Introduction

The purpose of the Emergency Planning Quick Reference Guide is to provide information in a brief and concise format to assist in responding to a variety of emergencies. Each type of emergency described within this reference guide discusses the appropriate response to a specific emergency. All of us play a critical role in keeping students, faculty, and staff 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.
- **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. Program 440-449-4204 and 440-221-9025 into your cell phone and don’t hesitate to make a report.

All emergencies should be reported to Security by calling:

1. Security’s campus extension 4204, or
2. Security’s outside campus telephone number 440-449-4204, or
4. Campus blue security telephone.
5. 24-Hour Tip Line - Ursuline College Security Department has established a confidential tip line for members of the Ursuline College community to provide information regarding unlawful behavior on campus. Individuals with information can call extension 6119, or if off campus, (440) 684-6119, and leave their tip.

When reporting an emergency, either to 911 or Ursuline College Security, please provide appropriate detail (building, location in building, your name and telephone number, emergency, etc.) so that the most appropriate response can be ensured. The City of Pepper Pike has several sources of information regarding emergencies within the community or impacting the community from the surrounding area.

1. **The City has a reverse 911 system that will telephone residents and businesses within the City when there is an emergency.** The College has six telephone numbers that have been programmed into the system including the Mullen Reception Desk, Besse Circulation desk, Resident Assistant cellular telephone, Security, and two cellular telephones managed by the Facilities Department.
2. **The City maintains radio station AM 1670 for broadcasting information regarding emergencies.** This radio station provides a signal within a 5 mile radius of the City of Pepper Pike City Hall, located on Shaker Boulevard.

Please note that the City of Pepper Pike does not currently have a siren system. In the event of an emergency, Ursuline College’s Marketing Communications Department, in
conjunction with Student Affairs and the Security Department, 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 Ursuline College’s text message system, URS Alert. This information may also be posted in public areas.

The Security Department also provides a range of other safety services:

- **24-Hour Campus Escorts:** The Ursuline College Security Department also operates a 24-hour campus escort service. If, at any point, you feel uncomfortable walking from one location on campus to another, please call x4204 and someone from the Security Department will escort you.

- **24-Hour Vehicle Assistance:** If you have vehicles problems on campus and need assistance, please phone the Security Department at x4204. We offer 24-hour jump starts for dead batteries as well as air inflations of flat tires. We will also unlock your car door if you get locked out.

Emergency information is also contained in the Annual Security Report and Annual Fire Safety Report which can be found on at: http://www.ursuline.edu/Campus_Resources/Facilities/Security/resources.html.
Location of Guide

The Emergency Planning Quick Reference Guide has been placed in 14 locations around campus. It is also posted to the P:drive under the Emergency Planning folder and can also be found on the Ursuline College website under Campus Resources/Facilities and Security/Security Information.

Guide #1 Mullen Administration Building - Reception Desk 2nd floor
Guide #2 Mullen Administration Building - Strawbridge Board Room 2nd floor
Guide #3 Besse Library - Circulation Desk 1st floor
Guide #4 Stano Athletic Center - Front Reception Desk 1st floor
Guide #5 Fritzscche Center - Art Department Administrative Office 1st floor
Guide #6 Wasmer Gallery - Gallery Director Office
Guide #7 Pilla Student Center - Atrium Reception Desk 1st floor
Guide #8 Grace Residence Hall - Reception Desk 1st floor
Guide #9 Murphy Residence Hall - Reception Desk 1st floor
Guide #10 Smith Residence Hall - Reception Desk 1st floor
Guide #11 St. Mark Center
Guide #12 St. Ursula House
Guide #13 Dauby Science Center - Lobby outside DB101
Guide #14 Maintenance Garage - Security Office
Guide #15 Parker Hannifin Center - Administrative Assistant area 2nd floor
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6. Fire & Explosions
7. Flooding & Other Water Problems
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9. Power Outage and Other Utility Failure
10. Severe Weather – Tornado & Earthquake
11. Sexual Assault
12. Workplace Violence
Blood Borne Pathogens & Other Bodily Fluids

WHAT SHOULD YOU DO IN THE EVENT OF AN INCIDENT INVOLVING BODILY FLUIDS

1.) Remain calm.

2.) Telephone Security at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025 to report any body fluid incident on campus. Provide the following information:
   a. Building name.
   b. Exact location within the building.
   c. Your name and phone number.
   d. Nature of the emergency so that appropriate services may be sent.

3.) Security will mobilize a response from the housekeeping staff to clean the area.

4.) Do not enter the area until Security has provided notice that the clean-up is complete.

PROCEDURE FOR HANDLING

1.) Handle body fluids and waste with disposable protection (gloves, masks, etc.). Body fluids consist of blood, urine, feces, vomit, saliva, etc.

2.) Treat all body fluids as if they are contaminated with Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) or other blood borne pathogens.

3.) Cover the exposed area with paper towels, newspaper, SuperSorb, etc.

4.) Clean and sanitize the affected area with one part bleach to ten parts water.

5.) 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.

6.) Keep area clear of other people until it has been properly cleaned and sanitized.

7.) 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 AN E-MAIL THREAT

1.) Remain calm.

2.) Call 911 immediately. Provide exact location including building name, room number, exterior building locations, etc. Provide your name and location at the time of call. Listen to any instruction provided by either the 911 operator or other police or fire officials.

Notify Security at:
  extension 4204 from a campus telephone,
  440-449-4204 from an outside campus telephone, or
  via cell phone at 440-221-9025 and forward the message to jkrzywicki@ursuline.edu.

IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON THE 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

1.) Remain calm.

2.) Do not use cell phone or radio equipment within 100 ft. of suspicious item.

3.) Call 911 immediately. Provide exact location including building name, room number, exterior building locations, etc. Provide your name and location at the time of call. Listen to any instruction provided by either the 911 operator or other police or fire officials.

Notify Security at:
  extension 4204 from a campus telephone,
  440-449-4204 from an outside campus telephone, or
  via cell phone at 440-221-9025 and forward the message to jkrzywicki@ursuline.edu.

4.) Keep anyone from handling it or going near item.

5.) Write down everything you can remember upon finding the object (note any suspicious activity).

IF YOU RECEIVE A TELEPHONE THREAT

1.) Remain calm.

2.) Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information. Refer to the Data Record Sheet.

3.) Use the Data Record Sheet to help question the caller in a polite and non-aggressive manner. Prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about the device, location or time of detonation.
4.) Upon completion of the call, immediately notify Security at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025 and dial 911. Supply location information if possible. Record your information while information is fresh in your memory.

5.) If a threat has been received by individual and relaying information to you, use the Data Record Sheet questions to gather as much information as possible.
**Data Record Sheet**
For Use in Recording a Bomb Threat Telephone Call

**Questions to ask caller:**
1) When is explosive device set to explode?________________________________________
2) What is your current time?______________________________________________________
3) What does it look like?___________________________________________________________
4) What kind of explosive device is it?______________________________________________
5) What will cause it to explode?____________________________________________________
6) Did you place the device? Where?______________________________________________
7) Why?__________________________________________________________
8) Where are you?__________________________________________________________
9) What is your name? (so we can talk)______________________________________________

**Exact Wording of the Threat** __________________________________________

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The recipient of the threat should record the following information:

**General Information**
- Sex of caller Male/ Female: _______________________
- Race/ Nationality: ____________________________
- Age of Caller: ________________________________
- Length of Call: ______________________________
- Number at which call was received: _____________
- Date and time of the telephone call: _____________
- Caller ID # : ________________________________

**Description of Background Noise (check all that apply)**
- Street noises
- House noises
- PA system
- Music
- Office machinery
- Factory machinery
- Animal noises
- Voices
- Static
- Clear
- Phone booth
- Other

**Voice Identification**
- Calm
- Slow
- Rapid
- Loud
- Crying
- Distinct
- Nasal
- Stutter
- Lisp
- Deep breathing
- Cracking voice
- Disguised
- Angry
- Excited
- Soft
- Laughter
- Normal
- Slurred
- Raspy
- Deep
- Ragged
- Clearing Throat
- Accent
- Familiar

**Threat Language**
- Well spoken
- Educated
- Foul
- Irrational
- Incoherent
- Taped
- Message read by threat maker

**Other Remarks:** ____________________________________________________________

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Report Submitted By: ______________________________
Date: ______________________________
Phone Number: ______________________________

Revised 12/2015
Chemical Spills & Other Hazardous Materials Incident

WHAT YOU SHOULD DO IF A CHEMICAL SPILL OCCURS

1.) If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.

2.) If there is possible danger or noxious fumes present, evacuate your area.

3.) Call 9-1-1 IMMEDIATELY.

4.) Call Security at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025.

IF A CHEMICAL FIRE OCCURS

1.) Remain calm.

2.) Call 9-1-1.

3.) 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.

5.) Never allow the fire to come between you and an exit.

6.) 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.

7.) Do not break windows. Oxygen feeds a fire.

8.) Do not attempt to save possessions at the risk of personal injury.

9.) Notify Security at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025 of your emergency.

10.) Do not return to the emergency area until instructed to do so by Police or Fire Department officials.

11.) Planning includes training in proper use of fire extinguishers and knowing their location.
Criminal Incident

All crimes should be reported to Security at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025. If you witness a crime in progress call 911 and Security. Give your name, location, and telephone number.

WHAT YOU SHOULD DO

1. All crimes should be reported to Security and any crimes in progress should be reported by calling 911.
   a. Security can be reached at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025.
   b. Tell Security your name and your location.
   c. Give a description of what is taking place.
   d. Give a thorough description of any suspect(s); physical description, clothing, vehicle information and direction of travel.
   e. Tell if there are any injuries and the extent of those injuries.
   f. Give the dispatcher a call back number if more information is needed.

2. To report routine or non-emergency incidents, call Security at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025.

WHAT WILL HAPPEN

1. Security will respond to the incident, take appropriate action such as calling City of Pepper Pike emergency personnel, render any assistance needed and gather Incident Report information.

HOSTILE INTRUDER/ACTIVE SHOOTER

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 Out
- Hide in an area out of the hostile intruder/active shooter’s view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

Take Action
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the intruder/shooter.
- Act with physical aggression. Throw items at the shooter if possible.
WHAT YOU SHOULD DO

1.) If you become aware that a hostile intruder has entered your building, call 911 when it is safe to do so.
   a) Also call Security and tell who you are and what room you are in.
   b) Tell Security what is taking place, such as an armed person is in the building.
   c) Inform Security if there are any injuries and the location of injured person(s).
   d) Give Security a description of the person(s) involved and their exact location or direction of travel.
   e) If possible, stay near a phone and give Security that number for further communications.

WHAT WILL HAPPEN

1. Security will notify emergency personnel as appropriate.
2. All responding agencies will coordinate a response based on information gathered.
3. 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.
Evacuation & Campus Closings

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

GENERAL EVACUATION GUIDELINES

Different emergencies require different evacuation needs. When evacuation is not directed by specific emergencies or by obvious circumstances, you should stay where you are until given direction by emergency personnel. 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. Evacuation plans are available in all buildings. Familiarize yourself with the closest safe exits.

WHEN TO EVACUATE

1.) Anytime you hear the fire alarm in your building.
2.) If you smell smoke or know an actual fire is burning.
3.) When instructed to evacuate by the Security or other emergency notification.
4.) Certain circumstances may prevent safe evacuation. If this happens, move away from danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location.

WHEN NOT TO EVACUATE

1.) When a tornado warning is issued (find appropriate shelter within your building).
2.) During a hostile intruder situation.
3.) During a hostage/barricade situation.
4.) During a power failure, unless you are located in an area without lighting.
5.) When instructed to not evacuate by the Security or other emergency notification.

WHAT TO DO IF YOU MUST EVACUATE

1.) Remain calm.
2.) Listen carefully to instructions of emergency personnel.
3.) Close your office door as you leave.
4.) Take with you essential personal items ONLY. Do not attempt to take large or heavy objects.
5.) Keep talking to a minimum.
6.) Exit via stairwells, not elevators.
7.) No smoking.
8.) Alert emergency personnel of any disabled or injured persons who need assistance.
9.) Use the buddy system and let someone know where you expect to evacuate to.
HOW YOU WILL BE NOTIFIED

If time permits, text notifications may be made. If an emergency situation is imminent, notifications will be made by the Facilities Department/Security through direct contact with campus staff, faculty and students.

This may include the sounding of fire alarms in buildings for quick evacuation. You must leave the building immediately any time a fire alarm sounds in the building. Once outside the building, move away from the exits and wait for further instructions.

Building/Area Evacuation

Certain emergencies may affect a specific building or area of campus. In this case, persons in those buildings/areas will be evacuated to a predetermined site on campus or Emergency Assembly Points (EAP). Emergency personnel will then direct you to a primary or secondary EAP. The evacuation sites are listed below.

<table>
<thead>
<tr>
<th>BUILDING/AREA</th>
<th>PRIMARY SITE</th>
<th>SECONDARY SITE</th>
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<tbody>
<tr>
<td>Mullen Academic Center</td>
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<tr>
<td>Besse Library</td>
<td>Stano Center Gym</td>
<td>Daley Hall or UEC Klyn Hall</td>
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<tr>
<td>Dauby Science Center</td>
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<td>Fritzscze Center</td>
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<td>Wasmer Gallery</td>
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<td>Pilla Student Center</td>
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<tr>
<td>Grace Residence Hall</td>
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<td>Murphy Residence Hall</td>
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<tr>
<td>Smith Residence Hall</td>
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<td>St. Mark Center</td>
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<tr>
<td>Athletic Pavilion</td>
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<tr>
<td>St. Ursula House</td>
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<tr>
<td>Stano Athletic Center</td>
<td>Daley Hall</td>
<td>Daley Hall or UEC Klyn Hall</td>
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</table>

Emergency personnel will direct you to one of these sites during an evacuation. Further instructions will be given at the evacuation site.

Campus Evacuation

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

1. IF YOU DRIVE TO CAMPUS
   A. Take your normal route to your vehicle.
   B. Leave the campus area via the Lander Road exits or the Fairmount Road exit.
   C. Your primary route may not be available, establish an alternate route (i.e. an emergency may close I-271 and/or the access ramps)

2. IF YOU TAKE PUBLIC TRANSPORTATION OR RESIDE ON CAMPUS
   A. Proceed to the EAP, Stano Center Gym or the alternate EAP at Daley Hall and await further instructions.

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Fire & Explosions

HOW TO REPORT A FIRE
1.) Remain calm.
2.) If fire is present, pull a fire alarm to evacuate the building. If a burning odor or smoke is detected, call 9-1-1 (9-911 from a campus telephone). Report the location of the fire and, if known, what is burning.
3.) Never allow the fire to come between you and an exit. Check your doors for heat, which could provide information on the location of the fire.
4.) Evacuate all persons from the danger area. Close doors behind you to confine the fire. Become familiar with your closest exit and periodically check your evacuation map.
5.) Once in a safe area, notify Security at:
   extension 4204 from a campus telephone,
   440-449-4204 from an outside campus telephone, or
   via cell phone at 440-221-9025.

RESPONSE TO AUDIBLE FIRE ALARMS
1.) Remain calm. If the audible horn alarm sounds for more than 30 seconds, evacuate the building.
2.) Do not use the elevators.
3.) If requested and you can help without personal danger, accompany and assist persons with disabilities who appear to need direction or assistance.
4.) Leave all parcels and personal property inside.
5.) Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.
6.) Return to the building only when instructed to do so by Ursuline College Security or Maintenance staff, Police, or Fire officials.

EXPLOSIONS: CHEMICALS, LEAKING GAS, FAULTY BOILERS, OR FALLING AIRCRAFT COULD ALL BE THE CAUSE OF LIFE-ENDANGERING EXPLOSIONS.
1.) Remain calm.
2.) Be prepared for possible further explosions.
3.) Be guided by Police or Fire Department personnel. If evacuation is ordered, proceed to one of the designated exits.
4.) Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
5.) Open doors carefully. Check the temperature of the door prior to opening in the event of fire following an explosion.
6.) Watch for falling objects.
7.) Do not use elevators.
8.) If requested and you can help without personal danger, accompany and assist persons with disabilities who appear to need direction or assistance.
9.) Do not use matches or lighters.
10.) Avoid using any equipment that emits a signal such as telephones, two-way radios, or cell phones.
Flooding & Other Water Problems

SERIOUS WATER DAMAGE MAY OCCUR FROM A NUMBER OF SOURCES: BROKEN PIPES, CLOGGED DRAINS, DAMAGED WINDOWS AND SKYLIGHTS, OR CONSTRUCTION ERRORS.

WHAT YOU SHOULD DO

1) Remain calm.

2) Call Maintenance (Facility Manager) at extension 8303 or 440-221-0237 during normal working hours. If the problem occurs outside of normal working hours call Security at extension 4204 from a campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025.
   a) Tell Maintenance/Security your name.
   b) Tell Maintenance/Security the exact location of the flooding, including all areas affected.
   c) Tell Maintenance the source of the flooding if known.

3) Give Maintenance/Security a call back number if more information is needed.

4) If the water or fluid is contaminated, refer to the tab on blood borne pathogens.

5) 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.

6) If you know the source of the water and are confident you can stop the flooding safely, do so. (i.e. turn off valve or unclog drain).

7) 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

1.) Maintenance/Security will respond immediately.

2.) Responding personnel will identify the source and stop the flooding as soon as possible.

3.) If a risk is identified because of the flooding, affected areas may be evacuated.

4.) Necessary repairs and clean-up will be initiated.

5.) The all clear to return will be given by responding personnel when approved.
Medical Emergencies & Pandemics

IF SOMEONE BECOMES ILL OR IS INJURED AND REQUIRES IMMEDIATE ASSISTANCE:

1.) Remain calm.
2.) Assess if the situation warrants emergency response – ask…what would I do at home?

According to the American College of Emergency Physicians, the following are warning signs of a medical emergency:

a. Fainting or loss of consciousness.
b. Difficulty breathing, shortness of breath, or choking.
c. Continuous bleeding.
d. Coughing up or vomiting blood.
e. Suicidal or homicidal feelings.
f. Severe or persistent vomiting.
g. Chest pain.
h. Upper abdominal pain or pressure.
i. Change in mental status (such as unusual behavior, confusion, difficulty arousing).
j. Head or spine injury.
k. Sudden, severe pain anywhere in the body.
l. Sudden dizziness, weakness, or change in vision.
m. Ingestion of a poisonous substance.
n. Sudden injury like motor vehicle accident, burns or smoke inhalation, near drowning, deep or large wound, etc.

3.) Get help. Call out for someone to phone 911 or, if the person does not need immediate assistance, make the call yourself.

4.) If an emergency exists, call 9-1-1 (9-9-1-1 from campus telephone). Provide the following information:
   a. Building name.
   b. Exact location within the building.
   c. Your name and phone number.
   d. Nature of the emergency so that appropriate services may be sent.

5.) Notify Security (4204 from campus telephone, 440-449-4204 from an outside campus telephone, or via cell phone at 440-221-9025) of the emergency immediately after the 911 telephone call.

6.) If possible, send someone to the main entrance of the building to guide emergency services.

7.) 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.

8.) Do not move the person unless he or she is in imminent danger or unless you cannot provide assistance without moving the person.

9.) Remain at the scene of the emergency subsequent to the departure of emergency services to complete an Incident Report.

10.) Note that an Automated External Defibrillator (AED) is available on the wall outside of the south east entrance to the gym on the wall opposite the senior banners in the Stano Athletic Center.

Revised 12/2015
Pandemics

A pandemic is an illness or epidemic that impacts a large portion of the population. Other illnesses or influenza have the ability to impact a smaller portion of the population and also be confined to the campus. As was experienced during the 2009/2010 flu season, often times there will be advance notice of the potential for a season with a higher incidence of flu or even a potential pandemic. The College’s policy is to remain open and operational. Any impact to staff hours of operation or class schedules would be determined with each incidence.

For faculty, please keep in mind the following:

- Consider the ways your attendance policies might inadvertently encourage ill students to come to class and modify them accordingly. Further information regarding CDC recommendations for each incidence will determine whether we require doctor’s excuses or recommend faculty, staff or students see a doctor.
- Discuss your attendance policy in detail with your students and make clear to them that they are to stay home until 24 hours after their fever lifts if they come down with the flu.
- Prepare make-up assignments to enable students to have roughly equivalent learning experiences, but also discuss explicitly with your students that they need to “save” excused absences for possible illnesses, which they should be doing in any case but which is more critically during the flu season.
- Student Affairs has prepared plans to isolate ill students in the residence halls should there be students who cannot return home.
- Also reflect on your own behavior and follow the CDC guidelines recommending frequent hand washing, using hand sanitizers, etc. Human Resources will work with staff who become ill and have exhausted their personal or vacation leave. Just as with students, the priority is to encourage people to stay home if they are ill.
- Work out a plan for how your class be covered if you become ill. Think about sharing your syllabus with a colleague who might be able to step in to assist if needed. If you do contract the flu, please let your dean or chair know at once to get their help in finding a sub, cancelling class, etc.

Additional Resources:

- U.S. Government Avian and Pandemic Flu Web site
- Ohio Pandemic Flu Web site
- Centers for Disease Control and Prevention (CDC) Hotline, 800-232-4636

Information compiled using pandemicflu.com
Power Outage and Other Utility Failure

IF A POWER OUTAGE OR OTHER UTILITY OUTAGE OCCURS IN YOUR OFFICE, CLASSROOM, OR BUILDING:

1.) Remain calm.
2.) Notify Security at:
   extension 4204 from a campus telephone,
   440-449-4204 from an outside campus telephone, or
   via cell phone at 440-221-9025
   to report the power outage. Please keep in mind that information on the nature and duration of a power outage, particularly if it is a problem outside of the campus, may take a minimum of an hour to obtain.
3.) Provide assistance to others in your immediate area who may be unfamiliar with the space.
4.) If you are in an unlighted area, proceed cautiously to an area that has lights.
   a. Occupants of the lower level of Besse and Fritzsche are required to move to an area with lighting.
   b. Classes in lower level of Besse and Fritzsche should evacuate to an area with lighting.
   c. Emergency lighting provided during a power outage is for safe exit only, and has an approximate duration of 20 minutes. Evacuation of these areas should be completed within 15 minutes of a power outage.
   d. During an extended power outage the restrooms on the south side of Mullen 2nd floor will have light sticks.
5.) If you are in an elevator, stay calm.
   a. If you are in an elevator during a power outage and the elevator doors open with the floor not meeting the building floor, stay in the elevator until Security and any emergency services have arrived to insure your safety.
   b. The elevators in the Pilla Building, Stano Athletic Center and Parker Hannifin Center have an auto-dial telephone and you will be spoken to in the event of a power outage. This elevator also has an auto return and is programmed to return to the 1st floor with the doors opening after arrival.
   c. Parker Hannifin Center, Stano Center, Besse Library, and Smith Residence Hall elevators have auto return features programmed to return to the first floor and open. If any problems occur, stay in the elevator and use the telephone to call Security.
   d. Grace and Mullen elevators stop at the point of the loss of power. Wait for Security to check the elevator. Emergency power outage procedures are for a check of all elevators within 20 minutes of a loss of power.
6.) Emergency generators are installed for the Mullen Building, Daley Dining Hall, Grace Residence Hall, Murphy Residence Hall, and Smith Residence Hall. Please see the attached list describing the areas powered by the emergency generators.

Revised 12/2015
Emergency Generator Listing

Smith Residence Hall

- Exit sign lights
- Stairway lights
- Corridor lights 1st, 2nd, and 3rd floor
- 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

Murphy Residence Hall

- Exit sign lights
- Stairway lights
- Landing lights between 1st and 2nd floor
- Exterior stairwell landing lights
- Corridor lights
- Fire alarm panel

Grace Residence Hall

- Exit sign lights
- Corridor lights
- Landing lights on all stairwell between floors
- Elevator cab light
- Ceiling lights - 1st floor corridor & lobby
- Fire alarm panel

Fritzsche

- Exit sign lights
- Stairway lights (main and back stairwells)
- Dining room lights (4 fixtures)
- Landing lights - 1st floor front lobby
- Kitchen (limited lighting provided by UEC generator)
- Fire alarm panel

Mullen Administration Building

- Exit sign lights, stairway & hallway lights
- Fire alarm panel
- Elevator cab light
- Strawbridge/AVC outlets, lighting, network access
- Exterior lights – along drive
- Chair lift outside of MU155
- CIS air conditioning
- MU140 Computer Lab computers
- CIS – Mullen main server
- Telephone system

Note:
Hallway & corridor lighting will consist of 10% of lighting fixtures (or approximately 1 in every 10 fixtures)
Severe Weather – Tornado & Earthquake

Weather conditions in the northeastern Ohio alter dramatically throughout the seasons, and often catch people unaware and unprepared. Flooding, snow, fog, ice, tornados, and heat are all conditions that can cause disruptions. Faculty, staff and students should keep aware of changing weather conditions and telephone 440-449-4200 for information regarding the status of College activities during periods of severe weather.

TORNADO

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 an alert will be broadcast over all local television and radio stations with information and instructions. The City of Pepper Pike utilizes a broadcast telephone call, which is monitored six telephone numbers on campus including the Mullen Reception Desk, Besse Circulation desk, Resident Assistant cellular telephone, Security, and two cellular telephones managed by the Facilities Department. The Facilities Department is responsible for notification, which depending on the severity of the weather would be by broadcast by URS Alert and posting to the College website for campus staff, faculty and students.

1.) Stay inside and be alert to falling objects.
2.) Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases.
3.) Proceed to a below-ground-level or central hallway of the building if possible.
4.) Do not use elevators.
5.) If requested, assist persons with disabilities to the safest area on the same floor.
6.) Planning includes identifying the appropriate place in your building to seek shelter should a tornado occur.
7.) Do not leave the tornado safety area until given the all clear from emergency personnel. Safe areas in a tornado include stairwells and hallways which do not have windows.
8.) Safe gathering places would include interior hallways or areas without windows or doors. In addition, seek the lowest level of a building.

EARTHQUAKE

If you are inside:

1.) Remain calm.
2.) Watch for falling objects.
3.) Crawl under a table or desk, or stand in a doorway.
4.) Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside:

1.) Move to an open area away from buildings, trees, and power lines.
2.) If forced to stand near a building, watch for falling objects.

If you are in an automobile:

1.) Stop your vehicle in the nearest open area.
2.) Stay in the vehicle until the shaking stops.
After an earthquake:

1.) Remain calm.

2.) Be prepared for aftershocks.

3.) Be guided by emergency personnel. If evacuation is ordered, proceed to the nearest clear exit.

4.) Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).

5.) Open doors carefully. Watch for falling objects.

6.) Do not use elevators.

7.) Do not use matches or lighters.

8.) Avoid using any equipment that emits a signal such as telephones, two-way radios, or cell phones.
Sexual Assault

To ensure compliance with Title IX and other federal and state civil rights laws, Ursuline College has developed policies and procedures that prohibit all forms of sex-based discrimination and/or retaliation. Ursuline College will take all necessary actions to prevent and correct sexual violence and all other forms of sexual misconduct, and, where appropriate, discipline those individuals found in violation of this policy.

Additional, more detailed information on Sexual Assault can be found in the Annual Security Report on the Ursuline College website.

Sexual Assault: Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Consent: Consent is often a critical issue in sexual assault cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:
- Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision.
- Consent is informed, voluntary, and actively given.
- Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.
- Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone.
- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically impaired is considered unable to give consent.
- Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual assault, sexual harassment or other sexual misconduct and does not diminish one’s responsibility to obtain consent.
- Just because someone has consented to sex in the past, doesn’t mean that they are consenting now.

What to do in the event of a sexual assault:
- Do not change your clothing.
- Do not shower, wash, douche, or use the toilet prior to a medical exam.
- Do not apply medication to injuries unless absolutely necessary.
- Do not disturb anything in the area where the assault occurred.
- Do not drink or chew gum.
- Do not store your clothing in anything other than a plastic bag.
- Get medical attention as soon as possible.

<table>
<thead>
<tr>
<th>Hillcrest Hospital 2.85 mi</th>
<th>Family Urgent Care Center 3.10 mi</th>
</tr>
</thead>
<tbody>
<tr>
<td>6780 Mayfield Rd</td>
<td>5195 Mayfield Rd Suite 101</td>
</tr>
<tr>
<td>Mayfield Heights, OH 44124</td>
<td>Cleveland, OH 44124</td>
</tr>
<tr>
<td>440.312.4500</td>
<td>440.442.0400</td>
</tr>
<tr>
<td><a href="http://www.hillcresthospital.org">www.hillcresthospital.org</a></td>
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<tr>
<th>University Hospitals Chagrin Highlands Urgent Care 4.82 mi</th>
<th>The Free Medical Clinic of Greater Cleveland 9.80 mi</th>
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Revised 12/2015
<table>
<thead>
<tr>
<th>Location</th>
<th>Distance</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
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<tbody>
<tr>
<td>Chagrin Counseling Associates</td>
<td>2.87 mi</td>
<td>29325 Chagrin Blvd Suite 102, Pepper Pike, OH 44122</td>
<td>216.360.4606</td>
<td><a href="http://www.chagrincounseling.com">www.chagrincounseling.com</a></td>
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<tr>
<td></td>
<td></td>
<td>(Offers general counseling services, counseling for challenging life events, depression/anxiety, addition and other disorders)</td>
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<td></td>
</tr>
<tr>
<td>Metro Health Hospital</td>
<td>20.30 mi</td>
<td>2500 Metro-Health Dr, Cleveland, OH 44109</td>
<td>216.778.7800</td>
<td><a href="http://www.metrohealth.org">www.metrohealth.org</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>216.778.7800</td>
<td><a href="http://www.metrohealth.org">www.metrohealth.org</a></td>
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<tr>
<td>Cleveland Rape Crisis Center</td>
<td>21.93 mi</td>
<td>526 Superior Ave #1400, Cleveland, OH 44114</td>
<td>216.619.6194</td>
<td><a href="http://www.clevelandrapecrisis.org">www.clevelandrapecrisis.org</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>216.619.6194</td>
<td><a href="http://www.clevelandrapecrisis.org">www.clevelandrapecrisis.org</a></td>
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<td>Ursuline College strongly encourages all victims and witnesses to promptly report incidents of sexual violence/misconduct to the Title IX Coordinator/Deputy Coordinators and the Ursuline College Security Department. The College takes all complaints of sexual misconduct seriously and will work to reach a prompt, impartial, and equitable resolution of the matter.</td>
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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.

This section also contains information on criminal and hostile intruder incidents. If a threat of a criminal nature is received, the recipient should follow normal procedures and contact the Pepper Pike Police Department and Security.

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 what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.
- Get acquainted with Security officers. Do not hesitate to call for help.