



EVACUATION OPTIONS

Persons with disabilities may have different evacuation options:

- **Horizontal evacuation:** Persons with disabilities may be able to evacuate horizontally to a safe area on the same floor as the fire. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit.
- **Stairway (vertical) evacuation:** Persons with disabilities may be able to evacuate vertically through a fire-rated stairwell to a safe area on another floor. This may include exiting through a fire-rated door to a fire-rated stairwell, fire-rated hallway, fire-rated exit, or fire-rated area.
- **Shelter in place:** Persons with disabilities may be able to shelter in place in a fire-rated area on the same floor as the fire. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area. Persons with disabilities may also be able to shelter in place in a fire-rated area on another floor. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area. Persons with disabilities may also be able to shelter in place in a fire-rated area on the same floor as the fire. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area.
- **Area of refuge:** Persons with disabilities may be able to evacuate to an area of refuge on the same floor as the fire. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit. Persons with disabilities may also be able to evacuate to an area of refuge on another floor. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit. Persons with disabilities may also be able to evacuate to an area of refuge on the same floor as the fire. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit.

DISABILITY GUIDELINES

Mobility Impaired Wheelchair/Scooter: Persons with disabilities who use a wheelchair or scooter may be able to evacuate horizontally to a safe area on the same floor as the fire. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit. Persons with disabilities who use a wheelchair or scooter may also be able to evacuate vertically through a fire-rated stairwell to a safe area on another floor. This may include exiting through a fire-rated door to a fire-rated stairwell, fire-rated hallway, fire-rated exit, or fire-rated area. Persons with disabilities who use a wheelchair or scooter may also be able to shelter in place in a fire-rated area on the same floor as the fire. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area. Persons with disabilities who use a wheelchair or scooter may also be able to shelter in place in a fire-rated area on another floor. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area.

Mobility Impaired Non-Wheelchair/Scooter: Persons with disabilities who do not use a wheelchair or scooter may be able to evacuate horizontally to a safe area on the same floor as the fire. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit. Persons with disabilities who do not use a wheelchair or scooter may also be able to evacuate vertically through a fire-rated stairwell to a safe area on another floor. This may include exiting through a fire-rated door to a fire-rated stairwell, fire-rated hallway, fire-rated exit, or fire-rated area. Persons with disabilities who do not use a wheelchair or scooter may also be able to shelter in place in a fire-rated area on the same floor as the fire. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area. Persons with disabilities who do not use a wheelchair or scooter may also be able to shelter in place in a fire-rated area on another floor. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area.

Hearing Impaired: Persons with disabilities who are hearing impaired may be able to evacuate horizontally to a safe area on the same floor as the fire. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit. Persons with disabilities who are hearing impaired may also be able to evacuate vertically through a fire-rated stairwell to a safe area on another floor. This may include exiting through a fire-rated door to a fire-rated stairwell, fire-rated hallway, fire-rated exit, or fire-rated area. Persons with disabilities who are hearing impaired may also be able to shelter in place in a fire-rated area on the same floor as the fire. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area. Persons with disabilities who are hearing impaired may also be able to shelter in place in a fire-rated area on another floor. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area.

Visually Impaired: Persons with disabilities who are visually impaired may be able to evacuate horizontally to a safe area on the same floor as the fire. This may include exiting through a fire-rated door to a fire-rated hallway, fire-rated stairwell, or fire-rated exit. Persons with disabilities who are visually impaired may also be able to evacuate vertically through a fire-rated stairwell to a safe area on another floor. This may include exiting through a fire-rated door to a fire-rated stairwell, fire-rated hallway, fire-rated exit, or fire-rated area. Persons with disabilities who are visually impaired may also be able to shelter in place in a fire-rated area on the same floor as the fire. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area. Persons with disabilities who are visually impaired may also be able to shelter in place in a fire-rated area on another floor. This may include staying in a fire-rated room, fire-rated hallway, fire-rated stairwell, or fire-rated area.

REMEMBER: Persons with disabilities may have different evacuation options.

1 **Awareness:** What are the key elements of the presentation? What is the main message?

Preparation: How can I best prepare myself? What resources do I need? How can I practice?

Rehearsal: How can I rehearse effectively? What techniques can I use? How can I receive feedback?

What You Should Do

F. How can I best prepare myself? What resources do I need? How can I practice?

Q. How can I rehearse effectively? What techniques can I use? How can I receive feedback?

• **RUN.** C. How can I best prepare myself? What resources do I need? How can I practice?
D. How can I rehearse effectively? What techniques can I use? How can I receive feedback?

Different emergencies require different evacuation strategies. When evacuation is not indicated for the emergencies in this guide or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. 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 to Evacuate*

1. If you hear fire alarms in your building.
2. If you smell smoke or know an actual fire is burning.
3. When instructed to do so by the JCUPD dispatcher, JCUPD police officer, John Carroll facilities representative or local police, fire/EMS personnel.

When Not to Evacuate (Shelter In Place)**

1. When a tornado warning is sounded (find appropriate shelter within your building).
2. During a hostage/barricade situation.
3. During a power failure.
4. When instructed to not evacuate by the JCUPD dispatcher, JCUPD police officer, John Carroll facilities representative or local police, fire/EMS personnel.

What to Do if You Must Evacuate

1. Listen carefully to instructions of emergency personnel.
2. Remain calm.
3. Close your office door as you leave.
4. Do not try to gather materials on the way out, leave quickly.
5. Keep talking to a minimum.
6. Exit via stairwells, not elevators.

7. No smoking.
8. Alert emergency personnel of any disabled persons who need assistance.

CAMPUS EVACUATION

An emergency that dictates the evacuation of the entire University will be handled in conjunction with the emergency procedures of Cuyahoga County, the City of University Heights, 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.

If You Drive To Campus

1. Take your normal route to your vehicle.
2. Leave campus area via these suggested routes:
 - Belvoir to Fairmount Boulevard east
 - Belvoir to Cedar Road east
 - Fairmount Circle to Warrensville Center Road south

Egress to Carroll Boulevard, Miramar Boulevard, and East Washington Boulevard may be available through the emergency gates.

For the complete **Cuyahoga County Emergency Evacuation Plan**, go to: http://www.cuyahogacounty.us/pdf/CC_EvacuationAnnex_07.pdf

If You Take Public Transportation or Reside On Campus

1. Go to the nearest RTA station to take a bus or rapid away from the area. RTA/mass transit will be on a rush hour status unless circumstances prohibit mass transit operations.
2. If mass transit is not available, go to the Intramural Gym in the RecPlex and await further instructions.

BUILDING/AREA EVACUATION

Building/Area	Primary Evacuation Shelter	Secondary Evacuation Shelter
All Residence Halls, courtyards/green space	RecPlex (DeCarlo Varsity Center and Intramural Gym)	Saint Ignatius Hall (Kulas Auditorium and hallways)
Shula Stadium and Athletic fields East of Belvoir Blvd.	RecPlex (DeCarlo Varsity Center and Intramural Gym)	Administration Building (Kulas Auditorium and hallways)
Rodman Hall	Saint Ignatius Hall (Kulas Auditorium and hallways)	RecPlex (DeCarlo Varsity Center and Intramural Gym)
Administration Building (includes O'Malley Center and Boler School)	Dolan Science Center (Muldoon Atrium and O'Connell Reading Room)	RecPlex (DeCarlo Varsity Center and Intramural Gym)
Grasselli Library/Breen Learning Center	Dolan Science Center (Muldoon Atrium and O'Connell Reading Room)	Saint Ignatius Hall (Kulas Auditorium and hallways)
Dolan Science Center	Saint Ignatius Hall (Kulas Auditorium and hallways)	RecPlex (DeCarlo Varsity Center and Intramural Gym)

*Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location.

**These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.

SHELTER IN PLACE

- A. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- A. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- B. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- C. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- D. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.

Factors to consider when deciding whether to evacuate or shelter in place include:

- A. Is the hazard inside or outside the building?
B. Is the hazard moving?
C. Is the hazard likely to cause injury or death?
D. Is the hazard likely to cause property damage?

When to Shelter In Place

1. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- D. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- D. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- I. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- A. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.

When Not To Shelter in Place (Evacuate)

1. A. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- I. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- A. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.

What to Do If You Must Shelter In Place

1. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- A. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth. (1 - 4 (1 - 4))
- B. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- L. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- L. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.
- N. If you are in a room with a window, close the window and stay in the room. If you are in a room without a window, stay in the room and cover your mouth and nose with a cloth.

In order to maintain a safe campus environment, all members of the

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. Additionally, emergency vehicles will broadcast warnings over their public address systems in affected areas. JCUPD dispatch monitors a weather information network, and will receive the same National Weather Service Information.

What You Should Do

1. Move to the basement or ground floor center hall of the building you are in, close office doors as you leave.
2. Do not use elevators.
3. Stay away from windows and doors with glass panes.
4. Sit or crouch in an inner hall or room.

What You Should Do

1. Remain calm and stay where you are.
2. Assist others who are not familiar with your area.
3. Call 911 if you see a fire or other emergency.

What You Should Do

1. Call JCUPD dispatch at 216-397-1234
2. Give the dispatcher the following information:
 - Your name
 - The location of the injured/ill person(s)
 - Type of injury or illness
 - Approximate age of victim(s)
 - Is the victim conscious?
 - Is the victim breathing?
 - Is the victim bleeding?
 - Any known medical condition of the victim(s)
 - Give a call back phone number in case there is a need for more information.
3. Do not move the victim(s).

ELEVATOR EMERGENCY

What You Should Do

1. Use the elevator phone to call JCUPD dispatch at 216-397-1234, or call by cell phone.
 - Tell the dispatcher your name and that you are stuck in an elevator.
 - Tell the dispatcher what building you are in and which elevator.
 - Tell the dispatcher if others are in the elevator with you and how many.
2. If the elevator you are in has no phone or it does not work, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.
3. A police officer will respond and attempt to speak to those in the elevator to determine exactly where the elevator is, how many people are in the elevator and if there is anyone in distress.

MENTAL HEALTH EMERGENCY

1. If someone comes to you who may be having a mental health emergency, try to have a conversation with them, using active listening and connecting with them emotionally.
2. If they have already attempted suicide (for example, by taking pills) and/ or require medical attention, contact JCU Police Department immediately at 216-397-1234.
3. A mental health emergency is any situation that puts someone at risk of harming themselves or others and/or in which they are unable to function (for example, they are unable to sleep or eat, unable to attend class or other activities).
4. Warning signs of a mental health emergency may include social withdrawal, declining academic performance or participation, panic attacks, changes in mood or behavior, intense sadness or anxiety, threats of harm to others or self, suicidal thoughts, hopelessness, loneliness, uncontrolled anger, increased alcohol or drug use, reckless disregard for safety, feeling like a

HAZARDOUS MATERIALS INCIDENT

What You Should Do

1. Call JCUPD dispatch at 216-397-1234.
 - Tell the dispatcher your name.
 - Give the exact location of the hazardous material spill/release.
 - If possible give the source, character, amount, and extent of the material spill.
 - Notify the dispatcher of injuries associated with the incident.
 - Leave a call back phone number in case further information is needed.
2. Shut windows, turn off open flames, and open hoods in the area.
3. Keep others from entering the affected area.
4. Stay a safe distance from the material that has been spilled or released and wait for emergency responders to arrive.

What Will Happen

1. The responding police officer will contain the scene and tend to any injured persons.
2. The responding officer will communicate initial findings to the police supervisor and dispatcher.
3. JCUPD will notify the responsible facility personnel and other John Carroll personnel as needed.
4. The fire department will notify state or local agencies if additional help is needed or if notification is required.
5. Evacuation, containment, and clean-up will be conducted as directed by the fire department representative or state/local agency incident commander.

FLOOD OR WATER DAMAGE

What You Should Do

1. Call JCUPD dispatch at 216-397-1234.
 - Tell the dispatcher your name.
 - Tell the dispatcher the exact location of the flooding, including all areas affected.
 - Tell the dispatcher the source of the flooding if known.
 - Give the dispatcher a call back number in case more information is needed.
2. Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment.

3. 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).

What Will Happen

1. Responding personnel will identify the source and stop the flooding as soon as possible.
2. If a risk is identified because of the flooding, affected areas may be evacuated.
3. Repairs and clean-up will be initiated.
4. The all clear to return will be given by responding personnel.

When you become aware of an emergency situation where life or property is threatened, contact police dispatch immediately at 216-397-1234. It is imperative that everyone follows the directives of emergency response personnel. This includes JCUPD personnel, John Carroll facilities personnel, local police, and fire/EMS personnel. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for your building.

What You Should Do

1. If you smell or see smoke or fire, begin evacuation by pulling an alarm station.
2. Call 911.
3. Call JCUPD dispatch at 216-397-1234 if it is safe to do so.
 - Tell the dispatcher your name.
 - Give the dispatcher the exact location of the fire and any other information you may have about the fire.
4. Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and it is safe to do so.
5. Evacuate the building, closing doors behind you to contain the fire. Exit via stairwells only, DO NOT attempt to use elevators.
6. Exit quickly and do not attempt to take anything with you.
7. Assist disabled persons or direct emergency personnel to them.
8. Do not let the fire or heavy smoke come between you and an exit.
9. If you get caught in heavy smoke, take short breaths, crouch down or crawl.
10. If the fire or smoke keeps you from exiting the building, go to a room far away from the fire, shut the door, open or break open a window and signal for help.
- 11.

EMERGENCY PHONE NUMBERS

John Carroll University Police (JCUPD)1	-	4
John Carroll EMS1	-	4
John Carroll Facilities1	-	- 1
University Heights Fire Department and EMS11	.	1 - 1 -
University Heights Police11	.	1 - 4

Note: The 9-1-1 emergency number can be accessed from a desktop computer, a mobile phone, or a landline. If you are using a mobile phone, you can dial 9-1-1 from any phone number, including a payphone. If you are using a landline, you must dial the area code and the number of the emergency service you are calling. For example, to call the University Heights Police, you would dial 216-261-1111.

EMERGENCY PHONE NUMBERS

