How to Respond

TO A BOMB THREAT

• If you receive a phone call bomb threat, listen carefully and write down everything that is said, starting with the exact time of the call.

• Keep the caller talking as long as possible and ask questions such as where the bomb is located, when it will go off and what type of bomb it is.

• Determine caller characteristics, such as age, gender and whether the person has an accent.

• Listen for background noises: other voices, traffic, airplanes, trains, machinery; music, etc.

• Call Campus Police at extension 4325 immediately after finishing the call.

• Do not use cell phones for any reason.

How to Respond

IF YOU ENCOUNTER A SUSPICIOUS PACKAGE

• Remain calm.

• Stay away from the package.

• DO NOT allow anyone to handle or go near the package.

• If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated.

• DO NOT use any mobile telephones, radios, or other wireless devices around the package.

Call Campus Police at extension 4325

• State the location of the package and provide a description.

• Stay on the phone until released by the dispatcher.

• If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes.

What to Do in Case of Fire or Emergency Evacuation

When the fire alarm sounds or when told to do so, all persons must clear out of the building using the following steps:

1. Turn off equipment (or follow specific written instructions for your area)

2. Act promptly and do not delay for belongings or friends

3. Exit calmly along your assigned route or to the nearest exit

4. Walk away from the building and proceed to a safe area or your predetermined gathering area

5. Stay away from building utility areas and all fire-fighting equipment and hydrants

6. Leave all vehicles – do not move them unless directed to do so

7. Remain in a designated safe area or your predetermined gathering area. DO NOT re-enter the building.

IN CASE OF FIRE

DO NOT USE ELEVATORS

USE STAIRWELLS

Designated Parking Lot Evacuation Areas

Cuyahoga Community College
Westshore Campus
31001 Clemens Road, Westlake, OH 44145

- Designated congregation points outside the building.

Procedure for Disabled or Injured Persons

During a fire or an emergency, disabled or injured persons should enter the nearest stairwell and wait for help. Firefighters and emergency safety personnel will check stairwells and evacuate the injured and the disabled persons. Only under conditions of immediate danger should others attempt rescue of disabled or injured individuals.

IN THE EVENT OF AN EMERGENCY

To report emergency situations, receive immediate response to emergencies or to simply speak with Campus Police:

Dial 4325

To report medical emergencies and receive immediate response from Campus Police and local EMS rescue teams:

Dial 4911

For fires that do not allow time to call Campus Police, use fire alarm boxes located throughout campus buildings.

Staff: Working with the Media Regarding an Emergency

Communicating with media and other external as well as internal audiences is the responsibility of the College Marketing & Communications (M&C) Department. M&C staff members are trained to work with the media in emergency situations.

Employees contacted by reporters during an emergency must refer inquiries to one of the following:

• M&C person on-site during an emergency

• Your marketing communications manager at extension 3526

• M&C at extension 4436 or 4322

Tri-C® Campus Police are well prepared for emergency situations. However, it is imperative for faculty, staff and students to be aware of what to do in the event of an emergency at the College. This Emergency Procedure Guide provides faculty, staff and students at the Westshore Campus with detailed information regarding emergency protocol.
Reporting an Emergency

Please note: All calling instructions in this guide are written for use with campus phones unless otherwise noted.

Safety services help best when given vital information quickly and clearly. When reporting an emergency you should:

1. State your name
2. Give the phone number or extension from which you are calling
3. Look on a speed dial entry or call the campus phone display screen for the extension
4. State the type of emergency
5. Give the location of the emergency

Start with the campus you are on, then provide the building and room number.

5. Provide assessment of services needed

Share if you think the situation calls for an ambulance, the fire department, the police, etc.

6. Unless you must leave, stay on the phone to allow further direct communication

Campus Police’s Role: What Happens When an Emergency Number is Dialed

When reporting an emergency on a campus phone, you will be connected to a College Campus Police dispatcher. Campus Police will then take command of the situation – sending needed safety services (Fire, police, ambulance, etc.) and controlling traffic in and around the area of the emergency. Emergency Numbers (4911 and 4325 from a campus phone) are operated 24 hours a day, 365 days of the year.

Campus Police’s Role:

1. Announce an emergency on the PA system
2. Provide a real-life test of student, faculty and staff awareness
3. Announced and unannounced drills are conducted

Announced and unannounced drills are conducted as an essential part of emergency planning. They provide a real-life test of student, faculty and staff awareness of evacuation routes, procedures, and team site response effectiveness. In the event of an actual alarm or evacuation notice, you will be directed to the closest available exit and go to a safe area out of an orderly manner (see Designated Lot 1004A – facilities area on reverse side). All drills are performed under the direction of the site emergency response team, Plant Operations, and Environmental Health and Safety.

In the event of an alarm, you should:

• Stay away from windows, storage or equipment racks, shelves and dangerous chemicals and equipment
• Follow the building safety team directions once the alarm has sounded

In the event of an earthquake:

• Stay under a table or similar shielding structure
• Avoid windows, storage or equipment racks, shelves and dangerous chemicals and equipment
• Follow the building safety team directions once the quake has ended

In the event of a tornado warning:

• Avoid windows, storage or equipment racks, shelves and dangerous chemicals and equipment
• Follow the building safety team directions once the danger has passed

In severe rain/hail storms typically follow a tornado, so evacuation may not be advised. Communications with local emergency management will be established between the Building Safety Team and local emergency management officials. Information on severe weather damage (closed roads, downed power lines, etc.) and communication with family members will be most effectively obtained from the local facility. However, minimize phone calls following a tornado or any emergency to help keep phone lines open for emergency use.

Severe Weather Conditions, Earthquakes and Tornadoes

When weather conditions are a danger, Westshore Campus will notify faculty, staff and students of what action to take.

In the event of an earthquake:

• Take shelter under a table or similar shielding structure
• Avoid windows, storage or equipment racks, shelves and dangerous chemicals and equipment
• Follow the building safety team directions once the quake has ended

In the event of a tornado warning:

• Avoid windows, storage or equipment racks, shelves and dangerous chemicals and equipment
• Follow the building safety team directions once the danger has passed

In severe rain/hail storms typically follow a tornado, so evacuation may not be advised. Communications with local emergency management will be established between the Building Safety Team and local emergency management officials. Information on severe weather damage (closed roads, downed power lines, etc.) and communication with family members will be most effectively obtained from the local facility. However, minimize phone calls following a tornado or any emergency to help keep phone lines open for emergency use.

Call 911 when it is safe to do so.

For information on Westshore Campus closures call 866-989-2578. College closings will also be listed on www.tri-c.edu or my Tri-C space.