



DEPARTMENT OF RESILIENCY

BE PREPARED TO
**REPORT AN
EMERGENCY**

CALL 216.368.3333 OR 911

RESOURCES

CWRU Emergency
216.368.3333


CWRU Non-Emergency
216.368.3300

Off Campus
911

CWRU Rave
Spartan Safe App

**IF YOU ARE INVOLVED IN
AN EMERGENCY**

1. Try to remain calm.
2. Call CWRU Public Safety at 216.368.3333 or 911.
3. Speak slowly and clearly.
4. Try to provide all the information to the best of your ability to the dispatcher.
5. Remain on the phone with the dispatcher.
6. Instruct someone to meet emergency personnel and escort them to the incident.
7. Anonymously report an incident through Spartan Safe.



BE PREPARED FOR AN ACTIVE AGGRESSOR/ SHOOTER

An active shooter/aggressor incidents are unpredictable and can evolve quickly.

An active aggressor or shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area—typically using firearms, but possibly using other weapons such as knives or vehicles.



Can happen anywhere



Can happen anytime

IF YOU ARE INVOLVED IN AN ACTIVE AGGRESSOR/SHOOTER INCIDENT

Case Western Reserve follows the **Run. Hide. Fight.** active-aggressor protocol:

Run

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Evacuate regardless of others.
- Warn/prevent individuals from entering the area.

Hide

- Be out of the active aggressor's view.
- Provide protection if shots are fired.
- Don't restrict options for movement.
- Transition and run away if the situation allows.
- If the shooter is nearby:
 - Lock the door.
 - Hide behind large items.
 - Silence your phone.
 - Remain quiet.

Fight

- Commit to your actions.
- Act as aggressively as possible.
- Throw objects and improvised items around you as weapons.
- Work together to incapacitate the aggressor.

When law enforcement arrives:

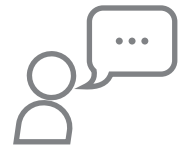
1. Remain calm, and follow officers' instructions.
2. Immediately raise hands and spread fingers.
3. Keep hands visible at all times.
4. Avoid making quick movements toward officers, such as attempting to hold on to them for safety.
5. Avoid pointing, screaming and/or yelling.
6. Do not stop to ask officers for help or direction when evacuating—just proceed in the direction from which officers are entering the premises.



BE PREPARED FOR A BOMB THREAT

Bombs can cause significant damage and casualties, but you can stay safe by knowing what to do and being prepared if it occurs.

Bomb threats are commonly received via phone, email, written note, or in person.



IF YOU RECEIVE A PHONE CALL BOMB THREAT

1. Write down everything said and the exact time of the call.
2. Keep the caller talking as long as possible and ask the following:
 - a. Who are you?
 - b. Where is the bomb located?
 - c. When will the bomb go off?
 - d. What type of bomb is it?
 - e. What does the bomb look like?
 - f. Why was the bomb planted?
3. Call police dispatch immediately at 216.368.3333 and provide the information.



BE PREPARED FOR AN EARTHQUAKE

All U.S. states are at some risk for earthquakes.

Earthquakes are a sudden slipping or movement of the Earth's crust or plates that are caused by a release of stress.



Can collapse buildings



Can damage utilities, structures, and roads



Can cause fires and explosions

IF AN EARTHQUAKE HAPPENS, PROTECT YOURSELF RIGHT AWAY

If you are indoors:

1. Try to remain calm.
2. **“DUCK, COVER and HOLD!”** If you are not near a strong desk or table, drop to the floor and cover your head and neck with your arms.
3. Watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple.
4. Avoid windows, heavy objects, or things hanging from the walls.
5. **Do NOT** try to exit the building during the earthquake. Many fatalities occur when people try to exit the building, and are hit by falling debris.
6. **Do NOT** use elevators.
7. If you use a wheelchair, lock the wheels and cover your head.
8. Be prepared for aftershocks.
9. Report locations of injured people to CWRU Public Safety at 216.368.3333 or 911.

If you are outdoors:

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



BE PREPARED FOR AN ELEVATOR EMERGENCY

**If an elevator fails, it will not fall and you
will not run out of oxygen.**

Most elevators have an emergency alarm system that is operable from within the car. This allows passengers to call for assistance in case of emergency.



IF YOU ARE INVOLVED IN AN ELEVATOR EMERGENCY

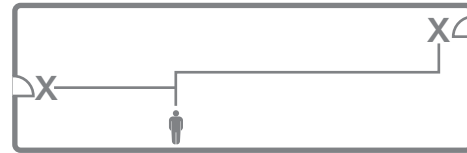
1. Try to remain calm.
2. Press “PUSH TO CALL” to tell the dispatcher:
 - a. Your name and that you are stuck in an elevator.
 - b. What building you are in and which elevator (if known).
 - c. If others are in the elevator with you and how many.
3. If the elevator you are in has no phone or it does not work, push the “ALARM” or “bell” button until you hear acknowledgement that help is on the way or use a cellphone if available to call 216.368.3333.
4. Do not attempt to exit the elevator through a hatch or pry the doors open.
5. 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.
6. Never attempt to exit an elevator that has stalled.



BE PREPARED TO EVACUATE

An evacuation is an organized, phased and supervised dispersal of people from dangerous or potentially dangerous areas.

Be familiar with alternate routes and other means of transportation out of your area.



IF AN EVACUATION OCCURS, ACT IMMEDIATELY

1. Try to remain calm.
2. Exit the building immediately. Walk swiftly in a safe manner.
3. Use the stairs, NOT the elevators.
4. Accompany and assist persons with disabilities.
5. Take with you essential personal items ONLY (cell phone, ID, keys, medications).
6. Move quickly, but in an orderly manner out of the building. DO NOT PUSH OR SHOVE.
7. Once out of the building, move at least 300 feet from the structure or as instructed by Public Safety officials.



BE PREPARED FOR A FIRE/ EXPLOSION

An explosion is a violent release of energy caused by a reaction.

Often caused by humans or lightening.



Can create problems with transportation, gas, power and communications.



Can damage your property.



Can happen anywhere, anytime.

IF YOU ARE INVOLVED IN A FIRE/EXPLOSION INCIDENT

1. Try to remain calm.
2. Use the **RACE** Method: **R**escue, **A**lert, **C**lose, **E**vacuate.
3. **R**escue yourself; help others escape if it is safe to do so.
4. If it is not already on, activate the fire alarm on the way out to **A**lert others.
5. **C**lose the door on the way out to separate you from the fire.
6. **E**vacuate the building, then call the CWRU Emergency Line at 216.368.3333.
7. Use the stairs, NOT the elevators.
8. Stay low to the ground to avoid smoke inhalation.
9. If you are properly trained to do so, and if the fire is small, use a fire extinguisher. DO NOT attempt to put the fire out if you are not trained.
10. If your clothing catches fire, STOP, DROP and ROLL.
11. Do not jeopardize your personal safety, never allow a fire to come between you and an exit.
12. Once out of the building, move at least 300 feet from the structure or as instructed by Public Safety officials.



BE PREPARED FOR A FLOOD

**Floods are the most common
disaster in the U.S.**

A flood is an overflow of water onto a normally dry land. It can be caused by rising water in a waterway or heavy rainfall.

An inch of water can cause property damage.



Flash floods can happen in minutes with little to no warning.

New construction can increase flood risk if it changes natural runoff paths.

IF YOU ARE UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY

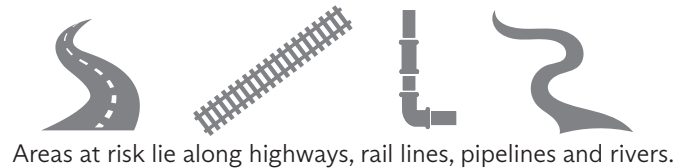
1. Try to remain calm.
2. Call the CWRU Emergency Line at 216.368.3333.
 - a. Report the location, nature, and any other relevant information to dispatch.
3. DO NOT enter the water: keep a safe distance when possible.
4. If an electrical source is present, use caution and evacuate the area. Never attempt to unplug or remove an electrical appliance or wire from a flooded area.



BE PREPARED FOR A HAZARDOUS MATERIALS INCIDENT

Hazardous materials can be explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious or radioactive materials.

Hazardous materials can put people in immediate danger from exposure, contact, inhalation or ingestion.



Areas at risk lie along highways, rail lines, pipelines and rivers.

PROTECT YOURSELF FROM HAZARDOUS MATERIALS

Chemical Spill

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with water.
2. If there is possible danger or noxious fumes present, evacuate your area.
3. Call the CWRU Emergency Line at 216.368.3333.
4. After the emergency, all chemical spills and fires, no matter how small, should be reported to Environmental Health and Safety.

Chemical Fire

1. Try to remain calm.
2. Immediately call the CWRU Emergency Line at 216.368.3333.
3. Activate alarm/pull station.
4. If the fire is small and you have received training, attempt to extinguish it with a fire extinguisher or other available means. Do not jeopardize your personal safety.
5. Never allow a fire to come between you and an exit.
6. Evacuate your area. Close doors and windows behind you to confine the fire.
7. Do not return to the emergency area until instructed to do so by emergency responders.



BE PREPARED FOR A MEDICAL EMERGENCY

A medical emergency is an injury or illness that poses an immediate risk to a person's life or health.



An AED is a device that can check a person's heart rhythm.



Stop the Bleed kits contain items that enable persons to stop or slow the loss of blood.

IF A MEDICAL EMERGENCY OCCURS

1. Call the CWRU Emergency Line at 216.368.3333 or 911.
2. Unless trained, do not render assistance above basic first aid.
3. AEDs and Stop the Bleed Kits are in cabinets in each building.
4. Do not attempt to move the injured person unless they are in immediate danger.
5. Clear the area of unnecessary people.
6. Have someone meet and escort the medical team to the victim.
7. Limit your communications with the ill or injured person to quiet reassurances.
8. After the person's immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.



BE PREPARED FOR SEVERE WEATHER

**Severe weather includes: high winds,
tornadoes, hail and flooding.**



A severe thunderstorm is issued when it produces, winds at least 58 mph and/or hail at least 1 inch in diameter

IF YOU ARE UNDER A SEVERE WEATHER WARNING, SEEK SAFE SHELTER RIGHT AWAY

Severe Storm

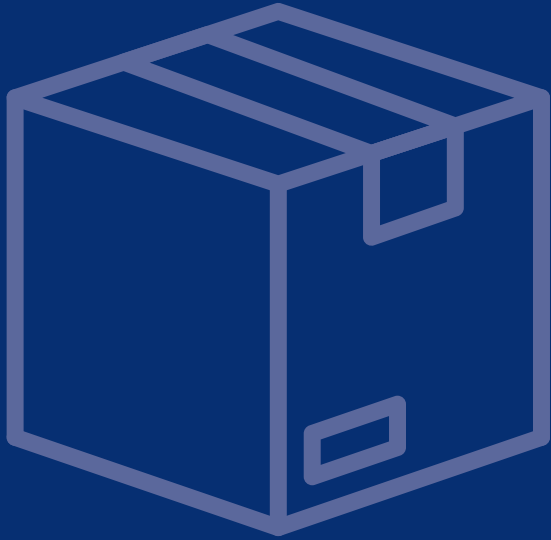
1. Try to remain calm.
2. Seek shelter in a sturdy building away from windows, exterior doors, and walls.
3. Do not use elevators.
4. Do not open windows in an attempt to equalize building pressure.
5. Stay away from windows, exterior doors, skylights, mirrors, and other objects that could cause injury if knocked over.

Lightning

1. Try to remain calm.
2. Seek shelter away from windows.
3. Do not use elevators.

Outdoors

1. Seek shelter in a sturdy building.
2. Avoid elevated places and isolated trees.
3. Keep your head and body as low to the ground as possible.
4. Minimize contact with the ground.
5. Find shelter as quickly as possible.



BE PREPARED FOR A SUSPICIOUS PACKAGE

A suspicious package might display restricted endorsements such as “personal” or “private”.



Suspicious packages might have an irregular shape, soft spots or bulges.



Suspicious packages might have an excessive amount of postage.

IF YOU LOCATE OR HOLD A SUSPICIOUS PACKAGE

If you locate a suspicious package:

1. Try to remain calm.
2. Do not touch or move the object.
3. Do not activate the fire alarm system.
4. Contact Case Western Reserve University's Emergency Line at 216.368.3333.
5. Evacuate the area and do not allow anyone to enter until law enforcement have cleared the area.
6. Notify a supervisor.
7. Request other witnesses to remain nearby to speak with CWRU police responders.
8. Remain available to assist responders.

If you are holding a suspicious package:

1. Evacuate others from the immediate area.
2. Gently set the item down on a solid surface on the floor. If there is a powder or liquid, try to set the package or object down in a container like a trash can or bucket.
3. Cover the item with an article of clothing.
4. Leave the immediate area.
5. Wash your hands.
6. Contact Case Western Reserve University's Emergency Line at 216.368.3333.



BE PREPARED FOR A TORNADO

Tornadoes are most common between
March and August but can happen
at any time.

Tornadoes are violently rotating columns of air that can flip cars and create flying debris.



Can happen anytime



Can happen anywhere



Look like funnels

IF YOU ARE UNDER A TORNADO WARNING, SEEK SAFE SHELTER RIGHT AWAY

If you are inside:

1. Try to remain calm.
2. Move to the lowest level of the building, preferably in the middle of the building away from doors and windows.
3. If you cannot make it to the lowest level, seek shelter in a small room under a table or something sturdy.
4. Do not use elevators.

Warning Communications

1. Tornado Watch: Conditions are favorable for a tornado.
2. Tornado Warning: A tornado has been spotted in the county. Seek shelter immediately.
3. Warning Sirens: Initiates during a tornado warning and will sound for three minutes followed by seven minutes of silence.
4. Shelter-in-place until the tornado warning "expires".

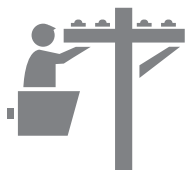
If you are outside:

1. Try to remain calm.
2. Find any nearby building to enter.
3. If you cannot find a building to enter, find a ditch, streambed, or ravine to lie flat with your head covered.
4. Never use overpasses as a cover during a tornado.
5. NEVER open car windows to equalize pressure.



BE PREPARED FOR A UTILITY EMERGENCY

Utility emergencies may impact the whole community and the economy.



A power outage occurs when electrical power is disrupted.



A gas leak is an unintended leak of gas from a pipeline or other containment.

PROTECT YOURSELF DURING A UTILITY EMERGENCY

Power Outage

1. Try to remain calm.
2. Notify the CWRU Non-Emergency Line at 216.368.3300.
3. Provide assistance to others in your immediate area who are unfamiliar with the building.
4. If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
5. If instructed to evacuate, proceed cautiously to the nearest exit.
6. Once out of the building, move at least 300 feet from the structure or as instructed by emergency responders.

Gas Leak

1. Try to remain calm.
2. Notify CWRU Emergency Line at 216.368.3300.
3. Extinguish any open flames (this includes cigarettes).
4. Do not use any electrical appliances (microwaves, stoves, etc). Do not turn on/off light switches.
5. If you begin to feel ill or suspect a serious leak, evacuate the building/leave the area and call 216.368.3333 or 911.
6. If instructed to evacuate, proceed cautiously to the nearest exit.
7. Once out of the building, move at least 300 feet from the structure or as instructed by emergency responders.