



INTRODUCTION

Emergencies and disasters are unpredictable and often strike without warning. It is essential that all NDC faculty, staff, students, and visitors respond quickly and appropriately to emergency situations in order to reduce the risk of injury and property damage. This manual provides essential information to guide you in reacting to various emergencies. It is a quick reference to inform you what steps to take and what actions will be implemented should an emergency situation arise.

Few emergencies pose a significant continuing threat to the safety of faculty, staff, and students. In these situations, the CityWatch Campus Alert System will be activated to inform all members of the College Community of the event. The messages will provide a brief description of the emergency and what steps everyone should take. These alerts will be sent through cell phones, landline phones, and e-mail. You can register online at www.NotreDameCollege.edu/alert.

EMERGENCY PHONE NUMBERS

NDC Police and Security Services 373-5288/5212

South Euclid Police 381-1234

Police/Fire/Ambulance Emergency 9-911

The 9-1-1 emergency system can be accessed from office and dormitory phones by dialing 9 prior to 9-1-1. If you do call 9-1-1 for an emergency, please also call NDC Police at extension 5212 immediately afterward. This will allow officers to meet, coordinate with, and direct emergency officials for the incident. If you cannot reach NDC Police for some reason, call 9-1-1.

When dialing 9-1-1 from a cell phone, you will be talking to the Cuyahoga Emergency Communications System (CECOMS). This is an agency in Cleveland which answers all cell phone emergency calls. Tell the CECOMS operator that you want the Notre Dame College Police Department. If you are in a different city, give the operator the name of the city. In the event you are connected to a different city department (Independence, Parma, Chardon, etc.) tell the dispatcher your name, location (include the city) and nature of the emergency. Help will still be on the way.

*** Do not attempt to dial 9-1-1 from the outdoor campus phones; they are not connected to the 9-1-1 emergency system!**

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Campus Police x5288 or x5212 (216-373-5288 or 216-373-5212)
EMERGENCY DIAL x5212 (216-373-5212)



GENERAL EMERGENCY PROCEDURES

When you become aware of an emergency situation where life or property is threatened, contact NDC Police immediately at 373-5288/5212. It is imperative that everyone follows the directives of emergency response personnel. This includes NDC Police, NDC Safety, 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:

1. Who you are
2. Where you are
3. The nature of the emergency
4. If anyone needs medical attention
5. Any circumstances that may help or impede response personnel
6. What phone number you can be contacted at, if any
7. Try to remain calm and inform others that help is coming and follow any directions given by officers or emergency personnel

WHAT WILL HAPPEN

1. The officer may ask for additional information from you and/or give you directions on proper response
2. The officer will contact appropriate emergency response agencies, NDC Police and other campus resources as necessary
3. The NDC Police supervisor will coordinate the response
4. Emergency personnel will handle the situation and give further instruction to affected persons

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MEDIA RELATIONS

The College President and the Office of Marketing have 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 College, its employees, and students. Refer all news media inquiries to the Office of Marketing, 2120 Green Road, at 216-373-5252. If College Marketing cannot be contacted, call NDC Police at 373-5288/5212.

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CRIMINAL INCIDENT

WHAT YOU SHOULD DO

1. Report any crime in progress on campus to NDC Police at 373-5288/5212
2. Report any crime in progress off campus in South Euclid to the South Euclid Police at 381-1234, or call 9-1-1.
 - a) In both cases, tell the officer your name and your location
 - b) Give a description of what is taking place
 - c) Give a thorough description of any suspect(s); physical description, clothing, vehicle information and direction of travel
 - d) Tell the officer if there are any injuries and the extent of those injuries
 - e) Stay on the phone with the officer until he/she ends the conversation
 - f) Give the officer a phone number where you can be reached if more information is needed
3. If you have been a victim of a crime or witness to a crime, follow the same steps above
4. To report routine or non-emergency incidents, call NDC Police at 373-5288

WHAT WILL HAPPEN

1. NDC and/or South Euclid Police officers will respond to the incident, take appropriate action, render any assistance needed and gather report information
2. Other agencies or NDC personnel will be notified as necessary
3. Be prepared to give a statement, both verbally and in writing to police



ELEVATOR EMERGENCY

WHAT YOU SHOULD DO

1. Use the elevator phone to call NDC Police
 - a) Tell the officer your name and that you are stuck in an elevator
 - b) Tell the officer what building you are in and which elevator
 - c) Tell the officer 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. Do not attempt to exit the elevator through a hatch or pry the doors open.
4. Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life

WHAT WILL HAPPEN

1. The officer will notify NDC Police and Maintenance to respond
2. Maintenance will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed



SUSPICIOUS 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 NDC Police at 373-5288/5212
 - a) Tell the officer your name, phone extension and room number
 - b) Tell the officer why you think the object is suspicious
 - c) Wait for the responding officer to arrive to give further information

WHAT WILL HAPPEN

1. The officer will notify NDC Police and South Euclid Police
2. Responding officers will meet with the caller to gather information
3. NDC Police and South Euclid Police management will decide if further actions are needed after consulting with College officials. This may include evacuation, notification of NDC Safety Services, South Euclid Bomb Squad and/or South Euclid Fire Department



POWER OUTAGE

WHAT YOU SHOULD DO

1. Remain calm and stay where you are
2. Assist others in your area who are not familiar with the space
3. Call NDC Police at 373-5288/5212
 - a) Tell the officer your name and location
 - b) Tell the officer what areas are affected by the power outage
 - c) Tell the officer how long the power has been out
 - d) Give the officer a call back number if more information is needed
4. Do not open cold rooms, refrigerators, incubators or other temperature sensitive areas
5. Evacuate only if instructed to do so by emergency personnel or by your supervisor if safe lighting conditions are present

WHAT WILL HAPPEN

1. The Police officer will notify Maintenance to respond
2. Responding personnel will determine if outside help is needed and consult with department management of the areas affected
3. If an evacuation is necessary, responding emergency personnel will coordinate the evacuation



FLOOD OR WATER DAMAGE

WHAT YOU SHOULD DO

1. Call NDC Police at 373-5288/5212
 - a) Tell the officer your name
 - b) Tell the officer the exact location of the flooding, including all areas affected
 - c) Tell the officer the source of the flooding if known
 - d) Give the officer a call back number if more information is needed
3. Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment
4. 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 officer will notify Maintenance 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 when approved



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. NDC Police and Maintenance monitor 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
5. Do not leave the tornado safety area until given the all clear from emergency personnel
6. Move to the designated areas (below)

WHAT WILL HAPPEN

1. NDC Police will send a broadcast phone message and mass e-mail to the campus, with information and instructions.
2. Officers will first evacuate high-rise building occupants to lower floors and/or other safe areas.
3. Other buildings will be evacuated to safe areas as time allows.
4. South Euclid Police and NDC Police will patrol South Euclid, broadcasting warnings on their vehicle P/A systems.
5. NDC Police officers will monitor the situation with the National Weather Service and local authorities.
6. Once the tornado threat has passed, officers will notify building occupants and give the all clear.

Administration Building – Move into the Basement

Keller Center – Move into the Hallway next to Athletic Offices

Library – Move to the Basement Level (Maintenance Garage)

Providence Hall – Move to Garden Level

Harks Hall – Move to Wrestling Room

Connelly Center – Move into the Eating Area

Peterson Hall – Move into the first floor hallway

North Hall – Move to first floor hallway

South Hall – Move to first floor hallway

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MEDICAL EMERGENCY

WHAT YOU SHOULD DO

1. Call NDC Police at 373-5288/5212
2. Give the officer 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 officer will notify EMS if it appears necessary from information gathered
2. Officers will respond and assess the situation for further response. EMS will be notified if necessary and not already done
3. Officers will give medical care if needed, according to their training until EMS arrives
4. If the victim(s) are ambulatory and do not need EMS, NDC Police will provide a transport to Hillcrest Hospital.



MISSING PERSON(S)

WHAT YOU SHOULD DO

1. Call NDC Police at 373-5288/5212
2. Give the officer the following information:
 - a) Your name
 - b) The missing person(s) name(s)
 - c) The missing person(s) age(s)
 - d) The missing person(s) physical description
 - e) The missing person(s) vehicle information
 - f) If the missing person(s) has(have) completed a missing persons packet
-If a packet has been completed, make arrangements with the officer to submit the packet
 - g) The last place you saw and/or spoke with the missing person(s)
 - h) Why you believe the person(s) is(are) missing
 - i) Any other information the officer requests
3. If you are not the missing person(s) confidential contact, give the officer the name of the confidential contact, if you know
4. If the missing person(s) is found by someone other than a police officer, inform NDC Police immediately

WHAT WILL HAPPEN

1. The officer will take all the information provided and complete a missing person(s) report.
2. The officer will speak with the missing person(s) confidential contact to determine what may have happened.
3. If the person(s) has(have) been missing for 24 hours or if criminal conduct is suspected, the officer will notify the Administration of the College, South Euclid Police, the missing person(s) police department at home, and the FBI of the incident.
4. The officer will enter the missing person(s) data into the National Crime Information Center (NCIC) to inform every police department in the United States and Canada.
5. The officer will conduct a thorough investigation of the report.
6. Once the person is located, paramedics will be notified to ensure the person(s) is(are) not injured.

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HAZARDOUS MATERIALS INCIDENT

WHAT YOU SHOULD DO

1. Call NDC Police at 373-5288/5212
 - a) Tell the officer 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 officer of any injuries associated with the incident
 - e) Leave a call back phone number if 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 or Safety personnel to arrive

WHAT WILL HAPPEN

1. The responding officer will contain the scene and tend to any injured persons
2. The responding officer will communicate initial findings to the shift supervisor and officer
3. NDC Police will notify the responsible facility personnel, Safety Services, and other NDC personnel as needed.
4. NDC Police will notify state or local agencies if their help is needed or if notification is required
5. Evacuation, containment, and clean up will be conducted as directed by the Safety Services representative or state/local agency incident commander

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FIRE

WHAT YOU SHOULD DO

1. If you smell or see smoke or fire, begin evacuation by pulling an alarm station
2. Call NDC Police at 373-5288/5212 if it is safe to do so
 - a) Tell the officer your name
 - b) Give the officer 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, move to a safe distance from the building, return to the building only when instructed to do so by emergency personnel

WHAT WILL HAPPEN

1. The officer will notify the South Euclid Fire Department.
2. NDC Police will respond and coordinate with the responding fire personnel.
3. Once the actual fire or fire alarm situation is resolved, NDC Police or fire personnel will give the clear to re-enter the building or will give other directions.

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BOMB THREAT

WHAT YOU SHOULD DO

1. 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
2. Keep the caller talking as long as possible and ask the following:
 - a) Ask the caller to identify him/herself
 - b) Where is the bomb located?
 - c) When will the bomb go off?
 - d) What type of bomb is it?
 - e) What does the bomb look like?
 - f) Why was the bomb planted?
3. Determine caller characteristics
 - a) Age
 - b) Male/female
 - c) Accent
 - d) Voice characteristics (calm, nervous, excited, laughing)
4. Listen for background noises; other voices, traffic, airplanes, trains, machinery, music etc.
5. Call NDC Police at 373-5288/5212 immediately after finishing the call.
 - a) Give the officer your name, phone extension, and room number
 - b) Tell the officer that you received a bomb threat and give a basic description of the nature of the call
 - c) Stay in the area so that you can meet with the responding officer

WHAT WILL HAPPEN

1. The officer will notify the South Euclid Police and Fire, South Euclid Bomb Squad, and Federal Agencies (Bureau of Alcohol, Tobacco, and Firearms; FBI; etc.)
2. NDC Police and South Euclid Police will conduct a search of the building(s) mentioned
3. After speaking with the person who took the call, College officials and South Euclid Police, in conjunction with the ATF, will decide what further action should be taken, including possible evacuation

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TERRORIST ATTACK

WHAT YOU SHOULD DO

1. If a terrorist attack should occur on the NDC campus, City of South Euclid, or any other close city, stay where you are.
2. Notify NDC Police at 373-5288/5212 or dial 911
3. Give the officer:
 - a) Your name
 - b) Your location
 - c) A call back number
 - d) If there is anyone injured
 - e) Location of the attack
 - f) Nature of the attack – if you can tell
4. Tend to any injuries
5. If you must evacuate, follow evacuation procedures
6. DO NOT leave campus unless instructed to do so by NDC Police, or any other police or emergency personnel

WHAT WILL HAPPEN

1. The officer will notify the South Euclid Police, FBI, Department of Homeland Security, and other emergency agencies
2. All responding agencies will conduct a search of the campus and conduct a threat assessment
3. Department of Homeland Security will conduct interviews with anyone involved in the incident to determine what happened



BIOLOGICAL/CHEMICAL ATTACK

(ex. Anthrax, Sarin Gas)

WHAT YOU SHOULD DO

1. If a biological or chemical attack should occur on the NDC campus or City of South Euclid, immediately evacuate the area.
2. Get at least 1000 feet away from the structure or location of the attack
3. Notify NDC Police at 373-5288/5212 or dial 911
4. Give the officer:
 - a) Your name
 - b) Your location
 - c) A call back number
 - d) If there is anyone injured
 - e) Location of the attack
 - f) Nature of the attack – if you can tell
5. Put a wet cloth over your face to keep dangerous particles from entering your lungs
6. Put on clothing that covers your skin – if possible
7. Tend to any physical injuries
8. DO NOT leave campus unless instructed to do so by NDC Police, or any other police or emergency personnel

WHAT WILL HAPPEN

1. The officer will notify the South Euclid Police, FBI, Department of Homeland Security, and other emergency agencies
2. All responding agencies will conduct a search of the campus and conduct a threat assessment
3. Department of Homeland Security will conduct interviews with anyone involved in the incident to determine what happened

See Tables for Common Biological and Chemical Agents

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PANDEMIC

WHAT YOU SHOULD DO

1. If a pandemic should occur on the NDC campus or City of South Euclid, stay where you are and await instructions.
2. If you are ill, notify NDC Police at 373-5288/5212 or dial 911
3. Give the officer:
 - a) Your name
 - b) Your location
 - c) A call back number
 - d) The severity of your illness
4. Cover your nose and mouth with a mask, t-shirt, or towel
5. Put on clothing that covers your skin – if possible
6. Await instructions from NDC Administrators, Police, or other emergency personnel

WHAT WILL HAPPEN

1. In the event of a pandemic, NDC Administrators will activate the CityWatch system with detailed instructions on what to do
2. Follow the instructions exactly
3. Check the NDC website, local news, and local radio stations for updates on the situation and/or revised instructions.
4. Stay near a telephone in case your situation changes

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EVACUATION

Different emergencies require different evacuation strategies. This booklet contains evacuation directions for most emergencies. When evacuation is not indicated for the emergencies in this booklet 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 NDC Police officers, NDC Safety Department representative or police, fire/EMS personnel

WHEN NOT TO EVACUATE**

1. When a tornado warning is sounded (find appropriate shelter within your building)
2. During a hostile intruder situation
3. When instructed to go into a lockdown
4. During a hostage/barricade situation
5. During a power failure
6. When instructed to not evacuate by, NDC Police or Security officers, NDC safety representatives 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.*

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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 your specific building evacuation plan. Emergency personnel will then direct you to a primary or secondary evacuation site. Emergency personnel will direct you to one of these sites during an evacuation. Further instructions will be given at the evacuation site. If necessary, buses will be used to transport persons to sites. An emergency that dictates the evacuation of the entire College will be handled in conjunction with the emergency procedures of the City of South Euclid and surrounding communities. In the unlikely event that a campus evacuation is necessary, you will be directed to leave the College 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:
College Road east to Campus Drive South – South Green Road south – Cedar Road east. Police may direct traffic in other ways dependant on circumstances.

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.

Rally Points

If your building is evacuated, proceed to these distinct rally points. Remain in these areas until an NDC police officer, College Administrator, or a member of local emergency personnel releases you:

Administration Building – Grassy area next to College Road (South)

Library – Lacrosse Field (West)

Keller Center – Lacrosse Field (West)

All students living in the residence halls must check-in with their Resident Assistant

Providence Hall – Grassy area next to Division Road (North)

North Hall – Grassy area next to Division Road (North)

Harks Hall – Grassy area next to Division Road (North)

Connelly Center – Grassy area next to College Road (South-West)

Peterson Hall – Grassy area next to College Road (South-West)

South Hall – Grassy area next to College Road (West – opposite side of Peterson Hall)

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SHELTER IN PLACE

An incident may occur which dictates you remain inside a building during an emergency. A decision to shelter in place may or may not be obvious based on information known to you at the time. Your decision to shelter in place may come from first responders' instructions, or may be made on your own initially. This decision should be made based on what gives you the best chance of remaining safe and avoiding putting yourself in a more harmful situation.

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

- Where is the threat now and where is it likely going?
- Where will I be safest now, and in the near future?
- Will I be more likely to get help for myself and others by evacuating or staying in place?
- Does this space provide adequate safe shelter for the emergency at hand: i.e. locking door, place to take cover/hide, availability of more than one exit, windows to allow alerting and rescue, phone/internet/e-mail available?

WHEN TO SHELTER IN PLACE

1. When a tornado warning is sounded (find appropriate shelter within the building)
2. During a hostile intruder/active shooter situation
3. During a hostage/barricade situation
4. During a power failure
5. If you cannot leave due to being trapped by a fire or hazardous materials release
6. Any other situation where it is apparent that leaving will put you in a potentially more harmful situation than staying in place.
7. When instructed to do so by College or local first responders/emergency personnel

WHEN NOT TO SHELTER IN PLACE (EVACUATE)

1. Anytime you hear a fire alarm bell/horn sounding
2. If you smell smoke or know there is an actual fire or hazardous material release, and you have a safe evacuation route away from danger.
3. Any other situation where it is apparent that staying in place will put you in a potentially more harmful situation than leaving.
4. When instructed to do so by College or local first responders/emergency personnel

WHAT TO DO IF YOU MUST SHELTER IN PLACE

1. If it is safe to do so, move to an area furthest away from the incident/hazard.

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2. As soon as possible, if it is safe to do so, notify emergency responders (373-5288/5212 on campus or 9-1-1) and keep responders informed of changes in your situation
3. Be aware of your surroundings and be ready to move quickly if needed
4. In case of hostile intruder, lock doors and plan for a secondary escape route
5. Leave only if told to do so by responders, or the situation changes requiring evacuation. Notify responders if you must evacuate before being told.



ACTIVE SHOOTER/HOSTILE INTRUDER

How you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind that there could be more than one shooter in the same situation.

WHAT YOU SHOULD DO

1. If an active shooter is outside your building:
 - a) Go to a room that can be locked, if one cannot be found readily, try to determine if there is a nearby room that can be locked which you can reach safely.
 - b) Once you are in a secure room, close and lock all the doors and windows.
 - c) Turn off lights and get everyone down on the floor so nobody is visible from outside.
DO NOT OPEN THE DOOR FOR ANYONE EXCEPT A UNIFORMED POLICE OFFICER
 - d) Have someone in the room call NDC Police at 373-5288/5212 and tell the officer quietly what you know, where you are, how many people are with you, what you are wearing, if there are any injuries, how many suspects there are, what the suspect(s) is (are) wearing, if he/she/they is/are armed, last known location, last known direction of travel, and any other information the officer requests.
 - e) When you are finished talking to the officer, put the phone on silent/vibrate so the officer can call you back, answer only if you are sure it is safe to do so.
 - f) Remain in place until officers give you instruction.
 - g) An unknown voice may be the shooter trying to lure you from safety, so do not respond to any voice commands unless you can verify it is a police or security officer.
2. If an active shooter is in the same building:
 - a) Remain calm, and follow steps above.
 - b) Additionally, if you cannot find a secure room, you may look for an exit you can reach safely, moving away from the shooter (s), following safe movement instructions below.
 - d) If you see police or security officers, wait for them to interact with you. If they do not see you, stay put, identify yourself calmly, and wait for their instructions. **Do exactly what they instruct you to do.**
3. If an active shooter enters your office/classroom space:
 - a) If possible, call NDC Police at 373-5288/5212, or 911.
 - b) If you cannot speak, leave the line open so the officer can hear what is going on.
 - c) If there is no opportunity for escape or concealment, a possibility to negotiate may exist
 - d) An attempt to overpower the shooter may also exist.

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Campus Police x5288 or x5212 (216-373-5288 or 216-373-5212)
EMERGENCY DIAL x5212 (216-373-5212)

** Attempts to negotiate or overpower the shooter may risk the lives of participants or others nearby. This decision will be made quickly based on what gives you the best chance at survival.*

- f) If you decide to flee, make sure you have an escape route and plan in mind.
- g) Do not carry anything so you can move quickly and not be mistaken for the shooter.
- h) **Keep your hands visible for police and follow their instructions exactly.**
- i) Do not stop to help any injured victims or try to remove them, leave them where they are and notify authorities of their location.
- j) Do not leave until you have been cleared to do so by police.

WHAT WILL HAPPEN

1. The officer will notify the South Euclid Police and EMS.
2. The first responding officers will enter the building to locate the suspect.
Police officers are trained to respond directly to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible.
3. Police officers may be dressed in regular patrol uniforms, or may be wearing tactical uniforms consisting of external bulletproof vests, helmets, boots and dark clothing.
4. Police officers may be carrying a shield and be armed with rifles, shotguns and/or handguns. They may also use teargas or pepper spray.
5. Regardless of how they appear, remain calm, do not be afraid of them and **follow their instructions exactly and carefully.**
6. Put down anything you are carrying and **keep your hands visible to the police at all times.**
7. The first officers to arrive will not stop to aid injured persons. Rescue teams of other officers and medical personnel will follow the first officers into secured areas to treat and remove injured persons.
8. **Continue to follow instructions of police and college officials exactly until you are released.**