



# Emergency Procedures Handbook 9/10/2007

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## For Critical and Life Threatening Emergencies:

NC State – Dial 9-1-1

OSU – Dial 9-9-1-1

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## Campus Safety & Security

Security personnel patrol the buildings and grounds on a 24-hour basis. The security officers investigate criminal acts on campus property, report traffic accidents, enforce parking regulations, provide for the security of the campus buildings, and lend assistance in many other ways to the students, faculty, staff, and guests of the campus. You are encouraged to seek their assistance when needed.

### **Security Emergency (Mansfield Campus):**

419-755-4346

### **Security Non-Emergency (Mansfield Campus):**

419-755-4218

**Security Radio:** (may be answered via unsecured radio telephone)

419-755-4346

### **Security (Days – Kehoe Center):**

419-545-1199

### **Security (Evenings – Kehoe Center):**

419-545-4135

Evening Hours consist of the following times:

Sunday, 10 p.m. – Monday, 6 a.m.

Monday, 4 p.m. – Tuesday, 6 a.m.

Tuesday, 4 p.m. – Wednesday, 6 a.m.

Wednesday, 4 p.m. – Thursday, 6 a.m.

Thursday, 4 p.m. – Friday, 6 a.m.

### **Security (Weekends – Kehoe Center):**

419-347-6174 (Office)

419-574-2899 (Cellular)

## Illness or Bodily Injury

**For critical and life-threatening emergencies...**

**NC State: Dial 9-1-1**

**OSU: Dial 9-9-1-1**

### **Mansfield Campus**

For minor illness/personal injury: 419-755-4346

For blood and body fluid spills: 419-755-4346

### **Kehoe Center: Days**

For minor illness/personal injury: 419-545-1199

For blood and body fluid spills: 419-545-1199

### **Kehoe Center: Evenings**

For minor illness/personal injury: 419-545-4135

For blood and body fluid spills: 419-545-4135

### **Kehoe Center: Weekends**

For minor illness/personal injury: 419-574-2899

For blood and body fluid spills: 419-574-2899

## First Aid Kits

First Aid kits are available throughout the campus. They are available in the following locations:

**Bromfield:** Rooms 110B, 211, 213, 215, 217, and 237

**Campus Recreation Ctr.:** Main Office

**Child Development Ctr.:** All Classroom, Lounge, and Kitchen

**Fallerius:** Rooms 66, 81, and 150

**Health Sciences:** Room 202, 321, and 323

**Kee Hall:** Room 103 and Switchboard reception area

**Riedl Hall:** Rooms 104, 155, 206G, and 214

**Schuttera:** Bay One (1)

**Kehoe Ctr.:** Rooms 022, 027, 041, 159, 205,

**Eisenhower Memorial Ctr.:** Room 133A, 214

**Ovalwood:** 007, 151, Founders Hall, 240, 359, and 484

## **Blood Borne Pathogens Exposure**

It is important that employees assume responsibility for personal safety. All employees may have access to particular safety information through their supervisory staff. The people who work in the workplace are most able to detect pathogen hazards.

When safety concerns arise, employees are encouraged to contact their supervisor.

### **Non-Emergency Phone Numbers**

#### **Switchboard:**

NC State – Local	419-755-4800
NC State – Long Dist.	1-888-755-4899
OSU-M – Local	419-755-4011

NC State must dial “8” to reach an outside line

OSU-M must dial “9” to reach an outside line

#### **Hospitals:**

MedCentral/Mansfield	419-526-8000
MedCentral/Shelby	419-342-5015
Poison Control Ctr.	1-800-222-1222

#### **Police:**

Mansfield Police	419-755-9725
Ohio State Patrol/Mansfield	419-756-2222
Richland Cty. Sheriff's	419-524-2412
Shelby Police Department	419-347-2242

#### **Fire/Rescue Squad:**

Mansfield Fire Dept.	419-755-9814
Shelby Fire Dept.	419-347-2222

#### **Individual & Family Services:**

Richland Cty Children Svcs	419-774-4100
Richland Cty Job & Family Svcs	419-774-1717
New Directions Counseling Inc	419-529-9941

## **Fire**

The fire alarm is short bursts of a high pitched sound with bright flashes of light. All employees except those assigned to emergency evacuation are to evacuate the building immediately. Instructors are responsible for ensuring that students leave the classroom and, if possible, turning off classroom lights, and closing all doors and windows. Evacuation will be conducted in accordance with the procedure posted in each classroom.

- **DO NOT ATTEMPT TO FIGHT THE FIRE**
- Faculty and staff will direct students/visitors to use the nearest fire-free exit as posted, and then leave with them.
- Assistance will be provided for handicapped persons by the Fire Department. Handicapped persons should be taken to the stairwells.
- The campus building emergency coordinator is responsible for assuring that all areas are completely evacuated and for informing employees and students if and when the building can be re-entered as determined by campus security and/or the fire department.
- The building emergency coordinator will also interact with the fire department. It is important to remember that in a fire or other emergency, everyone must leave the building by the quickest and safest route available.
- An updated list of building coordinators and emergency coordinators will be forwarded to all faculty and staff on a quarterly basis.
- **DO NOT USE ELEVATORS IN THE CASE OF A FIRE**
- **Staff of CDC will follow specialized procedures**

## **Tornado Safety & Shelter Information**

The tornado siren rotates on a circle basis at 4:30 p.m. on the last Wednesday of each month as a drill. Other tornado siren broadcasts should be considered an authentic alert for approaching dangerous weather.

In a “tornado emergency” seek immediate shelter in the following locations. These designated areas are marked by “Tornado Shelter Area” or on the posted “Emergency Exit Plan” signs.

### **Bromfield Hall:**

Library: under tables away from windows; lower level hallways and restrooms.

### **Campus Bookstore:**

Inside the bookstore seek shelter in the hallway restrooms.

### **Campus Recreation Center:**

Leave the Gymnasium area and go to the locker rooms, weight room, and restrooms.

### **Child Development Center:**

39A & 39B Rooms:

Restrooms by front desk

All Other Classrooms:

Cot closet within each room

Non-Classrooms:

Conference room or nearest restroom

Front Desk:

Restrooms beside Front Desk

### **Conard Learning Center:**

Mailroom, C 100-H, C 100-K

**Eisenhower Hall:**

First floor restrooms, coffee house area, kitchen area, and lower stairwells.

**Fallerius Building:**

Basement (lower level area) and interior classrooms on lower level

**Health Sciences Building:**

Third Floor Shelter Areas: If time permits, leave the third floor; if not, use the main hallway and restrooms as a tornado shelter.

Second Floor Shelter Areas: Seek shelter in interior classrooms, hallways, and restrooms.

First Floor Shelter Areas: Seek shelter in interior classrooms, hallways, and restrooms.

**Kee Hall:**

Seek shelter in interior classrooms, hallways, and restrooms.

**Kehoe Center, Shelby:**

Proceed to lower level rooms and seek shelter in interior classrooms, hallways, and restrooms. If time does not permit, proceed to interior classrooms and/or restrooms on each floor.

**Ovalwood Hall:**

Basement floor classrooms, interior hallways and restrooms

**Buckeye Haven (Modular Units)**

Evacuate to Riedl Hall listed below

**Riedl Hall:**

Seek safety in interior hallways & restrooms in the education and business wing.

## **Bomb Threat**

Contact campus security or 9-1-1 if you become aware of a bomb threat via telephone, email, letters, etc... After notifying security, immediately contact your supervisor and building emergency coordinator.

Questions To Ask:

- **When** is the explosive device set to explode?
- **Where** is the explosive device, right now?
- **What** does the explosive device look like?

Do not touch the explosive device; immediately report suspicious or unfamiliar objects to campus security.

Threat assessment and evacuation decisions for each situation or circumstance will be made by campus security officials. Notification will be made by campus security or emergency responders. If warranted, evacuation will take place using the same evacuation plan and procedures as for a fire.

**Staff of CDC will follow specialized procedures**

## **Power Failure Phones**

### **Bromfield Hall:**

Dean of Business & Education, Reception Area  
Room 209 419-526-5668

### **Campus Recreation Center:**

Receptionist Area 419-747-2272

### **Child Development Center:**

Receptionist Area 419-747-2806

### **Fallerius Technical Building:**

Facilities Room 61 419-526-5068



**Fallerius Technical Building, cont...**

Vice President for Learning, Reception Area  
Room 158

419-747-2906

**Health Sciences Building:**

Faculty Mailroom  
Room 202

419-747-2271

**Kee Hall**

Admissions Mail Room  
Room 103

419-747-2905

**Kehoe Center:**

Receptionist Area 419-347-6174

OSU-Mansfield telephones in Bromfield Hall, Campus Recreation Center, Conard Learning Center, Ovalwood Hall, Schuttera Service Center and Riedl Hall will remain in service for five (5) hours during a power outage.

**Campus Closings**

Only in extreme circumstances will the campus close due to inclement weather. Frequently the public schools might close but the campus will remain open.

Also, the campus might close only for morning classes and reopen for afternoon and evening classes or close later in the day.

In the case of a forced cancellation, announcements will be made on every major radio station in the surrounding five or six county areas. Station listings are identified on the following page.

**Radio stations will be notified by 6:00 a.m.**

If the campus is closed, it means unsafe conditions exist. Do not come to campus for any reason.

**See the following websites for current information:**

- [www.ncstatecollege.edu/closings.htm](http://www.ncstatecollege.edu/closings.htm)
- [www.mansfield.osu.edu/safety/weather.cfm](http://www.mansfield.osu.edu/safety/weather.cfm)
- [www.northcentralohio.com](http://www.northcentralohio.com)

You may also sign up to receive a text message via your cell phone at [www.wmfd.com](http://www.wmfd.com) - and click on the “Closing Bell to your Cell” graphic. If your carrier charges a fee for text messaging, you will be charged for your text message; however, the Closing Bell to your Cell service is a free service to all who sign up.

**Please, do not call the college switchboard or campus security; instead, listen carefully to one of the following radio or television stations:**

- |                        |                     |
|------------------------|---------------------|
| 1590 AM Akron/Canton   | 97.5FM Akron/Canton |
| 94.9 FM Akron/Canton   | 101.3 FM Ashland    |
| 1340 AM Ashland        | 102.3 Ashland       |
| 102.3 FM Ashland       | 92.7 FM Bucyrus     |
| 1540 AM Bucyrus        | 89.7 FM Columbus    |
| 97.69 FM Columbus      | 92.3 FM Columbus    |
| 98.3 FM Fredericktown  | 1400 AM Mansfield   |
| 107.7 FM Fredericktown | 105.3 FM Mansfield  |
| 91.7 FM Mansfield      | 100.1 FM Mansfield  |
| 106.1 FM Mansfield     | 1440 AM Mansfield   |
| 90.7 FM Mansfield      | 106.9 FM Marion     |
| 1490 AM Marion         |                     |

## Workplace Violence

Contact campus security or 9-1-1 if you become aware of a violent act by sounds of explosion, gunfire, scuffling, or observation of events that could be intentional acts of violence.

Campus security, building emergency coordinators and emergency responders will attempt to communicate with departments should a violent incident occur within their building.

### Types of Workplace Violence:

**Explosion:** Leave the building using the same evacuation plan and procedures as for a fire.

**Gunfire:** If you hear gunfire, seek refuge in your immediate area. Lock or block all doors and turn off all lights if possible. Limit visibility by hiding behind desks, tables, or in closets. Remain still and quiet. If a phone is available in the safe area, dial 9-1-1. Do not attempt to leave your safe area until proper authorities arrive and you are given permission to evacuate.

**Physical Threat:** Get away from the perpetrator, evacuate the area, and call security from a safe location.

**Suspicious Person:** A suspicious person is defined as anyone on the grounds or in the building who seems to be out of place, or appears to pose a potential safety threat.

**If you deem it safe;** greet the person and offer help.

**If you deem it unsafe:**

- Call campus security (listed on page 1)
- Monitor the direction the suspicious person is heading.
- Make a mental note of the person's description, including approximate height, weight, color, and attire.

**Threatening Behavior:** Call campus security (listed on page 1).

- Be prepared to give as much information as possible, description of person(s) involved, where they are, what is going on, and what you think the extent of the threat is.
- Assure the safety of other students/staff/visitors
- Assess your role – is it safe to get involved or not?

**If you deem it is safe to get involved:**

- Remove all bystanders
- Try to remain calm, speak in a slow and calm voice
- Do not threaten or try to physically restrain the person
- Do not threaten legal action
- Do not laugh or joke with the threatening person
- Keep track of the threatening person's location until campus security arrive

**If you deem it is unsafe to get involved:**

If the threat is immediate, leave the situation if possible and call Security or 9-1-1. Make a mental note of the person's description, including approximate height, weight, color, and attire. If threats or bizarre behavior indicate possible danger, personal safety is the top priority.

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal; the shaking of a fist or pounding on the desk, throwing things, and showing a weapon are all examples of a nonverbal threat. These situations are complex and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that campus employees consider any threat or display of hate as potentially serious.

**Always inform campus security on page 1 of any incident.**

- Complete the Incident report located on the website and return to Security at RH-28

**Most people who commit violent acts will exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan intervention.**

**Biological/Chemical Threat:** Call campus security (located on page 1).

- Report materials leaking or with odor. Describe amount, color, odor, etc...
- Avoid contact with material.
- If someone is incapacitated because of hazardous material exposure, DO NOT go into affected area to help – you may become the next victim.
- Remove unaffected people from the area.
- Evacuate if you can do so, safely:
  - Stay upwind from affected area.
  - Account for all students/staff/visitors.
  - Report information to emergency personnel.
  - Allow only emergency personnel into the building.

**Procedure for Responding to a Suicidal Student:**

A hint or direct statement a student makes about the desire to commit suicide is a plea for help and should be taken very seriously. Also, remember that due to illness, a student may not be able to control suicidal thoughts and urges. If a student makes a serious threat of suicide, confidentiality you may tell (and will be encouraged to tell) the police or health care personnel what is occurring.

If the student says he or she **has a plan** in place to take his or her own life or discusses means to kill him or herself (i.e. firearms, drugs, etc...) follow these steps and then stop at the last point.

- Escort the student to a quiet, private place.
- Stay with the person if possible or find someone who can.
- Call 9-1-1 immediately.
- Stay with the person until help arrives.

If the student **discusses thoughts** of suicide, but does not have a plan in place to kill him or herself:

- Escort the student to a quiet, private place.
- Stay with the person.
- Call Blake Wagner or Michelle McLane (OSU-M) or Sandra Luckie (NCState) for help.
  - Call Blake at 419-571-1678, Michelle at 419-755-4304, or Sandra at 419-755-4727.
  - Any of these individuals will offer to see and talk to the person. They will seek help for them.
    - If none of the above are available, call the Crisis Help Line at 419-522-HELP (4357).
- If the student leaves call campus security (listed on page 1).

**Very Important:**

Document the incident in writing and immediately send a copy of your documentation to either Donna Hight, Chief Student Affairs Officer at OSU-M or Peg Moir, Chief Student Services Officer at NC State, so that appropriate follow up can be done. Be sure to include who, what, when, where, and why, and as many details as possible.

### **If You Hear or See a Hostage Situation:**

- Immediately remove yourself from any danger.
- Immediately dial 9-1-1.
- Be prepared to give the dispatch the following information:
  - Location and room number of incident.
  - Number of possible hostage takers.
  - Physical description and names of hostage takers, if possible.
  - Number of possible hostages.
  - Any weapons the hostage takers may have.
  - Your name.
  - Your location and phone number.

### **If You Are Taken Hostage:**

- Remain calm, be polite, and cooperate with your captors.
- Do NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally.
- Do NOT complain, avoid being belligerent, and comply with all orders and instructions.
- Do NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussion with your captors.
- Try to establish a rapport with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorists demands to authorities, either in writing or on tape, state clearly that your demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or seek cover from windows and doors if possible.

**In a Rescue Situation:**

- Do NOT run! Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure if you're a terrorist or hostage.
- Even if you are handcuffed and searched, do NOT resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.



**NOTES:**

**My building coordinator is \_\_\_\_\_**

**at phone number \_\_\_\_\_.**

**Suggestions and recommendations for improving this handbook should be made to the Campus Safety Committee via Plant Operations and Maintenance at 419-755-4855.**

