

Campus *Emergency* Procedures

Public Safety Office
ext. **3232**



Shawnee State
UNIVERSITY

General Information on Reporting Emergencies

Emergency situations can be triggered by a variety of factors, which in most instances cannot be anticipated. Knowing what to do and perhaps more importantly what not to do is paramount in dealing with the crisis at hand. In many instances it is a question of notifying the proper individuals or campus department. Sometimes, however, certain immediate action on your part may be necessary. Whichever the case, it is important to remain calm and not panic. Take a few seconds to compose yourself to avoid acting irrational. Those first few seconds are important, since most injuries and deaths occur because of irrational or illogical first response. This easy to use guide has been developed to help you deal with most emergency situations that might occur on campus. Rest assured that there are qualified individuals to give you direction and to assist, but they need to be notified and supplied with the proper information. Keep this *Campus Emergency Procedures Guide* nearby to assist you in dealing with emergency situations. Also, remember that handicap individuals may need special assistance. Preplan the assistance needed if a handicap individual is part of your department or if in your class.

The following general information is important when reporting emergencies on campus. Remember—**stay calm, don't panic, help is on the way.**

To report an emergency on campus, pick up any University phone and contact the Public Safety office by dialing ext. **3232**. If you are using a cell phone or a **non-university** phone, you must dial **740.351.3232**.

If fire or ambulance response is needed, dial **9-911** on a campus phone. This connects you to the local 911 operator.

If you dial **911** on a **non-university** phone you will be connected to the local 911 operator.

When possible, use a university phone and contact the SSU Public Safety office, ext. 3232.

When reporting an emergency, be sure to speak in a clear voice and give the following information:

1. Your name and your location.
2. A brief description of the emergency situation.
3. If there are people injured.
4. Any additional information that might be beneficial.

Do not hang up until instructed to do so.

Preplan:

Departments should have flashlights available that are tested periodically to assure they are operational.

Note: *Individuals with disabilities may need assistance.*

Power Outage

In the event of a power outage in your building, initiate the following:

Remain calm.

Monday-Friday between the hours of 7:00 a.m. and 5:00 p.m., call Facilities/Maintenance at ext. **3458**. After 5:00 p.m. or on weekends, call the Public Safety office at ext. **3232**.

If you have a flashlight, go to an area of the building that is lighted or has emergency lighting.

Provide assistance to those in your area who do not have a flashlight and/or may be unfamiliar with the area.

Remain calm. In most instances power will be restored in a short matter of time. However, if you are instructed to evacuate the building, proceed cautiously to the nearest exit.

Exit signs are on emergency power and should remain lit during an outage.

Elevator Malfunction

If you are trapped in a stalled elevator, initiate the following:

Stay calm.

If the elevator is equipped with an emergency phone, pick it up and you will be connected to Public Safety. They will dispatch a maintenance person to the area to assist.

If no phone is present in the elevator, press the **RED EMERGENCY** button and let it ring until you hear someone respond to the alarm.

In most instances, individuals confined in elevators are assisted within 15 minutes.

Remember, you cannot suffocate in a stalled elevator nor will the elevator fall to the bottom.

If you hear an emergency alarm ring in an elevator, do the following:

Go to the elevator door and shout to the individual who is confined in the elevator to assure them that you have heard the alarm and are going to dispatch help for them.

Monday-Friday from 7:00 a.m. to 5:00 p.m., call Facilities/Maintenance at ext. **3458**.

After 5:00 p.m. or on weekends, call Public Safety at ext. **3232**.

Report the problem by giving the name of the building and the location of the elevator (example: north end of building, second floor).

Go back to the door of the elevator and reassure the person in the elevator that help is on the way.

Medical Emergencies

If someone is ill or injured and requires assistance:

Call the Public Safety office at ext. **3232**. If an ambulance is needed, tell the dispatcher at the beginning of your conversation.

For true life threatening medical emergencies, call **9-911**.

Give the dispatcher the following information:

1. The location of the person, including the building and the room number.
2. The illness or injury of the person.
3. Whether the person is conscious.
4. Any other information that is known, such as existing health conditions.
5. Don't hang up until you are told to do so by the dispatcher.

Administer first aid if you have the proper training.

Do not move the person unless in a life threatening situation.

Assure the person that help is on the way.

Note: Remain on the scene until the first responders arrive to give any further information they may require.

Evening/Weekend Facilities Problems

For heating/air conditioning, water, electricity, or other utility problems encountered in buildings after 5:00 p.m. on weekdays and on weekends, contact the Public Safety office at ext. **3232**.

Inform Public Safety of the problem. They will dispatch maintenance personnel to the area.

Preplan:

1. *Know the location of the fire alarm pull stations.*
2. *Know the closest exit out of the building and at least two other means of exiting the building.*
3. *Leave the building immediately when the fire alarm is sounded.*
4. *Have a predesignated meeting place for all those in your office.*
5. *Know who is not present for the day so they can be accounted for at the designated meeting place.*

Note: *Individuals with disabilities may need assistance.*

Fire

If you should spot a fire:

Sound the fire alarm to get everyone out of the building.

Dial ext. **3232** from a campus phone to contact the Public Safety office. If dialing from a cellular phone, contact the office at **740.351.3232**.

Give your name, the name of the building, and the location of the fire within the building.

Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter.

Close all doors behind you if you are the last one out of the room.

Walk to the nearest exit. **DO NOT USE ELEVATORS!!! Note:** Individuals with disabilities may need assistance.

Go to your department's predesignated meeting place at least 200 feet from the building.

Cooperate with emergency and Public Safety personnel. Follow all instructions when given.

Do not re-enter the building until you are told to do so by emergency personnel.

Never fight a fire if it could block your escape route.

If the fire is small and your safety is not compromised and you know how to use a fire extinguisher, an attempt to put out small fires should be made.

Remember the word **PASS**:

P Pull the pin

A Aim low at the base of the fire

S Squeeze the handle

S Sweep from side to side at the base of the fire

Explosion

Explosions can occur from natural gas leaks, chemicals, boilers, or other items that are under pressure.

If an explosion occurs and you are in the immediate area, take cover under a sturdy object such as a desk. Be prepared for further explosions.

Try to remain calm.

Stay away from windows, objects that may fall on you, and electrical equipment.

Evacuate the building as soon as you feel it is safe to do so. Watch for falling objects while you are evacuating the building.

Note: Individuals with disabilities may need assistance.

DO NOT USE ELEVATORS!!!

Do not move seriously injured victims unless they are in immediate danger, such as fire or the building collapsing.

Contact the Public Safety office, ext. **3232**, to inform them of the explosion.

Give Public Safety personnel all pertinent information regarding the explosion.

1. Location
2. If anyone is injured and the extent of the injuries
3. Your name

Await the arrival of Public Safety personnel.

Preplan:

1. *Know at least two exits out of the building. Also, know at least two different ways of leaving the University should streets and intersections be blocked off.*
2. *Have a predesignated meeting place for all those in your office.*
3. *Know who is not present for the day so they can be accounted for at the designated meeting place.*

Note: *Individuals with disabilities may need assistance.*

Evacuation

The building can be evacuated either by the fire alarm being sounded, the building PA system being activated, or by verbal indication to leave by Public Safety personnel or other emergency response personnel.

Remain calm. Leave your area quickly by **WALKING** to the nearest exit of the building. **DO NOT USE ELEVATORS!!!**
Individuals with disabilities may need assistance.

Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter the building.

Close doors behind you when leaving. Check to make sure everyone is out of the room before closing the door.

Go to your department's predesignated meeting place at least 200 feet from the building.

Await further instruction from Public Safety personnel or other emergency response personnel.

If a building is going to remain closed, you will be given instructions as to where to go to obtain information regarding the closing.

If instructed to leave campus, follow the instructions given by Public Safety personnel. You will be told if certain roads are going to be closed and if you need to exit in a certain direction.

Water Leaks

From 7:00 a.m. to 5:00 p.m. weekdays, contact Facilities/Maintenance at ext. **3458**.

After hours or on weekends, contact Public Safety at ext. **3232**.

Give the location of the leak, the severity, and any damage that can be seen.

Remove from the area any equipment that can be moved safely or cover equipment with plastic.

Do not attempt to move items that are plugged into an electrical outlet and are already wet. These items will be removed once the power is shut down to the area.

Evacuate the area if there is a threat that the water could cause harm such as falling wet ceiling tiles or if an electrocution hazard is present.

Inclement Weather

On occasion, during the winter months, the University may be forced to close, delay opening, or cancel classes due to severe weather conditions. If weather conditions are severe, listen to local radio stations for information. The SSU Alert System may be used to notify students, faculty, and staff.

All departments should have in place a **telephone tree** listing the names, office phone numbers, and home phone numbers of all individuals in the department. This telephone tree can be activated by the department head when he/she is notified of any changes to the normal work schedule due to closings. Update this tree yearly or when any changes are necessary due to new employees in your department.

Earthquakes

Keep in mind that most earthquakes are of a short duration and that injury usually occurs from falling objects. With that in mind, the following procedures can assist you in the case of an earthquake.

If inside a building . . .

Remain calm.

Stay inside the building.

Find cover under a sturdy object such as a desk or in a door frame.

Watch for falling objects.

Stay away from windows and any other objects, which may fall on you.

If you are outside . . .

Go to an open area, free of trees and power lines, and away from buildings.

Cover your head and watch for falling objects.

After the earthquake is over . . .

Expect aftershocks and remain protected.

Remain calm.

Follow the instruction of Public Safety personnel and evacuate the building if told to do so.

When evacuating, watch for falling objects and walk carefully, as the floor or steps may be damaged.

DO NOT USE ELEVATORS!!!!

Do not move seriously injured persons unless there is danger from fire or building collapse.

Do not re-enter the building.

Do not light cigarettes, matches, or lighters or use cellular phones as this may cause an explosion if natural gas is present in the immediate area.

Note: Individuals with disabilities may need assistance.

Chemical Spill

Contact the Public Safety office by dialing ext. **3232**.

Give Public Safety a complete description of the incident. Describe the type of accident: fire, explosion, chemical spill, leaking drum. If the incident is a chemical spill, and you know the name of the chemical, inform Public Safety personnel.

Identify the building where the incident occurred and the room number or location of the incident.

If the incident involves a chemical spill, give the approximate amount of the spill.

Give your name and the telephone number from which you are calling.

Note any injuries. Are you or anyone else in the building injured? Tell the Public Safety office of the injuries.

Don't hang up until told to do so by the dispatcher.

Await the arrival of Public Safety personnel at a safe distance. Provide any additional information they may require.

Tornado/Severe Weather

Preplan:

Identify the appropriate place in your building to seek shelter should a tornado occur.

Note: *Individuals with disabilities may need assistance.*

Stay indoors and be alert to falling objects.

Immediately walk to the designated tornado shelter area. The location of the shelter in each building on campus has been selected based on tornado safety criteria.

If you are in a building you are unfamiliar with, go to the lowest level of the building and find an interior area (e.g., interior hall, closet, or bathroom). Seek refuge under a table or desk, kneeling face down with your hands covering your head to reduce injury. If available, cover yourself with a coat or other such material.

Avoid areas that have a large roof span that may collapse: auditoriums, gymnasiums, etc.

Stay away from windows and glass and unsecured objects such as filing cabinets or bookcases.

DO NOT USE ELEVATORS.

If you are outside, lie flat on the ground in a depression and cover the back of your head and neck with your hands.

Do not seek cover in an automobile or under a tree.

If driving a vehicle, get out and seek shelter in a building or low area. Never try to outrun a tornado.

Remain in the safe area until you receive an “all clear” message from Public Safety or other emergency personnel.

Motor Vehicle Accident

If you are involved in an accident, do the following:

Stop at once! Check for personal injuries and request an ambulance if needed. (If injured, don't move unless in a life threatening situation.) Do not leave the scene. Ask for assistance of a bystander.

Protect the scene. Set emergency flashers to prevent further injury or damage.

If the accident occurs on or near campus, call the Public Safety office at ext. **3232**.

Record names and addresses of all witnesses and occupants of involved vehicles. Record the vehicle license number.

Do not argue! Make no statement except to proper authorities. Sign only official police reports.

If you are driving a **University-owned vehicle**, contact Public Safety and fill out an incident report and report the accident to your supervisor.

Reporting a Crime

If a crime or disruptive behavior occurs on campus (assault, robbery, theft, etc.), contact the Public Safety office immediately. Dial ext. **3232** for the dispatcher, or if immediate police response is essential, dial **9-911** from any campus phone, or use any emergency phone on campus.

Furnish any pertinent information:

1. Location
2. Nature of incident
3. Description/identity of those involved
4. Whereabouts of perpetrators
5. Whereabouts of victims
6. Description of what transpired
7. Any related information

When reporting an incident of crime on campus, all information will be treated with appropriate confidentiality. Please identify yourself to Public Safety personnel. **Your identity will be afforded all due confidentiality.** We encourage members of our campus community to report any criminal activity promptly. Safety and security on campus is a cooperative effort.

Upon receipt of notification of a crime occurring on campus, Public Safety officers will respond immediately and investigate.

Crime Prevention

Here are a few suggestions for what you might do to prevent a crime in your area.

In Your Office . . .

Lock your door, even if you are just going down the hall. It takes a thief ten seconds or less to enter an open room and steal your property.

Do not leave messages on your door indicating you are away and when you will be back.

If someone asks to use your phone for an emergency call, offer to place the call for them instead of allowing them access.

Do not put your address on your key ring.

Do not leave keys in hiding places.

Call the Public Safety office at ext. **3232** to report suspicious persons or activity.

When Walking . . .

Avoid walking alone at night unless absolutely necessary.

Walk purposefully, know where you are going, project a no-nonsense image.

Protecting Your Auto or Bicycle . . .

Always lock your car.

Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.

Do not leave tempting or valuable property visible inside the car. Lock these items in the trunk.

Protecting Yourself When Driving . . .

Look into your car before getting in. Lock doors and roll up windows once inside for protection.

Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone or call assistance for them.

Raise the hood, then lock yourself into your car if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.

Bomb Threat Report

Instructions:

Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor and have Public Safety contacted immediately, ext. **3232**. Do not use cell phones or radios **within 500 feet** of possible explosive devices.

Date: _____ Time: _____ Incoming telephone number (Caller ID): _____

Exact words of person placing call: _____

Questions to ask:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

Try to determine the following (circle as appropriate):

Background Noises:

Office Machines
Factory Machines
Bedlam (Confusion)
Trains
Animals
Music
Quiet
Voices
Mixed
Airplanes
Street Traffic
Party Atmosphere

Caller's Identity: Male Female Adult Juvenile Age: _____ years

Voice: Loud Soft High pitch Deep Raspy Pleasant Intoxicated

Accent: Local Not Local Foreign Region

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other _____

Manner: Calm Angry Rational Irrational Coherent Incoherent

Deliberate Emotional Righteous Laughing Intoxicated

Additional Information: _____

Action to take immediately after call: Notify your supervisor. Talk to no one other than as instructed by your supervisor.

Person receiving call: _____ Receiving telephone number: _____

Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of faculty and staff during an active shooter situation.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call ext. **3232** (Public Safety) when you are safe

Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial ext. **3232**, if possible, to alert the Public Safety office to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Yelling
- Committing to your actions