

EVACUATION

Different emergencies require different evacuation strategies. This guide contains evacuation directions for most emergencies. 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. Anytime you hear the fire alarm bells in your building.
2. If you smell smoke or know an actual fire is burning.
3. When instructed to do so by the John Carroll police dispatcher, John Carroll 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 John Carroll police dispatcher, John Carroll 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.

* 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.

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, courtyards/green space	RecPlex (DeCarlo Varsity Center and intramural gym)	Administration Building (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	Administration Building (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)	Administration Building (Kulas Auditorium and hallways)
Dolan Science Center	Administration Building (Kulas Auditorium and hallways)	RecPlex (DeCarlo Varsity Center and intramural gym)
Green Road Annex	Heinen's (await transport to RecPlex)	(As instructed by emergency personnel)

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.

1. IF YOU DRIVE TO CAMPUS

- a.) Take your normal route to your vehicle.
- b.) Leave the 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.

Evacuation procedures for Cuyahoga County direct traffic away from Cleveland, so all major routes from downtown will be eastbound only. Police may direct traffic in other ways dependent on circumstances. For the complete Cuyahoga County Emergency Evacuation Plan, go to: http://www.cuyahogacounty.us/pdf/CC_EvacuationAnnex_07.pdf

2. IF YOU TAKE PUBLIC TRANSPORTATION OR RESIDE ON CAMPUS

- a.) 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.
- b.) If mass transit is not available, go to the Intramural Gym in the RecPlex and await further instructions.