

Emergency Action Plan—Quick Reference

A. **PURPOSE**

We each have a responsibility to know how we should respond in an emergency. This emergency action reference provides a brief overview for the preparation for and response to most emergency situations that may affect CSU's campuses.

- **Know your surroundings.**
- **Identify your exit routes.**
- **Understand the action plan.**

B. **CONTENTS**

Reporting an Emergency	1
Active Shooter/Person with Gun	2
Bomb Threats	3
Chemical/Biological/Radiation Material Spill or Release	5
Civil Disturbance	6
Earthquake	7
Evacuation Procedures	8
Explosions	10
Fire	10
Flooding and Water Damage	11
Medical Emergencies	12
People with Disabilities	12
Performing Critical Operations	13
Sheltering in Place	13
Suspicious Activity	14
Suspicious Object, Package, etc.	14
Tornado	14
University Closure/Cancellation of Classes	15
Utility Failure	15

C. **REPORTING AN EMERGENCY**

1. Call 9-911: Dialing 9-911 from any campus telephone will connect with an emergency dispatcher. To contact University police from a cell phone, dial

937-376-5111. Consider programming your cell phone to speed dial University police: 937-376-5111. *NOTE: Dialing 911 from a cell phone will connect you with off-campus emergency responders.*

2. Blue Light Telephones: Push the talk button on any “blue light” emergency telephone located throughout the campus grounds.
 - a. State your emergency and your name.
 - b. Follow the instructions given by the dispatcher.
 - c. University police will be immediately dispatched to the location of an activated blue light emergency telephone.
3. Fire Alarm Pull Stations are intended for reporting a possible fire in a building. If you pull a fire alarm:
 - a. Meet first responders at the entrance to the building and inform them of the emergency.
 - b. Staff members should notify their supervisor as soon as possible.

D. ACTIVE SHOOTER/PERSON WITH GUN

Police are trained in responding to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter. *NOTE: Police may not be able to immediately aid people. Their main goal is to get to the shooter. Remain calm and be patient. Let the police do their job.*

1. Adopt a Survival Mindset: *I WILL SURVIVE!* Ultimately, the choice is yours and *the only wrong action is no action*. Mentally and emotionally prepare to confront a life threatening risk.
 - a. Figure out:
 - i. What is going on?
 - ii. Where is it happening?
 - iii. What are my paths of escape (main entrance, back door, window, fire escape)?
 - iv. Can I get to an exit without confronting the shooter?
 - v. Is it better to hide out?
 - vi. What are my options if confronted by the shooter?

- b. Get out:
 - i. Move quickly to exit the building.
 - ii. Break a window out if necessary.
 - iii. Do not wait for others to validate your decision.
 - iv. Leave your belongings behind.
- c. Call out: Call 9-911 and provide the following information.
 - i. Your name and location.
 - ii. Location of the incident.
 - iii. Number of shooters.
 - iv. Description and identity of shooter(s).

2. If You Cannot Exit the Building

- a. Hide out and keep out:
 - i. Go to the nearest room or office.
 - ii. Close, lock and barricade the door.
 - iii. Turn the lights off. Cover windows if possible.
 - iv. Hide behind furniture or equipment.
- b. Spread out:
 - i. Spread out in the room.
 - ii. Keep quiet. Act as if no one is in the room.
 - iii. DO NOT answer the door.
 - iv. Call 9-911 if you cannot be heard by the shooter.
- c. Take out:
 - i. If you are in a group, make a plan to overcome the shooter.
 - ii. Confront the shooter if there is no other option.
 - iii. Do whatever it takes to neutralize the threat.

- iv. Disrupt the actions of or incapacitate the shooter.
 - v. Throw things (books), yell, use improvised weapons (fire extinguisher, chair, pen, keys).
3. Follow police instructions immediately: These incidents are unpredictable and may change rapidly.

E. BOMB THREATS

1. All bomb threats are taken seriously until proven otherwise. Most bomb threats are received by phone. However, threats may be received via hand-written note, email, instant messaging, or other means.
- a. Remain calm.
 - b. Get as much information as possible (use checklist below) if someone calls you with a bomb threat.
 - c. DO NOT handle the document if threat is by written note.
 - d. DO NOT clear or delete message if threat was sent electronically.
 - e. DO NOT use two-way radios or cell phones within 100 feet; radio signals have the potential to detonate a bomb.
 - f. DO NOT activate the fire alarm.
 - g. DO NOT touch or move a suspicious package.
 - h. Evacuate the building. See EVACUATION PROCEDURES on page 8.
 - i. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone.
 - j. Contact your supervisor as soon as possible.
 - k. Follow directions of the emergency response personnel.

2. Bomb Threat Checklist

- a. Exact wording of threat: _____
- b. How many bombs? _____
- c. Where is bomb located? _____
- d. When will bomb explode? _____
- e. What does bomb look like? _____

- f. What kind of bomb is it? _____
- g. What will cause it to explode? _____
- h. How can you be contacted? _____
- i. Caller's voice sounded:
- | | | | |
|---|------------------------------------|--------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Adult | <input type="checkbox"/> Juvenile |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Disguised | <input type="checkbox"/> Calm | <input type="checkbox"/> Angry/Threatening |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Soft | <input type="checkbox"/> Loud | |
| <input type="checkbox"/> Other characteristics: _____ | | | |
- j. Who did it sound like? _____
- k. Sounds in the background were:
- | | | | |
|--|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Voices | <input type="checkbox"/> Music | <input type="checkbox"/> House noise |
| <input type="checkbox"/> Vehicle(s) | <input type="checkbox"/> Aircraft | <input type="checkbox"/> Street noise | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Factory/machinery | <input type="checkbox"/> Other: _____ | | |

F. CHEMICAL/BIOLOGICAL/RADIOACTIVE MATERIAL SPILL OR RELEASE

1. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone, to report any known or suspected accidental or intentional hazardous spill or release.
2. Follow instructions given by emergency response personnel.
3. Inside a Building
 - a. Evacuate the immediate area, closing doors to the area where possible.
 - b. Someone familiar with the situation should meet emergency response personnel outside the building.
 - c. If injuries from or suspected exposure to the materials, inform emergency response personnel that medical assistance is needed.
 - d. DO NOT re-enter the area until instructed by emergency response personnel.
 - e. DO NOT attempt to clean up chemical/hazardous material unless directed by emergency responders.

4. Major Transportation Incident

Releases may occur during material transfer procedures or as a result of an accident/crash involving aircraft, train/railway, and/or highway traffic.

5. If you witness or become aware of a chemical or hazardous material release:

- a. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone.
- b. You may be instructed to:
 - i. Seek shelter in the closest building or remain in your building. See SHELTERING IN PLACE on page 13.
 - ii. Evacuate. See EVACUATION PROCEDURES on page 8.
- c. Make sure you get upwind of the incident scene as quickly as possible.
 - i. If getting upwind is not possible, move laterally away.
 - ii. DO NOT move downwind of the scene.

6. If you are exposed to the chemical/hazardous material:

- a. Make use of the nearest emergency shower and/or eyewash, if available. The location of your nearest emergency shower/eyewash is (write in location):

- b. Cover your mouth and nose with layers of cloth (handkerchief, towel, etc.).
- c. Move as far away from the source of contamination as possible.
- d. Wash with soap and water.
- e. Remove contaminated clothing as soon as possible.
- f. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone, and report your exposure.

G. CIVIL DISTURBANCE

1. Civil disturbances can include riots, threatening individuals, crimes in progress or a building takeover that has become significantly disruptive.
 - a. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone, and provide the following information:

- i. Name of the group, if known.
 - ii. Exact location of the group.
 - iii. Size of the group.
 - iv. Weapons involved.
- b. Avoid the area of the disturbance.
- c. Avoid provoking or obstructing demonstrators.
2. If disturbance is outside and you are inside:
 - a. Stay inside.
 - b. Stay away from doors and windows.
 - c. Continue with normal business operations, if possible.
 - d. Secure your work area (lock doors, safes, files, vital records, and expensive equipment).
 - e. Log off computers.
 - f. Evacuate if necessary. See EVACUATION PROCEDURES on page 8.

H. EARTHQUAKE

Although Ohio is not prone to frequent earthquakes, the possibility of a moderate to severe earthquake in this area does exist.

1. If you are inside a building:
 - a. Stay inside.
 - b. DO NOT use elevators.
 - c. Take cover beneath a sturdy desk or table, or stand in a doorway or corner.
 - d. Protect your head and neck.
 - e. Stay away from windows, glass, and objects that could fall.
2. If you are outside:
 - a. Get away from trees, buildings, walls, and power lines.
 - b. Assume a fetal position on the ground with eyes closed and arms crossed over the back of your neck for protection.

- c. Stay in fetal position until the shaking stops.
3. If you are in a vehicle:
- a. Pull over and stop.
 - b. DO NOT park on or under overpasses or under power lines.
 - c. Stay inside vehicle until shaking stops.
 - d. Avoid driving over bridges, overpasses, and damaged sections of roads.
4. After an Earthquake
- a. Only use telephones (regular or cellular) to report serious injuries, downed power lines, or gas leaks.
 - b. DO NOT enter any building that is deemed or looks unsafe.
 - c. DO NOT place yourself in harm's way. If it is safe to do so, help people who are trapped and assist people with disabilities. Get help from people in the area.
 - d. Use battery-powered radios to listen for instructions given by the Emergency Alert System.
 - e. Follow instructions given by emergency response personnel.
 - f. Keep campus roadways clear for emergency vehicles. Avoid driving a vehicle unless absolutely necessary.
5. Be prepared for aftershocks.

I. EVACUATION PROCEDURES

1. You may need to evacuate a building or the campus at any time. In general, you should:
- a. Know your surroundings. Identify your primary and secondary building exit locations.
 - b. Become familiar with your office or department emergency plan, if one has been developed.
 - c. Understand your role during a building or campus evacuation.

2. Evacuating a Building

- a. Remain calm.
- b. Complete assigned tasks, if any, relative to your department evacuation plan.
- c. If possible, perform critical staff functions before leaving (e.g., locking cash drawers, turning heat sources off, securing computers). See PERFORMING CRITICAL OPERATIONS on page 13.
- d. Take your personal belongings with you.
- e. Exit the building by the most direct route that avoids danger.
- f. Inform others along the way.
- g. Assist visitors and, if needed, people with special needs.
- h. In the event of a fire alarm, DO NOT use elevators unless instructed to do so by emergency response personnel.
- i. Move at least 300 feet away from the building.
- j. Make your way to the predetermined assembly point for your class, office, or department.
- k. DO NOT re-enter the building until an "All clear" is given.

3. Assemble and Head Count

- a. Individuals in leadership positions need to account for students, faculty, staff, and visitors that were under their immediate supervision at the time of the evacuation. Those positions may include faculty or instructors in the classroom, laboratory supervisors and staff, directors and office managers, shift and area supervisors, and camp counselors.
- b. Inform the individual in leadership if you suspect someone did not exit the building. The individual in leadership should inform emergency response personnel of the person's last known whereabouts.

4. Evacuating the Campus

An order may be given to evacuate the entire campus due to a threat or damage from a natural hazard (e.g., winter storm, tornado, earthquake) or a human borne emergency (e.g., chemical spill, civil unrest, person with a gun). Depending on the incident, established evacuation plans and routes may be changed to keep you safe and out of harm's way. If a campus evacuation is ordered stay informed, and listen or watch for evacuation instructions that will be provided to you through various emergency notification methods.

J. EXPLOSIONS

If an explosion occurs in your area:

1. Remain calm.
2. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone.
3. Evacuate immediately if the odor of natural gas is present. Some people describe the odor as being similar to rotten eggs. See EVACUATION PROCEDURES on page 8.
4. Beware of damaged areas and the potential for falling objects.
5. Open doors carefully.
6. DO NOT use elevators.
7. DO NOT move seriously injured persons unless danger is immediate.
8. DO NOT enter any building that is deemed or looks unsafe.
9. DO NOT place yourself in harm's way. If it is safe to do so, help people who are injured or trapped.
10. Avoid electrical equipment.
11. DO NOT use phones, matches, or lighters.
12. Follow instructions given by emergency response personnel.

K. FIRE

1. Pull a fire alarm if you discover fire or smoke.
2. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone.
3. Exit the building. See EVACUATION PROCEDURES on page 8.
4. Use a fire extinguisher on a small fire, if you are trained and feel confident to do so. The location of your nearest fire extinguisher is (write in location): _____

5. Close doors as you leave. Leave lights on.
6. DO NOT use elevators.
7. Feel doors before opening. If a door is hot, do not open. Backtrack to an alternate evacuation route.

8. Alert other building occupants by loudly knocking on doors and yelling, "FIRE," on your way out.
9. If you encounter smoke, stay low. Crawl if necessary.
10. Continue evacuation even if the alarm sound stops. Warn others who may attempt to enter the building.
11. Someone familiar with the situation should meet emergency response personnel outside the building.
12. Immediately inform emergency response personnel of anyone that did not/could not evacuate.
13. DO NOT re-enter the building until instructed by emergency response personnel.
14. If clothing is on fire:
 - a. Stop, drop and roll. DO NOT run.
 - b. Smother flames by wrapping in a blanket, rug, coat, etc.
15. If you become trapped in a building:
 - a. Enter a room that has a window and close the door.
 - b. If smoke begins to enter around the door, seal with rags, articles of clothing, tape, or other material.
 - c. Call 9-911. If no phone is available, signal from a window.
 - d. Shout at regular intervals to alert emergency response personnel of your location.

L. FLOODING AND WATER DAMAGE

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 Facilities (376-6628) for all campus utility failures during normal business hours. Outside normal business hours, call University police at 9-376-5111.
3. If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.

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

M. MEDICAL EMERGENCIES

1. DO NOT move a seriously injured person unless in a life threatening situation.
2. Remain with the victim, if possible. Send someone else to call 9-911 and to wait for emergency response personnel at the main entrance.
3. Only render first aid based on your level of training.
4. When emergency response personnel arrive, provide the following information:
 - a. Location of victim.
 - b. Description of injury or illness.
 - c. Victim's present condition.
 - d. Medical history, if known.
 - e. Your name and telephone number

N. PEOPLE WITH DISABILITIES

1. If you are a person with a disability and need assistance when a building evacuation or other emergency is underway:
 - a. Move to the nearest stairwell or safe exit. If you need help getting there, ask someone to assist you.
 - b. Make your presence known to others in the area.
 - b. Use of elevators during emergencies is only permitted when:
 - i. Severe weather/tornado conditions exist.
 - ii. Instructed by emergency services personnel.
 - c. Ask someone to notify emergency response personnel of your location and your need to be evacuated.

2. Visually Impaired

- a. Ask someone to explain the nature of the emergency.
- b. If necessary, ask someone to guide you to the nearest safe exit and to a safe location.

3. Assisting the Hearing Impaired

- a. Explain the nature of the emergency by speaking slowly and clearly in front of the person or in writing.
- b. If necessary, guide the person to the nearest safe exit and to a safe location.

O. PERFORMING CRITICAL OPERATIONS

Critical operations may require attention during an emergency. Essential Employees may be instructed to remain on duty or be called back to campus under certain conditions. See UNIVERSITY CLOSURE/CANCELLATION OF CLASSES on page 15.

Following a Building Evacuation

A person may not re-enter or remain in a building or area that has been evacuated unless:

- the person is a designated Essential Employee or member of an emergency response team assigned to a critical operation,
- approval has been granted by the person in authority over the incident, AND
- a direct communication link is maintained between the person and emergency response personnel.

P. SHELTERING IN PLACE

If it is dangerous to leave the building, it may be safer to make a shelter out of your current location. Sheltering in place is a way for you to stay as safe as possible until help arrives or the threat has passed.

People Living in Residence Halls

Preparing to shelter in place includes having basic items that can include:

- First aid kit
- Food and water
- Clothing and shoes
- Flashlight and batteries
- Battery-powered radio
- Whistle
- Medications
- Blanket or sweater

Q. SUSPICIOUS ACTIVITY

1. If you observe a crime in progress or behavior that is suspicious
 - a. DO NOT approach or attempt to apprehend person(s) involved.
 - b. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone. Provide the following information:
 - i. What the person(s) are doing.
 - ii. Location.
 - iii. Physical and clothing description.
 - iii. Weapons or tools.
 - iv. Vehicle description, license number.
 - v. Direction of travel when last seen.
 - c. Stay on the phone until instructed otherwise.
2. If you are directly involved in the situation:
 - a. Remain calm.
 - b. Cooperate with the person(s).
 - c. Make no sudden movements.
 - d. Call 9-911 as soon as possible.

R. SUSPICIOUS OBJECT, PACKAGE, ETC.

1. DO NOT touch or move a suspicious object.
2. DO NOT use two-way radios or cell phones within 100 feet of object.
3. Call 9-911 on campus phone, or 937-376-5111 on cell or off-campus phone.
4. Follow directions of emergency response personnel.
5. Follow EVACUATION PROCEDURES on page 8 if instructed to evacuate.

S. TORNADO

If notified of a tornado warning:

1. Proceed immediately to the nearest emergency shelter.
2. If your building has no basement, go to the lowest level and seek shelter in a hallway or restroom near the center of the building and without windows.
3. Use elevators if you have a disability or are helping a person with a disability.
4. Stay away from windows, glass, stairwells, and unsecured objects.
5. DO NOT call 911 or University police unless an emergency situation exists.
6. Remain in shelter until the "All clear" message is given.
7. If outdoors, lie in low-lying ditch, culvert or at low land levels. Protect your face and head.

T. UNIVERSITY CLOSURE/CANCELLATION OF CLASSES

Under severe weather conditions and/or a declared state of emergency, there could be a delay in opening the University, cancellation of classes, or closure of campus.

1. Before you leave for campus:
 - a. Listen to local radio/TV stations or visit the CSU website for information. Broadcasts and postings will announce cancellations and closures. See PERFORMING CRITICAL OPERATIONS on page 13.
 - b. During the day, the campus community will be notified if the status of the University changes.
 - c. DO NOT call University police for information about closure or cancellations.
2. If you are on campus:
 - a. You may be notified using a variety of methods (email, telephone, text message, person-to-person, etc.).
 - b. Follow instructions provided in the notification.

U. UTILITY FAILURE

1. Call Facilities (376-6628) for all campus utility failures during normal business hours.
2. Outside normal business hours, call University police at 9-376-5111.

3. Assist those in your area who may be unfamiliar with your space.
4. In the event of a power outage, emergency generators should provide lighting in hallways and stairways and will illuminate the building's "Exit" lights.
5. Immediately evacuate the building. See EVACUATION PROCEDURES on page 8.
6. If you are in an elevator, stay calm. Use the emergency button or call 937-376-5111 on a cell phone.
7. DO NOT re-enter the building until power is restored. Emergency power does not support building operations.

Chief Anthony Pettiford

/ms, 6 July 2011