



VALLEY COLLEGE

CLEVELAND CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

UPDATED APRIL 2019

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EMERGENCY PREPAREDNESS PLAN

VALLEY COLLEGE – CLEVELAND CAMPUS

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VALLEY COLLEGE

Emergency Response and Evacuation Procedures

Emergency Phone Numbers: Ambulance, Fire, Law Enforcement 911

Building Emergency Evacuation Plan

How to Report an Emergency

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached

Call reception desk to notify reception of emergency. (Reception Desk extension = 1505)

Name of Institution: Valley College – Cleveland Campus

Physical Address: 8700 Brookpark Road
Cleveland, Ohio 44129

Phone number: 216 453-8201

Building Evacuation

Upon hearing the fire alarm or announcement, begin evacuation procedures.

- Keep yourself and others calm.
- Quickly proceed outside the building to the announced safe location (**Safe location is our digital sign**) using the planned evacuation route.
- Close doors as you leave.
- Instructors will take the **Attendance Sheet/Book** for correct head count.

- Report immediately to the designated “safe area” located near the digital sign located at the south parking lot, closest to Brookpark Road.
- Check with Lynn Mizanin, Campus Director, who will take a head count from the instructors.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

Safe Area Location

The safe area for the staff, faculty, and students is designated as the front parking area closest to the digital sign. This will provide room for emergency vehicles in the front of the campus and back of the campus.

Planned Evacuation Route

Faculty and students will follow a planned evacuation route when exiting the building. Depending on what floor you are on when the alarm goes off, the following evacuation route should be used.

- **3rd Floor – Rooms 306, 308, and 309 Evacuation Route** – Faculty and students should exit out of their classroom and proceed West towards the restrooms. Use the staircase to the first floor and out the Vendor Exchange main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.
- **3rd Floor – Rooms 302, 303, 304, 305, 310, 311, 312 Evacuation Route** – Faculty and students should exit out of their classroom and proceed East to the main staircase. Take the staircase to the first floor and exit through the Vet Assistant door. Faculty and Students can also take the staircase to the second floor and exit through the side door or the main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.
- **2nd Floor – Evacuation Route** – Staff, Faculty and students should exit out of the building either through the main entrance or the extra door leading into the courtyard. An additional exit would be taking the stairs to the first floor and out the Vet Assistant door. All Staff, Faculty and students should gather at the digital sign in the front of the parking lot.
- **1st Floor – Evacuation Route** – Exit through the Vet Assistant door into the courtyard. An additional exit is down the hallway and out Vendor Exchange main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

Building Safety Systems

The school building located at 8700 Brookpark Road has the following safety systems:

- Smoke Detectors: Smoke detectors are located throughout the building.
- Fire Extinguishers: Fire extinguishers are located in various locations throughout the building.
- First Aid Kits: First aid kits are available at the faculty lounge and the receptionist's desk.
- Defibrillator is available in the faculty lounge on top of refrigerator.

Evacuation Personnel

The following staff will serve as evacuation personnel.

Emergency Announcer: Lynn Mizanin, Campus Director, Adrienne Schultz, Director of First Impressions, Kelly O'Connell, MCA Program Head. Announcer will announce any disasters to all areas of the building.

Evacuation Warden: Lynn Mizanin, Campus Director

Alternate Warden: Kelly O'Connell, MCA Program Head

Command Center: Lynn Mizanin, Campus Director's Office – Room #204

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an "all clear" report or find out any problems.
- Report to the Command Center (Room 204) if areas were unsearched due to lack of personnel.
- Ensure that all people from the area proceed to the designated meeting place to check in and wait for "all clear" which will come from the Command Center (Room 204)
- Report any problems to the Command Center (Room 204).

Searchers: 1st Floor – Jeanette Kwiatkowski, Vet Assistant Program Head
2nd Floor – Lynn Mizanin, Campus Director or Adrienne Schultz, Director of First Impressions.
3rd Floor – Kelly O'Connell, Medical Assisting Program Head

Seachers will:

- Check all rooms including restrooms, conference rooms, and remote areas, closing all doors behind them.
- They will advise remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is “clear” they will proceed out of the building.

Date of Last Evacuation Drill

Students are also given an overview of the emergency plan during their orientation. Campus Wide Evacuation Drills are to be held approximately every six months.

The fist evacuation drill at the Cleveland Campus is scheduled for July 2019. The Drill will include Vendors Exchange.

Fire Emergency Plan

If you discover fire or see smoke do not panic. Call 911 and proceed with the following:

R A C E

Remove/Relocate individuals away from danger; if possible, without endangering your safety.

Activate Alarm: Call 911

Confine/Contain fire and smoke by closing doors and windows.

Extinguish fire only if trained and fire is small by using the nearest fire extinguisher.

Follow Instructions for the Building Evacuation Plan

- Check doors with the back of your hand to ensure it is cool before opening.
- Walk quickly – Do Not Run – out of the building to the designated safe place.
- Instructors should lead students to the designated safe area.
- Instructors should take the Attendance Sheet/Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT

Severe Weather Plan

Severe weather includes tornados, severe thunderstorms, violent snowstorms, and flooding.

Tornados/Severe Thunderstorm Watch:

If a tornado or severe thunderstorm watch has been issued in an area that includes the campus:

- Monitor local emergency alert weather stations or the National Weather Service.
- Faculty and staff should be alerted to inform students of building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated safe area.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

If a tornado or a severe thunderstorm WARNING has been issued in the area that includes the campus:

- Move students and staff to safe areas IMMEDIATELY.
- Close classroom, laboratory, and office doors.
- Instructors should take the attendance sheet/book to the safe areas with them.
- Remain in safe area until warning expires or until the "all clear" has been issued.

School Closings and delays will be decided by the Campus Director. Announcements of such will be made on FaceBook, on/through Portal..

A phone tree has been established if calls need to be made to staff in emergency situations.

- Campus Director /Director of Academic Affairs will call or text the Administrative staff, Admissions Representatives, Financial Aid Advisor, Career Service Advisors and Faculty and Online staff.

Safe Area Location

The stairwell at the bottom of the first floors is the safe areas for both students and staff since this area has no windows. The reception area, and all staff offices on the 2nd floor on the front of the building are not to be used because of the number of windows and glass doors in those areas.

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons the following guidelines should be followed:

Responsibilities:

Direct of First Impressions/Campus Director

- Immediately notify police (911)
- Initiate **Action Secure Building**
 - Lock down building and do not let any students that are not in class enter the building
 - Alert all rooms of the event.
 - Instructors will lock classroom doors.
- If the Campus Director is not present, notify Instructors of the situation.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

- Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- Keep your distance. Give the intruder ample personal space.
- Do not attempt to deceive or threaten the intruder.
- Do not buy into the delusions of the intruder.
- Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- Be constantly alert and prepared for violence. Initiate **Flight, Hide or Fight** if the intruder opens fire.
 - **Flight** – Move quickly, low and never in a straight line, out of the area of imminent danger.
 - **Hide** – Seek cover, if possible lock or secure door and notify police by calling 911, remain quiet and calm, be alert and look for force multipliers (car keys, chemicals, fire extinguishers, objects and etc.)
 - **Fight (last resort, imminent danger)** – Control Distance, Dominate, Disarm and Disable.

Note: If the school becomes involved in a hostage situation the primary concern must be the safety of the students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to AVOID antagonizing them.

Campus Director/Designee

- Inform staff supervising students in the classroom to initiate ***Flight, Hide or Fight.***
- Immediately notify police by calling 911.
- If the Campus Director is not present, notify the MCA Program Head, Kelly O'Connell. of the situation.
- Work in coordination with supervisors of law enforcement until the situation is resolved.
- Initiate student release procedures and or evacuation procedures only if it becomes necessary.

Staff

In classrooms, maintain ***Flight, Hide or Fight*** until the situation is resolved.

In open areas, move the students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate ***Flight, Hide or Fight.*** This should be done only when there is no chance for the students to reach safer areas.