INTEGRATED UNIVERSITY SAFETY PLAN

For

Cleveland State University

March 1, 2016

Appendices

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Critical Incident Plan for the Cleveland State University Department of Campus Safety

I.   Introduction

Integrated University Safety Plan

The Integrated University Safety Plan, hereto referred to as the "Plan" asserts that creating a safe campus requires an integrated approach for congruent and seamless campus-wide policies and procedures. This document will highlight the role of the Department of Facilities and Safety and provide a strategic framework for the critical decisions that will set the course for the investment of infrastructure, training, programs and strategies for the security of Cleveland State University.

While the initial version of the Plan focuses on the roles and activities of facilities and safety departments more traditionally relied upon for creating a safe campus environment, future adaptations of the Plan will seek to incorporate the involvement of departments less typically considered to play a role in security and safety. Therefore, this Plan is a process under continuing development by the facilities and safety professionals in consultation with campus partners with the goal of providing a long-term, strategic roadmap for the safety and security of all members of the Cleveland State University community.

Department of Facilities, Architects, Safety and Technology Mission Statement

The Facilities and Safety team is a group of highly-engaged professionals who provide customer-focused services and assure that the University is successful in achieving its academic, financial and community-oriented goals by consistently providing an environment realistically free from concerns for safety and security for its students, visitors, faculty and staff.

Overarching Goals of the Integrated University Safety Plan

1. Aspire to provide an environment free of concern for personal or property safety and security for all CSU students, faculty, staff and visitors.
2. Encourage a comprehensive approach to campus security and safety by recognizing and integrating the key role of every department at Cleveland State University.
3. Develop a five year action plan for annual review and implementation.
4. Instill a mindset of continuous improvement through regular review of the Plan.

Law Enforcement Sensitive Information Notice

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II. Overview of Safety at Cleveland State University

Safety Philosophy at CSU

All members of the Cleveland State University community have a shared responsibility to maintain a safe environment on the University's main campus as well as at all satellite locations. For this shared responsibility, it is critical that all members of the CSU community receive training and knowledge commensurate to their position in order to better respond to any emergency situation that may arise.

Cleveland State University has adopted a multi-departmental approach to safety which emphasizes cooperation among departments and agencies both internally and externally in preparing for, responding to, and mitigating the effects of any threat or other emergent event that may occur. This approach emphasizes comprehensive planning and training for the first responders, service providers and all members of the CSU community.

Departments, offices and agencies involved in this effort include, but are not limited to:

Office of Campus Safety
  ➢ Police Department – Emergency Management, Police & Security Patrols, Security Escorts, Crime Prevention, Weekly Report Logs, Annual Crime Statistics, Investigations, Special Events support
  ➢ Access Control & Security Systems – CSUalert Notification System, Voice Emergency Notification System (VENS), Building Access Control (card, key, or wireless), Security Survey and Design, Security Surveillance Camera Systems, Intrusion Alarm Systems, Official Credentials, Emergency Operations Center, Daily Maintenance of all University Security Systems

Office of Environmental Health & Safety (EHS)
  ➢ Risk Management
  ➢ Fire Safety
  ➢ Accident Reporting, Insurance Claims and Coverage
  ➢ Hazardous Waste and Materials Handling
  ➢ Safety Training and Inspections (Blood Bourne Pathogens, Lab Safety, etc.)
  ➢ Chemical Tracking and Monitoring
  ➢ X-Ray and Radiation Monitoring

Office of Facilities Management
  ➢ Buildings Operations
  ➢ Grounds and Motor Pool
  ➢ Utilities
  ➢ Custodial and Moving Services
  ➢ Mail and Receiving Services

Office of the University Architect

- Planning, design, and construction management to minimize safety and security risks, as well as creating an environment conducive to fulfilling the University's mission

Facilities Administration
- Provides integrated and cohesive services through the F.A.S.T. Coordination Center

Partnering Departments within Cleveland State University

Department of Marketing and Communications
Department of Student Affairs
Department of Residence Life
Department of IS&T
Department of Human Resources
Department of Campus Support Services
- Conference and Dining Services
- Wolstein Center Management
- Parking Services

External Agencies

City of Cleveland Police Department
City of Cleveland Fire Department
City of Cleveland Emergency Medical Services (EMS)
City of Westlake (West Campus)
- Westlake Police Department
- Westlake Fire Department

Cuyahoga County Community College (Tri-C)
- Tri-C Police Department

Cuyahoga County Office of Emergency Management
City of Cleveland Emergency Management
Cleveland Metropolitan School District
- Safety/Security Department

Greater Cleveland Regional Transit Authority (GCRTA)
- Transit Police Department

Ohio Board of Regents
- Safety/Security Department

Ohio Fire Marshal's Office
Ohio Department of Public Safety
- State Highway Patrol
- Criminal Justice Support Services Department

Administration and Responsibility

Operating under the authority granted by the state of Ohio, CSU's Board of Trustees possesses ultimate authority for all activities at the University. Operating under the authority of the Board of Trustees, the University President serves as the Chief Executive Officer for all CSU operations including those related to safety. Reporting to the President, the Vice President of Business Affairs and Finance has supervisory oversight of the Associate Vice President of Administration and Operations. The offices most directly responsible for providing safety-related services are contained within the Department of Facilities and Safety. These offices include: Environmental Health & Safety, University Architects, Facilities Operations and Campus Safety.

Planning

Plans involving fire safety, hazardous material handling or contamination containment (asbestos, mercury, radiation, chemical or biological waste) and accident reporting are among the responsibilities of the Office of Environmental Health and Safety.

Plans involving response to criminal or violent activity, public disorder or unrest or natural calamities on campus are among the responsibilities of the Office of Campus Safety.

Plans resulting from utility failures or recovery of physical assets after a disaster are among the responsibilities of the Department of Facilities Management.

Plans designed to address matters of public health, including but not limited to pandemics, are among the responsibilities of the Health Services Department.

Plans involving mass notification to the CSU Community as well as local, national or international media during significant events or incidents are the responsibility of the University Marketing Department.

Education and Training

All persons at CSU who have a role in emergency or safety-related plans or procedures will receive training commensurate with their designated function. This training is based on the National Incident Management System (NIMS) and the Incident Command System (ICS) as defined by the Department of Homeland Security (DHS), as well as any additional training deemed appropriate or as required for professional certification. While CSU values the ability to address and quickly mitigate damages in an emergency, the University's primary focus is on proactive prevention of critical incidents through education and training.

Emergency Management

CSU relies upon the philosophy, standards and practices of NIMS to plan for and manage significant events that impact the CSU community (in whole or in part). These activities are coordinated and managed by the CSU Emergency Management and Planning Unit.

CSU is in compliance with all NIMS training and operational compliance standards. Applicable departments, such as the CSU Police Department, recommend and monitor NIMS training for their staff. Additionally, certain University volunteer organizations, such as Campus Watch and C-CERT (Campus Community Emergency Response Team), which are committed to assisting in emergent situations, are included in this formal training.

Activation of the CSU Emergency Operations Center (EOC)

In the event it is necessary, provisions have been made to deploy an Emergency Operations Center (EOC) on the CSU campus to more effectively support the Incident Command Team. Acting in concert with other agencies during regional emergencies in a NIMS unified command structure, the EOC can also be activated to better support those response activities that more directly impact CSU or involve CSU resources.

The primary CSU EOC is identified as:

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Plant Services Building
1802 E. 25th Street, Ste. 242 (Jardine Room)
Cleveland, OH 44115-2214

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The secondary, off-site EOC is identified as:

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Cuyahoga County
Emergency Communications System
The Sterling Building
1255 Euclid Avenue, Ste. 102
Cleveland, OH 44115

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The Manager of Access Control & Security Systems shall act as the Director of the EOC and is responsible for all aspects of the EOC, including but not limited to, set-up, operation, access processes and the allocation of special credentials to individuals deemed as personnel essential to the EOC's operation.

Revised 03/01/2016

Crisis and Media Communications

9-1-1 Calls

The CSU Police Dispatch Center, a division of the Office of Campus Safety, was designated by Cuyahoga County as a secondary Public Safety Answering Point (PSAP) for 9-1-1 calls in 2007. At that time, the CSU telephone switch was upgraded to route 9-1-1 calls made on campus directly to the CSU Police Dispatch Center. The CSU Police Dispatch Center is manned by trained personnel on a 24/7/365 basis. The objective of the Office of Campus Safety is to work harmoniously in conjunction with all Cuyahoga County and other public safety entities to develop and adopt those systems that will render enhanced life safety communication responses in crisis situations.

Viking Shield (9-1-1 Cellular Calls)

Viking Shield (also known as cellular 911) is an app that can be downloaded which will connect the caller directly with the CSU Police Dispatch. The use of cellular 911 will result in a significantly improved police response time as it will no longer be necessary to route a caller through the County Dispatch in order to connect to the CSU Police Dispatch.

Radio Interoperability

Research shows that the ability for individual safety forces to freely and efficiently communicate during an incident is crucial. Radio interoperability is considered an integral part of selecting or upgrading radio communication systems at CSU. The University is a member of Ohio MARCS (Multiple Agency Radio Communications System) and is committed to working with other regional law enforcement partners to advance interoperability. The Office of Campus Safety also participates in the Cuyahoga County Police and Fire Emergency Radio System which allows public safety agencies within Cuyahoga County the ability to directly communicate with each other in a regional emergency. Additionally, CSTARS (Cleveland State Amalgamated Truncated Radio System) has been implemented by the University to provide an integrated radio communication network for all two-way radio operators on campus. This system was designed to allow both enhanced normal and emergency communications internally among all 300+ users. Two channels (or talk groups) have been identified and are programmed on all CSU CSTARS radios for inter-departmental use during coordination of CSU internal emergency operations. Furthermore, an emergency channel or talk group is programmed into all CSTARS radios which allows 24/7/365 radio communications directly with the CSU Police Dispatch Center.

Emergency Mass Notification System – CSU Alert

The Department of Access Control & Security Systems (AC&SS), a division of the Office of Campus Safety, is responsible for the maintenance and activation of a CSU Alert. This emergency mass notification system is required to notify students, faculty and staff of major emergencies affecting the safety and security of the campus community.

In July 2010, the US Department of Education promulgated standards for the emergency notification for colleges and universities. These requirements are incorporated into the CSU Emergency Notification Plan.

#BeSafeCLEstate

From time to time, you'll receive alerts from CSU about campus safety. These notifications fall into three categories:

CAMPUS SAFETY ALERT: A timely, high-priority warning about a significant criminal incident on or near campus.

VIKING UPDATE: New info pertaining to a previously issued safety alert.

CLEstate UPDATE: A message regarding class/event cancellations or delays because of weather conditions, etc., or other campus safety issue.

FAST
Facilities / Architect / Safety / Technology

Log on to Campus Net to set your preferences for receiving alerts via phone and/or email.

Voice Emergency Notification System (VENS)

The Voice Emergency Notification System (VENS) is the primary emergency notification system on the CSU campus. Employing the use of the University's fire alarm speaker system and a campus-wide fiber optic network loop, VENS distributes an audible emergency notification with broadcast capability to more than 80% of campus buildings as well as several exterior locations. VENS may be used to announce emergency situations, campus closings, HAZMAT, or security/safety issues as they occur. The VENS system together with CSU Alert (e-mail, phone, text) shall be the primary means of such notifications. Since 2011, installation of VENS is mandatory in all new campus building construction.

Public Information Officer

The University's Public Information Officer (PIO) is a member of the Office of University Marketing as designated by the Assistant Vice President of University Marketing and Admissions. This individual is responsible for communicating University activities and policies internally and externally on behalf of CSU. The PIO is the University's point of contact with all media agencies regarding emergency preparedness initiatives as well as all other CSU-related questions, concerns or events.

The PIO is the primary University official responsible for activating the University's emergency notification resources and is responsible to alert the CSU community in the event of a major emergency.

Evacuation of Campus

CSU Policy of Evacuations (Clery Act)

In accordance with the Higher Education Act of 2008 (Clery Act), Cleveland State University subscribes to the following Evacuation Policy:

If a member of the University's senior administrative staff or such member's designee, is advised of a confirmed, significant emergency or dangerous situation that presents an immediate threat to the health or safety of University students and/or staff in or on any property owned, maintained, or otherwise used by the University in support of, or related to, the University's educational mission or purpose, the senior administrative staff member, or member's designee, shall without delay, authorize the forwarding of an immediate advisory to the University community; however, such notification may be delayed, for only that period warranted, if there is a professional law enforcement determination that immediately issuing such a notice would put the University community at greater risk.

The above-referenced advisory notification shall be forwarded using all or as many of the primary or secondary systems used or maintained by the University for disseminating communications as widely as possible or appropriate given the circumstances: i.e., CSU VENS, CSU Alert systems, the University website, campus message boards, email systems and video source feeds.

University emergency response and evacuation procedures shall be publicized on an annual basis in a manner designed to reach students and staff.

University emergency notification and evacuation procedures shall be tested at least once annually.

The City of Cleveland, Cleveland State University and the Department of Residence Life have worked together to develop evacuation plans in the event of an emergency situation requiring evacuation. These plans will be activated in the event that the City of Cleveland orders their Secondary Evacuation Zone to be evacuated due to a natural or man-made catastrophic event.

In the event the City of Cleveland calls for an evacuation of the city for either precautionary purposes or due to a disaster, the University will fully comply with any and all such directions in a calm and orderly manner.

Suspension of Normal Operations

Adverse Weather

The Department of Facilities Management observes and monitors weather conditions 24/7. If it becomes necessary to cancel classes due to inclement weather, the University-approved notification process will be activated to notify the campus community.

Utility Disruption

Utilities are defined as electricity, water, boilers, chilled water and steam.

Planned utility outages are usually scheduled after normal business hours so as not to affect campus activities and/or classes. The Department of Facilities Management will announce

such an outage at least 72 hours in advance. Areas affected will be notified by email and/or posted signs at doorways and access points.

Unplanned utility outages will be investigated by the Department of Facilities Management to determine the expected timeline for the outage and the impact on building services. The information and timeline will be provided to University Administration to make appropriate decisions for the building and the campus community.

Earthquake

The Department of Facilities Management will visit the campus or buildings affected by an earthquake to determine the extent of damage and the functionality of all systems. University Administration will determine the action to be taken to reopen the facility(s) affected.

Flooding

The Department of Facilities Management has developed plans to address water damage to a building or building maintenance system(s) caused by flooding.   When a flood occurs in any campus facility, the Department of Facilities Management will evaluate the situation to determine if the flooding warrants closures of the building until repairs are completed or if the facility can safely remain open while cleanup and repairs are being performed.

III. Access Control & Security Systems (AC&SS)

Access Management

A fundamental element of safety and security, particularly on an urban campus such as CSU, is effective control of access to the campus, its buildings, and related interior spaces. These procedures, which incorporate both electronic and mechanical access control, are administered by the Department of Access Control and Security Systems (AC&SS), a division of the Office of Campus Safety.

Building Hours

Official building hours for all campus buildings are posted on the AC&SS webpage.

Closed Circuit Television (CCTV)

A critical component of the University Safety Plan is the use of Closed Circuit Television (CCTV) — a technology that can remotely monitor and record activity on campus. The procedure for installation, maintenance, use, and distribution of CCTV is found in the CCTV Policy and is herein incorporated into this document as if fully written.

Duress (Panic) Devices

Duress alarms may be made available on University premises to areas where there may be a higher than usual degree of risk to personal safety associated with location or a specific activity performed there, i.e. public inquiry counters, counseling and cash handling areas. Any department requesting installation of a duress device will be required to acknowledge that they understand the response protocol of the CSU Police Department.

Key Issuance

CSU Employees will be provided access to approved University keys necessary to perform the duties of their position by completing an Access Request Form (ARF) located on the AC&SS website. Key requests are usually completed within 10 business days. The requestor may pick up issued key(s) at the Police Station with proper identification and upon signing a form that acknowledges receipt of and responsibility for the key(s) issued.

Key Boxes

To reduce the potential for liability incurred by lost or stolen personally-issued door keys, key boxes approved for use by AC&SS have been strategically installed on campus. A party requesting use of an electronic key box must complete a Key Box Access Request Form (KARF) located on the AC&SS website.

Electronic Access Control

The Viking Card proximity access card is the only approved electronic access means at CSU. A Viking Card may be requested by completing an Access Request Form (ARF) and submitting it to the Viking Card Office. Once the ARF is completed and the Viking Card Office has issued a proximity access card, the requesting individual will be granted access to a proximity access controlled door within one business days. Lost or stolen Viking Card proximity-enabled cards must be reported to the University Police as soon as possible so the card can be deactivated.

Key Duplication

Only AC&SS employees and specified vendors are authorized to order or produce University key blanks, keys, lock cores or related codes that access any University-related facility, room, area or space.

Safes / Vaults

Departments with combination locks protecting high value targets should change their combinations once a year or at any time there is a change in a department's organizational structure.   Only AC&SS is authorized to execute a change of a combination. All safes and vaults purchased or installed for use on the CSU campus must be approved by the Manager of Access Control & Security Systems.

IV. Emergency Operations and Response

Emergency Operations Plan

The Emergency Operations Plan (EOP) provides general guidance, organizational structure and specific direction on preparedness, response and communication disciplines. It is critical that we are prepared for unforeseen events in order to safeguard both the campus and local community residents. The EOP outlines University procedures for managing major events that may threaten the health and safety of the campus community. The EOP identifies departments, offices and individuals directly responsible for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources. *(See, CSU Emergency Operations Plan)*

Emergency Planning

Non-strategic emergency plans are posted on the CSU website. Under the National Incident Management System (NIMS) framework, the Office of Environmental Health & Safety shall be responsible to review all emergency plans and update them as necessary.

EOC Direction and Command

The Manager of AC&SS shall act as the Director of the Emergency Operations Center (EOC). The EOC Director is responsible for the set-up and overall operation of the EOC and shall determine who has access to the EOC once it is activated. The EOC Director may also issue special credentials to individuals deemed to be crucial to the operation of the EOC.

Emergency Response Groups

Representatives from several University departments and groups play a unique and critical role in the operation of the EOC. These groups include, but are not limited to: Administration (President, Provost, Vice-President of Business Affairs & Finance); CSU Police Department; Department of Residence Life; Department of Student Life; Department of Campus Support Services; Parking Department; Purchasing Department; Department of Facilities Management; University Marketing Department; Information Systems and Technology Department (IS&T); and C-CERT.

Emergencies Necessitating EOC Activation

Examples of situations that may result in the activation of the EOC include, but are not limited to: asbestos release, biological hazard, bomb threat, chemical spill, civil disturbance, earthquake, explosion, fire, pandemic, psychological crisis presenting an immediate threat, utility failure, acts or threat of violence, and arena-venue disturbance or crisis (special event or sports event). (See *Emergency Operations Center Handbook*)

Americans with Disabilities Act Guidelines for Accessible Egress

The Americans with Disabilities Act Accessibility Guidelines (ADAAG) cover a wide variety of facilities and includes specifications for accessible means of egress, emergency alarms and signage.

Accessible Means of Egress (ADAAG 4.1.3(9), 4.3.10)

ADAAG's criteria for accessible means of egress address both the required number and the technical specifications. The minimum number of egress routes required to be accessible is

based on life safety code requirements for means of egress. Most of the criteria for accessible routes, such as width and the treatment of elevation changes, are applied to accessible means of egress to ensure access for persons with disabilities, including those with mobility impairments. Multi-story buildings pose a particular challenge to accessible means of egress since elevators, the standard means of access between floors, are typically taken out of service in emergencies for safety purposes. ADAAG addresses this situation through requirements for areas of rescue assistance and horizontal exits.

Areas of Rescue Assistance (ADAAG 4.1.3(9), 4.3.11)

ADAAG provides requirements for fire-resistant spaces where persons unable to use stairs can call for and await evacuation assistance from emergency personnel. Known as "areas of rescue assistance" or "areas of refuge," these spaces must meet specifications for fire resistance and ventilation. They are often incorporated into the design of fire stair landings, but can be provided in other recognized locations meeting the design specifications, including those for fire and smoke protection. Areas of rescue assistance must include two-way communication devices so that users can place a call for evacuation assistance. ADAAG requires areas of rescue assistance in new buildings only. An exception is provided for buildings equipped with sprinkler systems that have built-in signals used to monitor the system's features.

Alarms (ADAAG 4.1.3(14), 4.28)

ADAAG provides specifications for emergency alarms so that they are accessible to persons with disabilities, including those with sensory impairments. When emergency alarm systems are provided, they must meet criteria that address audible and visual features. Visual strobes serve to notify people who are deaf or hard of hearing that an alarm has sounded. ADAAG specifications for visual appliances address intensity, flash rate, mounting locations, and other characteristics. In general, it is not sufficient to install visual signals only at audible alarm locations. Audible alarms installed in corridors and lobbies can be heard in adjacent rooms but a visual signal can be observed only within the space it is located. Visual alarms are required in hallways, lobbies, restrooms, and any other general usage and common use areas.

Signage (ADAAG 4.1.3(16), 4.30)

Requirements in ADAAG for building signage specify that certain types of signs are required to be tactile. Raised and Braille characters are required on signs that designate permanent spaces. This is intended to cover signs typically placed at doorways, such as room and exit labels, because doorways provide a tactile cue in locating signs. Tactile specifications also apply to signs labeling rooms whose function, and thus designation, is not likely to change over time. Examples include signs labeling restrooms, exits and rooms and floors designated by numbers or letters. This includes floor level designations provided in stairwells. ADAAG also addresses informational and directional signs. These types of signs are not required to be tactile but must meet criteria for legibility, such as character size and proportion, contrast, and sign finish. The types of directional and informational signs covered include those that provide direction to exits and information on egress routes.

V. Fire Safety

Responsibility & Requirements

All CSU buildings and facilities are required to have certain types of fire-safety systems in place. It is Access Control and Security Systems (AC&SS) responsibility to ensure that these systems are in place and fully operational. AC&SS is responsible for fire-safety plan review prior to installation relative to all construction and renovation projects and to ensure that all fire-safety systems are inspected, tested, unobstructed and operational per Ohio Building Code and National Fire Protection Association code.

Fire Alarm Systems

Fire alarm systems are present in all University buildings. Main panels are located strategically in each buildings, attached to which are various types of enunciating devices (smoke detectors, heat detectors or specialized detectors) which, when triggered, will activate the fire alarm system. Manual pull stations are present and when used will also sound the fire alarm.   Special building operational systems that may be connected to the fire alarm system include, but are not limited to: elevator recall, door closures, door releases, air handler unit shutdown, damper closures, smoke control activation and other smoke, heat and fire protection devices.

Fire alarm systems are designed to alert occupants of the need to evacuate a building and may include both visual and audible components. When an alarm sounds, occupants should immediately vacate the building in accordance with the individual department's emergency evacuation plan.

Fire-Safety Systems Components

Portable Fire Extinguishers

Portable fire extinguishers are considered the first line of defense to combat small fires and are required even when a facility is equipped with sprinklers, standpipes and hoses or other fire protection equipment. Fire extinguishers must be kept in a visible location, be appropriate for the types of activities in the area in which they are located and must be labeled as such. AC&SS facilitates monthly checks of fire extinguishers to ensure that they are properly charged.   In the occupational environment, use of fire extinguishers is limited to those employees who have received the proper training. All CSU emergency responders have been provided with this training.

Fire Pumps

Fire pumps are essential components of a sprinkler system's water supply. They are connected to a building's public water supply. The fire pump will activate when the sprinkler system detects a drop in pressure caused by the activation of a sprinkler head that has been subjected to heat in excess of its design temperature.

Fire Sprinklers

Fire sprinkler systems are integrated systems of pipes connected to independent sprinkler "heads" for controlling and/or extinguishing a fire. Care needs to be taken to ensure a minimum of 18 inches of clearance is constantly maintained between the lowest point of the sprinkler head and any furniture or stored items. Nothing should ever be suspended from a sprinkler head.

Standpipe Systems

Standpipe systems are a series of pipe that are connected to a water supply for the Fire Department to fight fires. Dry standpipe systems provide hose outlets throughout the building. Outlets are connected to a riser, and then to a Siamese connection somewhere at street level outside the building. Fire trucks are used as pumpers to provide water from fire hydrants to the Siamese connection and pump water upward throughout the building.

Special Fire Suppression Systems

There are certain types of operations that require specialized fire suppression systems. Carbon dioxide, dry chemical and FM 200 (replaces Halon) systems are used as alternatives to sprinkler systems in areas where water is considered incompatible with or would likely cause additional damage to the items in a protected room. Kitchens using commercial cooking equipment are required to have specialized ventilation and fire suppression systems. Libraries with special collection rooms, some laboratories and hazardous and chemical waste storage areas and computer server rooms are also locations where specialized fire suppression equipment may be present.

Testing and Inspection

Fire safety systems are tested and inspected in accordance with applicable fire code regulations. Copies of test results are forwarded to applicable building administrators, defined as the building Single Access Control Coordinator (SACC). Any deficiencies noted during the inspection are addressed by an outside vendor with expertise in fire alarm systems.

Fire Safety for Residence Halls

All inhabitants of residence halls are required to evacuate the building when a fire alarm sounds; however, elevators should never be used for evacuation during a fire emergency. Residents should not attempt to re-enter the building unless the all-clear signal is given by the emergency response personnel (i.e., CSU Police, Cleveland Fire Department, etc.), and are prohibited from tampering or disabling smoke detectors, fire alarms, fire hoses, sprinkler systems and fire extinguishers. Space heaters and smoking (within 20 ft. of an exterior doorway) are also prohibited in residence halls. Residence hall students will be made familiar with the location of fire alarm pull stations, primary and secondary emergency exits and evacuation meeting sites outside the building. Fire drills in residence halls are conducted quarterly.

Fire Drills

The Ohio Fire Code requires that all public buildings conduct fire drills on a prescribed basis. Fire drills are designed to help avoid confusion and ensure the evacuation of all occupants during a fire. Accordingly, AC&SS works with departments and colleges to schedule and

facilitate fire drills for applicable University facilities on a prescribed basis. The CSU Police Department assists AC&SS in conducting the actual drills.

Prior to conducting a fire drill, AC&SS notifies the Cleveland Fire Department and CSU Police Dispatch that a drill is being conducted. During a fire drill, personnel gather at a central location, usually in the main lobby near the fire alarm panel if possible, and activate a fire alarm pull station.

AC&SS staff and CSU Police and Security Officers take strategic posts in and around the building where evaluations can be made of occupant behavior as they exit. Any instances of behaviors or protocol contrary to acceptable evacuation procedures are documented in writing and brought to the attention of the appropriate department administrator.

Areas of Rescue

In the event of a fire, anyone who is physically unable to leave via the stairs should wait by the stairwell door. If there is any sign of smoke or other hazard the person should enter the stairwell and wait for assistance. In buildings with areas of rescue assistance (ARA), anyone who is physically unable to leave via the stairs should go to the ARA, activate the call button, and wait for assistance or an announcement. Areas of Rescue are usually the interior stairwells of campus buildings designated by signage. For persons directed to Areas of Rescue, evacuation will be provided by the Cleveland Fire Department.

Fire Safety Education and Training

AC&SS facilitates fire safety education by including fire prevention components to its training programs. Specific fire safety training is provided for Residence Life personnel and student occupants of CSU residence halls (Heritage Hall, Fenn Tower and Euclid Commons). Additional training can be scheduled through AC&SS.

VI. Worker Safety

Introduction

The Office of EHS is responsible for facilitating University compliance with federal, state and local legislation pertaining to environmental health and occupational safety on Campus. In cooperation with University Administration, the Department of Facilities Management and the Office of Campus Safety, EHS develops policies and procedures to promote a safe and healthy workplace while encouraging proactive stewardship on behalf of our environment.

Training

Most health and safety regulations enacted by federal state or local regulatory agencies, particularly the Occupational Safety and Health Administration (OSHA), have a training program. Employers must provide training programs to particular safety concerns at no cost to University employees on company time. EHS facilitates periodic training for all employees as required by specific environmental health and safety regulations. Some training is required annually while other training is required to be provided only at the time the employee is hired.

Employee training programs include, but are not limited to: blood borne pathogens, asbestos awareness; hazard communication; laboratory safety; chemical hygiene; new employee safety orientation, respiratory protection; x-ray generating equipment; arc flash, lockout-tag out, and hazardous waste management.

Contractor Safety

Prior to beginning work on Campus, all contractors and their employees hired to perform work on properties belonging to Cleveland State University shall be issued a copy of the Contractor Safety Guide as part of the pre-bid material for bid or capital projects. All contractors and their employees are also required to watch a contractor safety video prior to commencing work on Campus. (See, CSU *Contractor Safety Handbook*)

Protective Safety

The OSHA respiratory protection standard sets forth maximum exposure levels for concentrations of certain airborne contaminant materials. Should employee exposure concentrations exceed these levels, the University shall install appropriate engineering controls and/or implement administrative control methods to reduce employee exposure levels below established standards. These controls and methods include, but are not limited to, the following specific operating procedures: confinement or containment of the material through local exhaust ventilation or chemical hoods or substitution with a material of lower toxicity. In the event that such controls are not feasible, then employees shall be enrolled in the University's Respiratory Protection Act.

The purpose of this procedure is to protect the health and safety of personnel who, as a function of their job duties, work in atmospheres where respiratory protection has been deemed necessary to ensure employee exposures are kept below established exposure limits of dusts, fumes, mists and vapors, or who are required to perform work in oxygen-deficient atmosphere.

Accident Reporting

Employees who become ill or are injured at work shall follow the following reporting protocol:

Emergency

In an accident that results in an emergency, the employee(s) should seek immediate medical care provided by qualified emergency response personnel. As soon as possible after medical services have been administered, the employee(s) is required to submit an Accident Report Form to the Office of EHS.

Non-Emergency

In a non-emergency accident, the following procedures should be followed:

1. Seek first aid or medical attention; notify your supervisor.

2. Complete the CSU "Accident/Incident Report" Form on the EHS website. NOTE: Supervisor's signature is required.

If your injury/illness requires ongoing medical attention, your supervisor will contact Care Works to report the details of your injury/illness.

VII. Hazardous Material

Bloodborne Pathogens

The University practices universal precautions in its treatment and handling of human blood or other potentially infectious materials and has developed an Exposure Control Plan as follows: Should there ever be any question or doubt as to whether or not a substance is infectious, it will be handled as though it is infectious. Anyone not specifically trained in the remediation of bio-hazardous or infectious material shall not attempt to clean such a spill but rather are instructed to contact the Office of EHS to immediately facilitate proper action.

Chemicals

The Hazard Communication Standard (HCS) was promulgated by the Occupational Safety and Health Administration (OSHA), in the Federal Register on November 25, 1983 (29 CFR 1910.1200). It became applicable to instrumentalities of the State of Ohio in March of 1993, by action of the Ohio Legislature. This standard requires chemical manufacturers and transporters to provide information regarding those products which contain hazardous chemicals. Employers are responsible for protecting their employees from chemical hazards in the workplace, including those brought onto campus by outside contractors.

Bio-hazardous Waste

Bio-hazardous waste can be defined as any solid or liquid waste that may present a threat of infection to humans. It is important to handle bio-hazardous waste properly to prevent exposure. Examples of bio-hazardous waste include, but are not limited to: human or animal specimen cultures; cultures and stocks of infectious agents from research and industrial laboratories; waste from the production of bacteria, viruses, spores, discarded live and attenuated vaccines; human surgery specimens or tissues removed at surgery or autopsy; animal parts, tissues, fluids or carcasses suspected to be contaminated with infectious agents; waste which, at the point of transport from the generator's site, at the point of disposal or thereafter, contains recognizable fluid blood, fluid blood products, containers or equipment containing blood that is fluid, or blood from animals known to be infected with diseases which are highly infectious to humans; waste containing discarded materials contaminated with excretion, exudates or secretions from humans or animals that are required to be isolated; waste that is hazardous because it is comprised of human surgery specimens or tissues that have been fixed in formaldehyde or other fixatives; and waste that is hazardous because it is comprised of pharmaceuticals.

In the event the CSU Police Department is notified of an incident involving chemical or infectious waste on campus, they shall immediately contact the Director of EHS to assess the situation and shall also notify the local fire department and/or emergency medical services as the situation dictates.

Radiology

The Office of EHS has designed a Radiation Safety Program to provide information to pertinent University personnel and the public regarding the organization and management of radioactive materials on campus. It identified regulations set forth by the Ohio Department of Health (ODH) and the United States Nuclear Regulatory Commission (USNRC) as well as policies developed by CSU as safe, reasonable and enforceable.

Revised 03/01/2016

The goal of the Radiation Safety Program is to minimize exposure to radioactive materials and to the radiation levels they may produce, to a level that is **a**s **l**ow **a**s **r**easonably **a**chievable (ALARA) through: (1) reducing occupational exposure through good radiation planning and practice; (2) reducing radiation exposure to the public; and (3) managing the University's commitment to encourage good radiation safety planning by establishing and enforcing radiation safety practices and remaining vigilant to improving the radiation safety program.

Hazardous Substances

Asbestos

The University campus is comprised of numerous buildings ranging from the historic to modern. Some facilities were constructed using asbestos-containing materials (ACM). CSU has developed and implemented a formal asbestos management program which incorporates an Operations & Maintenance Plan (O&M). Care should be taken not to disturb ACM. Those employees whose job duties may potentially disturb ACM are provided with the appropriate training and personal protective equipment to do so. Building surveys identifying the location of ACM have been performed, and information about ACM presence in a particular building is available to employees through the Office of EHS.

VIII. Violence and Threats

Criminal Activity

Criminal activity is defined as any action that is deemed to be injurious to the public welfare and is legally prohibited.

Threat Assessment Team

Due to the increasing number of acts of violence on college campuses precipitated by mental illness and the increase in hospitalizations and death caused by alcohol and drug consumption, Cleveland State University has formed the Threat Assessment Team (TAT) and the CARE Team to promote and ensure the health and safety of its students. The TAT/CARE teams are comprised of a group of qualified and dedicated CSU professionals brought together to address behaviors that are disruptive and may include mental health and/or safety issues. Students, faculty and staff who demonstrate one or more specific qualifying behavior(s) may be referred to the TAT/CARE for evaluation.

Because of their unique interaction with the CSU community, the University Police are an integral part of the TAT/CARE intervention process. Any members of the department who interact with or witness individual(s) exhibiting specific, at-risk behaviors suggesting a potential danger to themselves or others shall immediately bring their concern to TAT/CARE for a complete, comprehensive evaluation and intervention.

Responsibility and Authority

The CSU Police Department is responsible for providing a safe and secure environment for the campus community on a 24/7/365 basis. The primary purpose of the CSU Police Department is to support University academics through maintenance of a peaceful and orderly community and through provision of needed general and emergency services. The department's public safety role ensures that members and visitors of the campus community enjoy a high degree of protection from personal harm and a high degree of security for their property.

The University strictly adheres to a Violence-Free Campus Policy, and all members of the campus community or visitors to campus are encouraged to be alert and immediately report all threats of violence, acts of violence and disruptive or disturbing behavior to the CSU Police Department.

The CSU Police Department actively collaborates with the campus community to create a safe and secure environment through education, problem solving, and law enforcement. They also work closely with the Cleveland Police Department, the Cleveland Metropolitan School District, the Greater Cleveland Regional Transit Authority Police Department, the Ohio State Highway Patrol, the FBI and other area law enforcement agencies to achieve its primary goal of maintaining a safe and secure campus.

The CSU Police Dispatch Center (Dispatch) is staffed 24/7/365. All CSU dispatchers are certified to operate computers interfaced with the Law Enforcement Agency Data Systems (LEADS) and the National Crime Information Center (NCIC). Dispatch handles over 50,000 phone calls per year requesting police services such as facilities access, information, investigation of suspicious activities, and emergency assistance. The Dispatch is linked via computer network to other local, state and national law enforcement agencies and also provides all necessary communication for the University during non-business hours.

Memoranda of Understanding

The University has executed Memoranda of Understanding with neighboring law enforcement agencies and state universities in an effort to facilitate common lines of action for both routine day-to-day operations or in the event of an emergency. CSU has entered into MOUs with the City of Cleveland, Cleveland Metropolitan School District, the Greater Cleveland Regional Transit Authority and other State of Ohio Universities.

Crime Reporting

All students, employees, and guests are encouraged to promptly report criminal incidents, suspicious activity and other public safety-related emergencies and incidents to the CSU Police Department.

The CSU Police Department issues a Daily Bulletin that lists all of the activities reported to the police. This bulletin is sent to the Dean of Students, Judicial Affairs Officer, Director of Housing and members of the President's Advisory Team. Copies of the bulletin are also maintained and available for viewing at the CSU Police Department.

Blue Light Phones

Emergency Blue Light Phones have been strategically placed throughout the exterior areas of the campus and in the parking facilities. Upon picking up the receiver on most of these phones, you will be in immediate contact with CSU Police Department dispatch center. Each time a Blue Light Phone is activated, an officer is sent to investigate. These phones can be used to request a safety escort or to report a crime or medical emergency. To report a crime or other emergency inside one of the University buildings, an individual may either press the POLICE/FIRE speed dial button on any University telephone or dial 9-1-1 or 2020.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. CSU is committed to keeping the campus and the campus community safe and secure for students, faculty and staff. An important part of this effort is educating the campus community and interested persons about safety awareness and University policies and resources related to safety. In accordance with this effort, the CSU Police Department annually discloses all crime reported on campus and within the near proximity of the campus independent of the final adjudication of said crime.

Sunshine Laws

As part of the Ohio Revised Code, the Ohio General Assembly enacted a set of laws pertaining to open records and open meetings. Collectively, these are known as the Ohio Sunshine Laws. The laws describe what records are available, what agencies are covered, what fees can be charged, and who can ask for records. The CSU Police Department maintains strict adherence to these laws. The administrative staff periodically attends classes to better maintain adherence to these laws. Further, where there may be conflicts between Sunshine Laws and the adherence to FERPA (Family Educational Rights and Privacy Act), the CSU Police Department defers to the University's Office of General Counsel on all matters.

Sexual Assaults

The CSU Police Department follows the Cuyahoga County Sexual Assault Response Guidelines for Law Enforcement Agencies. In addition, the CSU Police Department works in collaboration with the Cleveland Police Department to investigate all reported sexual assaults that occur on the CSU campus.

Sexual assault refers to an attempt or commission of a crime involving sexual contact, conduct or activity as described in Ohio Revised Code Chapter 2907.01. The CSU Police Department shall investigate all reported crimes involving sexual assault. Every investigation shall be conducted in a manner supportive of the physical and emotional needs of the victim. All complaints of sexual assault reported to the CSU Police Department will be investigated and documented.

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally funded education programs and activities. In this context, sex discrimination includes sexual assault and sexual violence by students, employees or third parties. CSU is committed to provide an environment free from discrimination on the basis of sex. Resources are available for students and employees to address concerns pertaining to sexual discrimination, including sexual misconduct. All reported sexual assaults shall be forwarded to the CSU Title IX Coordinator.

Victims of a sexual offense on campus are encouraged to follow specific procedures in order to receive necessary medical/psychological assistance as well as to preserve valuable evidence.

Workplace Violence

CSU is committed to providing a safe and healthy campus for all members of the University community and has adopted a zero-tolerance policy regarding workplace violence. Any form of violence by a member of the University Community will be cause for disciplinary action up to and including dismissal consistent with the applicable University policies and collective bargaining agreements as unacceptable personal conduct and may also result in criminal prosecution.   Violent or threatening behavior includes, but is not limited to: physical acts, oral or written statements, harassing e-mail messages, harassing telephone calls, gestures or behaviors that are threatening to either the physical or psychological well-being of another individual. Such behavior includes self-directed as well as other-directed violence or threat of violence.

Bomb Threats

While bomb threats are rarely enacted, each and every threat must be taken seriously and approached as a viable threat to the health and well-being of those in and around the targeted area.

Typically, the Police Department will receive the bomb threat by telephone through the Dispatch Center. While the caller is on the phone, the dispatcher will attempt to gain as much information as possible. Once the call has ended, the dispatcher will utilized the department's Explosive Detective K-9 Unit, if available, and notify all units on duty of the threat in a manner intended to decrease the likelihood of inciting undue alarm in the campus community. Once notified, the officer-in-charge will ensure that the Chief of Police (or, if unavailable, the Chief's designee) has been notified of the situation. It then becomes the Chief of Police's (or his designee's) responsibility to notify the University President or the senior University Official to

whom the Chief of Police reports, of the nature of the threat to determine what action(s) should be taken.

Missing Student Notification Policy

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential contact to be notified by the CSU police not later than 24 hours after the time that student is determined to be missing by the University official designated to make that determination. A confidential contact is a person designated by the student in addition to the emergency contact listed with the University Registrar. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

For students under the age of 18 and not emancipated, CSU still allows a separate person to be designated for missing person notification; however, in keeping with the Higher Education Opportunity Act, CSU will notify the custodial parent no later than 24 hours after the time the student has been reported missing. For purposes of this policy, a student shall be deemed to be missing when he or she is absent from campus residence for 24 hours or more. All incidents of a missing student shall be reported to the CSU Police Department without delay.

Annual notification of this policy is made directly to all students residing in campus housing.

Active Shooter Response

Active shooter deployment is the swift and immediate deployment of law enforcement personnel and resources to an ongoing, life-threatening situation in which delayed deployment of personnel may result in the possible death of, or serious bodily injury to, innocent persons due to the actions of the active shooter.

An active shooter is an armed person who has used deadly force on others and continues to do so while having access to additional victims. An active shooting incident is not to be confused with a hostage/barricade/terrorist incident in which harm is being threatened but no killing is taking place. Active shooter deployment tactics are not designated to be used in place of tactics that are designed and utilized in situations where there is a barricaded individual or where the delayed deployment of personnel will not result in the possible death of, or serious bodily injury to, innocent people.

The prioritizations of activities in an active shooter situation are:

➢ Stop, delay or hinder the active shooter from further hostile actions

➢ Initiate command and control of the situation

➢ Contain and isolate the situation

➢ Rescue the victims

➢ Protect the crime scene

X. Continuity of Operations (COOP)

Disaster Recovery

In compliance with the Federal initiative (National Security Presidential Directive-51 (NSPD-51)/Homeland Security Presidential Directive-20 (HSPD-20), Cleveland State University is currently developing a Continuity of Operations Plan (COOP) to ensure that the University is able to continue performing all essential functions of operation under a broad range of critical circumstances.

In compliance with all state and national standards, the CSU COOP will:

- Reduce the loss of life and minimize damages after losses;
- Mitigate the disruption to normal operations;
- Provide for a recognized order of succession for certain critical functions and positions;
- Ensure the continuation of certain identified functions during emergencies;
- Protect critical or essential facilities, equipment, records and other assets;
- Allow for the timely and orderly recovery from and an emergency and the resumption of normal operations and functions; and
- Provide for training, evaluation and ready modification of the COOP Plan and related processes.

XI. Crime Prevention

CSU Police Department Crime Prevention Unit

The CSU Police Department Crime Prevention Unit provides on-going educational programs and presentations to achieve its mission to prevent, deter, recognize and report crime within the campus community. Programs are designed to anticipate, recognize and appraise crime risks and initiate actions to remove or reduce crime risks.

To achieve its goals, the Crime Prevention Unit partners with the CSU Police Department and local community groups to host safety fairs, develop and distribute crime prevention literature, and advise members of the CSU community on ways to avoid victimization.

R.A.D. Program

Each semester, the Crime Prevention Unit partners with the Recreation Center to host the R.A.D. (Rape Aggression Defense) Program. R.A.D. is a comprehensive training course of realistic, self-defense tactics and techniques for women with a focus on awareness, prevention, risk reduction, avoidance and hands-on self-defense.

Active Shooter Response/A.L.I.C.E. (Alert, Lockdown, Information, Counter, Escape) Training

An active shooter is an individual(s) engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over before law enforcement arrives on the scene (lasting typically between 10-15 minutes), it is extremely beneficial to prepare the campus community – both mentally and physically - on how best to respond in the event of an active shooter situation.

The A.L.I.C.E. training is designed to give participants insight and response options should they encounter an active shooter.   This training encourages community members to take an active role in their own survival through its three key components: (1) evacuating, (2) hiding and (3) taking action.

Alcohol Awareness Program

This program is available exclusively to first offenders charged with underage possession and/or consumption of alcohol. Participation in the Alcohol Awareness Program provides the opportunity to avoid further charges or suspension from the University through participation in an educational awareness program geared toward behavioral change. The course consists of a four-hour session and includes information regarding the negative effects of alcohol use including, but not limited to, laws related to alcohol consumption, alcohol-related accidents, alcohol-related sexual assaults and the impaired decision-making capability of intoxicated persons.

Campus Watch

Founded in 1981 and organized through the CSU Police Department, Campus Watch is an innovated, community-based crime prevention program comprised of over 130 CSU faculty and staff.   Campus Watch members meet quarterly for discussion of upcoming Campus Watch events and a presentation from a guest speaker addressing crime prevention techniques or other safety-related matters of interest to the CSU community.

Campus Watch goals and objectives include:

- Providing a forum for the exchange and coordination of idea, concepts and strategies to prevent or reduce crime

- Educating members of the CSU community in all matters relating to crime prevention

- Focusing attention on issues relating to crime prevention

- Encouraging extensive citizen and community involvement in the reduction of crime and criminal opportunity

- Sharing with all segments of the campus community and the Campus Watch organization matters relevant to the continued development of a comprehensive plan for the prevention of crime on campus

- Encouraging the education of all members of the campus community in matters which will increase personal and community safety

- Encouraging maximum cooperation and communication between all segments of the CSU community in addition to improving communications between all community members and the CSU Police Department toward the goal of crime prevention

C-CERT

The Campus Community Emergency Response Team (C-CERT) program trains community volunteers in disaster preparedness and equips them with basic disaster response skills such as fire safety, light search and rescue missions, team organization and disaster medical operations. Using the training learned in the classroom and during exercises, C-CERT members can assist in an emergency situation on campus before professional first responders arrive at the scene.   C-CERT members are also encouraged to support emergency response agencies by taking on more active roles in emergency preparedness in their communities.

CSO/Safety Escort Program

The CSU Police Department provides safety escorts to or from any location on or near campus on a 24/7/365 basis.

Safety escorts are provided by police officers, security officers or Student Campus Safety Officers (CSO).   The CSOs are student employees who are uniformed in green shirts or jackets and, in addition to safety escort services, engage in bicycle patrols, building monitoring and regular patrols of the campus grounds, buildings and inner-link walkways.
Members of the CSU community are encouraged to call 687-2020 for a safety escort.

Crime Prevention through Environmental Design (CPTED)

Crime Prevention through Environmental Design (CPTED) advocates that proper design and effective use of the physical environment contributes to a reduction in both fear and incidence of crime, and to an improvement in quality of life. CPTED focuses on design and use of a particular space in order to create an environment that does not tolerate crime. CPTED solutions effectively reduce Personal and Property Crimes, through various techniques that can be summarized into five categories:

1. Natural Surveillance: the design and placement of physical features in such a way as to maximize visibility.

2. Access Management: the physical guidance of people coming and going from a space.

3. Territoriality: the delineation of private, semi-private, and public space. Use of physical elements that express pride and ownership. Designs that limit or exclude large spaces with no specific function.

4. Physical Maintenance: the repair, replacement, and general upkeep. Allows for continued use of a space for its intended purpose. Additional expression of ownership.

5. Order Maintenance: the attention to and reduction of minor acts. Measures by which expectations regarding acceptable behavior are clearly stated. Implied/explicit presence of authority.

The CPTED principles are part of an overall Campus Safety plan that also encompasses:

➢ First responders such as University Police and Security Officers

➢ Physical Security Systems such as access control, CCTV, and Intrusion Security

➢ Policies and Procedures that include hours of access, requiring blinds remain open, and control access

➢ Environmental Graphics and Way-Finding

➢ Landscaping, including selection of planting materials, fencing, and pathways

➢ Maintenance, including general upkeep, lighting, removal of graffiti

➢ Art

Security Patrols

The CSU campus is also patrolled by unsworn, unarmed security officers (SOs) who act as the "eyes and ears" of the CSU Police Department. The SOs regularly patrol the interior and exterior of all campus buildings looking for people who appear to be out of place or for noticeable safety violations. They may also provide safety escorts for members of the campus community who request this service.