



Emergency Planning

Quick Reference Guide

Ursuline College 

REVISED OCTOBER 2021

CAMPUS MAP



BUILDINGS and DEPARTMENTS

- 1. Mullen Academic Center (MU)**
 - Academic Affairs
 - Art Department
 - Arts & Sciences
 - Breen School of Nursing (undergrad)
 - Graduate / Professional Studies
 - Academic Conference Room
 - Admission
 - Graduate
 - Undergraduate
 - Accelerated Program
 - Alumnae Offices
 - Computer Lab
 - Counseling Services
 - Disability Services
 - Financial Aid Office
 - Human Resources
 - Information / Reception
 - Mullen Little Theatre (MLT)
 - Office of Diversity
 - One Stop (Student Services Center)
 - St. Angela Chapel
 - Strawbridge Board Room
 - Title IX Office
 - Wasmer Gallery
- 2. Tennis Courts / Restrooms**
- 3. Maintenance Garage**
- 4. Besse Library (BL)**
 - Academic Support
 - Café
 - Computer Lab
 - Haessley Board Room
 - IT Information Technology
 - Learning Commons
- 5. Parker Hannifin Center for Creative & Healing Arts & Sciences (PH)**
 - Academic Affairs
 - Art Therapy (undergrad)
 - Breen School of Nursing (grad)
 - Counseling and Art Therapy (grad)
 - Lennon Nursing Resource Lab
- 6. Dauby Science Center (DB)**
 - Biology
 - Chemistry
 - Exercise Science
- 7. Stano Athletic Center**
 - Gym / Fitness Center
- 8. Pilla Student Learning Center (PC)**
 - Bookstore
 - Career Services
 - Computer Lab
 - Dining Facilities
 - Pilla Student Dining Room
 - Lactation Room
 - Student Success Center
 - Women's Center
- 9. Grace Residence Hall**
- 10. Murphy Residence Hall**
- 11. Smith Residence Hall**
- 12. Athletic Pavilion / Restrooms**
 - Athletic Fields
- 13. Ursuline Sisters of Cleveland**
 - Merici Crossings

PARKING

- P. General Parking**
- P1. Mullen Academic Center**
- P2. Admission Visit Center**
- P3. Residence Hall**



INTRODUCTION

The purpose of this Guide is to provide information in a concise format to assist in responding to a variety of emergencies. Each emergency described in this Guide discusses the appropriate response. All of us play a critical role in keeping people safe on campus. Here's how you can do your part:

- **Subscribe to URS Alert.** URS Alert is the best and quickest way to get information in an emergency. Emergency situations develop and change very quickly. URS Alert keeps you informed as things change. Register at <https://ursuline.omnilert.net/subscriber.php> and complete the online form.
- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **If you see something, say something.** Reporting crimes, suspicious behavior, and safety concerns to **Security** helps to keep us all safe. It would be wise to program these phone numbers into your cell phone: 440-449-4204 & 440-221-9025. .

Emergencies should be reported to **Security** by calling any of the following:

- ✓ **Security** campus extension 4204.
- ✓ **Security** outside campus telephone number 440-449-4204.
- ✓ **Security** cellular telephone number 440-221-9025.
- ✓ Campus blue **Security** telephone.
- ✓ 24-Hour Confidential Tip Line – **Security** established this for the campus community to report unlawful behavior on campus. On-campus, call extension 6119. Off-campus, call 440-684-6119.

When reporting an emergency, please provide appropriate details (building, location in building, your name and telephone number, emergency, etc.) so that the most appropriate response can be ensured. Pepper Pike has several sources of information regarding emergencies impacting the community from the surrounding:

- Pepper Pike has a 911 system that will telephone residents/businesses within the city when there is an emergency. The College has 6 telephone numbers programmed into the system (Mullen Reception Desk, Besse Circulation Desk, RA, **Security**, Facilities).
- Pepper Pike maintains radio station AM 1670 for broadcasting information regarding emergencies. The station provides a signal within a 5-mile radius of the Pepper Pike City Hall on Shaker Boulevard.

Note: Pepper Pike does not have a siren system. The College will make timely warning reports to the campus community regarding certain crimes and emergencies that represent a continuing threat to the campus community. The information will be distributed by URS Alert and may be posted in public areas.

Security provides other safety services:

- **24-Hour Campus Escorts:** If, at any point, you feel uncomfortable walking from one location on campus to another, please call x4204 and someone from **Security** will escort you.
- **24-Vehicle Assistance:** If you have vehicle problems on campus and need assistance, please call **Security**. We offer 24-hour jump starts for dead batteries, air inflations of flat tires, and assistance unlocking your car door if you get locked out.

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BLOOD BORNE PATHOGENS & OTHER BODILY FLUIDS

HOW TO RESPOND

- ✓ Remain calm.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
- ✓ **Security** will mobilize a response from staff to clean the area.
- ✓ Do not enter the area until **Security** has provided notice that clean-up is complete.

PROCEDURE FOR HANDLING

- ✓ Handle body fluids and waste with disposable protection (gloves, masks, etc.) – body fluids consist of blood, urine, feces, vomit, saliva, etc.
- ✓ Treat all body fluids as if they are contaminated with Hepatitis B Virus, HIV, or other blood borne pathogens.
- ✓ Cover the exposed area with paper towels, newspaper, SuperSorb, etc.
- ✓ Clean and sanitize the affected area with 1 part bleach to 10 parts water.
- ✓ Place soiled items into plastic bags and dispose into a closed container.
- ✓ Blood must be disposed of in red bio-hazardous bags – sealed red bio-hazardous bags may be placed into regular trash bins.
- ✓ Keep area clear of other people until it has been properly cleaned and sanitized.
- ✓ Thoroughly wash hands and any exposed area that may have come into contact with the fluid, using soap and warm water.

BOMB THREAT & SUSPICIOUS OBJECTS

IF YOU RECEIVE A BOMB THREAT (VERBAL OR WRITTEN)

- ✓ Remain calm.
- ✓ Listen carefully and be polite – try to keep the caller talking, so you can gather information.
- ✓ Record information in the ***Data Record Sheet*** (Appendix 1).
 - Prolong the conversation to provide a better chance to identify the voice and obtain additional information about the device, location, or time of detonation.
 - Use the ***Data Record Sheet*** (Appendix 1) to question the caller in a non-aggressive manner.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and submit the ***Data Record Sheet***.

IF YOU RECEIVE A SUSPICIOUS PARCEL OR FIND A SUSPICIOUS OBJECT ON CAMPUS

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

- ✓ Remain calm.
- ✓ Keep anyone from handling it or going near item.
- ✓ Write down everything you can remember upon finding the object, noting any suspicious activity.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.

CHEMICAL SPILLS & OTHER HAZARDOUS MATERIALS INCIDENTS

CONTACT WITH TOXIC CHEMICALS

- ✓ If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
- ✓ If there is possible danger or noxious fumes present, evacuate your area & call 911 IMMEDIATELY.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.

HOW TO RESPOND TO A CHEMICAL FIRE

- ✓ Remain calm.
- ✓ Call 911 IMMEDIATELY.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
- ✓ Know the location of fire extinguishers – if the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means – DO NOT jeopardize your personal safety.
- ✓ If fire appears to be large or spreading, pull a fire alarm to evacuate the building.
- ✓ Never allow the fire to come between you and an exit.
- ✓ Evacuate your area if you are unable to put out the fire – close doors and windows behind you to confine the fire – proceed to an exit.
- ✓ If requested and you can help without personal danger, accompany and assist persons with disabilities who appear to need direction or assistance.
- ✓ Do not break windows – oxygen feeds a fire.
- ✓ Do not attempt to save possessions at the risk of personal injury.
- ✓ Do not return to the emergency area until instructed to do so by Police or Fire Department officials.

CRIMINAL INCIDENT – HOSTILE INTRUDER/ACTIVE SHOOTER

WHAT YOU SHOULD DO

- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
 - Give a description of what is taking place.
 - Give a thorough description of suspects, such as physical description, clothing, vehicle information, and direction of travel.
 - Tell if there are any injuries and the extent of those injuries.
 - Give the dispatcher a call back number if more information is needed.
- ✓ If you witness a crime in progress or suspect a hostile intruder/active shooter, call 911 and **Security** IMMEDIATELY.

WHAT WILL HAPPEN

- ✓ **Security** will respond to the incident, take appropriate action (e.g., calling Pepper Pike emergency personnel), render any assistance needed, gather information, and notify emergency personnel.
- ✓ All responding agencies will coordinate a response based on information gathered.
- ✓ Once the situation is under control, the Police or other Emergency Personnel will give the “all clear” to evacuate the building and all appropriate parties will be informed of the incident.

HOSTILE INTRUDER/ACTIVE SHOOTER SITUATIONS

- ✓ Quickly determine the best way to protect your life.
- ✓ Evacuate if possible.
 - Have an escape route and plan in mind.
 - Leave your belongings behind.
 - Keep your hands visible to responding police officers.
- ✓ Hide yourself and those around you.
 - Hide in an area out of the view of the hostile intruder/active shooter.
 - Block entry to your hiding place and lock doors.
 - Silence cell phones.
- ✓ Take action only as a last resort and when your life is in imminent danger.
 - Attempt to incapacitate the intruder/shooter.
 - Act with physical aggression – throw items at the shooter, if possible.

EVACUATION & CAMPUS CLOSINGS

In the event of a serious crisis on or near the campus, the evacuation of a building, an area, or the entire campus may become necessary. The evacuation may be precautionary or as a result of an incident that poses a significant threat to the College community and property.

GENERAL EVACUATION GUIDELINES

The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation. When evacuation is not directed by a specific emergency or obvious circumstances, you should stay where you are until given direction by emergency personnel. Please familiarize with the evacuation plans that are available in College buildings.

HOW YOU WILL BE NOTIFIED

If time permits, text notifications may be made by the College. If the situation is imminent, notifications may be made through direct contact by College personnel or students. Notifications may include fire alarms. You must leave buildings immediately whenever a fire alarm sounds in the building. Once outside, move away from the exits and wait for further instructions.

WHEN TO EVACUATE

- ✓ Anytime you hear the fire alarm in your building.
- ✓ If you smell smoke or know an actual fire is burning.
- ✓ When instructed to evacuate by the **Security** or other emergency notification.
- ✓ Certain circumstances may prevent safe evacuation – if this occurs, move away from danger, find shelter in an area with a window to allow rescue, and try to notify rescuers of your location.

WHEN NOT TO EVACUATE

- ✓ When a tornado warning is issued – find appropriate shelter within your building.
- ✓ During a hostile intruder or hostage situation.
- ✓ During a power failure, unless you are located in an area without lighting.
- ✓ When instructed to not evacuate by **Security** or other emergency notification.

WHAT TO DO IF YOU MUST EVACUATE

- ✓ Remain calm.
- ✓ Listen carefully to instructions of emergency personnel.
- ✓ Close your office door as you leave.
- ✓ Take essential personal items only.
- ✓ Do not attempt to take large or heavy objects.
- ✓ Keep talking to a minimum.
- ✓ Exit via stairwells – do not exit via elevators.
- ✓ Do not smoke.
- ✓ Alert emergency personnel about any disabled or injured persons needing assistance.
- ✓ Let someone know the location to which you expect to evacuate.

BUILDING/AREA EVACUATION

Certain emergencies may affect a specific building or area of campus. Persons in those buildings/areas will be evacuated to a predetermined site. Further instructions will be given at the evacuation site.

CAMPUS EVACUATION

An emergency that dictates the evacuation of the entire campus will be handled in conjunction with the emergency procedures of Pepper Pike and surrounding communities. In the unlikely event that a campus evacuation is necessary, you will be directed to leave the College in the following manner.

If you drive to campus

- ✓ Take your normal route to your vehicle.
- ✓ Leave the campus.
- ✓ If your primary route to campus is not be available, establish an alternate route (e.g., an emergency may close I-271 and/or access ramps.)

If you take public transportation to campus

- ✓ Follow the instructions of emergency personnel.

If you live on campus

- ✓ Follow the instructions of emergency personnel.

FIRE & EXPLOSIONS

HOW TO RESPOND TO A FIRE

- ✓ Remain calm.
- ✓ Call 911 IMMEDIATELY.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
- ✓ Know the location of fire extinguishers – if the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means – DO NOT jeopardize your personal safety.
- ✓ If fire appears to be large or spreading, pull a fire alarm to evacuate the building.
- ✓ Never allow the fire to come between you and an exit.
- ✓ Evacuate your area if you are unable to put out the fire – close doors and windows behind you to confine the fire – proceed to an exit.
- ✓ If requested and you can help without personal danger, accompany and assist persons with disabilities who appear to need direction or assistance.
- ✓ Do not break windows – oxygen feeds a fire.
- ✓ Do not attempt to save possessions at the risk of personal injury.
- ✓ Do not return to the emergency area until instructed to do so by Police or Fire Department officials.

HOW TO RESPOND TO AUDIBLE FIRE ALARMS

- ✓ If the audible horn alarm sounds for more than 30 seconds, evacuate the building.
- ✓ Do not use the elevators.
- ✓ Leave all parcels and personal property inside.
- ✓ Remain a safe distance from the exits to facilitate clear access to the building for the Fire Department.
- ✓ Return to the building only when instructed to do so by **Security** or emergency personnel.

HOW TO RESPOND TO EXPLOSIONS – CHEMICAL, GAS, BOILER, OTHER

- ✓ Remain calm.
- ✓ Call 911 IMMEDIATELY.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
- ✓ Be prepared for further explosions.
- ✓ Watch for falling objects.
- ✓ Open doors carefully – check the door temperature prior to opening the door.
- ✓ If requested and you can help without personal danger, accompany and assist persons with disabilities who appear to need direction or assistance.
- ✓ Do not attempt to save possessions at the risk of personal injury.
- ✓ Do not return to the emergency area until instructed to do so by **Security** or emergency personnel.
- ✓ Do not move seriously injured persons unless they are in obvious immediate danger.
- ✓ Do not use elevators.
- ✓ Do not use matches or lighters.
- ✓ Do not use equipment that emits a signal (e.g., cell phones, two-way radios, etc.).

FLOODING & OTHER WATER PROBLEMS

HOW TO RESPOND TO FLOODING & OTHER WATER PROBLEMS

- ✓ Remain calm.
- ✓ Call 911 IMMEDIATELY.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
- ✓ If the water or fluid is contaminated, refer to **Blood Borne Pathogens & Other Bodily Fluids**, above.
- ✓ Evacuate the area, if you feel your safety is at risk, especially if the flooding is near electrical equipment.
 - Beware of possible electrocution hazard.
 - 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.
- ✓ If you know the source of the water and are confident you can stop the flooding safely, please do so.
 - This could involve turning off a valve or unclogging a drain.
- ✓ Be prepared to assist as directed in protecting objects that are in jeopardy.
 - Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

WHAT WILL HAPPEN

- ✓ **Security** will and/or other College personnel will respond immediately.
- ✓ Responding personnel will identify the source and stop the flooding as soon as possible.
- ✓ If a risk is identified because of the flooding, affected areas may be evacuated.
- ✓ Necessary repairs and clean-up will be initiated.
- ✓ Responding personnel will signal when it is safe to return.

MEDICAL EMERGENCIES & PANDEMICS

HOW TO RESPOND IF SOMEONE IS ILL/INJURED & REQUIRES ASSISTANCE

- ✓ Remain calm.
- ✓ Assess if the situation warrants emergency response – here are some potential warning:
 - Fainting or loss of consciousness.
 - Difficulty breathing, shortness of breath, or choking.
 - Continuous bleeding.
 - Coughing up or vomiting blood.
 - Suicidal or homicidal feelings.
 - Severe or persistent vomiting.
 - Chest pain.
 - Upper abdominal pain or pressure.
 - Change in mental status (e.g., unusual behavior, confusion, etc.).
 - Head or spine injury.
 - Sudden, severe pain anywhere in the body.
 - Sudden dizziness, weakness, or change in vision.
 - Ingestion of a poisonous substance.
 - Sudden injury (e.g., vehicle accident, burns, smoke inhalation, deep or large wound, etc.).
- ✓ If an emergency exists, call 911 IMMEDIATELY.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
- ✓ Evaluate the scene to protect yourself and others from injury or danger.
 - Unless trained, do not attempt to render any first aid before trained assistance arrives.
 - Do not move the person unless he or she is in imminent danger or unless you cannot provide assistance without moving the person.
 - Remain at the scene of the emergency to complete an Incident Report with **Security**.

AED LOCATIONS

- ✓ Automated External Defibrillator's (AED) are located in the following areas:
 - Mullen 2nd Floor Reception Desk
 - Mullen Lower Level near the Mail Room
 - Pilla 1st Floor Reception Desk
 - Besse Library 1st Floor near Main Entrance
 - Dauby 2nd Floor between DB201 and DB210 (Southwest)
 - Stano Athletic Building 1st Floor near Fitness Center
 - Parker-Hannifin 1st Floor Near Nursing Lab
 - Smith Residence Hall 1st Floor Near Main Entrance
 - Murphy Residence Hall 1st Floor near Main Entrance
 - Grace Residence Hall 1st Floor Main Entrance
 - Athletic Fields inside Concession Stand
 - Maintenance Garage inside Security Office

PANDEMICS

A pandemic is an illness or epidemic that impacts a large portion of the population. Other illnesses or influenza can impact a smaller portion of the population and be confined to the campus.

The College's response to the coronavirus pandemic can be found on the College's web site. Employees should report any tests that are administered and positive cases to their supervisor and Human Resources. Students should report to Vice President of Student Affairs.

Additional Resources include the following:

- ✓ Center for Disease Control.
- ✓ World Health Organization.
- ✓ Cuyahoga County Board of Health.
- ✓ Ohio Department of Health.

POWER OUTAGES & OTHER UTILITY FAILURES

HOW TO RESPOND TO A POWER OUTAGE OR OTHER UTILITY FAILURE

- ✓ Remain calm.
- ✓ Call 911 IMMEDIATELY.
- ✓ Call **Security** (x4204 or 440-449-4204 or 440-221-9025) to report the incident and this information:
 - Building name.
 - Location within the building.
 - Your name and phone number.
 - Nature of the emergency.
- ✓ Provide assistance to others in your immediate area who may be unfamiliar with the space.
- ✓ If you are in an unlighted area, proceed cautiously to an area that has lights.
 - Occupants in the lower level of Besse are required to move to an area with lighting.
 - Classes in lower level of Besse should evacuate to an area with lighting.
 - Emergency lighting during a power outage is for safe exit only and has a limited duration.
 - Evacuation of Besse should be completed within 15 minutes of a power outage.
- ✓ During an extended power outage, some restrooms in Mullen (2nd floor) have light sticks.
- ✓ If you are in an elevator, stay calm.
 - If there is a power outage and the elevator doors open with the floor not meeting the building floor, stay in the elevator until **Security** or emergency personnel arrived to ensure your safety.
 - The elevators in Pilla, Stano, and Parker-Hannifin have an auto-dial telephone that will enable you to be spoken to during a power outage – these elevators also have auto returns programmed to return to the 1st floor and open after arrival.
 - The elevators in Besse and Smith have auto return features programmed to return to the 1st floor and open after arrival.
 - The elevators in Grace and Mullen stop at the point of the loss of power – wait for **Security** to check the elevator.
 - Emergency power outage procedures include an elevator check within 20 minutes of a power loss.
- ✓ Emergency generators are installed for Mullen, Grace, Murphy, and Smith – these areas are powered by the emergency generators:
 - **Smith**: exit sign lights, stairway lights, corridor lights (1st, 2nd, 3rd floors), exterior building lights, front door operator, rear door operator, electric closet receptacles, 3rd floor computer room receptacles, exterior blue light **Security** phone, elevator cab lights & controls, **Security** access control (card reader), fire alarm panel.
 - **Grace**: exit sign lights, corridor lights, landing lights on all stairwell between floors, elevator cab light, ceiling lights, 1st floor corridor, lobby fire alarm panel.
 - **Mullen**: exit sign lights, stairway & hallway lights, fire alarm panel, elevator cab light, Strawbridge/AVC outlets, lighting, network access, exterior lights, chair lift outside MU155, CIS air conditioning, MU140 Computer Lab, main server, telephone system.
 - **Murphy Residence Hall**: exit sign lights, stairway lights, landing lights between 1st & 2nd floor, exterior stairwell landing lights, corridor lights, fire alarm panel.

SEVERE WEATHER – TORNADO & EARTHQUAKE

Weather conditions in the northeastern Ohio change dramatically throughout the seasons and often catch people unprepared. Flooding, snow, fog, ice, tornados, and heat are conditions that can cause disruptions. Students and employees should keep aware of changing weather conditions and the status of College activities during periods of severe weather.

TORNADO NOTIFICATIONS

A tornado warning is an alert from the National Weather Service stating that a tornado has been sighted. In case of a tornado warning, the County Emergency Alert System will be activated, meaning that an alert will be broadcast over local television and radio stations with information and instructions. Pepper Pike has a 911 system that will telephone residents/businesses within the city when there is an emergency. The College has 6 telephone numbers programmed into the system (Mullen Reception Desk, Besse Circulation Desk, RA, **Security**, Facilities). The Facilities Department is responsible for notification.

HOW TO RESPOND TO A TORNADO

- ✓ Plan ahead – identify the appropriate place in your building to seek shelter.
 - Safe areas in a tornado include stairwells and hallways which do not have windows.
 - Seek the lowest level of a building.
- ✓ Stay inside and be alerted to falling objects.
- ✓ Stay away from windows, mirrors, glass, and unsecured objects (e.g., filing cabinets, bookcases, etc.).
- ✓ Proceed to a below-ground-level or central hallway of the building if possible.
- ✓ Do not use elevators.
- ✓ If requested, assist persons with disabilities to the safest area on the same floor.
- ✓ Responding personnel will signal when the situation has improved.

EARTHQUAKE

If you are inside

- ✓ Remain calm.
- ✓ Watch for falling objects.
- ✓ Crawl under a table/desk or stand in a doorway.
- ✓ Avoid windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside

- ✓ Move to an open area away from buildings, trees, and power lines.
- ✓ If forced to stand near a building, watch for falling objects.
- ✓ If you are in an automobile, (a) pull into the nearest open area and (b) stay inside until the shaking stops.

After an earthquake

- ✓ Remain calm.
- ✓ Be prepared for aftershocks.
- ✓ Be guided by emergency personnel – if evacuation is ordered, proceed to the nearest clear exit.
- ✓ Do not move seriously injured persons unless they are in obvious immediate danger.
- ✓ Open doors carefully.
- ✓ Watch for falling objects.
- ✓ Do not use elevators.
- ✓ Do not use matches or lighters.
- ✓ Do not use equipment that emits a signal (e.g., cell phones, two-way radios, etc.).

SEXUAL ASSAULT

To ensure compliance with Title IX, federal law, and state law, the College has developed policies and procedures that address sex-based discrimination and/or retaliation. The College will take all necessary actions to prevent/correct sexual violence and all other forms of sexual misconduct, and, where appropriate, discipline individuals found in violation of its policies. Detailed information on the College’s Title IX policy can be found on the College web site. Concerns or formal complaints should be reported to the College’s Director of Compliance/Title IX and Disability Coordinator.

The College strongly encourages all victims and witnesses to promptly report incidents of sexual violence/misconduct to the Title IX Coordinator and **Security**. The College takes all such complaints seriously and will work to reach a prompt, impartial, and equitable resolution of the matter.

The following resources are available:

| | |
|---|---|
| <p>Hillcrest Hospital <i>2.85 mi</i> 6780 Mayfield Rd Mayfield Heights, OH 44124 440.312.4500 www.hillcresthospital.org</p> | <p>Family Urgent Care Center <i>3.10 mi</i> 5195 Mayfield Rd Suite 101 Cleveland, OH 44124 440.442.0400</p> |
| <p>University Hospitals Chagrin Highlands Urgent Care <i>4.82 mi</i> 3909 Orange Place Suite 101 Orange Village, OH 44122 216.896.1800</p> | <p>Circle Health Services of Greater Cleveland <i>9.80 mi</i> 12201 Euclid Ave. Cleveland, OH 44106 216-721-4010 www.circlehealthservices.org</p> |
| <p>Metro Health-LyndhurstCenter 29001 Cedar Rd., Ste. 518 216-957-5130 www.metrohealth.org</p> | <p>Cleveland Rape Crisis Center <i>21.93 mi</i> 526 Superior Ave #1400 Cleveland, OH 44114 216.619.6194 www.clevelandrapecrisis.org Crisis Support Hot Line – call or text 440-423-2020</p> |
| <p>Metro Health Hospital <i>20.30 mi</i> 2500 Metro-Health Dr Cleveland, OH 44109 216.778.7800 www.metrohealth.org</p> | <p>Shaker Square CRCC 13209 Shaker Square Cleveland, OH 44120 216-619-6194</p> |
| <p>Chagrin Counseling Associates <i>2.87 mi</i> 29325 Chagrin Blvd Suite 102Pepper Pike, OH 44122 www.chagrincounseling.com 216.360.4606</p> | <p>Rape, Abuse & Incest National Network (RAINN) RAINN operates the National Sexual Assault (800-656-HOPE) & online.rainn.org. RAINN also offers programs to prevent sexual violence, help victims, and ensure that perpetrators are brought to justice.</p> |

WORKPLACE VIOLENCE

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone. If a threat of a criminal nature is received, the recipient should follow the procedures in the *Criminal Incident – Hostile Intruder/Active Shooter* section, above.

EXAMPLES OF WORKPLACE VIOLENCE

- ✓ Threats, direct or implied.
- ✓ Physical conduct that results in harm to people or property.
- ✓ Conduct which harasses, disrupts, or interferes with another individual's performance.
- ✓ Conduct that creates an intimidating, offensive, harassing, or hostile environment.

POTENTIAL WARNING SIGNS

- ✓ Verbal, nonverbal, or written threats.
- ✓ Fascination with weapons or violence.
- ✓ New or increased stress at home or work.
- ✓ Expressions of hopelessness or anxiety.
- ✓ Insubordinate behavior.
- ✓ Dramatic changes in work performance.
- ✓ Destruction of property.
- ✓ Drug or alcohol abuse.
- ✓ Externalization of blame.

RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE

- ✓ Termination of employment.
- ✓ Disciplinary actions.
- ✓ Ongoing conflicts between employees.
- ✓ Domestic or family violence.
- ✓ Financial problems.

WORKPLACE VIOLENCE PREVENTION

- ✓ Be aware of your surroundings at all times – awareness is a proven method for increased personal safety.
- ✓ Tell your supervisor when you notice unusual or suspicious behavior.
- ✓ Learn about training in conflict resolution and positive ways of dealing with hostile individuals.
- ✓ Get acquainted with *Security* personnel – do not hesitate to call for help.

APPENDIX 1 – DATA RECORD SHEET

For Use in Gathering Information Regarding a Bomb Threat

Describe the exact wording of the threat:

Questions to Ask Caller

- ✓ When is explosive device set to explode?
- ✓ What is your current time?
- ✓ What does it look like?
- ✓ What kind of explosive device is it?
- ✓ What will cause it to explode?
- ✓ Did you place the device? Where? Why?
- ✓ Where are you?
- ✓ What is your name? (so we can talk)

General Information

- ✓ Gender of caller: ___ Male ___ Female
- ✓ Race/Nationality of caller:
- ✓ Age of caller:
- ✓ Length of call:
- ✓ Phone # at which call was received:
- ✓ Date/Time of the call:
- ✓ Caller ID:

Description of Background Noise (check all that apply)

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static | <input type="checkbox"/> Music | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Phone Booth | <input type="checkbox"/> Voices | <input type="checkbox"/> Other |

Caller Language (check all that apply)

- | | | | |
|--------------------------------------|---------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Educated | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Read message | <input type="checkbox"/> Irrational | <input type="checkbox"/> Threat maker |

Caller Voice Identification (check all that apply)

- | | | | |
|------------------------------------|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Crying | <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Ragged | <input type="checkbox"/> Accent | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Familiar | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Slow | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft | <input type="checkbox"/> Loud | <input type="checkbox"/> Laughter |

Other Remarks:

Report Submitted By:

Date:

Phone Number: