

OHIO University

Campus Emergency Guide

In-depth, University-approved information about campus emergencies and the steps that should be taken if they occur. This information is maintained by the Department of Risk Management and Safety.



Campus Emergency Guide

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INTRODUCTION

EMERGENCY PHONES AND CALL BOXES

For campus emergency calls (police, fire, medical, or hazardous materials), dial 911. These emergency lines reach the Athens County Emergency Communications center. Emergencies can also be reported to the Ohio University Police Department at 593-1911.

Special emergency telephones that ring directly into the Ohio University Police Department are located at the main entrance of all residence halls and strategically throughout the campus. Outdoor emergency phones are marked with a blue light.

PREPARING FOR EMERGENCIES

Emergencies, disasters, accidents, injuries and crimes often occur without warning. Being prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. These emergency procedures have been developed to minimize the negative effects from such events. Please read these guides thoroughly before an emergency occurs and keep copies available for immediate reference. We suggest you keep a copy near your phone for easy access. Once you are familiar with the procedures, you will be better prepared to protect yourself and your co-workers. If you have questions concerning a situation not covered or need additional emergency preparedness information, contact the Ohio University Department of Environmental Health and Safety at 593-9532 or the Ohio University Police Department at 593-1911. Please visit www.ohiou.edu/emergency to find out more information on what to do in an emergency. This site will also have any information regarding ongoing emergencies.

SHELTERING IN PLACE

Some kinds of accidents or attacks, such as biological, chemical, or radiation threats, may make going outdoors dangerous. Leaving the area might take too long or put people in harm's way. In such a case, it may be safer for people to stay indoors than to go outside. "**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 there is time, shut and lock all outside doors and windows. Locking them may provide a tighter seal against the contaminant. Turn off the air conditioner or heater. Turn off all fans, too, and shut the doors.

Choose a room in your office with as few windows and doors as possible. A large room, preferably with a water supply, is desirable. For chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink. The guideline is different from the sheltering in place technique used in tornadoes and other severe weather, when shelter should be low. It is suggested that the preparedness items previously listed be on hand in the shelter area.

HOMELAND SECURITY ADVISORY SYSTEM

Threat Level	Potential
<p>Severe (Red)</p> <ul style="list-style-type: none"> • Be aware and observant of suspicious acts on campus. • Report potential terrorist activity to the OUPD. • Follow OUPD, APD, AFD and campus authorities. 	Severe risk of terrorist attack.
<p>High (Orange)</p> <ul style="list-style-type: none"> • Be aware and observant of suspicious acts on campus. • Report potential terrorist activity to the OUPD. 	High risk of terrorist attack.
<p>Elevated (Yellow)</p> <ul style="list-style-type: none"> • Go about normal business. 	Significant risk of terrorist attack.
<p>Guarded (Blue)</p> <ul style="list-style-type: none"> • Go about normal business. 	General risk of terrorist attack.
<p>Low (Green)</p> <ul style="list-style-type: none"> • Go about normal business. 	Low risk of terrorist attack.

For more information visit

http://www.dhs.gov/xinfo/share/programs/Copy_of_press_release_0046.shtm

USING THIS EMERGENCY GUIDE

This Campus Emergency Guide is designed to give faculty, staff, and students guidance on how to handle various emergency situations on the Ohio University campus. Please keep it available for reference at all times; we recommend you keep it by your phone. In many cases you will be instructed to call the Ohio University Police Department at 593-1911. Please note that if you are summoning emergency help by dialing 911, you will reach the Athens County Emergency Communications Center.

This guide is designed with two side-by-side parts; on left-hand pages, with green headings, you can find Background Information and suggestions on how to prepare for various emergency situations. While this background information is helpful and informative, it is critical for you to read this information before an actual emergency. On right-hand pages with red headings are listed the Action Steps to take for the same emergencies. These are steps we recommend you follow in an actual emergency.

Each specific emergency situation is unique; for that reason, no emergency guide can ever be comprehensive. However, in any emergency, it is always recommended that you remain calm; always be aware of the situation around you; and always report emergencies to University Police as soon as reasonably possible.

Background Information

ACTIVE SHOOTER

Introduction

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all of the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can, safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without the caller speaking. If there is absolutely no opportunity for escape or hiding, 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 and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooter situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and 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.

Background Information

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 (4); 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 the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still 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 whatever assembly point authorities designate.

This page is intentionally left blank for corresponding pages to be viewed side-by-side.

Action Steps

ACTIVE SHOOTER

IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING AS YOU OR OUTSIDE YOUR BUILDING:

- ↑ Proceed to a room that can be locked or lock the room you are in.
- ↑ Close and lock all windows and doors.
- ↑ Turn off the lights.
- ↑ If possible, get everyone down on the floor where no one is visible from outside the room. ↑
- Have one person call **911**. Advise the dispatcher of your location and what is taking place. ↑
- 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 space. Do not respond to any voice commands until you can verify the source.

IF AN ACTIVE SHOOTER ENTERS YOUR OFFICE / AREA / CLASSROOM:

- ↑ Try to remain clam.
- ↑ Dial **911**, if possible, and alert police to 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 can communicate, 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 and do not touch anything that was in the vicinity of the shooter.

IF YOU DECIDE TO FLEE DURING AN ACTIVE SHOOTER SITUATION:

- ↑ Do no attempt to carry anything.
- ~~↑ Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.~~
- ↑ Do not attempt to remove injured people. Notify authorities of their location as soon as possible.

Background Information

ASSISTING PEOPLE WITH DISABILITIES

The following information provides basic guidelines for assisting people with physical disabilities during an emergency evacuation. For more extensive information, please contact the **Office for Institutional Equity** at 593-2620 and request additional information on this topic.

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.

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. 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.

Action Steps

ASSISTING PEOPLE WITH DISABILITIES

MOBILITY IMPAIRED

- ↑ Designated helpers assist non-ambulatory persons to the nearest safe exit or stairwell.
- ↑ One helper remains with assisted person whenever possible.
- ↑ Other helper goes to ground level, notifies Fire and Police personnel that someone needs help.
- ↑ Fire and Police personnel complete the rescue.

VISUALLY IMPAIRED

- ↑ Explain nature of the emergency to visually impaired persons.
- ↑ Guide visually impaired persons to nearest safe exit.
- ↑ Provide further assistance as necessary.

HEARING IMPAIRED

- ↑ Explain nature of the emergency to hearing-impaired persons (speak slowly and clearly or use writing).
- ↑ Guide hearing-impaired person to nearest safe exit.
- ↑ Provide further assistance as needed.

Background Information

BIOLOGICAL, CHEMICAL, RADIATION THREATS

If you believe that a biological, chemical, or radiation threat may occur or has occurred, contact the Ohio University Police Department at 593-1911 or dial 911.

A **biological attack** is a deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter the skin through a cut, or be ingested to infect a person. Some biological agents, like anthrax, are not contagious, while others, such as the smallpox virus, can result in communicable diseases. Unlike an explosion, a biological attack may not be immediately obvious. Most likely, a biological threat would be observed by local health care workers from unusual patterns or surges of persons with similar illnesses. Information may not be immediately available. Public health officials will need time to assess the situation properly. If you are potentially exposed, follow the instructions from physicians and public health officials.

A **chemical attack** is a deliberate release of a toxic gas, liquid, or solid that can poison people and the environment. Potential signs of a chemical threat can include many people suffering from watery eyes, twitching, choking, experiencing loss of coordination, or having difficulty breathing. Observations that heighten suspicion may include many sick or dead birds, fish, or small animals. If you witness signs of a chemical attack, try to find clean air quickly by avoiding the source of contamination. If the circumstances and your symptoms suggest that you may have been exposed to a chemical agent, remove your contaminated clothes immediately. Find a source of water and wash with soap, if available. Seek medical attention right away.

A **radiation attack** (also called a dirty bomb) uses an explosion device coupled with a large quantity of radioactive material. The explosion disperses radioactive material into the immediate area. The explosion represents the most serious potential for casualties. Emergency and radiation safety personnel will use special instruments to determine the presence and levels of radioactive contamination on persons and the affected area. Remove yourself from the blast site to reduce your radiation exposure. If circumstances suggest that you may be contaminated with radioactive materials, remove your contaminated clothes immediately and place them in a plastic bag. Wash with soap and water and put on clean clothes.

A **nuclear blast** is an enormous explosion resulting from a fission or fusion nuclear device. The explosion results in a blinding flash of light, a huge fireball, and a massive blast (or pressure) wave. If forewarned of an impending nuclear detonation, proceed to the nearest emergency shelter for protection against the blast and fireball. Turn off the ventilation system. Stay away from windows, glass, and unsecured objects. If above ground limit your radiation dose by shielding yourself with dense or thick materials, maximizing your distance from the blast site, minimizing the time you are exposed to the radioactive materials. More importantly, avoid or control personal contamination by washing off radioactivity, changing to clean clothes, obtaining food and drink from closed, uncontaminated systems.

Action Steps

BIOLOGICAL, CHEMICAL, RADIATION THREATS

BIOLOGICAL, CHEMICAL, AND RADIATION (DIRTY BOMB) THREATS

- ↑ Cover your mouth and nose with layers of cloth (handkerchief, towel, etc.)
- ↑ Get as far as possible from the source of contamination.
- ↑ Wash with soap and water.
- ↑ Change to clean clothes.
- ↑ Call 911 or 593-1911 for the Ohio University Police Department.
- ↑ Follow instructions of Police or Fire personnel.

NUCLEAR BLAST (from an atomic weapon with accompanying flash, fireball, and blast)

- ↑ If time permits, evacuate to a safe locality.
- ↑ If the threat is imminent, take cover immediately in the nearest emergency or below-ground shelter.
- ↑ Lie down and protect your face and head.
- ↑ Protect yourself from radioactive debris. Avoid contaminated areas, food, and drink.
- ↑ Consider methods to shield or distance yourself from radioactive remnants and reduce the duration of your exposure.

Background Information

BOMB THREATS

If you receive a telephone bomb threat:

1. 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.
2. Note the phone number of the caller if your telephone has a display.
3. Gather as much information as possible. If possible, use the [Bomb Threat Checklist](#) to question the caller in a polite and non-threatening manner.
4. Upon completion of the call, immediately dial 911 or 593-1911 to notify Ohio University Police. Then complete the [checklist](#) while the call is still fresh in your memory.
5. Remain available to answer questions.
6. 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:

1. Do not touch the object.
2. Move people away from the object.
3. Do not use portable radio equipment within 100 feet of the suspicious object.
4. Dial 911 or 593-1911 immediately to notify Ohio University Police.
5. Follow police instructions precisely.
6. 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 Ohio University Police officers since you are more likely to notice something out of the ordinary in your own area or facility.

Action Steps

BOMB THREATS

IF YOU RECEIVE A BOMB THREAT CALL

- ↑ Remain calm.
- ↑ Get as much information as possible (use checklist on page 15).
- ↑ Call 911 or 593-1911.
- ↑ Inform your supervisor/department head of the bomb threat phone call.

IF YOU OBSERVE A SUSPICIOUS OBJECT, PACKAGE, ETC.,

DO NOT TOUCH, MOVE, OR TAMPER WITH SUSPICIOUS OBJECTS

- ↑ Call 911 or 593-1911.
- ↑ Keep yourself and others away from object.
- ↑ Do not use cell phones or radio equipment within 100 feet of object.
- ↑ If instructed to evacuate, move at least 300 feet away from the building.
- ↑ Follow directions of Ohio University Police or Fire personnel.
- ↑ Do not reenter the building until instructed by either the Ohio University Police or Fire personnel.

Background Information

BOMB THREAT CHECKLIST

Use the Bomb Threat Checklist on the facing page to document useful information that will help the Ohio University Police Department in investigating a bomb threat.

Action Steps

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: _____

Caller's Voice:

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

Threat Language:

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

Background Sounds:

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

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?

IMMEDIATELY DIAL 911 OR 3-1911

Give responding officers this completed sheet.

Date: _____ Name: _____ Job Title: _____

Phone Number: _____ Department: _____

Exact wording of the threat: _____

Background Information

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.

In the event of a civil disturbance, you should immediately contact the Ohio University Police Department at 593-1911 or 911 and be prepared to give information such as the name of the group, if known; the location and size of the group; and whether any weapons are involved.

Avoid provoking or obstructing demonstrators, and avoid the area of the disturbance.

While you should continue to conduct normal business operations as much as possible, you should also be prepared to secure your work area by locking doors, safes, files, vital records, and expensive equipment, and by logging off your computers. If it becomes necessary, cease operations and evacuate. If the disturbance is outside, stay away from doors or windows, and stay inside.

If you have a question about whether a demonstration is unlawful, call Ohio University Police at 593-1911.

Action Steps

CIVIL DISTURBANCE/DEMONSTRATION

IN CASE OF A CIVIL DISTURBANCE

- ↑ Call 911 or 593-1911 to contact Ohio University Police.
 - ↑ Be prepared to give the following information:
 - The name of the group, if known.
 - The exact location of the group.
 - The size of the group.
 - Weapons involved.
 - ↑ Avoid provoking or obstructing demonstrators.
 - ↑ Avoid the area of the disturbance.
-

IF DISTURBANCE IS OUTSIDE AND YOU ARE INSIDE

- ↑ Stay inside.
- ↑ Stay away from doors and windows.
- ↑ Continue with normal business operations, if possible.
- ↑ If necessary, cease operations and evacuate.
- ↑ Secure your work area (lock doors, safes, files, vital records, and expensive equipment).
- ↑ Log off computers.

Background Information

EARTHQUAKE

While Ohio has not historically been a state prone to severe earthquake activity, the National Earthquake Information Center does note that the largest earthquake in Ohio was centered in Shelby County. That earthquake, one of several in the 1930s, caused moderate damage to buildings and affected water, oil, and gas wells. Therefore, safety during an earthquake largely involves avoiding falling objects or power lines, and avoiding the use of cell phones or radio equipment that might spark fires from ruptured gas lines.

Were a major earthquake to occur, the university must also be prepared to provide its own resources for an indefinite period of time. It is always a good idea to maintain certain supplies in your office.

See Preparing for Emergencies and Sheltering in Place on page 4.

Action Steps

EARTHQUAKE

IF INSIDE

- ↑ Stay inside—do not run outside.
- ↑ Do not use elevators.
- ↑ Take cover beneath a desk or table.
- ↑ Protect your head and neck.
- ↑ Stay away from windows and objects that could fall.

IF OUTSIDE

- ↑ Get away from trees, buildings, walls, and power lines.
- ↑ Assume a fetal position on the ground, with eyes closed, and arms crossed over back of your neck for protection.
- ↑ Stay in a fetal position until the shaking stops.

AFTER SHAKING STOPS

-
- ↑ ~~Do not use regular or cellular phones except to call 911 or 593-1911 (Ohio University Police Department) to report serious injuries.~~
 - ↑ Assist and accompany persons with disabilities.
 - ↑ Use battery-powered radios to follow instructions given by the Emergency Alert System.
 - ↑ Obey instructions/audio announcements by Ohio University Police.
 - ↑ Evacuate if instructed to do so.
 - ↑ Do not enter any building that is deemed or looks unsafe.

Background Information

ELEVATORS DURING AN EMERGENCY

Generally, elevators should not be used in emergencies because of the possibility of becoming trapped inside in the event of power outage or mechanical failure, or due to the possibility that use of the elevator equipment will spark a fire or explosion, as with a chemical emergency. However, exceptions include but are not limited to getting a person with a disability to safety, as during a tornado warning; when evacuation is urgent and use of an elevator is necessary; and when the elevator is operated by Fire Department personnel.

Action Steps

ELEVATORS DURING AN EMERGENCY

IF YOU ARE STUCK IN AN ELEVATOR

- ↑ Remain calm.
- ↑ Call the Ohio University Police at 593-1911 on the campus phone in the elevator.
- ↑ Police and Physical Plant personnel will assist you.

Background Information

EMERGENCY CLOSING PROCEDURE

The university is normally open during periods of ordinary seasonal inclement weather. Faculty and staff must assume responsibility for their own health and safety, as well as for their class or work responsibilities. While this frequently requires a delicate balance, each individual must be the ultimate arbiter of whether to travel to Ohio University under varying conditions.

An emergency closing of the university will be implemented only under severe and extreme circumstances. All employees are expected to report to work unless they specifically hear otherwise, and every effort will be made to maintain classes. However, when weather conditions and/or a declared state of emergency due to other factors warrant, there may be a delay in the opening of the university, cancellation of classes, or an emergency closing of the university.

The decision to close for a full day or to delay the opening of the university until midday (12:30 p.m.) should be made by 5:00 a.m. The decision to close from midday through evening classes will be made before noon, if possible. If the need to close is identified during the day, the decision will be communicated throughout the campus and through the designated media. A campus closing notice will also be prominently displayed on the Ohio University main Web page, www.ohio.edu. If the decision is made to close the campus, all employees and non-resident students will be notified by university officials to leave the campus.

Note: In the event that an evacuation of the campus is necessary, all personnel will be expected to assist in helping students and other faculty and staff to leave the campus. See Evacuation Procedures.

For information during an emergency or to find out if the University is closed, visit www.ohiou.edu/emergency.

Action Steps

EMERGENCY CLOSING PROCEDURE

WHAT YOU SHOULD DO

- ↑ Leave campus if notified campus is closing.
- ↑ If you have children at the Child Development Center, pick them up before leaving campus.
- ↑ If evacuation is ordered, help students, faculty, and staff leave campus.

For information during an emergency or to find out if the University is closed, visit www.ohiou.edu/emergency

Background Information

EVACUATION PROCEDURES

Building Evacuation

If a decision is made to evacuate a campus building, you will be notified by audible public address announcement, by telephone, or in person.

Once you are notified, evacuation is required.

In preparation for the possibility of evacuation, you should understand the evacuation plan, and know at least two ways out of the building from your regular workspace. If you are notified to evacuate, remain calm but leave quickly; walk—do not run. Gather at a pre-determined location; there, your supervisor can take roll and account for all personnel. As you exit, quickly check nearby restrooms, copy rooms, and storage rooms for personnel who may not be aware of the evacuation. Take only essential personal items with you; do not attempt to take large or heavy items. Close doors behind you as you leave. You should also assist and accompany persons with disabilities. Depending on the nature of the emergency, use of an elevator may be dangerous, especially if there is a possibility of becoming trapped inside due to power outage or mechanical failure. However, under some circumstances when the preferred routes of escape are blocked, it may be necessary to use elevators. On occasion, emergency personnel may operate elevators and instruct you to use it. Once out of the building, Police or Fire Department personnel will instruct you to move to a designated safe area at least 300 feet away from the building.

Campus wide Evacuation

In most emergencies, complete evacuation of the entire campus is not necessary. If, however, there is a major hazardous materials release, flood, or other major incident, it may be necessary to relocate all University individuals to a safer location. If you are instructed by authorities to evacuate the entire campus, do so immediately. If you are a person with a disability and need assistance leaving campus, contact the Ohio University Police Department at 593-1911. Once the campus is evacuated, it will be secured and no one will be allowed to enter without proper authorization. The campus will remain closed until the decision to reopen is made by the President of Ohio University or designee. Local radio and television stations will broadcast a notification when the campus is reopened.

Action Steps

EVACUATION PROCEDURES

BUILDING EVACUATIONS

- ↑ Remain calm.
- ↑ Walk quickly—DO NOT RUN.
- ↑ Do not use elevators, except to assist a person with a disability when:
 - ▶ Evacuation is urgent;
 - ▶ Use of an elevator is necessary; or
 - ▶ An elevator is operated by Fire Department personnel.
- ↑ Gather at a predetermined location so your supervisor can account for personnel.
- ↑ QUICKLY check restrooms, copy rooms, and storage rooms for people unaware of the evacuation.
- ↑ Only take essential items with you.
- ↑ Close doors behind you as you leave.
- ↑ Assist and accompany persons with disabilities.
- ↑ Move to designated area at least 300 feet away from building.
- ↑ Follow instructions by Police or Fire personnel.

CAMPUSWIDE EVACUATIONS

-
- ↑ LEAVING BY VEHICLE: Follow traffic instructions.
 - ↑ LEAVING BY FOOT: Leave campus by the most direct route.
 - ↑ If being picked up, meet your party at a predetermined location.
 - ↑ PERSONS WITH DISABILITIES: Call 593-1911 for assistance.

Background Information

EXPLOSIONS

There is little you can do to prepare for an explosion, but some of the preparation you can do for general disasters can also be applied to unexpected explosions. You can familiarize yourself with your evacuation plan for your area. You can also become familiar with the locations of extinguishers, fire exits, and the alarm system in your area. Fire extinguishers come in several varieties, and you can take courses in the proper use of each type. You can also take courses in first aid or CPR to prepare for the possibility of helping people with injuries.

If an explosion occurs, remain calm. Bear in mind that 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.

In general, do not use cell phones or any electrical device that might spark further explosions. Signal for help by shouting periodically or by hanging an article of clothing out a window. If you are able to evacuate and are instructed to do so, do not use elevators, and be careful of fallen debris or of glass or heavy objects that might be ready to fall.

Action Steps

EXPLOSIONS

IF AN EXPLOSION OCCURS IN YOUR WORK AREA OR BUILDING

- ↑ Remain calm.
- ↑ If ordered, evacuate.
- ↑ DO NOT MOVE SERIOUSLY INJURED PERSONS unless danger is immediate.
- ↑ Assist persons whose injuries are not serious.
- ↑ Avoid windows, mirrors, furnishings that might fall, and electrical equipment. Watch for falling objects.
- ↑ Open doors carefully.
- ↑ Do not use elevators.
- ↑ Assist and accompany persons with disabilities.
- ↑ Do not use phones, matches, or lighters.

IF TRAPPED IN A BUILDING

- ↑ DO NOT USE CELL PHONES. They can trigger explosions.
-
- ↑ IF A DOOR IS WARM, DO NOT OPEN IT.
 - ↑ IF SMOKE IS ENTERING AROUND DOORS, stuff clothing in cracks to block smoke.
 - ↑ Signal rescue crews by placing clothing outside window, if possible.
 - ↑ If there is no window, stay near the floor where the air may be less toxic.
 - ↑ Shout periodically to alert rescue crews.

Background Information

FIRE EMERGENCY

One way to prepare for fire emergencies is to know the different types of fire extinguishers and be trained in their use.

Under **no** circumstances should an employee attempt to extinguish a fire, unless the employee has already been trained in the use of fire extinguishers. You can also prepare for a fire emergency by knowing your building's evacuation plan, and by learning first aid.

KNOW YOUR 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

Action Steps

FIRE EMERGENCY

IF A FIRE ALARM IS ACTIVATED

- ↑ Evacuate building immediately; close doors behind you.
- ↑ **DO NOT** try to save belongings, files, or equipment.
- ↑ **DO NOT** go to the basement.
- ↑ **DO NOT** use elevators.
- ↑ Help people with disabilities (non-wheelchair) leave building if possible.
- ↑ If disabled persons cannot be evacuated lead them to the nearest enclosed stairwell and close the doors leading to the stairwell.
- ↑ Tell Fire personnel or Ohio University Police the location of disabled persons remaining in the building.
- ↑ Proceed to the designated meeting point at least 300 feet away from the building.
- ↑ Stay clear of firefighting equipment.
- ↑ If you activated the fire alarm, meet with Fire or Police personnel to identify the location of smoke or fire.

IF YOU DISCOVER A FIRE

-
- ↑ Evacuate building immediately.
 - ↑ **DO NOT** use elevators.
 - ↑ Activate the closest fire alarm as you exit, if possible.
 - ↑ Call 911.
 - ↑ Use fire extinguisher **ONLY IF** trained in its proper use.

IF IN DOUBT ABOUT THE SERIOUSNESS OF THE FIRE

-
- ↑ Evacuate building immediately.
 - ↑ **DO NOT** use elevators.
 - ↑ Activate the closest fire alarm as you exit, if possible.
 - ↑ Call 911.
 - ↑ Stay clear of the building and emergency equipment.
- f* Do not reenter the building until instructed by Fire or Police personnel.

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Action Steps

IF YOUR CLOTHES CATCH ON FIRE

- ↑ **STOP** whatever you are doing; do not run.
- ↑ **DROP** to the ground.
- ↑ **ROLL** to smother flames.

RENDER FIRST AID AS NECESSARY

- ↑ **DO NOT ATTEMPT TO MOVE PERSONS WHO HAVE EXTREME INJURIES.**
- ↑ Get help from Fire or Police personnel.
- ↑ Administer CPR, if trained to do so.

Background Information

FLOODING AND WATER DAMAGE

Major flooding and water damage on campus could be the result of catastrophic weather conditions, broken water pipes, clogged drains, or construction damage. The best preparation is to be familiar with the university's campus evacuation plan beforehand.

Minor or area flooding of the campus is more probable. This could be the result of multiple rainstorms. When informed of imminent minor, weather-related flooding, Ohio University Police will monitor the National Weather Service and other emergency advisories to determine necessary action such as evacuation of specific areas and delay or cancellation of classes.

In any flooding situation, if there are electrical appliances or outlets near the water, use extreme caution. If there is any possible danger, evacuate the area. Immediately notify the Ohio University Police at 593-1911 or Facilities Management at 593-2911.

If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off the water), do so. Be prepared to assist as directed in protecting and securing vital equipment, records, or chemicals that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as moving items to higher, safer ground, or covering objects with plastic sheeting. Do not return to your building unless you have been instructed to do so.

Action Steps

FLOODING AND WATER DAMAGE

IN CASE OF MAJOR FLOODING

- ↑ Remain calm.
- ↑ **AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.**
- ↑ **IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE AREA.**
- ↑ Call 593-1911 immediately.
- ↑ Evacuate the building or campus if instructed to do so.
- ↑ Do not return to the building unless instructed to do so.

IN CASE OF MINOR FLOODING

- ↑ Remain calm.
- ↑ **AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.**
- ↑ **IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE AREA.**
- ↑ Call Ohio University Police at 593-1911 or call Facilities Management at 593-2911.
- ↑ If you are confident you can stop the leak (i.e., unclog the drain, turn off the water), do so.
- ↑ Help protect or secure vital equipment, records, or chemicals that are in jeopardy, if directed to do so.
- ↑ Take only essential action to avert immediate water damage (i.e., move items to higher ground, or covering objects with plastic).
- ↑ Do not return to your building unless instructed to do so.

Background Information

HAZARDOUS/INFECTIOUS MATERIAL SPILL

A hazardous material spill is a spill in which there is a significant amount of a hazardous material 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.

Action Steps

HAZARDOUS/INFECTIOUS MATERIAL SPILL

HAZARDOUS MATERIAL SPILL RESPONSES

- ↑ Call 911 or 593-1911 immediately.
- ↑ If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and then seek medical attention.
- ↑ Dial 911 or 593-1911.
- ↑ Stop the source of the hazardous material if possible.
- ↑ Evacuate the immediate area, closing doors behind you.
- ↑ Unless trained, **DO NOT** attempt to clean up the spill yourself.
- ↑ Make yourself available to emergency personnel to supply critical information to aid in clean up.
- ↑ 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.
 - ▶ Have there been a fire and/or explosion?
 - ▶ Are there any injuries? If so, how many?
 - ▶ 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?

INFECTIOUS MATERIAL SPILL RESPONSE

- ↑ If the infectious material comes in contact with your skin, immediately wash with soap and water.
- ↑ Unless trained, **DO NOT** attempt to clean up the spill yourself.
- ↑ Contact Ohio University Police (593-1911).

Make yourself available to responding emergency and Environmental Health and Safety personnel to supply information to aid in clean up.

Background Information

HOSTAGE SITUATION

If you are involved in a hostage situation take steps not to aggravate the situation. Remain calm and encourage others around you to remain calm. If possible dial 911 or 593-1911 to reach the Ohio University Police Department. DO NOT argue or attempt to negotiate.

Action Steps

HOSTAGE SITUATION

IF YOU ARE INVOLVED IN A HOSTAGE SITUATION:

↑ Dial 911 or 593-1911, if possible, and supply as many details as possible including:

- ▶ Number of people involved
- ▶ Description of hostage takers
- ▶ Weapons displayed
- ▶ Threats made
- ▶ Any other information

↑ Do what you are told without argument.

↑ Do not attempt to negotiate or argue with the hostage taker.

↑ Try to get others to remain calm. Tell them to do what they are told.

Background Information

MEDICAL EMERGENCIES

Medical emergencies may include any life-threatening situation, including the following:

- broken bones
- cessation of breathing
- chest pain
- compound fractures
- excessive bleeding
- eye injuries
- head injury
- heat stroke/heat exhaustion/heat cramps
- inhalation of a toxic substance
- lacerations
- seizure
- serious allergic reactions
- unconsciousness

If you or someone in your office experiences a medical emergency, call 911 or 593-1911 immediately. Ohio University Police will access the situation and provide required services.

Unless you are properly trained, do not try to render any first aid or use CPR before trained assistance arrives. If you are trained in CPR and the victim has no pulse and is not breathing, use CPR on the victim. If trained in first aid, use pressure to stop bleeding. Do not move a victim unless safety dictates.

Ohio University has stationed AED's (Automated External Defibrillators) at a number of locations throughout campus. If a person is in cardiac arrest, the AED can analyze a patient's need for electroshock treatment and administer the shock automatically.

Unless you are properly trained do not try to render first aid through the use of an AED.

Action Steps

MEDICAL EMERGENCIES

IF YOU EXPERIENCE OR WITNESS A MEDICAL EMERGENCY

- ↑ Call 911 or 593-1911 immediately.
- ↑ Remain calm.
- ↑ Be prepared to provide information about the emergency.
- ↑ Unless trained, **DO NOT** render first aid—wait for emergency personnel.
- ↑ **IF TRAINED**, use **pressure to stop bleeding**.
- ↑ **IF TRAINED**, use **CPR** if victim has **NO PULSE** and is **NOT BREATHING**.
- ↑ Do not move a victim unless safety dictates.
- ↑ Be prepared to provide **Ohio University Police with vital information**, such as:
 - ▶ Your name and telephone number
 - ▶ Location of the injured person (building, room, etc.)
 - ▶ Type of injury or problem
 - ▶ Individual's present condition
 - ▶ Sequence of events leading to the emergency
 - ▶ Medical history and name of injured person's doctor, if known
 - ▶ Stay on phone with emergency personnel
 - ▶ Alert others of the emergency, if possible

Background Information

MENACING PERSON

If you encounter a potentially dangerous person, take steps not to aggravate the situation or the person. While with or near the person, remain calm and cooperate. Be sure to make no sudden movements. When it is safe to do so, call 593-1911 to report the problem to Ohio University Police and give as much information as possible under the circumstances, especially your name and location (department, building, and office number). If safe to do so, alert other employees/students that an emergency/ dangerous situation is present or imminent and that everyone should quietly leave the area.

Disruptive Behavior

Be alert for behavior that interferes with other students, faculty, or staff and their access to an appropriate educational or work environment. This includes the ongoing and pervasive disruption of academic, administrative, and other campus activities. Some behavior, while disruptive, does not come under the jurisdiction of the criminal system or the Student Code of Conduct. Therefore, this information is to provide you with the tools for addressing these disruptive situations when they arise.

Examples of Disruptive Behavior:

- Habitual interference with educational, work, living, or social environments.
- Persistent and unreasonable demands for time and attention inside or outside the classroom.
- Words or actions that have the effect of intimidating or harassing another.
- Words or actions that cause another to fear for his or her personal safety.
- Threats of physical violence.

Action Steps

MENACING PERSON

IF YOU ENCOUNTER A POTENTIALLY DANGEROUS PERSON

- ↑ Remain calm.
- ↑ Cooperate with the person.
- ↑ Make no sudden movements.
- ↑ Call 593-1911 as soon as possible.
- ↑ Prepare to provide as much information as possible.
- ↑ If safe to do so, alert others of the emergency/danger.
- ↑ Advise others to quietly leave the area.

IF YOU ENCOUNTER A DISRUPTIVE PERSON

-
- ↑ Remain calm.
 - ↑ Do not ignore disruptive behavior.
 - ↑ Tell the disruptive person that such behavior is inappropriate.
 - ↑ Set limits and explain that disruptive behavior has consequences.
 - ↑ Explain clearly and directly what behaviors are acceptable.
 - ↑ Allow the disruptive person to voice what is upsetting him/her.
 - ↑ Acknowledge the disruptive person's feelings.
 - ↑ Maintain eye contact.
 - ↑ If appropriate, postpone dealing with the situation.
 - ↑ Set a mutually agreeable time and place to discuss the issues again.
 - ↑ Apprise supervisor or department chair of the problem.
 - ↑ Call Ohio University Police at 593-1911.
 - ↑ Be prepared to give your name, the name of the disruptive person, your location, and a brief description of the incident.

Background Information

POWER OUTAGE/DOWNED POWERLINES

If a power outage occurs in your office or building, remain calm, and call Ohio University Police at 593-1911 or Facilities Management at 593-2911 to report the loss of power.

To prepare before an emergency, be familiar with your building's evacuation plan, and keep a flashlight available in a location you can find easily in the dark. You can also prepare by being familiar with procedures for being caught in an elevator if the power goes out.

If you are caught in a power outage, help others in your immediate area who may be unfamiliar with your office space. If you are in an unlighted area, proceed cautiously to an area that has emergency lights. If you are instructed to evacuate the building, proceed cautiously to the nearest clear exit.

Any downed or fallen wire should be treated as live and dangerous, and you should stay away. Fallen power lines are dangerous because they carry an electric current that can cause serious or even fatal injuries. If you encounter a fallen wire, keep yourself and others away, and call 911.

Action Steps

POWER OUTAGE/DOWNED POWERLINES

POWEROUTAGE

IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING

- ↑ Remain calm.
- ↑ Call Ohio University Police at 593-1911 or Facilities Management at 593-2911 to report power loss.
- ↑ Help those in your area who may be unfamiliar with your space.
- ↑ If in an unlighted area, cautiously move toward an area with emergency lights.
- ↑ If in an elevator, stay calm. Use the emergency button or phone to contact Ohio University Police at 593-1911 or Facilities Management at 593-2911.
- ↑ Evacuate building if instructed to do so.

DOWNED POWER LINES

↑ Distance is Your Friend

- ▶ Under normal conditions, power lines are not supposed to lie on the ground. However, there are circumstances, such as high winds and storms that can bring down power lines and other utility wires. Downed power lines can be dangerous because they carry an electric current that can instantly injure or cause death.
- ▶ There is no way for you to determine whether fallen power lines are energized or not because you can't smell, see, or hear electricity. Always keep your distance and presume a fallen wire is energized and dangerous.

↑ Don't Guess, Stay Away

- ▶ Never touch a fallen wire, no matter how harmless it may look. Power lines are not insulated or coated like power cords for home appliances. In some instances, power lines may have a coating of weatherproofing material that may appear to be some form of insulation. It is not an insulating material and does not make the power line safe to touch.
- ▶ It is sometimes difficult even for professionals to tell the difference between energized power lines and other utility lines. Don't guess and stay away from all wires.

↑ Keep Cars Clear, Too

- ▶ If your vehicle comes in contact with a downed power line, stay put. If you can, honk and lower your windows to alert passers-by. Caution them to stay away from the vehicle and ask them to call 911.
- ▶ If you must exit the vehicle, remove all loose items or clothing and jump clear of the vehicle. Avoid touching the car and the ground at the same time. Land with both feet together; keep your feet as close together as possible; and shuffle away from the car.

Background Information

ROBBERY/SHOPLIFTING/THEFT SITUATION

If you are involved in a robbery/shoplifting/theft situation, take steps not to aggravate the situation. Remain calm and cooperate. When it is safe to do so call the Ohio University Police Department at 593-1911 and be prepared to provide as much information as possible. Do not attempt to negotiate or argue with the person(s) involved.

Action Steps

ROBBERY/SHOPLIFTING/THEFT SITUATION

IF YOU ARE INVOLVED IN A ROBBERY/SHOPLIFTING/THEFT SITUATION:

- ↑ Do what you are told without argument during a robbery.
- ↑ Tell others around you to do what they are told.
- ↑ As soon as it is safe, dial 911 or 593-1911 and supply as many details as possible including number of people involved, description of person(s) involved, weapons displayed, threats made, etc.
- ↑ Do not attempt to negotiate or argue with the person(s) involved.
- ↑ If there is more than one person available, have someone maintain visual contact to provide direction of travel from a safe distance. If there was a weapon displayed **DO NOT ATTEMPT TO FOLLOW.**

Background Information

SEVERE WEATHER

Severe Weather - "*Watch*"

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

Severe Weather - "*Warning*"

- Indicates imminent danger to life and property to 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.
- Be alert when severe weather is confirmed to be in the area and has been sighted.
- Be prepared and close enough to a permanent building that you can get into it with short notice.

Action Steps

SEVERE WEATHER

STEPS TO TAKE IF IN CAUGHT IN SEVERE WEATHER

- ↑ Be alert to possible weather conditions.
- ↑ Monitor local radio/television for information.
- ↑ Stay or get indoors.

STEPS TO TAKE IF IN CAUGHT IN SEVERE WEATHER

- ↑ Lightening is generally associated with these storms. Time is critical and moving to an interior room must be done quickly. People outdoors should move indoors to a permanent facility interior room.
- ↑ Ensure that you are in a permanent building and not a temporary structure such as a trailer, automobile, truck, or pole building.
- ↑ Move to an interior room away from windows.
- ↑ Monitor 970 WATH AM Radio or WOUB Cannel 20 Television for Watch & Warning details.
- ↑ If you hear thunder you are in close proximity to lightning and a possible lightening strike.

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 online at: <http://www.buckeyetraffic.org>

Background Information

STUDENTS/PEOPLE IN CRISIS

The following information provides basic guidelines for assisting people with emotional, chemical, or psychological issues. For more extensive information, please contact Counseling & Psychological Services at 593-1616 or Ohio University Police Department at 593-1911 and request additional information on this topic.

Mental Illness:

- DO be respectful
- DO attribute symptom(s) to the illness
- DO maintain poise and self-control
- DO maintain personal space
- DO keep your voice low and calm
- DO use short, simple statements
- DO keep your hands in view
- DO be matter-of-fact
- DO reduce contact if the individual is especially ill

- DON'T give sharp commands or use threats
- DON'T challenge – verbally or physically
- DON'T argue, criticize, or be judgmental
- DON'T make promises you can't keep
- DON'T take anger personally

Alcohol & Chemical Dependency

These issues can become debilitating and detrimental to the well-being of the individual and those around them. Resources are readily available through Counseling & Psychological Services at 593-1616 or Tri-County Mental Health at 592-3091 to help deal with the dependency and residual effects. The concern of an arrest should not deter you from seeking assistance for individuals; their long term well-being should be the primary concern.

Traumatic Incident

Be reassuring to the victim or witnesses and immediately dial 911 or contact Ohio University Police at 593-1911 to initiate assistance resources.

Action Steps

STUDENTS/PEOPLE IN CRISIS

MENTAL ILLNESS

- ↑ DO be respectful
- ↑ DO attribute symptom(s) to the illness
- ↑ DO maintain poise and self-control
- ↑ DO maintain personal space
- ↑ DO keep your voice low and calm
- ↑ DO use short, simple statements
- ↑ DO keep your hands in view
- ↑ DO be matter-of-fact
- ↑ DO reduce contact if the individual is especially ill

- ↑ DON'T give sharp commands or use threats
- ↑ DON'T challenge – verbally or physically
- ↑ DON'T argue, criticize, or be judgmental
- ↑ DON'T make promises you can't keep
- ↑ DON'T take anger personally

Alcohol & Chemical Dependency

- ↑ Contact Counseling & Psychology 593-1616 or Tri-County Mental Health 592-3091

Traumatic Incident

- ↑ Call 911 or the Ohio University Police Department 593-1911

Background Information

SUSPICIOUS PACKAGES/OBJECTS

If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere, call 593-1911 immediately to report it to Ohio University Police. Never touch, move, or tamper with suspicious objects under any circumstances. Prevent others from handling it or going near it. Do not use cell phones or radio equipment within 100 feet of the suspicious object as they might detonate explosives.

Write down everything you can remember about receiving the letter or parcel or finding the object. The police will need this information.

Recognizing Suspicious Packages or Objects

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspelling of common words
- Oily stains or discoloration on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

Action Steps

SUSPICIOUS PACKAGES/OBJECTS

IF YOU RECEIVE A WRITTEN THREAT OR SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT

- ↑ Call 593-1911.
- ↑ Keep others away from object.
- ↑ Do not use cell phones or radio equipment within 100 feet of object.
- ↑ Write down everything you can remember about receiving the letter or parcel or finding the object.
- ↑ Be prepared to relay this information to law enforcement.
- ↑ Follow instructions of Ohio University Police or Fire personnel.
- ↑ If instructed to evacuate, move at least 300 feet away from the building. Do not reenter the building until instructed to do so.

Background Information

TORNADO WATCH AND TORNADO WARNING

Tornadoes can occur throughout the year, but Ohio's peak tornado season is April through July.

A **tornado watch** means weather conditions are favorable for a tornado to develop.

A **tornado warning** means a funnel cloud or tornado has been sighted by a qualified spotter or has been detected on radar.

If weather conditions are threatening, seek safety immediately and take necessary actions to protect life and property. Listen to a NOAA (National Oceanographic and Atmospheric Administration) weather radio or local TV or radio station for continued weather reports.

You can prepare for tornado emergencies by keeping a NOAA weather radio or battery-powered radio in your office and by identifying your best tornado shelter before a warning occurs.

Action Steps

TORNADO WATCH AND TORNADO WARNING

WHAT TO DO IN A TORNADO WARNING

- ↑ Remain calm.
- ↑ If notified of a tornado warning, **PROCEED IMMEDIATELY** to a basement or the lowest level of building.
- ↑ **USE ELEVATORS IF YOU HAVE A DISABILITY OR ARE HELPING A PERSON WITH A DISABILITY.**
- ↑ Stay away from windows, glass, stairwells, and unsecured objects.
- ↑ Stay tuned to a media outlet for notification of an “all-clear.”
- ↑ Do not contact the Ohio University Police unless an emergency situation exists.
- ↑ In the event of an emergency, call 593-1911 to contact Ohio University Police.

IF OUTDOORS IN A TORNADO WARNING

- ~~↑ SEEK SHELTER IMMEDIATELY.~~
- ↑ Lie in low-lying ditch, culvert, or at low land levels.
- ↑ Protect your face and head.

WHAT TO DO IN A TORNADO WATCH

- ↑ Be prepared to seek shelter.
- ↑ Determine the location of the nearest shelter.
- ↑ Listen to TV or radio for further weather reports.
- ↑ Realize the next step could be a warning.
- ↑ Be aware of your surroundings.
- ↑ Advise others of severe weather conditions.
- ↑ If weather grows threatening, **SEEK SHELTER** even if you hear no tornado warnings.

Background Information

WITNESS TO A CRIME

If you witness a crime contact the Ohio University Police Department at 593-1911 IMMEDIATELY. Remain calm and encourage others around you to remain calm. If you can, write down details and descriptions while they are current in your mind. Be prepared to give details to the Ohio University Police Department.

Action Steps

WITNESS TO A CRIME

IF YOU WITNESS A CRIME:

- ↑ Contact OUPD at 593-1911 immediately.
- ↑ Do not attempt to physically intervene.
- ↑ All information is needed in investigating crimes that occur on campus.
- ↑ Be attentive to all details, descriptions, mannerisms, actions, license plates, etc.

Background Information

WORKPLACE VIOLENCE

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

Risk Factors That Contribute to Workplace Violence

- Termination of employment.
- Disciplinary actions.
- Ongoing conflicts between employees.
- Domestic or family violence.
- Financial problems.

Preventing Workplace Violence

- 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.
- Get acquainted with Ohio University Police officers; do not hesitate to call for help.
- Remember—a safe workplace is everyone's responsibility.
- Contact Ohio University Police at 593-1911 to report an incident.

Action Steps

IF WORKPLACE VIOLENCE OCCURS

EXAMPLES OF WORKPLACE VIOLENCE

- ↑ Threats direct or implied.
- ↑ Physical conduct that results in harm to 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.
- ↑ Externalization of blame.

REPORTING WORKPLACE VIOLENCE

- ↑ Report ALL incidents of workplace violence to Ohio University Police at 593-1911.
-