

## GENERAL EMERGENCY PROCEDURES

When you become aware of an emergency situation where life or property is threatened, immediately contact the Notre Dame College Police Department at (216) 373-5212, or you may dial 9-1-1 (9-9-1-1 from a campus telephone).

### WHAT YOU SHOULD DO

1. Calmly tell the dispatcher/officer:

- Who you are.
- Where you are.
- The nature of the emergency.
- If anyone needs medical attention.
- Any circumstances that may help or impede response personnel.
- What telephone number you can be contacted at, if any.

2. Try to remain calm and inform others that help is coming and follow any directions given by the dispatcher/officer or any other emergency personnel.

### WHAT WILL HAPPEN

1. The dispatcher/officer may ask for additional information from you and/or give you directions on proper response.
2. The dispatcher/officer will contact appropriate emergency response agencies, Notre Dame or South Euclid Police, or other campus resources as required.
3. Notre Dame College Police will coordinate the response.
4. Emergency personnel will handle the situation and give further instructions to affected persons.

### EMERGENCY COMMUNICATIONS FROM NOTRE DAME COLLEGE TO THE CAMPUS COMMUNITY

In the event of an emergency or disaster that requires immediate action from members of the campus community, the College Administration and/or the Department of Safety and Security will notify people and provide information via any, or all, of the following methods:

- Activation of the siren system in the event of a tornado emergency.
- Upon activation of the siren system, members of the campus community should access Twitter and follow hashtag #NDCEMERGENCY for information on the emergency and for specific instructions.
- Messages and notifications via the campus mass notification system.
- Posting information on the College Website and Facebook page (#NDCEMERGENCY.)
- Blast email to the campus community.
- Traditional media and news outlets.

It is vital that members of the campus community follow the directives of police, fire, and EMS personnel, and campus officials. Familiarize yourselves with building specific information contained in the document, such as the location of emergency equipment and evacuation routes.

### **ADDITIONAL ALERT TOOLS**

Members of the campus community may receive area alert and emergency information via the Ready Notify Alert Notification System, operated by the Cuyahoga County Office of Emergency Management.

To utilize this service, go to the Ready Cuyahoga Website at <http://ready.cuyahogacounty.us/en-US/ReadyNotify.aspx> and register your valid phone and email address, and identify the types of alerts that you wish to receive and which affected location you wish to receive information about.

You can notifications about:

- South Euclid and Area Emergency Events
- Cuyahoga County Government News
- Cuyahoga County Building Closures
- Water Boil Alerts
- Safety Messages
- Other Types of Emergency and Alert Information

Participating in the ReadyNotify Program is strictly voluntary, and can be used in addition to the alert systems utilized by Notre Dame College. During the registration process you will be asked to give information about yourself such as your address, your primary language, and if you require any special assistance during an emergency event. Only information indicated with a star \* is required.

When you sign-up in the system, you will receive emails as well as have the opportunity to choose how you want to receive additional messages. Additional messages can be delivered in the following ways:

- Cell Phone
- Home Phone
- Work Phone
- SMS/Text Messaging
- Fax