



Emergency Action Plan

Case Western Reserve University



CWRU

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INTRODUCTION

The Emergency Action Plan (EAP) is developed by the Office of Emergency Management to support safety of all building occupants and visitors in the event of an emergency. The purpose of the EAP is to provide guidance on protective actions such as evacuation, shelter in place, lockdown, and to support compliance with Ohio Fire Code, Section 404.3.1, and the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. This plan is intended for use by departments occupying university facilities and is designed to be customized for each building, incorporating all departments and areas.

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 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.

The EAP is composed of two key components

- **Base Plan:** General emergency procedures applicable across all campus buildings
- **Building Appendix:** Building-specific details such as evacuation routes, assembly areas, and any unique hazards or considerations.

For questions regarding this document, please contact the Office of Emergency Management at publicsafety@case.edu.

Before an Emergency (Pre-Plan)

1. Know how to get help.
2. Know where the fire alarm pull stations are located in your area and how to use them.
3. Know where the exits/stairways are located in your given area and how to access them.
4. Know where fire extinguishers are located in your area. Ensure they are not blocked and that you feel confident using them. Ensure that you are able to lift the extinguishers in your given 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 Disability Resources, 216.368.5230. Do not wait until an actual emergency occurs.

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 assisting any student who may have difficulty during an evacuation.

Reporting Emergencies

For emergencies, dial 216.368.3333 from your cell phone or campus phone when you need police, fire, or emergency medical services. Remain calm - your actions influence others. When calling to report an emergency, be prepared to provide the following information clearly and calmly:

- Your exact location (building name, floor, room number, etc.).
- A brief description of the emergency.
- Your full name and the phone number you are calling from.

Remain on the line—do not hang up—as the dispatcher may need additional details to ensure a quick and accurate response.

If it is safe to do so, you or another individual should meet emergency personnel outside the building to guide them to the scene.

CWRU Alerts

CWRU Alerts are messages issued when the CWRU Division of Public Safety determines that the campus community needs to take immediate action to remain safe.

CWRU Alerts are sent through the Rave notification system to send coordinated messages across multiple platforms in the event of an emergency or dangerous situation.

There are three different categories of CWRU Alerts:

- Emergency Notification
- Security Alert
- Neighborhood Safety Advisory

CWRU faculty, staff and/or students are automatically opted in to receive alerts with email and desk phone. You must add your mobile phone number to receive text message notifications.

- Go to getrave.com.
- Login with your CWRU credentials.
- Manage your settings and add additional contact information.

Visitors, local residents, and families to the campus community can choose to opt-in to receive CWRU Alerts by:

- Texting the phrase "CWRUalerts" to 67283 to receive indefinite alerts. Text "STOP" to 67283 to opt-out.
- Texting the phrase "CWRU30" to 67283 to receive alerts for the next 30 days. Text "STOP" to 67283 to opt-out.

Protective Measures

Evacuation

A building evacuation may be required due to a fire or other emergency such as a chemical spill, structural damage, or active aggressor. Evacuations may be initiated by the fire alarm system, CWRU Alerts, or by verbal instruction from staff, faculty, police, or emergency personnel. All buildings must maintain clear, unobstructed exit routes at all times to ensure quick evacuation and access for emergency responders. An exit path includes:

- Hallways or stairways leading to an exit
- Designated exit door
- Route that leads safely away from the building

Before an evacuation:

- Take time to familiarize yourself with the nearest exit from your location and plan an alternate route in case your primary path is blocked or unsafe.
- Know the designated evacuation assembly area for your building. If you're unsure of its location, you can find its location in your Building's Appendix to the EAP.

During an evacuation:

- Try to remain calm.
- Exit the building immediately. Walk swiftly in a safe manner.
- Use the stairs, not the elevator.
- Accompany and assist persons with disabilities.
- Take with you essential items only (cell phone, ID, keys, medications).
- Move quickly, but in an orderly manner out of the building, move at least 300 feet from the structure or as instructed by Public Safety officials.

Shelter in Place

Shelter in place means taking immediate refuge in a safe location within the nearest building or facility. This action may be necessary during emergencies such as severe weather, hazardous materials incident, or civil disturbances. Shelter in place may be

initiated by CWRU Alerts or by verbal instruction from staff, faculty, police, or emergency personnel.

During shelter in place:

- Move indoors to a secure, interior location away from windows and exterior doors.
- Remain sheltered until police, fire, or other emergency response personnel provide additional instructions or tell you it is safe to leave.

Lockdown

A lockdown is a protective action taken in response to an active aggressor incident, such as an individual actively threatening or causing harm on campus. A lockdown will only be initiated during an active aggressor situation.

During a lockdown:

- Buildings are now in lockdown– which means no one can enter any non-residential buildings, even with a keycard.
- If you're indoors, stay where you are but lock and barricade all doors.
- If you're outdoors, move quickly to a location off campus.
- If you're in the building with an active aggressor, follow the Run. Hide. Fight protocol: leaving the situation if possible, but if not, hiding from the aggressor or, as a last resort, fighting.

EXPECTATIONS FOR DEPARTMENTS AND EMPLOYEES

Employees, Faculty and Staff

- Be familiar with the Emergency Action Plan (EAP)
- Participate in training
- Inform students, visitors, new employees of these procedures and what to do in the case of a building alarm or emergency
- Evacuate the building when the fire alarm sounds
- Volunteer for special positions like the Building Coordinator or Evacuation Coordinator

Building Coordinator Responsibilities and Duties

Responsibilities

The Building Coordinator acts as the liaison with responding emergency services. In their absence, their alternate or designee is responsible for carrying out the requirements. If an

emergency occurs when these individuals are not available, the most qualified person will act in this role.

Duties

Assist with the preparation and maintenance of the EAP and ensure a copy of the completed plan is available to building occupants.

Coordinate with building and department liaisons responsible for employee, student and visitor health and safety.

Assist in recruiting Evacuation Coordinator(s) for occupied areas of the building and ensure they know what their duties are in the event of an evacuation.

Review this plan at least annually and confirm if it is current.

During a fire alarm, report to the evacuation assembly point, act as liaison with responding emergency service and do the following:

- Receive status reports from Evacuation Coordinator(s)
- Report problems and missing or trapped persons to responding emergency personnel
- Provide information about the building layout, systems, processes, and hazards to emergency personnel
- Coordinate with building liaisons on building occupancy and operation issues

Evacuation Coordinator Duties

- Become familiar with the EAP.
- Distribute copies of this plan to occupants and coworkers.
- Know where persons with disabilities are located.
- Become familiar with primary and secondary evacuation routes.

Classroom Instructor's Responsibility

"The Case Western Reserve University holds in high regard the health and safety of faculty, staff, students, and visitors. It is the policy of the University to provide a loss-control program that protects employees from occupational injuries and illnesses, protects University property from loss and damage, and protects the environment. Operational procedures as developed by University safety organizations will be implemented and enforced by all University department/administrative units consistent with the State of Ohio Public Employees Risk Reduction Program."

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at

the start of a seminar. Note any posted information for “Classroom Emergency Procedures”.

- Add emergency information to the classroom syllabus.
- Know how to report an emergency from the classroom being used.
- Assure persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

As an instructor, what do I need to know about Emergency Preparedness?

Review the EAP and follow emergency procedures outlined within.

The Instructor is an authoritative figure for the student and can influence how the student responds in an emergency. Calm collected and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled persona he or she must be prepared for emergencies.

Evacuation Routes

Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit.

Emergency Assembly Points

After the class leaves the alarmed building or area, it is important for them to go to a predetermined area where the presence of persons can be documented. This will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. In some high-rise buildings, the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Emergency Assembly Points for both inside and outside the building.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count or have students see if the students seated next to them are at the assembly point.

Evacuation for Persons with Disabilities

Four options are available if evacuation is required. Choosing the correct option is key during these times. It is important to know where all the given evacuation routes are in your given area and how to access them. Please see Section 5: Emergency Evacuation for Persons with Disabilities for more information.

- Horizontal Evacuation: Some buildings may be connected to other buildings via ramps, tunnels, or bridges. If this is the case moving to an unaffected adjacent building may be the safest option.
- Stairway Evacuation: In times of evacuation, stairwells are used to move people from top/bottom floors to a floor that allows them to exit the building.
- Stay in Place: Staying at your current location unless danger is imminent.
- Area of Refuge: Safe areas in a building that offer protection examples; fire rated stairwells, hallways, or rooms.

Elevators cannot be used during an emergency evacuation.

Reporting to Building Coordinator

After exiting and accounting for students, the Building Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are awaiting assistance in areas of refuge.

What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)
- Department Administrator/Manager
- Classroom Services
- Student Services
- Other - as appropriate

Student Residential Units Responsibilities

Resident Assistants will have primary responsibility for the evacuation of students living in residential units consistent with the Residence Life University Housing directives.

EVACUATION EMERGENCIES

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 safely escape an armed aggressor situation.
- When instructed to do so by Public Safety personnel.

When not to evacuate

- When a tornado warning is given.
- When it is unsafe to do so.
- During a power failure.
- When instructed not to evacuate by Public Safety personnel.

What to do if you must evacuate

1. Listen carefully to instructions of floor coordinators and Public Safety Personnel.
2. Remain calm and quiet.
3. If the source of emergency is present in the immediate area, leave all belongings and exit immediately.
4. Close all doors that you pass through as you leave.
5. Exit via stairwells, do not use the elevators.
6. Proceed to buildings evacuation assembly point unless instructed to an alternate location but Building Coordinator or Public Safety personnel.
7. Alert emergency personnel of anyone who needs assistance evacuating.

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.

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 Coordinator. 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 Coordinator. The Building Coordinator will relay all the information that has been gathered from all floors, to the Division of Public Safety Incident Commander. In the absence of the Building Coordinator and Evacuation Coordinator, the information should be relayed to the arriving CWRU PD 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 Coordinator or Evacuation Coordinator.

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 Building Coordinator. The Building Coordinator will then inform the Division of Public Safety. Names of those who fail to comply will be forwarded to the Office 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 Division of Public Safety personnel or fire department personnel have issued an "all clear" through the Building Coordinators. 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.

Evacuation Assembly Point

An Evacuation Assembly Point is a designated safe location outside of a building where occupants gather after evacuating during an emergency. These areas are located at a safe distance from the building and are used to account for individuals, provide additional instructions, and ensure that no one re-enters the building until it is deemed safe by emergency personnel. Assembly points help facilitate an organized response and assist first responders in managing the situation effectively.

Evacuation assembly points for campus buildings can be found [here](#).

EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

The following are general guidelines for evacuation procedures for persons with disabilities. Faculty, staff, students and visitors who may need additional assistance should develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use. They should:

- Be familiar with evacuation options,
- Seek evacuation assistants who are willing to assist in case of an emergency,
- Ask supervisors, instructors, the Office of Emergency Management, or Environmental Health and Safety about evacuation plans for buildings.

Most CWRU buildings have accessible exits at the ground level floor that can be used during an emergency. However, if you are located on floors that are above or below the ground level you may need to access a stairwell in order to reach the building's exits. Elevators cannot be used during an emergency because they have been shown to be unsafe in emergencies and in some buildings; they are automatically recalled to a predetermined floor.

Evacuation Options

During an evacuation, building occupants have two evacuation options.

1. **Horizontal Evacuation:** Some buildings may be connected to other buildings via ramps, tunnels, or bridges. If this is the case moving to an unaffected adjacent building may be the safest option.
2. **Stairway Evacuation:** Using steps to move people from top or bottom floors to a floor that allows an individual to exit the building.

Individuals that are unable to use the two above options have the following options.

3. **Stay in Place:** Unless danger is imminent, remaining at your current location may be the best option. Ensure there is an exterior window, a telephone, and a solid or fire-resistant door.
 - a. With this approach, make sure someone who is evacuating knows your current location and that they relay this location to on site emergency personnel once outside. You may also contact emergency personnel by dialing 9-1-1 and report your location directly.
 - b. Public Safety Personnel will determine the necessity for evacuation. If required they will assist.
 - c. The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available.
 - d. A "solid" or fire-resistant door can be identified by a fire label on the jam and frame.
 - e. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.
4. **Area of Refuge:** are safe areas in a building due the way it was constructed/designed examples include: fire rated stairwells, hallways, rooms, or pressurized areas.
 - a. If your current location does not offer protection for the given emergency, moving to a safer location should occur.
 - b. Usually, the safest areas of refuge are:
 - i. Pressurized stair enclosures, common to high-rise buildings,
 - ii. Open-air exit balconies.
 - iii. Fire rated corridors or vestibules adjacent to exit stairs,
 - iv. Many campus buildings feature fire rated corridor construction that may offer safe refuge.
 - v. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

Disability Guidelines

Mobility Impaired – Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with an evacuation assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the arriving Public Safety personnel of their location. If alone, he/she should call 216-368-3333 with their location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Trained Public Safety personnel should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired - Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person may choose to stay in the building, using the other options, until Public Safety personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Many buildings on campus are equipped with fire alarm strobe lights; however, some are not.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact the Disability Resources.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Their evacuation assistant should offer their arm/hand to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person may choose to stay in the building, using the other options, until Public Safety personnel arrive and determine if evacuation is necessary.

Persons with Functional Needs

Building occupants that may need assistance during a building emergency are encouraged to self-identify themselves. A functional need is defined as, "the needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged."

EMERGENCY PROCEDURES

Active Aggressor

An active aggressor 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.

Active aggressor incidents are unpredictable and can evolve quickly. If you are involved in an active aggressor incident, follow the Run. Hide. Fight. protocol. It is important to remember that the Run. Hide. Fight. response does not follow a set of actions that you “shall/must/will” do when confronted with an active aggressor. 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 three. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is.

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 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.

Bomb Threat

Bomb threats can be made in various forms. If a written threat is received, handle the document as little as possible to preserve it as evidence. It should be promptly turned over to CWRU Police. If the threat is received via email, do not delete it—save the message and any related information on your computer for investigation. Most bomb threats are received by phone.

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 questions:
 - 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.

Earthquake

Earthquakes are student slipping or movement of the Earth's crust or plates that are caused by a release of stress. Earthquakes can collapse buildings, damage utilities, structures, and roads, and cause fires and explosions.

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.

Elevator Emergencies

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 an 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.

Fire / Explosion

A fire may be indicated by visible flames, smoke, or a strong burning odor. An explosion typically results from a rapid expansion of gas due to a chemical reaction or incendiary

device. In either case, the immediate and appropriate response is to evacuate the building quickly and safely, and call 216.368.3333.

When the fire alarm sounds, all occupants must immediately evacuate the building and proceed to the designated assembly area. Evacuation is required by law, even if there are no obvious signs of fire or smoke. Failing to leave the building during a fire alarm is a violation of safety regulations.

If you are involved in a fire / explosion incident:

1. Try to remain calm.
2. Use the RACE Method: Rescue, Alert, Close, Evacuate.
3. Rescue 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 Alert others.
5. Close the door on the way out to separate you from the fire.
6. Evacuate 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.

Hazardous Materials

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.

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.

Medical Emergencies

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

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.

Campus AED (Automated External Defibrillator) locations can be found [here](#).

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.

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 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.

Tornado

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

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.

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.

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”.

Utility Emergency

Utility emergencies may impact the whole campus. A power outage occurs when electrical power is disrupted. A gas leak is an unintended leak of a gas from a pipeline or other contaminant.

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.