EMERGENCY PROCEDURES

Campus Emergency . . . . 300
Security Services . . . . . . . 237
Emergency – Police/Fire/Medical . . . . . . . 911 (98-911)
State Highway Patrol . . . . . 740-587-0786
Licking County Sheriff . . . . . . . 740-349-6400
Poison Control Center . . . . . 800-682-4221
YOUR FIRE WARDEN IS:

TORONADO SAFE AREA:

Website address:
www.newark ohio state edu/visitors/security htm

POWER OUTAGE
TORNADO WARNING
FLOODING AND WATER DAMAGE
MEDICAL EMERGENCIES
EXPLOSIONS
BUILDING EVACUATION
FIRE
CHEMICAL SPILL
BOMB THREATS & SUSPICIOUS OBJECTS
CAMPUS CRISIS/MEDIA CONTACTS
CRIME PREVENTION
If a **MEDICAL EMERGENCY** occurs in your office or building or if someone becomes **ILL** or is **INJURED** and requires immediate assistance:

1. Call local emergency squad 911 (98-911 from a campus phone) or Security at x300.

2. Direct personnel outside to await the arrival of emergency squad personnel and direct them quickly to the victim’s location.

3. Unless trained, do not attempt to render any first aid before trained assistance arrives.

4. Do not attempt to move a person who has fallen and appears to be in pain.

5. Limit your communication with the ill or injured person to quiet reassurances.

6. After the person’s immediate needs have been taken care of, remain to assist investigating personnel with pertinent information about the incident.

7. If the victim is a staff member, the victim’s supervisor should fill out an “Accident Report” relative to the incident.

8. Planning for such emergencies includes being trained in emergency first aid procedures and CPR.
1. Remain calm.

2. Provide assistance to others in your immediate area who may be unfamiliar with the space.

3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.

4. If you are in an elevator, stay calm. Use the emergency button or telephone.

5. If instructed to evacuate, proceed cautiously to the nearest clear exit.

6. Planning for such situations includes having a flashlight available.

7. **Call Maintenance at x363 or Security at x300 to report the outage.**

8. Those with proper training should initiate power outage protocols for critical operations such as fume hoods, telephones and computers.
A TORNADO WARNING (tornado has been sighted in the area) is announced:

YOUR TORNADO SAFE AREA IS: ________________________________

1. Stay inside and be alert to falling objects.

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

3. Proceed to a designated safety zone (as noted on hallway posters). Inner hallways, rooms and rest rooms offer the best protection.

4. Do not use elevators.

5. If requested, assist people with disabilities to the safest area on the same floor.

6. Remain in the safe area until at least 10 minutes have elapsed without the sounding of sirens or until the “ALL CLEAR” has been given by campus authorities.

7. Planning includes identifying the appropriate place in your building to seek shelter should a tornado occur.
Serious **WATER DAMAGE** can occur from a number of sources: broken pipes, clogged drains, damaged skylights or windows, or construction errors.

If a Water Leak occurs:

1. Remain Calm

2. **Notify Maintenance at Ext. 363 immediately.** Report the exact location and severity of the leak.

3. If unable to notify maintenance personnel, contact Security at x300.

4. If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.

5. If you know the source of water and are confident of your ability to stop it (i.e. unclog the drain, turn off water, etc.), do so.

6. Take steps or notify appropriate personnel to minimize hazardous or slippery conditions. Mop the area, place a receptacle under the leak and/or place “Slipping Hazard” signs near the leak.

7. 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 with plastic sheeting or moving small or light objects out of danger.
Chemicals, leaking gas, or faulty boilers could all be the cause of life-endangering EXPLOSIONS.

1. Remain calm.
2. Be prepared for possible further explosions.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Carefully follow the directions of Safety & Security personnel, Fire Wardens, Sheriff or Fire Department personnel. If evacuation is ordered, proceed to one of the designated exits.
6. Do not move seriously injured people unless they are in obvious immediate danger (of fire, building collapse, etc.)
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. If requested, accompany and assist people with disabilities who appear to need direction or assistance.
10. Do not use matches or lighters.
11. Avoid using telephones.
12. Do not spread rumors.
13. Planning includes being familiar with possible hazards in your building and knowing nearest exit location.
In advance of an EVACUATION, each campus employee should:

1. Recognize the sound of the evacuation (i.e. fire alarm).
2. Know at least two ways out of the building from your regular workspace.

When you hear the evacuation alarm or are verbally told to begin evacuating the building:

1. Remain calm.
2. Leave quickly.
3. Try to make sure that all members of your department hear the alarm and evacuate the area.
4. As you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc.
5. If requested, accompany and assist people with disabilities who appear to need direction or assistance.
6. Only take with you essential personal items. Do not attempt to take large or heavy objects.
7. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
8. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
9. Once out of the building, move at least 100 feet away from the structure or as instructed by Sheriff, Fire Department or campus officials.
10. Planning includes knowing the exact location of the nearest exit.
How to report a FIRE:

1. If a burning odor or smoke is present, call 911 or x300 and pull a fire alarm. Report the exact location of the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling an alarm station.

2. If you can help control the fire without personal danger, take action with available fire fighting equipment. If not, leave the area.

3. A local alarm station will cause the alarm horns to sound. These alarms do not automatically notify the Fire Department.

4. Never allow the fire to come between you and an exit.

5. Remove all people from the danger area. Close doors behind you to confine the fire.

Response to audible Fire Alarms:

1. If the audible horn alarm sounds for more than 30 seconds, evacuate the building.

2. Do not use the elevators.

3. If requested, accompany and assist people with disabilities who appear to need direction or assistance.

4. Leave all parcels and personal property inside.

5. Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.

6. Return to the building only when instructed to do so by campus officials, Sheriff or Fire Department personnel.

7. Planning includes training in the proper use of fire extinguishers and knowing their locations.
If a CHEMICAL SPILL occurs:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. If the chemical is in powder form, brush off as much as possible and flush with clear water.

2. Call 98-911 (OR 911 FROM A PAY PHONE) IMMEDIATELY and NOTIFY CAMPUS SECURITY x300

3. If there is any possible danger, evacuate your area.

If a chemical fire occurs:

1. Remain calm.

2. Call x300 or 911 (98-911).

3. If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.

4. Never allow the fire to come between you and an exit.

5. Evacuate your area if you are unable to put out the fire. Close doors and windows behind to confine the fire. Proceed to an exit.

6. Do not open or break windows. Oxygen feeds fire.

7. Do not attempt to save possessions at the risk of personal injury.

8. Do not return to the emergency area until instructed to do so by Safety & Security, Fire Wardens, Sheriff, or Fire Department officials.

9. All chemical spills and fires, no matter how small, should be reported to Safety & Security at x300.

10. Planning includes training in proper use of fire extinguishers and knowing their location.
It is possible, although highly unlikely, that a campus employee may someday receive a threatening telephone call or letter or might receive a suspicious parcel or discover a suspicious object somewhere on the premises.

If you receive a telephone THREAT:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
3. Using the **Bomb Threat Data Card** (see reverse), question the caller in a polite and noninterrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller. Do not discuss the threat with other staff members.
4. Upon completion of the call, **call X300 immediately** and complete the Bomb Threat data card as soon as possible while the incident is fresh in your memory.
5. If a threat has been received by another individual, and he/she is relaying this information to you, use the Bomb Threat data card to ascertain as much information from them as possible.

If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere on the premises:

1. Keep anyone from handling or going near the suspicious object.
2. Do not use portable radio equipment within 100 feet of the suspicious item.
3. **Call x300 IMMEDIATELY.**
4. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by police.
5. Remain calm. Do not discuss the threat with other staff members.
6. Comply with sheriff or police instructions.
7. Planning includes being familiar with appearance of suspicious packages.

A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.

See the **Bomb Threat Data Card** on back of this page.  
(make copies for convenient future use)
BOMB THREAT DATA CARD

Date & Time Received: __________ / __________ Received on Tele #: __________

Caller ID/Data Info #: __________

CIRCLE THE BEST RESPONSE(S)

Identity of Caller: M F

Estimated Age: 12-18 19-29 30-39 40-60

Speech: Fast Slow Normal Disguised Stutter Nasal Other __________

Voice Pitch: Loud Soft High Low Pleasant Deep Raspy Intoxicated

Manner: Calm Angry Rational Irrational Coherent Nervous Emotional

Accent: None Racial Southern New England Foreign (Type)

Background Noises: None Office Factory Traffic Music Other

QUESTIONS TO ASK THE CALLER

Where is the bomb? __________

Which building is it in? Founders Hopewell Adena LeFevre Baker Child Care Center Hall House

When is it going to explode? __________

What kind of bomb is it? __________

What does it look like? __________

What is your name? __________

Did YOU place the bomb? Yes No Other response: __________

Why are you threatening the campus? __________

What were the caller's exact words and demands, if any:

____________

Keep the caller on the line as long as possible.

Report your call to the Campus Operator x300, Security x237 or a Senior Administrator only. DO NOT evacuate until instructed to do so.
During a campus crisis or other emergency that may involve the media contacting the switchboard or other campus employees, you must know what is expected and what you should do.

**During a CAMPUS EMERGENCY you should:**

**If you are inside:**

1. Notify 911 (98-911) and campus security x300.
2. Evacuate your building if the incident has occurred there.
3. Assist security officers, fire wardens, administrators and students with evacuation to an off campus location or to another unaffected building.
4. Assist in isolating the incident and lockdown of the facility. Help prevent any further entry into the building by anyone other than police, SWAT, EMT or fire fighters, or security personnel.

**If you are outside or off campus:**

1. Stay outside or, even better, avoid the campus.
2. Avoid calling the campus for information regarding the incident. Listen to local radio and TV for updates on the incident.

**MEDIA CONTACTS:** If contacted by a member of the media in person or on the phone:

**DO NOT PROVIDE ANY INFORMATION. SIMPLY SAY:**

"I’m sorry. I don’t have any further information at this time. Please contact the Campus Hotline at ___ - ___ - ___ for updated information. Please be patient, many people are calling and it may be busy or not answered until the situation is resolved. Local police officials are now in charge of the situation. You may contact them at ___ - ___ - ___ or try our web site at: www.cotc.tec.oh.us.

The Campus will issue a formal statement shortly. (Repeat)

By making this statement ONLY, you will help ensure that the campus speaks to the world in one voice. In addition, by providing unsubstantiated information, you may unknowingly hinder the safe resolution of the incident."
Here are a few suggestions for what you might do to PREVENT CRIME in your area.

In your office:
1. Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
2. Do not leave messages on your door indicating that you are away and when you will be back.
3. If someone asks to use your phone for an emergency call, offer to telephone for them instead.
4. Do not put your address on your key ring.
5. Do not leave keys in hiding places.
6. Call x300 to report suspicious people or activities.

When walking:
1. Avoid walking alone at night unless absolutely necessary.
2. Walk purposefully, know where you are going, project a no-nonsense image.

Protecting your auto or bicycle:
1. Always lock your car.
2. Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.
3. Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

Protecting yourself while driving:
1. Look into your car before getting in. Lock doors and roll up windows once inside for protection.
2. Do not stop to help occupants of disabled vehicles. Continue driving to the nearest phone and call assistance for them.
3. Raise the hood, then lock yourself in your car if it breaks down. If someone stops and offers you help, remain in you car and ask them to phone for help. Do not worry about appearing rude.

Call Campus Security at x237 for detailed crime prevention information.