



Emergency Notification Plan

Developed By:

**Cleveland State University Police Department
Office of Emergency Management
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EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION

The Cleveland State University Department of Campus Safety is responsible for issuing emergency notifications to the campus community. An emergency notification is the immediate announcement to the campus community upon the confirmation of a significant emergency or dangerous situation involving an imminent

Based on the circumstances involved in the emergency or dangerous situation, the Department of Campus Safety will develop a notification designed to aid in protecting individuals from harm, to prevent an incident from escalating into a larger or more complex emergency, and to preserve law enforcement and other public safety operations.

VENS and CSU Alert

The Voice Emergency Notification System (VENS) and CSU Alert are multi-modal, all-hazards emergency notification systems that include all of the communications methods listed below. Based upon a variety of factors, Campus Safety officials will determine which method, or combination of methods, should be utilized to communicate with the university community during an emergency.

In true emergency situations, messages to students, faculty and staff will be given priority over parents, spouses, significant others, and others that may not be on campus or directly impacted by the emergency.

Each event/emergency is unique. The message for each event/emergency will also need to be unique. Campus Safety leadership will determine the final message prior to activation.

If there is a situation on campus that threatens the health and safety of our students, faculty, staff and visitors, CSU Campus Safety officials will warn our campus community using one or more of the following methods:

- csuohio.edu web page
- Text messages to cell phones
- Voice messages to cell phones
- Voicemail to cell phones
- Email
- Building Alarm/Speaker Systems
- CSU Marketing and PD Facebook
- CSU Marketing and PD Twitter
- Voice messages to campus telephones
- Voicemail to campus telephones
- WCSB Radio 89.3 FM

Additional information or follow-up instructions may be also provided through any of these resources if the Department of Campus Safety determines that providing such information would be helpful to promote safety or to respond to the situation.

Timely Warnings

Please note that Timely Warnings, are issued by the CSU Police Department. These alerts are distinct from Emergency Notifications. Timely Warnings provide information about crimes that have already occurred but still pose a serious or continuing threat. The CSU Alert emergency notification system will be activated if the campus community is under an immediate threat from a significant emergency or a dangerous event and must take immediate action to remain safe and secure. Timely Warnings will be issued to make the general public aware of a crime or series of crimes to help them be better informed and more vigilant of potential dangers on and near campus. CSU encourages the campus community to pay close attention to both Timely Warnings

WCSB Radio 89.3 FM

WCSB radio is a CSU

-in- you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

-in- If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Viking Card ID, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest university building quickly. If public safety personnel are on the scene, follow their directions.

-in- a shelter-in-place notification may come from several sources, including the Department of Campus Safety tools.

-in- No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by emergency personnel at the scene:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be: an interior room; above ground level; and without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
- 4.