



# EMERGENCY RESPONSE GUIDE

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Maintained  
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## **GENERAL EMERGENCY PROCEDURES**

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 John Carroll police, 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**

Calmly tell the dispatcher:

1. Who you are.
2. Where you are.





## **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 nearby as listed in the building evacuation plan. Depending on circumstances, emergency personnel may need to direct you to a secondary evacuation site. The evacuation shelter sites are listed below.

| <u>Building/Area</u>  | <u>Primary Evacuation Shelter</u>                                      | <u>Secondary Evacuation Shelter</u>                        |
|---|--|--|
| All Residence Halls,<br>courtyards/green space                            | RecPlex<br>(DeCarlo Varsity Center<br>and intramural gym)              | Administration Building<br>(Kulas Auditorium and hallways) |
| Shula Stadium and Athletic<br>fields East of Belvoir Blvd.                | RecPlex<br>(DeCarlo Varsity Center<br>and intramural gym)              | Administration Building<br>(Kulas Auditorium and hallways) |
| Rodman Hall   | Administration Building<br>(Kulas Auditorium and<br>hallways)          | RecPlex<br>(DeCarlo Varsity Center and<br>intramural gym)  |
| Administration Building<br>(includes O'Malley Center<br>and Boler School) | Dolan Science Center<br>(Muldoon Atrium and<br>O'Connell Reading Room) | RecPlex<br>(DeCarlo Varsity Center<br>and intramural gym)  |
| Grasselli Library/<br>Breen Learning Center                               | Dolan Science Center<br>(Muldoon Atrium and<br>O'Connell Reading Room) | Administration Building<br>(Kulas Auditorium and hallways) |
| Dolan Science Center  | Administration Building<br>(Kulas Auditorium and<br>hallways)          | RecPlex<br>(DeCarlo Varsity Center<br>and intramural gym)  |
| Green Road Annex  | Heinen's<br>(await transport to RecPlex)                               | (As instructed by emergency<br>personnel)                  |







## **MEDICAL EMERGENCY**

### **WHAT YOU SHOULD DO**

1. Call John Carroll police dispatch at 216-397-1234
2. Give the dispatcher the following information:
  - a.) Your name
  - b.) The location of the injured/ill person(s)
  - c.) Type of injury or illness
  - d.) Approximate age of victim(s)
  - e.) Is the victim conscious?
  - f.) Is the victim breathing?
  - g.) Is the victim bleeding?
  - h.) Any known medical condition of the victim(s)
  - i.) Give a call back phone number in case there is a need for more information.
3. Do not move the victim(s).
4. Do not attempt to give medical care unless you are trained to do so.
5. Stay with the victim(s) and reassure him/her until help arrives.

### **WHAT WILL HAPPEN**

1. The dispatcher will notify John Carroll police, John Carroll EMS and University Heights EMS as necessary from provided information.
2. Police (and JCUEMS if on duty) will respond and assess the situation for further response. University Heights EMS will be notified if necessary.
3. Police officers will give medical care if needed, according to their training, until EMS arrives.



**Pandemic Influenza (continued)**

# FIRE

## WHAT YOU SHOULD DO

1. If you smell or see smoke or fire, begin evacuation by pulling an alarm station.
2. Call John Carroll police dispatch at 216-397-1234 if it is safe to do so.
  - a) Tell the dispatcher your name.
  - b) Give the dispatcher the exact location of the fire and any other information you may have about the fire.
3. 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.
4. Evacuate the building, closing doors behind you to contain the fire. Exit via stairwells only, DO NOT attempt to use elevators.
5. Exit quickly and do not attempt to take anything with you.
6. Assist disabled persons or direct emergency personnel to them.
7. Do not let the fire or heavy smoke come between you and an exit.
8. If you get caught in heavy smoke, take short breaths, crouch down or crawl.
9. 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.
10. Once outside a safe distance from the building, return to the building only when instructed to do so by emergency personnel.

## WHAT WILL HAPPEN

1. The dispatcher will notify the appropriate fire department and John Carroll police.
2. John Carroll police will respond and coordinate with the responding fire personnel.
3. Once the actual fire or fire alarm situation is resolved, John Carroll police or the fire personnel will give the clear to re-enter the building or will give other directions.

## **HAZARDOUS MATERIALS INCIDENT**

### **WHAT YOU SHOULD DO**

1. Call JohnCarroll police dispatch at 216-397-1234.
  - a) Tell the dispatcher your name.
  - b) Give the exact location of the hazardous material spill/release.
  - c) If possible give the source, character, amount, and extent of the material spill/release.
  - d) Notify the dispatcher of injuries associated with the incident.
  - e) 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 police officers, firefighters, or other emergency responders to arrive.

### **WHAT WILL HAPPEN**

1. The responding police or security 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.

# **BOMB THREAT**

## **WHAT YOU SHOULD DO**

- 1.

## **SUSPICIOUS PACKAGE/OBJECT**

### **WHAT YOU SHOULD DO**

1. If you see or become aware of a suspicious object or receive a suspicious letter or parcel, do not handle it or allow anyone to go near it.
2. Call John Carroll police dispatch at 216-397-1234.
  - a.) Tell the dispatcher your name, phone extension, and room number.
  - b.) Tell the dispatcher why you think the object is suspicious.
  - c.) If safe to do, wait for the responding officer to arrive to give further direction.

### **WHAT WILL HAPPEN**

1. The dispatcher will notify John Carroll police and University Heights police.
2. Responding officers will meet with the caller to gather information.
3. John Carroll police and University Heights police will confer and decide on an appropriate course of action, based on known information.



**SUSPICIOUS PERSON/BEHAVIOR**

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

## **CRIMINAL INCIDENT**

### **WHAT YOU SHOULD DO**

1. Report any crime in progress on campus to John Carroll police dispatch at 216-397-1234.
2. Report any crime in progress off campus to local police, or call 9-1-1.
3. In both cases, tell the dispatcher your name, your location, and a phone number where you can be reached.
4. Give a description of what is taking place.
5. Give a thorough description of any suspect(s); physical description, clothing, vehicle information, and direction of travel.
6. Tell the dispatcher if there are injuries and the extent of those injuries.
7. Stay on the phone with the dispatcher until he/she ends the conversation.
8. Give the dispatcher a phone number where you can be reached in case more information is needed.
- 9.

## **ACTIVE SHOOTER**

***RUN OUT***

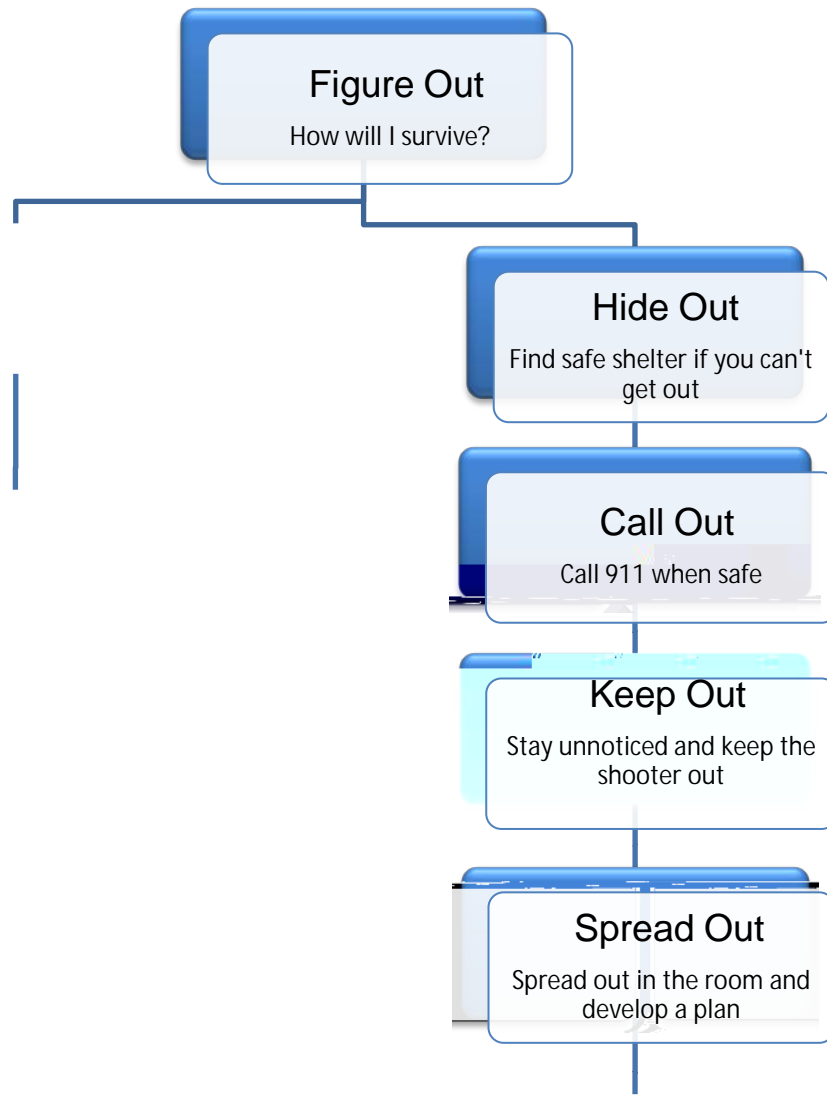
***HIDE OUT***

***TAKE OUT***

Response to an active shooter on campus requires a survival mindset. This mindset entails:

1. Awareness:





## **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. Additionally, emergency vehicles will broadcast warnings over their public address systems in affected areas. John Carroll police 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.

## **POWER OUTAGE**

### **WHAT YOU SHOULD DO**

1. Remain calm and stay where you are.
2. Assist others who are not familiar with your area.
3. Call John Carroll police dispatch at 216-397-1234
  - a.) Tell the dispatcher your name and location.
  - b.) Tell the dispatcher what areas are affected by the power outage.
  - c.) Tell the dispatcher how long the power has been out.
  - d.) Give the dispatcher a call back number in case more information is needed.
4. Do not open cold rooms, refrigerators, incubators, or other temperature sensitive areas.
5. Unplug electrical appliances/devices (if it can be done safely) to prevent a power drain when electricity is restored.
6. Evacuate only if instructed to do so by emergency personnel, or by your supervisor if safe lighting conditions are present.
7. See “Elevator Emergency” section if you become stuck in an elevator during a power outage.

### **WHAT WILL HAPPEN**

1. The police dispatcher will notify John Carroll police and facilities to respond and determine the extent of the outage.
2. Responders will check elevators to determine if anyone is stranded because of the outage.
3. Responding personnel will determine if outside help is needed and consult with department management of the areas affected.
4. If an evacuation is necessary, responding emergency personnel will coordinate the evacuation.

## **ELEVATOR EMERGENCY**

### **WHAT YOU SHOULD DO**

- 1.



## **FLOOD OR WATER DAMAGE**

### **WHAT YOU SHOULD DO**

1. Call John Carroll police dispatch at 216-397-1234.
  - a.) Tell the dispatcher your name
  - b.) Tell the dispatcher the exact location of the flooding, including all areas affected
  - c.) Tell the dispatcher the source of the flooding if known
  - d.) 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. The dispatcher will notify John Carroll police and facilities to respond.
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.

## **MEDIA RELATIONS**

The Department of University Marketing and Communications has primary responsibility for releasing information to the news media. Major incidents and emergencies may draw interest from local or national media. It is of paramount importance that only accurate, factual information is released. Incorrect or incomplete information could be detrimental to the

