://police.case.edu/
University Circle Police	216-368-2222
Environmental Health and Safety (EHS)	216-368-2907
Website:	www.case.edu/ehs
Material Safety Data Sheet (MSDS) Database:	http://jr.chemwatch.net/chemgold3/?X
Office of Emergency Management, Police	216-368-4876
& Security Services	
Website:	www.case.edu/emergencymanagement
Health Services	216-368-2450
Website:	http://studentaffairs.case.edu/health/
Facilities Services	216-368-2580
Website:	www.case.edu/cpfm/facilities

Section 2 – Emergency Contact Lists

			OFFICE	
ROLE	NAME	EMAIL	NUMBER	CELL NUMBER
	10/11/12		HOINBER	CLLE IVOIVIBLIX
Facility Emergency Coordinator	Dean Mary Kerr	Mek55	NO1140	
Assistant Facility Emergency Coordinator	Tiffany Cooper	Txc249	NO1030	
Evacuation Captain	Kathy O'Linn	kco	NO1320	
Assistant Evacuation Captain	Jesse Honsky	Jkf50	NO304C	
Basement Floor Coordinator	Teona Griggs	Tcg2	NOA44B	
Basement Floor Coordinator	Greg Gustovic	Gxg185	NOA050	
Ground Floor Coordinator	Sadia Tahir	Smtl03	NOB180	
Ground Floor Coordinator	Teona Griggs	Tcg2	NOA44B	
Ground Floor Coordinator	Dedra Hanna Adams	Ddh6	NOA44F	
Ground Floor Coordinator	Jackie Robinson	Jxr513	NO44E	
1 st Floor Coordinator	Celeste Alfes	Cms11	NOA380	
1 st Floor Coordinator	Helen Jones- Toms	Hlj2	NO1030	
1 st Floor Coordinator	Tiffany Cooper	Txc249	NO1030	

Section 2 – Emergency Contact Lists

ROLE	NAME	EMAIL	OFFICE NUMBER	CELL NUMBER
1 st Floor Coordinator	Ivy Ko	Ilk	NO1300	
2 nd Floor Coordinator	Susan Painter	Sgp30	N0230D	
2 nd Floor Coordinator	Sally Garrett-Karyo	Sag01	N0204C	
2 nd Floor Coordinator	Kristi Lehmer	Kxl488	N0203H	
3 rd Floor Coordinator	Sara Douglas	Sld4	NO3090	
3 rd Floor Coordinator	Evelina DiFranco	Exd138	N0318A	
3 rd Floor Coordinator	Robert Book	Rxb554	N0318A	

Section 3 – Roles and Responsibilities

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SECTION 3: ROLES AND RESPONSIBILITIES

CWRU Police & Security Services

Responsible for site control, communication, and coordination with all external agencies and University personnel during emergency situations.

Contact Number: Emergency – 216-368-3333

Non-Emergency -216-368-3300

Fire Department and Emergency Medical Service (EMS)

The <u>City of Cleveland</u> is responsible for emergency response (fire, medical, rescue, etc.) for the Nursing School.

Contact Number: CWRU phone – 9-911

Non-CWRU phone - 911

Facility Emergency Coordinator

Serves as facility representative at the scene of any emergency to provide input on facility specific issues. Facility coordinator will also be responsible for contacting the Department of Environmental Health and Safety (EHS) to update facility related changes that may affect the evacuation plan.

Building Evacuation Captain

Serves as the evacuation coordinator for the Nursing School. Responsible to check with each Floor Coordinator at the evacuation assembly point to determine if any occupants remain in the building and if so where they may be located at. The Building Evacuation Captain reports confirmation to CWRU Police & Security Incident Commander. Responsible for contacting the Department of Environmental Health and Safety (EHS), when a change in a Floor Coordinator may occur.

Section 3 – Roles and Responsibilities

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Floor Coordinator

Responsible for overseeing the appropriate action plan on the floor and reporting the status of accountability to the Evacuation Captain during an evacuation. The following are basic duties of a Floor Coordinator:

Preparation for an Evacuation:

- Know where the exits are in your section and floor.
- Be aware of any rooms or offices in your section where an alarm may not be heard or seen (i.e., bathrooms, photographic darkroom, cold rooms, etc.) or people who cannot hear an alarm.
- Determine if there are people in your section who would have difficulty during an
 evacuation. If so, discuss it with them and notify the Office of Emergency
 Management, in advance, to assist with plans to help them evacuate.
- Communicate with and convey information to all employees in your section or floor. Advise them where their exits are, not to use the elevators, and to inform someone if they will need help, etc.

When the Alarm Sounds or an Evacuation is ordered:

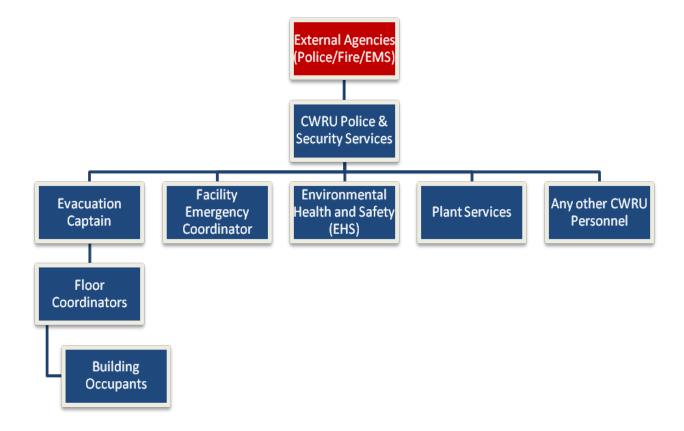
- Announce to everyone to exit using the stairs only.
- Start proceeding to the exit.
- While moving to the exit, quickly check your assigned area for any occupants. Encourage the occupants to evacuate if they are not evacuating.
 - Make a note of who did not evacuate, their location, and status (i.e. injured, trapped, a disability). Relay this information to the Building Evacuation Caption or Case Police/Security.
- Assist with the evacuation of individuals with disabilities as pre-planned.
- As soon as you have evacuated, report to the evacuation assembly point.
 - o <u>Podium Level (By White Sculpture); Ground Floor only will assemble at the sidewalk in front of the building. (Cornell Circle).</u>
- Report to the Building Evacuation Captain or Assistant Captain. Advise him/her that
 your section is clear or if someone may still be in the area, where they may be, and
 why they did not evacuate (note: in the absence of the Building Evacuation Captain or
 Assistant Captain report to the arriving Police & Security personnel).
- **Do not** allow anyone to **re-enter** the facility until the "**all clear**" has been given by CWRU Police & Security Services or the fire department.



SECTION 4: EMERGENCY RESPONSE

All organizations responding to an emergency at Case Western Reserve University shall utilize the National Incident Management System (NIMS). During an emergency a representative from CWRU Police & Security Services will be the designated "Incident Commander". Once the appropriate outside agency has arrived the incident "may" be turned over to them.

However, throughout the incident any information that needs to be conveyed to and from the outside emergency responders should be routed through CWRU Police & Security Services (see chart below).



SECTION 5: EVACUATION EMERGENCIES

NOTIFICATION OF A FIRE OR EMERGENCY

- The preferred method to notify occupants in the building of a fire or other evacuation related emergency is through the building's fire alarm system.
 - Alternative methods include the CISCO desk phones, CASE RAVE System, and CWRU email system.

DESCRIPTION OF NOTIFICATION SYSTEMS

The fire alarm system in the Nursing School is a Simplex 4100 non-voice evacuation system. Under a fire alarm the fire alarm will produce an audio sound as well as visual strobe lights.

The main fire alarm panel is located in the electrical transfer room in the lower level of the Lot 55 parking garage. An annunciator panel is located in the main entrance vestibule on the ground floor off of Cornell Circle (old Emergency Drive).

EMPLOYEES WHO MUST REMAIN TO OPERATE CRITICAL EQUIPMENT

ALL OCCUPANTS MUST EVACUATE when the fire alarm is sounding or when ordered to do so. If an employee must stay in the building to stop a hazardous experiment or to operate critical equipment they must apply in WRITING, prior to conducting a hazardous experiment or an incident, to Marc Rubin, Director of the Department of Environmental Health and Safety, (216) 368-1518, mdr6@case.edu, he will evaluate your request.

If deemed critical, the occupant will be required to provide emergency shutdown procedures for their experiment or equipment to the Office of Emergency Management and the Department of Environmental Health and Safety. The people doing the experiment or operating the equipment should also contact their Floor Coordinator and or the Evacuation Captain to inform them that they need to stay to shut down or stop the equipment or experiment.

The experiment or critical equipment must be so hazardous that if left unattended it would endanger the building, occupants, or emergency responders. Once the experiment or equipment is shut down the employee(s) should follow the normal evacuation guidelines.



ACCOUNTABILITY OF EMPLOYEES AND OCCUPANTS

The ever changing amount of occupants in the building poses a large challenge to account for the building's employees and occupants. In an effort to provide better accountability the Floor Coordinators will quickly check their assigned area for occupants that are not evacuating as they proceed to the exit, if safe to do so. Once outside the Floor Coordinator will move to the evacuation assembly point and report to the Building Evacuation Captain. The Floor Coordinator will report if everyone has evacuated their area or if someone has not, and why they could not evacuate. If the person did not leave they should provide the location of the person to the Building Evacuation Captain. The Building Evacuation Captain will relay all the information that has been gathered from all floors, to the Police & Security Services Incident Commander. In the absence of the Building Evacuation Captain and Assistant Captain, the information should be relayed to the arriving CWRU Police & Security Officers.

The occupants will be asked to group together at the evacuation assembly point based on their departments. They should then determine who is present and who is unaccounted for. If someone is unaccounted for this information should then be shared with the Building Evacuation Captain or Assistant Captain (note: in the absence of the Building Evacuation Captain or Assistant Captain report to the arriving Police & Security personnel).

It is encouraged that your department should create a roster of those that work in the building. It should then be distributed among the rest of your group, and referenced during an emergency.

NON-COMPLIANCE WITH EVACUATION

Individuals who fail to cooperate, or refuse to evacuate will be noted by the evacuation floor coordinator, who will inform the captain. The captain will then inform the Police & Security Incident Commander. Names of those who fail to comply will be forwarded to the Department of Emergency Management, the Department of Environmental Health and Safety and then to the appropriate Dean or administrator for disciplinary action.

RETURN POLICY

Evacuees will return to the facility once Police & Security personnel or fire department personnel have issued an "all clear" through the captains. The Department of Environmental Health and Safety may need to clear the area prior to being reoccupied, if any damage or safety hazards are present.



Section 5 – Evacuation Emergencies

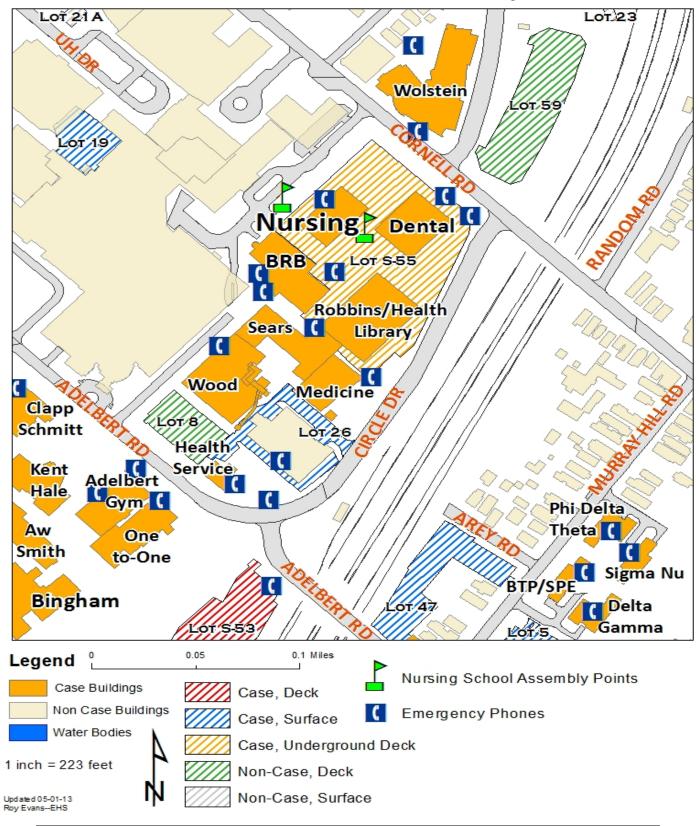
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EVACUATION ASSEMBLY POINT

The location for evacuees to gather to check in with their department and await further instructions is:

Building	Evacuation Assembly Point
Nursing School	 Podium Level (By White Sculpture) Ground Floor Only: Sidewalk in front of building. (Old ER Drive)

Case Western Reserve University



Building Emergency Action Plan Frances Payne Bolton School of Nursing

Section 5 - Evacuation Emergencies

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WHEN TO EVACUATE*

- Anytime you hear the fire alarm in your building. (Evacuation is MANDATORY during fire alarms)
- If you smell smoke or know an actual fire is burning.
- If you can carefully escape an active shooter and a safer alternative is not available, locking door.
- When instructed to do so by CWRU Police Dispatch, CWRU Police or Security Officers, CWRU Environmental Health and Safety personnel, or local police, fire/EMS personnel.

WHEN NOT TO EVACUATE**

- When a tornado warning is given, shelter in:
 - o Basement classrooms and hallways.
 - o (See Section 6.2 Severe Weather)
- When it is unsafe to do so (i.e. active shooter nearby). ***
- During a power failure (see Section 8.4 Utility Outage).
- When instructed not to evacuate by CWRU Police Dispatch, CWRU Police or Security Officers, CWRU Environmental Health and Safety personnel, or local police, fire/EMS personnel.

WHAT TO DO IF YOU MUST EVACUATE

- 1. Listen carefully to instructions of floor coordinators and emergency personnel.
- 2. Remain calm and quiet (keep talking to a minimum so instructions can be clearly heard).
- 3. If the source of the emergency is present in the immediate area leave all belongings and exit immediately. Otherwise, when the fire alarm sounds or evacuation is ordered quickly (i.e. a couple seconds, not minutes) gather essential personal belongings only if it can be done safely (I.D., keys, purse, wallets, etc.) and proceed out of the building. Close doors behind you to help contain the fire.
- **4.** Close all doors that you pass through as you leave.
- 5. Exit via stairwells, DO NOT use elevators.
- **6.** Proceed to the buildings evacuation assembly point unless instructed to an alternate location by your Evacuation Captain or the CWRU Police & Security Service Incident Commander.
- 7. Alert emergency personnel of anyone who may need assistance evacuating.
- * Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location via cell phone or hanging something out the window. For more information, see Section 5.3 Fire.
- ** These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.
- *** The presence of an active shooter is a stressful situation that requires quick, rational decision making. If you are unable to evacuate you may need to take additional protective actions such as locking your door or hiding under a desk (see Section 7 Lock-Down Emergencies).



BEFORE AN EMERGENCY (Pre-Plan)

- 1. Know where the fire alarm pull stations are in your area and how to use them.
- 2. Know how to get help: Call Police & Security Services (216-368-3333); Cleveland Fire (Campus Phone 9-911 or Non-Campus Phone 911). You should post these numbers by your office phone and save them in your cell phone.
- **3.** Know where the exits are from your floor or area and where the entrances to the stairways are located on your floor and how to access them.
- **4.** Know where fire extinguishers are located in your area.
- 5. Keep the exits clear of any obstructions at all times.
- **6.** If you may need any **special assistance** during an evacuation, notify and discuss it with your Floor Coordinator in advance. Do **not** wait until an actual emergency occurs. The Floor Coordinator will contact the Office of Emergency Management. The Office of Emergency Management will also notify Police & Security Services of the special assistance required (see Section 5.1 Persons with Disabilities).
- 7. Faculty and staff should advise their students how to respond to alarms and where evacuation routes are from their classrooms, labs, or offices. They should also participate in planning for providing assistance to any student who may have difficulty during an evacuation. This should be done within the first two weeks of class.

SECTION 5.1: PERSONS WITH DISABILITIES

If you are a person with a disability or other special need(s) you may face unique challenges in an emergency. By evaluating your personal needs and making an emergency plan that fits those needs, you can be better prepared. Contact your Floor Coordinator in advance prior to an emergency. They will contact the Office of Emergency Management to assist with creating an evacuation plan based on your individual needs.

DURING AN EMERGENCY

- 1. If you are unable to evacuate via the stairwell, still move to the nearest stairwell.
- **2.** Once in the stairwell, if you have a cell phone, notify CWRU Police & Security Services at 216-368-3333 and inform them of your location and your disability. They will pass the information on to the appropriate outside agency.
- **3.** If you do not have a cell phone, inform your co-workers that are exiting via same stairwell of your location so they can pass it on to CWRU Police & Security Services.
- **4.** Depending on the incident the first responders may have you stay in place or assist you in evacuation.
- 5. If you are not evacuated a representative from CWRU Police & Security Services or their designee will provide you further instructions.

Section 5 – Evacuation Emergencies

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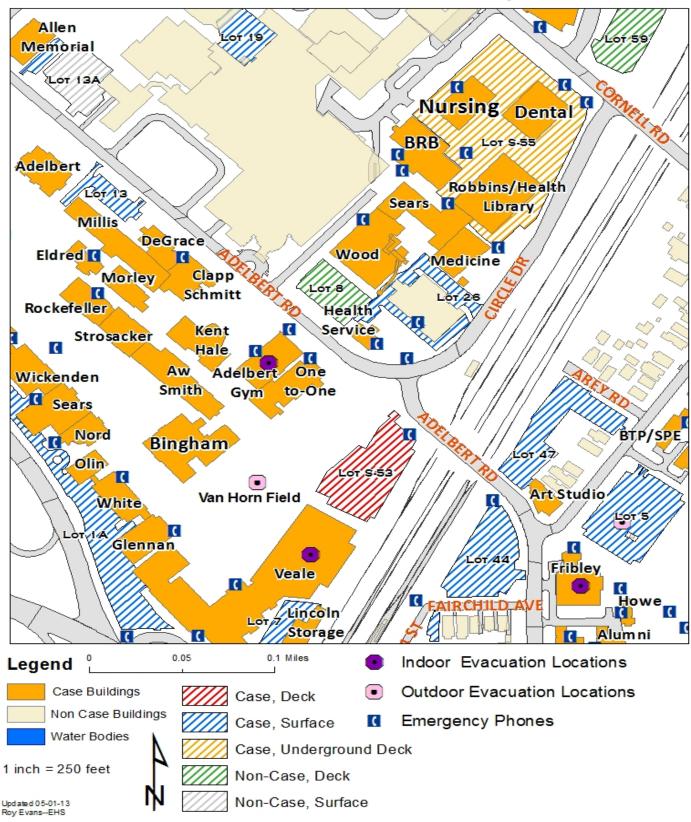
SECTION 5.2: COMPLEX EVACUATION

Certain emergencies may affect multiple buildings or an area of campus. In this case, persons in those buildings/areas will be evacuated to a predetermined site. This site is different than your building specific evacuation assembly point. Emergency personnel will direct you to your primary, secondary remote indoor site, or a designated remote outside site. Further instructions will be given at the evacuation site. If necessary, buses will be used for transportation.

The remote evacuation sites for your complex/area are:

Primary Remote Indoor Site	Secondary Remote Indoor Site	Outside Remote Site
Adelbert Gym	Veale Center	Van Horn Field

Case Western Reserve University



Section 5 - Evacuation Emergencies

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SECTION 5.3: FIRE

(Note: This section is to be used for fire alarm activations, discovery of a fire, or when a general evacuation is required)

What You Should Do

- 1. If you smell or see smoke or fire, alert others in the nearby area, activate the fire alarm by pulling a fire alarm pull station, and evacuate. WHEN A FIRE ALARM IS ACTIVATED EVACUATION IS MANDATORY!
- 2. Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and it is safe to do so. Do this only after the fire alarm has been activated, the occupants have been assisted out, and Police & Security Services and the fire department are responding.
- 3. Notify occupants and help those needing assistance in the immediate area.
- **4.** If fire is present in the immediate area leave all belongings and exit immediately. Otherwise, when an alarm sounds quickly (i.e. a couple seconds, not minutes) gather essential personal belongings only if it can be done safely (I.D., keys, purse, wallets, etc.) and proceed out of the building. Close doors behind you to help contain the fire.
- **5.** Follow the building's evacuation map (if available), go to the **nearest exit** (marked with the word "EXIT"), and exit quickly via stairwells only. Utilize the exit door in the stairwells to leave the building. **DO NOT** attempt to use elevators. Persons with disabilities who are unable to use the stairs should **wait** in the stairwell for rescue assistance (see Section 5.1 Persons with Disabilities).
- **6.** If you get caught in heavy smoke, take short breaths, crouch down or crawl.
- 7. If the fire or smoke prevents you from exiting the building, go to a room far away from the fire (preferably a room with a window), shut the door and phone for help (cell phone or office phone). If you cannot reach outside help using technology, open or break a window and signal for help. Placing an object (coat, blanket, towel, etc.) under the door may prevent smoke from intruding while you are awaiting rescue.

- 8. Once outside proceed to the evacuation assembly area, <u>Podium Level (By White Sculpture)</u>; <u>Ground Floor and Lower Level will assemble at the sidewalk in front of the building. (Cornell Circle)</u>, and gather with your department. Amongst your department determine who is present and who is unaccounted for. If someone is unaccounted for, relay this information to the Building Evacuation Captain.
- **9.** If emergency responders are not already on the scene call CWRU Police & Security Dispatch (216-368-3333) with the following information;
 - a. Your name; and
 - **b.** The exact location of the fire and any other information you may have about the fire (i.e. people injured or trapped).
- **10.** Return to the building only when instructed to do so by emergency personnel.

What Will Happen

- 1. The dispatcher will notify the appropriate Fire Department and CWRU Police & Security Officers.
- **2.** CWRU Police & Security Services will respond and coordinate with the responding fire personnel.
- **3.** Once the actual fire or fire alarm situation is resolved, and the building is assessed for safety concerns, CWRU Police & Security Services or fire department officials may grant permission to re-occupy the building or to enter and retrieve personal belongings.

Fire Panel Information:

Panel Location(s)	Annunciator Location(s)	Panel Type	Panel Login Codes
Transfer room in lot #55 (lower level)	Ground floor- Cornell Circle (North Entrance)	Simplex 4100/node 6	



SECTION 5.4: EXPLOSION

IF AN EXPLOSION OCCURS

What You Should Do

- 1. Get under a sturdy table or desk if objects are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- **2.** Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls. Do not use elevators.
- **3.** Once evacuated, find a way to receive emergency communications from the university's administration or other jurisdictional agency.
- 4. Follow any instructions given by administrators or on scene emergency responders.
- **5.** Consider the possibility that the explosion was not an accident, be aware of your surroundings and note any suspicious behavior

Once you are out:

- a) Gather away from the building near your evacuation assembly point, if safe to do so.
- b) Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- c) Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

If you are trapped in debris:

- a) If possible, use a flashlight to signal your location to rescuers.
- **b)** Avoid unnecessary movement so you do not kick up dust.
- c) Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- **d)** Tap on a pipe or wall so rescuers can hear where you are. If possible, use a whistle to signal rescuers.
- e) Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
- f) Slow your breathing and do not panic.

What Will Happen

- 1. First responders will provide updated information as it becomes available.
- 2. Rescuers will work to treat the injured and extricate survivors.
- **3.** You may be required to provide witness statements or other information to aid in determining the cause of the explosion.



SECTION 5.5: HAZARDOUS MATERIALS INCIDENT INSIDE

A release of hazardous materials (HAZMAT) could involve chemical, biological, or radioactive materials. The ability to respond to a hazardous materials release will depend on many factors, these include the amount of material spilled or involved in an incident, the physical, biological and chemical characteristics of the material, the material's health and hazard characteristics, the location of the spill, the level of response training obtained, and the types of personal protective and spill response equipment available. Note: to view material safety data sheets (MSDS) go to www.case.edu/ehs and click on MSDS.

IF A <u>HAZMAT</u> RELEASE OCCURS ON CAMPUS THAT CANNOT BE HANDLED SAFELY BY A TRAINED EMPLOYEE:

What You Should Do

- 1. Alert people in the immediate area of the spill, evacuate the area, and call CWRU Police & Security Services at 216-368-3333.
- 2. If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment. Activate the emergency electrical shutoff, if a laboratory is equipped with one.
- **3.** If a gas or vapor release occurs indoors, open the fume hood sash, only if it is safe to do so.
- **4.** Confine the hazard by closing doors as you leave the area. DO NOT put yourself at risk by rescuing or providing aid to contaminated persons unless you are properly protected.
- 5. If you are contaminated, every attempt should be made to avoid cross contamination of others. Use eyewash or safety showers as needed to rinse contamination off yourself. If you are not contaminated, you can direct others on how to de-contaminate from a safe distance. After you decontaminate isolate yourself in a safe location. Do not assume it is safe to come into contact with others even if you have had emergency decontamination.
- **6.** Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building do not delay evacuating the entire building. If there is a chance of explosion from the hazardous material release **do not** activate the building fire alarm. Evacuate the building manually by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a manual pull station. Follow the fire evacuation plan.
- 7. Once outside call 216-368-3333 and alert CWRU Dispatch as to why the alarm was activated. Be prepared to provide as much information as possible on the hazardous materials released. At the designated evacuation assembly point, notify emergency responders of the location, nature and size of the spill. Isolate contaminated persons. Avoid cross-contamination or chemical exposure from contaminated persons.



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Section 5 – Evacuation Emergencies

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What Will Happen

1. The University will send representatives from the Department of Environmental Health and Safety (EHS) along with CWRU Police & Security Services. Additional emergency responders may respond from the affected jurisdiction. Rescue, evacuation, investigation, containment and clean-up will be conducted as directed by the EHS representative or state/local agency Incident Commander.

ALL SPILLS/ RELEASES MUST BE REPORTED TO 368-3333 even if they are isolated and cleaned immediately!

Section 6 – Shelter In Place Emergencies

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Section 6.1: Hazardous Materials Incident Outside

Large-scale hazardous materials spills or accidents either on or off campus have the potential to impact the Nursing School.

If the spill occurs outside of the Nursing School, the best option may be to shelter in place. In order to shelter-in-place you should follow these guidelines.

- a) Stop all experiments. (If applicable)
- b) Close and lock all exterior doors and windows. Close all vents and as many interior doors as possible.
- c) Turn off all air conditioners and ventilation systems, including window units. Facilities Services should be contacted to turn off the main ventilation system so that no outside air is drawn into the building. The fans in the hoods will then be turned off so no research should be conducted while this is happening.
- d) Move to a room that can be sealed, like a large conference room.
- e) Seal gaps under doorways and windows with wet towels, or plastic sheeting, or duct tape.
- f) Seal gaps around window and window air conditioning units, bathroom and kitchen exhaust fans, as well as stove and dryer vents with duct tape, plastic sheeting, aluminum foil, or wax paper.
- g) Use something to seal any gaps or holes in the room, such as those around pipes.
- h) If any gas or vapor is suspected to have entered the building, take shallow breaths through a towel, and avoid eating or drinking anything that may have been contaminated.

A hazardous materials spill can last anywhere from thirty minutes to a few days. Because of this, some of the plans may need to be modified to suit the individual emergency. Any instructions that you receive from the on-scene responders such as the police or fire department take precedence over these plans.

If you are outside during a spill, try to stay uphill and upwind from the spill. Stay as far away as possible from the incident. If you see any victims, do NOT try and help them. Stay away from the victims and notify emergency personnel that there is a victim(s).



Section 6 – Shelter In Place Emergencies

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Section 6.2: Severe Weather Emergencies

Severe weather can include tornado, high wind, thunderstorms, flash flood or winter weather such as snow, hail, and sleet. Severe weather is monitored by CWRU Police & Security Services Dispatch, and the CWRU Emergency Management department. Usually no action is required when there is severe weather. If action is necessary, then CWRU Police & Security Services will issue emergency alerts through all the emergency communications methods available. Remain calm and wait for further instruction from CWRU Police & Security Services or any other emergency agency on-scene.

Severe Weather Alerts and Action

The National Weather Service has defined severe weather alerts that are of concern.

a) Severe Thunderstorm Watch:

Definition: Issued when conditions are favorable for the development of severe thunderstorms, which may produce large hail and/or high winds, in and close to the watch area.

Action: Continue your normal activities, but keep an eye to the sky and an ear to the radio or TV, and for CWRU emergency communications.

b) Severe Thunderstorm Warning:

Definition: Issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour.

Action: Review this severe weather action plan. Stay away from windows and avoid going outside. Continue normal activities but be prepared to move to better shelter, if advised. Continue to stay alert for emergency communications.

c) Flash Flood Watch:

Definition: Issued to indicate current or developing hydrologic conditions that are favorable for flooding in and close to the watch area, but the occurrence is neither certain or imminent.

Action: Continue your normal activities, but stay alert to the radio or TV, and for CWRU emergency communications.

d) Flash Flood Warning:

Definition: Issued to inform the public, emergency management and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Action: Continue your normal activities, but stay alert to the radio or TV, and for CWRU emergency communications. Watch for signs of flooding in or around the lowest levels of the building.



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e) Winter Weather Advisory:

Definition: Issued when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

Action: Continue your normal activities, but stay alert to the radio or TV, and for CWRU emergency communications.

f) Winter Storm Watch:

Definition: Issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Action: Continue your normal activities, but stay alert to the radio or TV, and for CWRU emergency communications. Avoid unnecessary travel.

g) Winter Storm Warning:

Definition: Issued when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.

Action: Stay indoors. Avoid unnecessary travel. Continue your normal activities, but stay alert to the radio or TV, and for CWRU emergency communications.

h) Tornado Watch:

Definition: Issued when conditions are favorable for the development of tornadoes in and close to the watch area.

Action: Review this severe weather action plan. Continue normal activities but be prepared to move to better shelter. Continue to stay alert for emergency communications. Stay away from windows and avoid going outside.

i) Tornado Warning:

Definition: Issued when a tornado is indicated by radar or sighted by spotters.

Action:

1. In the event of a tornado, or tornado warning, do not wait for instruction. Move to your severe weather shelter, which is:

Section 6 – Shelter In Place Emergencies

Location	Directions
Basement (Lower Level) hallway and Classrooms.	Travel to the lower level (LL) hallway by using the stairs.

- If you cannot make it to the above location, try to move to the lowest level possible and find any interior area that doesn't have windows or glass (i.e. a bathroom). Close office doors as you leave, and if you have any emergency kit already prepared, bring it. The greatest threats from high tornado winds are roof failure, breaking glass, and flying debris.
- 2. **Do not use** elevators, and stay away from windows and doors with glass in them.
- 3. Sit or crouch in an inner hall or room.
- 4. Do not leave the severe weather shelter area until the "all-clear" is given from emergency personnel or from updated alerts from CWRU.
- 5. If someone is trapped or injured, then report it to CWRU Police & Security Services at 216-368-3333 and give them as much information as possible.

Section 6 – Shelter In Place Emergencies

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Section 6.3: Earthquake

If you are indoors:

- 1. "DROP, COVER and HOLD ON!" If you are not near a strong desk or table, then drop to the floor and cover your head and neck with your arms.
- 2. Avoid windows, heavy objects, or things hanging from the walls.
- 3. **Do NOT** try and exit the building during the earthquake. Many fatalities occur when people try to exit the building, and are hit by falling debris.
- 4. **Do NOT** use elevators.
- 5. If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors:

- 1. Stay away from buildings: Falling debris can catch a wind gust and travel great distances.
- 2. Avoid power lines, tress, and other objects that have the ability to fall or do damage. Move to a clear area if you can safely walk.

Once the earthquake is over:

- 1. Check the area around you for injuries, or unstable structures or objects. Do not move seriously injured people unless they are in immediate danger. Listen for people who may be trapped or unable to move from danger. Only attempt to help them if it is safe to do so. Report any injured or trapped people immediately.
- 2. Be cautious of fires, downed power lines, or structural damage. If you are trained how to use a fire extinguisher, then put out small fires as soon as possible.
- 3. Avoid cell phone usage unless you are reporting injuries. This helps to free the lines for people who may be trapped or injured.

If you are trapped:

- 1. If possible, use a flashlight to signal your location to rescuers.
- 2. Avoid unnecessary movement so you do not kick up dust.
- 3. Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- 4. Tap on a pipe or wall so rescuers can hear where you are. If possible, use a whistle to signal rescuers.
- 5. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
- 6. Slow your breathing and do not panic.



Section 7 – Lock Down Emergencies

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Section 7: Armed Intruder/Active Shooter

In the event of an armed intruder or active shooter, sometimes it is better to stay indoors like a shelter in place emergency. However, in a lock down situation, as well as staying indoors, you should seek shelter in an office, or lockable room. Lock down situations can be some of the most stressful emergencies; however, they require some of the most concentration and reaction. If you see, hear or suspect an armed intruder or an active shooter is around, then call CWRU Police & Security Services immediately at 216-368-3333. If you cannot talk on the line, then leave the line open so the dispatcher can hear.

Do NOT pull the fire alarm. If you hear the fire alarm do NOT evacuate, this could be a ploy to get people to come out of their offices.

What to do:

- 1. Be aware of your environment and any possible dangers. "If you see something, say something!"
- 2. Take note of the **two** nearest exits in any facility that you visit.
- 3. If there is an active shooter or armed intruder, get to a room or office and secure the door. Lock the door if possible, and barricade it with furniture or heavy objects. Turn off the lights, and remain as quiet as possible. Do not exit your hide-out unless you are sure an emergency responder is on the other side.
- 4. Only as a last resort should you try and disrupt the shooter. If your life is in imminent danger, attempt to disrupt the shooter by making improvised weapons, throwing things, and acting as aggressively as possible towards the shooter.
- 5. Call CWRU Police & Security Services or 911 as soon as it is safe to do so. Turn your phone onto silent or vibrate as to not alert the intruder of your location.
- 6. If it is possible to do so safely, then evacuate the area and get out of the building as soon as possible. Leave belongings behind, and exit the building with hands in the air. Follow any instructions that are given by the police. Do not try and move any injured people.

When Law Enforcement Arrives:

- 1. Officers may have additional vests, helmets, guns, and other equipment. They may use tear gas, or pepper spray to mitigate the situation in a non-lethal way.
- 2. Remain calm and follow all instructions given to you by law enforcement. Put down anything in your hands including phones, bags, umbrellas etc. Keep your hands up and visible at all times until told not to. Avoid making sudden movements towards the officers such as grabbing them for protection. Avoid shouting or making any loud noises.
- 3. When talking to a dispatcher or police, include as much information as possible such as location of the shooter, description of the shooter, number of victims, weapons used by the shooter.
- Once outside, follow all instructions and go to a safe point as told to by law enforcement.
 Do not leave until to do so. You may be questioned and identified before you leave. Do NOT talk to media.



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Section 7 – Lock Down Emergencies

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"ALICE" is a five step tool kit that can be utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the "ALICE" response does not follow a set of actions that you "shall/must/will" do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don't worry about unknowns. You may use only one or two parts of the response plan or you may have to utilize all five. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is.

- Alert— Can be any type of message or alert
 - o Witnesses,

Phone Alerts (RAVE)

PA Announcements,

- o The actual gun shots.
- Lockdown— This is a semi-secure starting point from which to make survival decisions. If you decide not to evacuate.
 - Lock the door,
 - o Cover any windows,
 - Tie down the door,
 - Using belts, purse straps, shoe laces, etc.
 - o Barricade the door,
 - Using desks, chairs, etc.
 - Silence or place cell phones on vibrate,
 - o Once secured, do not open the door for anyone, unless it is safe to do so.
 - o Gather weapons
 - Coffee cups, chairs, books, pens, etc.
 - Mentally prepare to defend yourself if necessary,
 - Put yourself in position to surprise the active shooter should they enter the room.
- Inform— Use any means necessary to pass on real time information to first responders
 - Can be delivered via 216-368-3333, 911, email-dispatch@case.edu, signs posted on outdoor facing windows, etc.
- Counter
 - Anything can be a weapon,
 - o Create as much noise as possible,
 - Attack in a group,
 - If you gain control of the shooter call 216-368-3333 or 911 and wait for their instructions.
- Evacuate— Remove yourself from the danger zone if safe to do so.
 - Do not stop until you are away from the area and show hands in plan sights to responding officers.



Section 8 - Other Emergencies

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Section 8.1 Suspicious Package:

A suspicious package is defined as anything that is out of place and cannot be accounted for, or any item suspected of being an explosive device.

Typical signs that should trigger suspicion:

- a) Packages that have a powdery substance on the outside.
- b) Packages that are unexpected or from someone unfamiliar to you.
- c) Packages that have excessive postage, handwritten or poorly typed address, incorrect titles, or titles with no name, or misspelling of common words.
- d) Have no return address, or do not seem legitimate.
- e) Are of unusual weight given their size, or are oddly shaped.
- f) Are marked with "personal" or "confidential".
- g) Have strange odors or stains.

If you find a suspicious package:

- Notify CWRU Police & Security Services at 216-368-3333 IMMEDIATELY!
- 2. Go to designated evacuation location and wait for emergency responders to arrive.
- 3. Keep anyone from handling it, or going near it. Write down anyone who has touched it.
- 4. Have anyone who has touched the package wash their hands thoroughly.
- 5. Do not use cell phones, or portable radios within 100 feet of the item.
- 6. Write down everything you can remember about the package, such as how you got it, did someone deliver it etc.
- 7. Remain calm. Do not discuss the threat with anyone including students or other employees.
- 8. Follow ALL instructions of emergency responders and investigators.
- 9. Evacuation and clean up may be required, and this process could take a few hours.
- 10. You may be asked to complete witness statements or to testify in court.



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Issued: October 2017 Revised: September 2017 Author: Justin Fry

Section 8.2 Bomb Threat:

What you should do:

- 1. If you receive the call, listen carefully and write down everything that was said, starting with the exact time of the call.
- 2. Keep the caller on the line and talking for as long as possible and ask the following questions.

	a.	Ask the caller to identify him/herself
	b.	Where is the bomb located?
		When will the bomb go off?
		What type of bomb is it?
		What does the bomb look like?
		Why was the bomb planted?
3		d determine caller characteristics:
J .	•	Age
		Male/Female.
		Accent.
		Voice characteristics (calm, nervous, yelling, laughing).
1		for background noise such as traffic, trains, planes, machinery, music etc.
→.	LISTEII	ioi background noise such as traine, trains, planes, machinery, music etc.

- 5. Call CWRU Police & Security Services at 216-368-3333 as soon as you have **finished** the call, or try and alert someone else to do it, without the caller noticing. Tell the dispatcher your name, location, and phone number. Then give the dispatcher a basic description of the nature of the call. Stay in the area, so that you can meet the first arriving officer.
- 6. Responding emergency personnel will search the area for the bomb which could take up to a few hours. Follow all instructions given to you by the emergency personnel on scene.



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Issued: October 2017 Revised: September 2017 Author: Justin Fry

Section 8.3 Medical Emergencies:

What to do:

- 1. Check the area for your own safety. Be aware of unusual sights, smells, sounds, or behaviors. If there is anything unusual, do NOT attempt care and call CWRU Police & Security Services at 216-368-3333 or 911 and report the situation.
- 2. If the scene is safe, then approach the victim. Determine if the victim is conscious and breathing. If they are conscious, ask if they need assistance, and what the problem is. Note any unusual behavior, bleeding, trouble breathing, or anything else that may indicate that that person needs more assistance.
- 3. Call CWRU Police & Security Services or 911, and give them the following information; your name, location of the injured, type of injury or illness, age of victim, any information you gathered during your assessment, and a call back number where dispatch can call you if need be.
- 4. Only attempt care if you are trained to do so. If you are not trained, then simply stay with the victim until help arrives.

Note: An Automated External Defibrillator (AED) is located at:

- Nursing School 1st Floor near elevators
- Dental School Ground floor in the cashier's hallway to the Nursing School.
 Located on the wall by DOA05A.
- Med School East 5th floor, Room 527 Kitchen.
- Med School West 6th floor, Room 612 Kitchen.
- BRB Security Desk on ground floor.
- Nord Building Quad Entrance 3rd floor near the coffee shop.
- Veale Center— Left of main doors (in front of security desk).
- Adelbert Hall— Outside of the Toepfer Room (2nd floor).



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Section 8.4 Utility Outage:

A utility outage such as a power outage can be detrimental to the work place and to the people working. More common among the emergencies, utility outages can usually be solved in a few hours and do not have a large impact on personnel.

The Nursing School is equipped with an emergency generator that will start within 90 seconds upon loss of power. This generator will supply power to the emergency lighting, exit signs, fire alarm, and mechanical room lights. At a 100% load the generator will be operational for approximately 19 hours. The fire alarm system which is on batter backup will remain functional approximately 24 hours.

What you should do:

- 1. Remain calm, and stay where you are.
- 2. Assist others that may need help, or are not familiar with the layout of the building.
- 3. Call CWRU Police & Security Services at 216-368-3333 and report the outage. Tell the dispatcher your location, how long the power has been out, and which areas are affected by the outage. The dispatcher may ask for a call back number to reach you in the event that they need more information.
- 4. Do not open any freezers, cold rooms, incubators or other temperature sensitive equipment.
- 5. Evacuate only if told to do so by emergency personnel on scene.
- 6. Once outside proceed to the evacuation assembly area, Podium Level (By White Sculpture); Ground Floor only will assemble at the sidewalk in front of the building. (Cornell Circle), and gather with your department. Amongst your department determine who is present and who is unaccounted for. If someone is unaccounted for relay this information to the Building Evacuation Captain.

Section 8.5 Elevator Emergencies

What you should do for an elevator entrapment:

- 1. Use the elevator phone to call Case Dispatch:
 - a. Tell the dispatcher your name and that you are stuck in an elevator.
 - b. Tell the dispatcher what building you are in and which elevator (if known).
 - c. Tell the dispatcher if others are in the elevator with you and how many.
- 2. If the elevator you are in has no phone or it does not work, push the "emergency" or "bell" button until you hear acknowledgement that help is on the way.
- 3. Do not attempt to exit the elevator through a hatch or pry the doors open.
- 4. Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.

What will occur once CWRU Dispatch is notified:

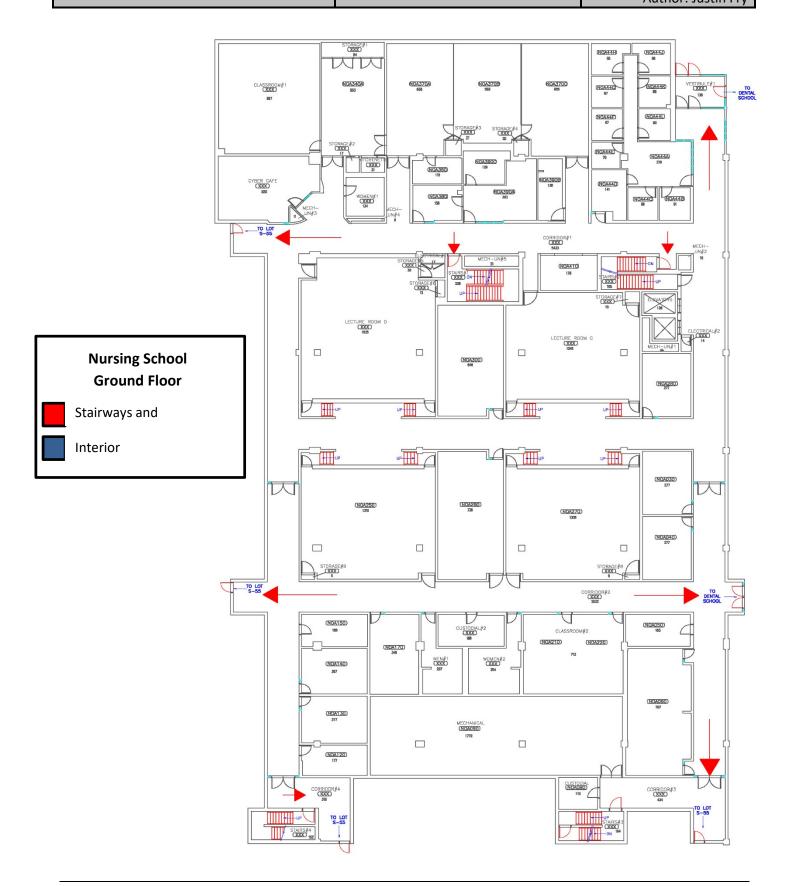
- 1. The CWRU dispatcher will notify CWRU Police/Security and maintenance to respond.
- 2. Maintenance will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.

Elevator Information:

Elevator Location	Elevator Number	Capacity (lbs.)	Туре	Serial Number	Phone Extension
Center of Building (East Corridor)	111	2500	Traction	2896	1146
Center of Building (East Corridor)	112	4000	Traction	2897	1360

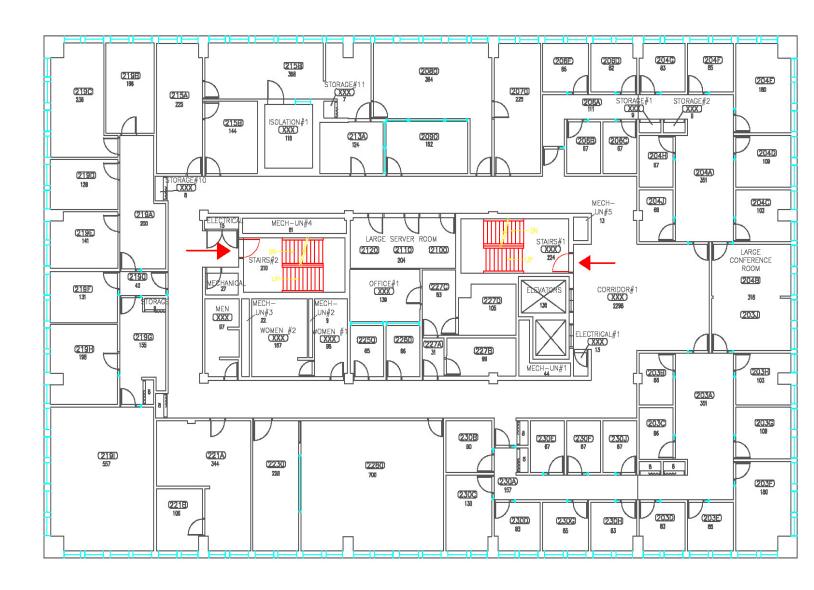
APPENDIX A: EVACUATION MAPS



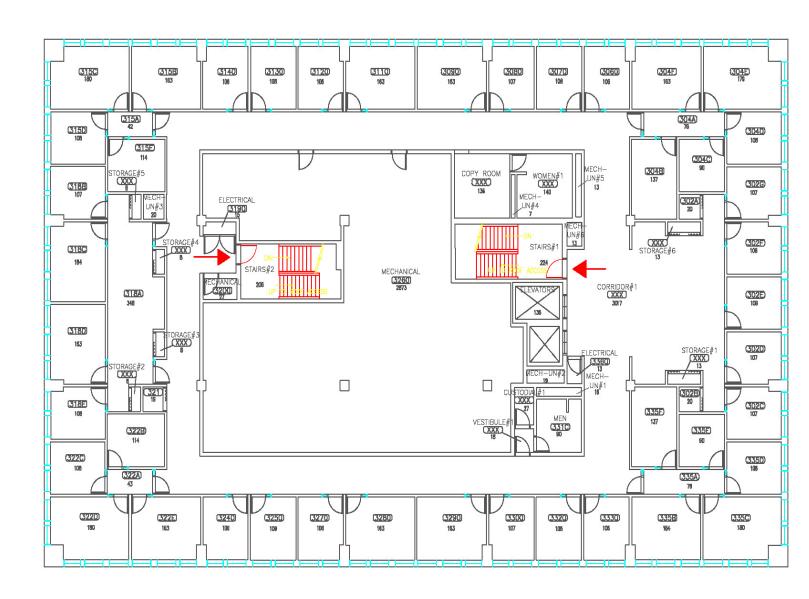














Appendix B – Quick Reference Guide

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APPENDIX B: QUICK REFERENCE GUIDE

Phone Numbers:

Case Police and Security	Emergency: 216-368-3333, Non-Emergency: 216-368-3300
Cleveland Fire, Police, Emergency Medical	911 from a Non-Campus Phone or 9911 from a Campus
	Phone
Environmental Health and Safety (EHS)	216-368-2907
Office of Emergency Management	216-368-4876
Health Services	216-368-2450
Facilities Services	216-368-2580

Evacuation Sites:

Fire Alarm Evacuation Site	 Podium Level (By White Sculpture); Ground Floor only will assemble at the sidewalk in front of the building. (Cornell Circle),
Remote Outdoor Evacuation (During times of Full scale evacuation)	Van Horn Field
Remote Indoor Evacuation (During times of Full scale evacuation) Primary Location	Adelbert Gym
Remote Indoor Evacuation (During times of Full scale evacuation) Secondary Location	Veal Center

Shelter in Place:

Tornado Warning:	Travel to the lower level (LL) hallway by using the stairs.		

Medical Equipment:

Automatic External Defibrillator (AED)	Dental School – Ground floor in the cashier's hallway to		
	the Nursing School. Located on the wall by DOA05A.		
	 Med School East – 5th floor, Room 527 Kitchen. 		
	 Med School West – 6th floor, Room 612 Kitchen. 		
	BRB – Security Desk on ground floor.		



Appendix C – Building Shutoffs

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Emergency Shutoffs:

Type of System:	System location:		
Domestic Cold Water:	Mech room in Lot 55 Lower Level		
Domestic Hot Water:	N/A		
Chilled Water:	In ceiling of basement garage outside nursing entrance		
Fire Department Connection:	Main Shutoff: Basement exit by NOB 150 in Room marked Fire Main Valve. FDC: Located on Cornell Road		
Vacuum:	N/A		
Gas:	N/A		
Air:	HVACs located in penthouse		
Distilled Water:	N/A		
Steam:	HSC Complex (East Wing, Sears T, Dental, Nursing, BRB) Garage ceiling steam main: Service building tunnel. HSC Complex (East Wing, Sears T, Dental, Nursing, BRB): Garage ceiling outside of Animal Facilities		
Electrical:	Lot 55 Lower Level Mech room.		
Generator Information:	Roof between both Penthouses Size: 240kw, Voltage: 480Y/277, Fuel Source: Natural Gas).		

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Appendix C – Building Shutoffs

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Fire Protection Control Valves:

Valve Number	Valve Location	Area Protected	Monitored	Alarm System Address
FV-01	Basement N1	1 ½" line for equipment, laundry, stage	Yes	TS – M1-17
	Equipment Room			WF – M1-18
FV-02	Basement NOB 170	6" OS&Y for standpipe	Yes	TS – M1-92