

# Emergency Protective Measures Guidelines

## EVACUATION

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 booklet contains guidelines for protecting yourself during most emergencies, but will not provide an absolute solution for every circumstance. During an actual emergency the university and first responders may supplement these procedures with detailed instructions via our emergency communications protocols. Any specific instructions given during an incident are to take precedence.

### WHEN TO EVACUATE\*

1. Anytime you hear the fire alarm bells in your building. (Evacuation is MANDATORY during fire alarms)
2. If you smell smoke or know an actual fire is burning.
3. If you can carefully escape an active shooter and a safer alternative is not available (i.e. locking door).
4. When instructed to do so by the CWRU Police dispatcher, CWRU police or security officer, CWRU Safety Department representative, local police, fire/EMS personnel, or when notified via emergency alerts.

### WHEN NOT TO EVACUATE\*\*

1. When a tornado warning is given (find appropriate shelter within your building). (See Tornado procedures)
2. When it is unsafe to do so (i.e. active shooter nearby, fire blocking exit). \*\*\*
3. During a power failure.
4. When instructed to not evacuate by CWRU Police dispatch, CWRU police or security officers, CWRU safety representatives 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 time allows, quickly gather critical personal belongings (ID, keys, purses, wallets, etc.) and dress appropriately for outdoor weather. If imminent danger exists, do not attempt to gather belongings!
4. Close your office door as you leave. Lock the door if time allows.
5. Exit via stairwells, DO NOT use elevators.
6. Proceed to the buildings evacuation rally point unless instructed to an alternate location.
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 a pre designated area of refuge or an area with a window to allow rescue. Try to notify rescuers of your location.

\*\* 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 active shooter emergency procedures below).

