

CWRU EMERGENCY PROCEDURES

Important Numbers! CWRU Police (216) 368-3333 Safe Ride and Escorts (216) 368 - 3000
EMERGENCIES dial x 3333 or 9-9-1-1 from campus phone

HAZARDOUS MATERIALS INCIDENT - OFF CAMPUS OR LARGE SPILL

OFF CAMPUS OR LARGE SCALE RELEASE

Large-scale hazardous material releases either on campus, contiguous roads, railways or from local jurisdictional areas have the potential to impact the CWRU community. These incidents have the potential to cause serious injuries and fatalities, significant property damage, and /or require major evacuations.

WHAT YOU SHOULD DO

1. A sudden release of hazardous materials may allow little time for an organized response. The appropriate initial action may be to **“shelter in place,”** (remain in a closed building) and find a way to receive emergency information from the university or jurisdiction.

To shelter in place for a hazardous materials incident follow these guidelines:

- a) Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.
 - b) Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
 - c) Go into the pre-selected shelter room (may be marked on your buildings evacuation map).
 - d) Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.
 - e) Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.
 - f) Use material to fill cracks and holes in the room, such as those around pipes.
 - g) If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.
2. Depending on the circumstances, evacuation may be the appropriate protective measure to take. If an evacuation is ordered you will be notified via the emergency communications methods described in *General Emergency Procedures*. Your personal vehicle may not be accessible during an incident. Any major evacuation will be coordinated by CWRU Police and local police/ fire department officials.
 3. Plans may change quickly during a hazardous materials emergency. Any instructions you receive via emergency communications or given directly from first responders during the emergency shall take precedence over these procedures.
 4. If you are caught outside stay uphill, and upwind. In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away. Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from accident victims until the hazardous material has been identified.

HAZARDOUS MATERIALS INCIDENT (Cont.)



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