

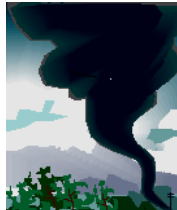


OHIO
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EMERGENCY

PROCEDURES

MANUAL





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Emergency Response Procedure

Introduction

Emergencies, disasters, accidents, injuries, and crimes often occur without warning. While being prepared to handle unexpected emergencies is an organizational responsibility, it is also an individual responsibility as well. Please take the time to read the emergency response procedure thoroughly prior to the occurrence of an emergency. Keep copies available for immediate reference. Once you have familiarized yourself with the procedures, you will be better prepared to protect yourself and others around you. If you have questions in regard to the following procedures or a situation not covered here, please contact the Director of Facilities Management at (740) 774-7243 or (740) 703-5461.

Notification of a critical emergency can be found or will be given through the following sources:

- Emergency notification system
- Ohio University-Chillicothe's homepage
- Your campus e-mail (Oak account)
- Bullhorns
- Posted alerts
- Emergency personnel teams, etc.

Emergency Calling Procedures

Report emergencies to the Director of Facilities Management at (740) 774-7243 or (740) 703-5461 or call 911.

The Ohio University-Chillicothe campus has several blue-light emergency telephones located in the parking lot areas. These emergency telephones are operational when the blue light is glowing. Blue-light phones connect directly to 911. If there is an emergency situation and you do not have a cell phone or are unable to get to another phone, please use the blue-light emergency phone.



Emergency Supply List

To prepare for an emergency situation keep the following supplies on hand:

- First Aid Kit
 - ❖ (20) Adhesive bandages of varying sizes
 - ❖ 5" x 9" Sterile dressing
 - ❖ Conforming roller gauze bandages
 - ❖ (2) Triangular Bandages
 - ❖ (2) 3"x3" Sterile gauze pads
 - ❖ 3" Roll of Cohesive bandage
 - ❖ Germicidal hand wipes or waterless alcohol-based hand sanitizer
 - ❖ (6) Antiseptic wipes
 - ❖ Several large pairs medical grade non-latex gloves
 - ❖ Adhesive tape, 2" wide
 - ❖ Antibacterial ointment
 - ❖ Cold packs
 - ❖ Small scissors
 - ❖ Tweezers
 - ❖ CPR breathing barrier or face shield
- Food And Bottled Water
 - ❖ 1 Gallon bottled water per person
 - ❖ Non-perishable foods
- Battery-Powered Radio
 - ❖ News regarding the emergency may change rapidly as events develop. Radio reports will give information about the areas most affected.
- Flashlights and Extra Batteries
 - ❖ (2-3) Flashlights and spare batteries
 - ❖ Use flashlights during power outages.
 - ❖ Do not use anything with an open flame.
- Medications
 - ❖ Non-prescription medications such as Tylenol, Motrin, Aspirin, antacids, etc.
 - ❖ Prescriptions – keep a 3 day's supply. Consult your doctor or pharmacist in regard to storage of these. Consult the Director of Facilities Management about campus regulations on storage.
- Other
 - ❖ Mylar "space" blanket
 - ❖ Paper plates, cups, and plastic utensils
 - ❖ Can opener (non-electric)



Sheltering In Place

Certain types of emergencies, such as biological, chemical, or radiation attacks may make going outside dangerous. Leaving the area may also take too long or put people in harm's way. In such a case, it is typically safer to stay indoors. "Sheltering in place" means people make a shelter out of the place they are in. It is a way for people to make the building as safe as possible to protect themselves until help arrives. If possible shut and lock all outside doors and windows. This may provide a tighter seal against the contaminant. Turn off the heating and air conditioning and all fans.

Choose a room within the building with as few windows and doors as possible. Most desirable is a large room with a water supply. For chemical attacks or emergencies the sheltering in room should be as high in the building as possible to avoid gases that sink. The guidelines for sheltering in place during tornadoes or severe weather are different. During these types of emergencies, you should shelter in place in the lowest part of the building.

The emergency supplies listed on the previous page should be on hand in the shelter in area.

National Terrorism Advisory System (NTAS)

The Department of Homeland Security (DHS) has recently discontinued its color-coded alert system. When the federal government receives information about a specific or credible terrorist threat, DHS will coordinate with other federal entities to issue formal, detailed alerts. These alerts will include a clear statement that there is an "imminent threat" or "elevated threat". The alerts will also provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals and communities, businesses and governments can take.

Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels – including a designated DHS webpage (www.dhs.gov/alerts), as well as social media channels including Facebook and via Twitter @NTASAlerts.

Furthermore, NTAS will have a "sunset provision," meaning that individual threat alerts will be issued with a specified end date. Alerts may be extended if new information becomes available or if the threat evolves significantly.

For more information on the National Terrorism Advisory System, visit www.dhs.gov/alerts.



MEDICAL EMERGENCY

Medical emergencies include life-threatening situations as well as the following:

- Broken Bones
- Eye Injuries
- Excessive Bleeding
- Serious Allergic Reactions
- Cardiac Arrest
- Heat Stroke/Heat Exhaustion/Heat Cramps
- Unconsciousness
- Compound Fractures
- Lacerations
- Head Injuries
- Chest Pain
- Inhalation of Toxic Substance
- Seizure
- Cessation of Breathing

If you or someone in your office experiences a medical emergency:

1. Dial 911, (740) 774-7243, or (740) 703-5461. Provide detailed information on the location of the ill or injured person.
2. Unless trained, do not attempt to render any first aid before assistance arrives.
3. If trained, use pressure to stop bleeding.
4. If trained, and the victim has no pulse and is not breathing, use CPR.
 - AED's (automated external defibrillators) are located on the main floor of buildings around campus. If the victim is in cardiac arrest, the AED can analyze their need for electroshock treatment and administer the shock automatically.
5. Unless safety dictates, do not attempt to move a victim.
6. Be prepared to provide the following information to emergency personnel:
 - Name (yours and if possible, the victims)
 - Location of injured person (building and room)
 - Description of symptoms or type of injury
 - Victim's current condition
 - Sequence of events leading to the emergency, if known
 - Major medical history (heart condition, asthma, diabetes, allergies, medications, victim's doctor, etc.)
7. Remain at the scene after emergency personnel have arrived to provide information.
8. Planning for such emergencies includes being trained in emergency first aid procedures and CPR.



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EVACUATION OF PEOPLE WITH PHYSICAL DISABILITIES

The following information provides guidelines for assisting people with physical disabilities during an emergency evacuation. If you have questions about the following procedures, please contact the Director of Facilities Management at (740) 774-7243 or (740) 703-5461 and request additional information on this topic.

People with physical disabilities should exit through the Bennett Hall first floor doorways and proceed down the ramps.

Visually Impaired – Tell the person with the visual impairment the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow and escort him/her out of the building. As you walk, advise the person of any obstacles, steps, inclines, or declines. When you reach safety, orient the person to where he/she is and ask if any further assistance is necessary.

Hearing Impaired – Alert the person that there is an emergency situation by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions or provide the individual with a short note containing instructions. Offer assistance as you leave the building.

Mobility Impaired – Since elevators should not be used for evacuation during an emergency, people with mobility impairments will need assistance evacuating. Individuals who can walk may be able to evacuate themselves. Walk with the person to provide assistance if necessary.

Evacuating individuals who are not able to walk is much more complicated. If there is no immediate danger, take the individual to a safe place to await emergency personnel. Whenever possible, someone should remain with the person while another individual exits the building and notifies emergency personnel of the mobility impaired person's exact location.

Only in situations of extreme and immediate danger should you try to evacuate a wheelchair user yourself. The person with the disability is the best authority on how he/she should be moved. Ask before you move someone. While it is best to let professional emergency personnel conduct the evacuation, a person with mobility impairment can be carried by two people who have interlocked their arms to form a "chair" or by carrying the person in a sturdy office chair.



Building and Campus-wide Evacuation Procedures

To prepare for an emergency evacuation, you should know the evacuation plan, know at least two ways out of the building from your workspace/classroom, and know the predetermined meeting location for your department/class.

Building Evacuation:

If a decision is made to evacuate a campus building, you will be notified by the campus mass communication system, fire alarm, telephone, or in person.

- If notified to evacuate, remain calm.
- Exit quickly in an orderly manner, taking only necessary items with you.
- **Do not** run, push, or shove.
- Quickly check nearby restrooms, copy rooms, storage rooms, etc., as you exit, for those who may be unaware of the evacuation.
- Shut all doors behind you as you leave. Closed doors can slow the spread of fire, smoke, and/or water.
- **Do not** use the elevator unless operated by and instructed to by emergency personnel.
- Accompany and assist people with disabilities.
- Proceed to the designated area at least 300 feet from the building so your supervisor/professor can account for everyone.
- Follow the instructions of emergency personnel on the scene.
- Return to the building **only** when given the "all clear" by proper emergency personnel.

Campus-wide Evacuation:

Campus-wide evacuation is necessary if there is a major hazardous materials release or other significant incident. If you are instructed by authorities to evacuate the campus, do so immediately. Once the campus is evacuated, it will be secured and no one will be permitted to re-enter without proper authorization. The campus will reopen only when decided by the Campus Dean. Local radio and television stations and the campus website will post a notification when the campus is reopened.

When evacuating campus:

- Leaving by vehicle – Follow traffic instructions.
- Leaving by foot – Leave via the most direct route.
- When being picked up – Meet at a predetermined location.
- Individuals with disabilities – Call 911 for assistance.



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POWER OUTAGE/DOWNED POWER LINES

Power Outage

- Keep a flashlight in your area.
- Call the Director of Facilities Management at (740) 774-7243 or page (740) 703-5461.
- Provide assistance to others in your immediate vicinity that may be unfamiliar with the area.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- If you are in the elevator, stay calm. Use the emergency button or telephone to alert Ohio University – Chillicothe personnel of your location.
- Evacuate the building if instructed to do so.

Downed Power Lines

Downed power lines can be hazardous because they carry an electric current that can immediately injure or cause death. They are not insulated or coated like electric cords for home appliances. The coating you see on these lines is a weatherproofing material only. Since you cannot smell, see, or hear an electric current there is no way for you to determine if fallen power lines are live. Never assume a downed line is safe to touch or to approach. Stay away from them. Tell others to stay away as well. Call 911 to alert emergency crews of the situation.

If you are in a vehicle which comes in contact with a downed power line, stay put. Call 911. If you are unable to call 911 yourself, try to alert passers-by of the situation, cautioning them to stay away. Ask them to Call 911. If for safety reasons, you must exit the vehicle, remove all loose items, including loose clothing to jump clear of the vehicle. Do not touch the car and ground at the same time. Keep both feet together when landing. Keep both feet as close as possible to each other as you shuffle away from the car and downed lines.



FIRE EMERGENCY

There are a few ways to prepare for a fire emergency. The following are some of the ways: Know the building evacuation plan; know the different types of fire extinguishers and take training to learn how to use them; and learn first aid.

Types of Fire Extinguishers

Type A	Paper & Wood
Type B	Flammable Liquids & Gas
Type C	Electrical & Appliances
Type ABC	Paper, Flammable Liquid, & Electric
Type D	Certain Metals
Type K	Kitchen Grease Fires

Response to Fire, Suspected Fire, and Audible Fire Alarms

- If a burning odor or smoke is present, pull a fire alarm to activate the fire alarm system.
- Dial 911 and report the location of the fire and the material burning if known. Report this information to fire and police personnel as they arrive.
- If possible and only if trained, shut off gas in your area.
- If you can help control the fire without personal danger and have received training, take action with available fire extinguisher. If not, leave the area.
- Evacuate the building. Follow the emergency evacuation procedures provided on pages 3 and 4. **Do not** push or shove.
- **Do not** delay to locate personal items, files, or equipment.
- **Do not** proceed to the basement.
- **Do not** use the elevator.
- Close doors behind you to confine the fire.
- Quickly check nearby rooms and restrooms to ensure everyone knows of the alarm.
- Assist those with disabilities (non-wheelchair) in evacuating, if possible. If it is not possible for the disabled person/s to evacuate, take them to the nearest enclosed stairwell, ask them to stay there, close the doors, and then proceed outside.
- Tell emergency personnel the location of the disabled person/s.
- Proceed to the designated area at least 300 ft from the building.
- Return to the building only when given the "all clear" by proper emergency personnel. DO NOT assume that when the audible alarm ceases it is safe to reenter the building.

If Your Clothes Catch On Fire

- ❖ **Stop** what you're doing.
- ❖ **Drop** to the ground.
- ❖ **Roll** to smother flames.

Perform First Aid As Necessary

- ❖ Do not move those with extreme injuries.
- ❖ Get help from emergency personnel
- ❖ Perform CPR, if trained to do so.



SEVERE WEATHER/THUNDERSTORMS/LIGHTNING

Severe Weather – “WATCH”

- Indicates conditions are right for severe weather within the next few hours. This tells you when and where severe weather is likely to occur.
- Be alert to possible severe weather conditions.
- Watch the sky and stay tuned to the radio or television for further information.

Severe Weather – “WARNING”

- Indicates severe weather has been observed or is expected soon and poses a impending danger to life and property of those in the path of the storm or hazard.
- All outdoor and open area activities should be closely monitored and suspended, if possible, until the threat has passed.
- Stay alert when severe weather is confirmed to be in the area and/or has been sighted.
- Remain near a permanent building so that you are able to get inside with little notice.

Steps to take if caught in severe weather:

- Lightning is generally associated with severe storms. Anyone who is outdoors should move indoors to a permanent building. Time is critical and moving to an interior room must be done quickly.
- Ensure that you are in a permanent building and not a temporary structure such as a trailer, automobile, or pole building.
- Move to an interior room away from windows.
- Monitor WCMH NBC4, WSYX ABC6, WBNS 10TV, Local Radio stations, or the National Weather Service for “Watch &/or Warning” details.

Remember the 30/30 lightning safety rule:

Go indoors if, after seeing lightning, you cannot count to thirty (30) before hearing thunder and stay indoors for thirty (30) minutes after hearing the last clap of thunder.

Check road conditions on line at: <http://www.buckeyetraffic.org>



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TORNADO

Tornado Watches and Warnings

Tornadoes can occur any time during the year with the right weather conditions. However, Ohio's peak tornado season is April through July. To prepare for a tornado, keep a NOAA weather radio or battery-powered radio in your office and locate a suitable tornado shelter.

A tornado "watch" means that weather conditions are favorable for the formation of a tornado. A tornado "warning" is issued when a funnel cloud has actually been sighted in the surrounding area by a qualified spotter or has been detected on radar. Emergency warning sirens are activated when there is a tornado warning.

If a tornado warning has been issued and you are inside:

- Stay inside. Remain calm.
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- Proceed immediately to a basement or ground-level floor, interior corridor, or room, or office without windows and crouch low with your hands covering the back of your head and neck.
- Use elevators only if you have a disability or are helping someone with a disability.
- Continue to monitor the weather via radio, television, cell phone, or internet until the tornado warning has been lifted for your area.
- Once the warning has been lifted, wait for the Director of Facilities Management to give the "all-clear" before proceeding back to your classroom or office.
- If there is an emergency, call 911.

If a tornado warning has been issued and you are outside:

- Find shelter immediately.
- If you are in your car, get out of it. **Never** try to outrun a tornado.
- If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

If a tornado watch has been issued:

- Be aware of your surroundings.
- Be prepared to find shelter.
- Listen to TV or radio for further alerts or warnings.
- Advise others of severe weather conditions.
- If weather becomes threatening and no tornado warning has been issued, seek shelter.



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EARTHQUAKE

If you are inside during an earthquake:

- Stay inside.
- Immediately take cover under a table or desk, or stand in a doorway. In areas where cover is not available, kneel at the base of an interior wall, facing the wall.
- Keep your head down. Cover your head and neck.
- Stay away from windows and mirrors.
- Be alert for falling objects and stay away from overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Do not use the elevator.

If you are outside during an earthquake:

- Move to an open area away from buildings, walls, trees, and power lines.
- Assume a fetal position on the ground, keeping your eyes closed. Cross your arms over your neck and back of your head.
- Stay in the fetal position until the shaking stops.

If you are in an automobile during an earthquake:

- Stop your vehicle in the nearest open area.
- Stay in the vehicle until the shaking stops.

After an earthquake:

- Be aware of the possibility of aftershocks.
- Limit use of telephone to calls for emergency services only.
- Evacuate the building, if instructed to do so by the Director of Facilities Management or emergency personnel.
- Aid and accompany those with disabilities.
- Do not move injured people unless they are in obvious immediate danger from fire, building collapse, etc.
- Open doors carefully. Watch for falling objects.
- **Do not** use elevators.
- **Do not** use matches or lighters. (in case of gas leaks)



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WATER DAMAGE/FLOODING

Serious water damage can occur from a number of sources: broken pipes, clogged drains, damaged skylights or windows, or construction errors. The best way to prepare for this is to familiarize yourself with the campus evacuation plan.

If a water leak occurs:

- Call the Director of Facilities Management at (740) 774-7243 or (740) 703-5461 immediately. Report the exact location and severity of the leak.
- If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- If you know the source of the water and are confident in your ability to stop it (i.e., unclog the drain, turn off the water, etc.), do so.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects.
- Evacuate the building or campus only if instructed to do so. Do not return to your building until you are given the order to do so.



HAZARDOUS/INFECTIOUS MATERIAL SPILL RESPONSE

A hazardous material spill is a spill in which there is a significant amount of a hazardous material that has been released or one in which the release of the substance cannot be controlled. Examples of hazardous materials in quantities that would be considered a spill are: more than one gallon of bleach, more than 100 ml of sulfuric acid, over one gallon of gasoline, and any quantity of mercury. Examples of infectious materials include blood and other bodily fluids.

Hazardous Material Spill Response:

1. Dial 911, the Director of Facilities Management (740) 774-7243 or (740) 703-5461.
2. If the hazardous material comes in contact with your skin, immediately flush the affected area with large amounts of water for at least 15 minutes, and then seek medical attention.
3. If possible and if trained, stop the source of the hazardous material.
4. Evacuate the immediate area, closing doors behind you.
5. Unless trained, **DO NOT** attempt to clean up the spill yourself.
6. Make yourself available to emergency personnel to supply critical information to aid in clean up.
7. Provide as much of the following information as possible:
 - Where has the hazardous material spill occurred? Specify the floor, room number, and location in room.
 - What material has been spilled?
 - What is the state of the material (i.e., solid, liquid, gas, combination)?
 - Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?
 - Has there been a fire and/or explosion?
 - Has anyone been injured? If so, how many people and what type/s of injuries have occurred?

Infectious Material Spill Response:

1. If the infectious material comes in contact with your skin, immediately wash with soap and water.
2. Unless trained, **DO NOT** attempt to clean up the spill yourself.
3. Contact the Director of Facilities Management.

Make yourself available to responding emergency personnel to supply information to aid in clean up.



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Emergency Response Procedure

SUSPICIOUS MAIL or PACKAGE

Characteristics of a suspicious letter or package:

- Foreign mail, air mail, and special deliveries.
- Restricted marking such as "Personal" or "Confidential".
- Excessive postage, handwritten or poorly typed address.
- No return address or a city or state in the postmark that does not match the return address.
- Incorrect titles or misspelling of common words.
- Unusual weight based on size, lopsided or oddly shaped, rigid or bulky, strange odors, oily stains, crystallization, protruding wires or tinfoil, excessive tape or string, or visual distractions.

If you receive a suspicious letter or package:

- Call the Director of Facilities Management (740) 774-7243 or (740) 703-5461.
- Do not try to open it.
- Isolate it.
- Write down everything you can remember about receiving the letter or finding the package.
- Do not use cell phones or radio equipment within 100 feet of the object.

If you open a parcel containing suspicious material or alleged to contain suspicious material:

- Call 911, the Director of Facilities Management (740) 774-7243, or (740) 703-5461.
- Set it down where you are. Do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash or rinse your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.

Stay at the scene to answer questions from police. If anyone enters the closed area in which the suspicious letter or package is located, that person should also stay at the scene.



BOMB THREAT/SUSPICIOUS OBJECT

If you receive a telephone bomb threat:

- Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
- Note the phone number of the caller if your telephone has a display.
- Gather as much information as possible. If possible, use the Bomb Threat Checklist to question the caller in a polite and non-threatening manner.
- Upon completion of the call, immediately dial 911 and The Director of Facilities Management – (740) 774-7243 or (740) 703-5461. Then complete the checklist while the call is still fresh in your memory.
- Remain available to answer questions.
- If the threat was received by another individual and he/she is relaying information to you, use the Bomb Threat Checklist to gather as much information as possible.

A suspicious object is defined as any package, parcel, container, or other object that is suspected of being an explosive device because it is out of place or unusual for that location and cannot be accounted for, or because a threat has been received.

If you find a suspicious object:

- Do not touch the object.
- Move people away from the object.
- Do not use portable radio equipment within 100 feet from the suspicious object.
- Dial 911 and Facilities Management Director (740) 774-7243 or (740) 703-5461
- Follow police instructions precisely.
- Do not attempt to evacuate the building without the authorization or assistance of emergency personnel. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, laboratories, or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.

If a search of the building is conducted, you and other staff may be asked to accompany police officers since you are more likely to notice something out of the ordinary in your own area or facility



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BOMB THREAT CHECKLIST

Copy this sheet and place it near your phone.

Time of call: _____ Length of call: _____

Sex of caller: _____ Race/nationality of caller: _____

Age of caller: _____

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. If the voice is familiar, who did it sound like?

Caller's voice:

_____ Calm	_____ Disguised	_____ Angry	_____ Excited	_____ Stutter
_____ Slow	_____ Familiar	_____ Loud	_____ Laughter	_____ Clearing throat
_____ Soft	_____ Distinct	_____ Deep	_____ Rapid	_____ Cracking voice
_____ Normal	_____ Accent	_____ Ragged	_____ Nasal	_____ Deep breathing
_____ Slurred	_____ Lisp	_____ Raspy	_____ Crying	

Threat Language:

_____ Well spoken _____ Educated _____ Foul _____ Irrational _____ Incoherent
 _____ Taped _____ Message read by threat maker

Background sounds:

_____ Street noises	_____ House noises	_____ PA system	_____ None
_____ Phone booth	_____ Animal noises	_____ Static	Other: _____
_____ Voices	_____ Factory machinery	_____ Local	
_____ Music	_____ Office machinery	_____ Long distance	

IMMEDIATELY DIAL 911

Give responding officers this completed sheet.

Date: _____ Name: _____ Job title: _____

Phone number: _____ Department name: _____

Exact wording of the threat: _____



EXPLOSIONS

Chemicals, leaking gas, faulty boilers, or falling aircraft are some possible causes of life-threatening explosions. If an explosion occurs remain calm. Many things will probably happen at the same time. There may be further explosions; people may be injured and need help; smoke may be seeping in around a door. There is little you can do to prepare for an explosion. However, you can familiarize yourself with the evacuation plan for your area; the locations of extinguishers, fire exits, and fire alarms; and/or take first aid or CPR courses.

If you hear or are in the area of an explosion:

- Dial 911 using a land line. **Do not** use a cell phone. They can trigger further explosions.
- Evacuate the building if ordered to do so.
- **Do not** use elevators.
- **Do not** move seriously injured people unless they are in obvious immediate danger (of fire, building collapse, etc.).
- Accompany and assist people with disabilities.

If you are trapped inside a building:

- Crawl under a table or desk. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment. Watch for falling objects.
- Feel doors for heat before opening and then open carefully. If a door is warm, do not open it.
- If smoke is entering around doors, stuff clothing in cracks to block smoke.
- **Do not** use matches or lighters.
- If possible, hang clothing over a window ledge to signal rescue crews.
- If there is no window, stay near the floor where the air may be less toxic.
- Shout periodically to alert rescue crews.



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Emergency Response Procedure

RESPONDING TO AN ACTIVE SHOOTER ON CAMPUS

An active shooter is a person who in most cases, through the use of firearms, is actively threatening lives or apparently prepared to threaten lives in a populated area. In most cases, there is no pattern or method to their selection of victims. These dynamic situations evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and decrease harm to innocent victims. Keep in mind there may be more than one shooter. Below are guidelines for faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

The main goals are to remain calm and use these guidelines to help you plan a strategy for survival.

IMPORTANT: Before any emergency occurs, become familiar with the buildings you frequent. Make sure you have an escape route and plan ahead for how you could respond.

If an active shooter is outside your building:

- Proceed to a room that can be locked. If the door to your room cannot be locked, barricade the door with heavy objects.
- Close and lock all the windows and doors, and turn off all of the lights.
- If possible, get everyone down on the floor where no one is visible from outside the room.
- Have one person in the room call 911, advise the dispatcher of what is taking place and inform the dispatcher of your location (building and room number).
- Remain in place until the police, or a campus administrator known to you, gives the "all clear."

IMPORTANT: Unfamiliar voices may be the shooter attempting to lure victims from their safe place. Do not respond to any voice commands until you can verify the source.

If an active shooter is in the same building with you:

- Try to remain calm.
- Dial 911, if possible, to alert police of the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place because 911 can often determine a location without a caller speaking.
- If there is absolutely no opportunity to escape or hide and you cannot communicate with 911, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a last resort; after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place. **Do not** touch anything that was in the vicinity of the shooter.



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RESPONDING TO AN ACTIVE SHOOTER ON CAMPUS (cont.)

If you decide to flee during an active shooter situation, no matter what the circumstances:

- **Do not** attempt to carry anything while fleeing.
- Move quickly, keeping your hands visible. Follow the instructions of any police officers you may encounter.
- **Do not** attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- **Do not** try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible.

The first responding officers will normally be in teams of four. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.

The officers may be armed with rifles, shotguns, or handguns and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm. Do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers.

The first officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow behind the first officers to treat and remove injured people.

Important: Keep in mind that even once you have escaped to a safer location, the entire area is still considered a crime scene. Police personnel will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at the location which authorities have designated.



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HOSTAGE SITUATION

During a hostage situation take steps to not aggravate the situation. Stay calm and encourage others to stay calm as well.

If you are involved in a hostage situation:

1. Dial 911, (740) 774-7243, and/or (740) 703-5461. Describe in as much detail as possible:
 - Location of hostage situation (building, room #, etc.)
 - Number of people involved (hostage takers and hostages)
 - Description of hostage takers
 - Weapons displayed
 - Threats made
 - Any other information
2. Do as you are told without argument.
3. **Do not** attempt to negotiate or argue with the hostage taker.
4. Try to help others remain calm.
5. Tell others to do as they are told.



ROBBERY/SHOPLIFTING/THEFT SITUATION

If you are involved in a Robbery/Shoplifting/Theft situation:

1. Do as you are told without argument.
2. Tell others around you to do as they are told.
3. As soon as it is safe, dial 911, Facilities Management Director (740) 774-7243, or (740) 703-5461 and supply as many details as possible. Include:
 - location of the robbery
 - number of people involved (robbers & victims)
 - description of person(s) involved
 - weapons displayed
 - threats made
 - any other relevant information
4. **Do not** attempt to negotiate with the person(s) involved.
5. If there is more than one person available, from a safe distance, have someone maintain visual contact to provide direction of travel of the robber. If there was a weapon displayed **DO NOT ATTEMPT TO FOLLOW.**



WORKPLACE VIOLENCE

We are committed to providing a safe, violence-free workplace. We will not tolerate threats, violent behavior, or acts of intimidation or harassment of any kind by any Ohio University – Chillicothe employee toward faculty, staff, students, or visitors. Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information may be helpful in detecting or anticipating workplace violence and may help to create a safer, healthier workplace for everyone.

Threats – direct or implied:

- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property
- Conduct that harasses, disrupts, or interferes with another individual's performance
- Conduct that creates an intimidating, offensive, or hostile environment

Potential Warning Signs:

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Blaming others for problems

Risk Factors that Contribute to Workplace Violence:

1. Termination of employment
2. Disciplinary actions
3. Ongoing conflicts between employees
4. Domestic or family violence
5. Financial problems

Workplace Violence Prevention:

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals. Contact your supervisor, the Human Resources (HR) office, or Ohio University Police to inquire about these services.
- Refer employees exhibiting inappropriate behavior to the local campus Dean or the Office of Institutional Equity (OIE), or the Employee Assistance Program.
- Refer to the Policy and Procedures Manual, your supervisor, HR, or OIE for guidance in dealing with aggression, violence, and other inappropriate behaviors.
- Do not hesitate to call The Director of Facilities Management (740) 774-7243 or (740) 703-5461 (remember to leave a call back number).
- Remember: A safe workplace is everyone's responsibility.

If violence occurs or there is an immediate threat of violence:

- Leave the area immediately, if possible. If you are unable to leave the area, try to lock yourself in a secure room, closet, etc.
- If possible, dial 911. Give Police as many details as you can.



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CIVIL DISTURBANCE/DEMONSTRATION

Not all demonstrations are unlawful. The U.S. Supreme Court has ruled that certain activity is protected under the U.S. Constitution. However, any demonstration on University property that interferes with the educational function of the institution or in which violence, property damage, or other unlawful behavior occurs is unlawful.

If you have a question about whether a demonstration is unlawful, please call The Director of Facilities Management (740) 774-7243.

If a disturbance appears to threaten the safety of faculty, staff, or students:

1. Immediately call The Director of Facilities Management (740) 774-7243 or page (740) 703-5461. Provide the following information:
 - The name of the group, if known.
 - The exact location of the group.
 - The number of people involved.
 - Weapons involved, if any.
2. Avoid provoking or obstructing the demonstrators.
3. Avoid the area of the demonstration.

In case of an outside disturbance, while you are inside:

1. Stay inside and away from windows and doors.
2. Conduct business as usual, if possible.
3. Be prepared to secure your work area by locking doors, safes, vital records, files, and expensive equipment.
4. Take steps to protect your own safety and the safety of other faculty, staff, and students.
5. If it becomes necessary, log off your computer, cease all operations and evacuate.
6. Encourage others to leave the area as well.