



OHIO
UNIVERSITY
Chillicothe

EMERGENCY

PROCEDURES

MANUAL

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Campus Emergency Procedures Guidelines and Action Steps

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 action steps thoroughly before an emergency occurs and keep copies available for immediate reference. 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 OUC Facilities Management/Security Services Office at 740-774-7243. If the emergency is a critical incident, or becomes a critical incident, you will find information through some or all of the following, depending on the incident and the conditions at the time:

- **Ohio Alert! Notifications via:**
 - Phone calls (to numbers provided)
 - Text Message
 - Your campus email
- **Ohio University Chillicothe Emergency Information Page**
<https://www.ohio.edu/chillicothe/alert/index.cfm>
- **Social Media account information**
Ohio University Chillicothe homepage – banner notification
- **Indoor Public Address System**
- **Non-tech methods**
on-the-ground teams, bullhorns, posted alerts, etc.)

Emergency Calling Procedures

Emergencies can be reported in Ross County & on Campus by dialing 911. You can also report non-life-threatening issues to the OUC Facilities Management Office at 740-774-7243 (or 740-703-5461 after 5:00 pm).

Sheltering in Place

Certain 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. "Shelter-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.

Step-by-Step Instruction

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should have the following characteristics:
 - a) An interior room
 - b) Above ground level
 - c) Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tight seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (faculty, or other staff) to call the list in to Chillicothe Police Department (740-773-1191 or 911) so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio/TV and /or emergency communication tools for further

****These guidelines are not the same as the tornado and other severe weather events when shelter should be low in these cases****

Emergency Procedures Guidelines Action Steps

Please follow the Action Steps listed below for the appropriate Emergency Situation

ACTIVE SHOOTER

Fleeing During an Active Shooter Situation

- Do not attempt to carry anything.
- Move quickly, keeping hands visible, and follow instructions of any law enforcement you may encounter.
- Do not attempt to remove injured people. Notify authorities of their location as soon as possible.

Active Shooter In or Outside of Your Building

- Proceed to a room that can be locked or lock the room where you are located.
- Close and lock all windows and doors.
- Turn off the lights.
- Get low to the floor, not visible from outside the room, and be prepared to engage shooter if necessary.
- **Call 911.** Advise dispatcher of your location and what is taking place.
- Remain hidden until police instruct you to evacuate.

IMPORTANT: Unfamiliar voices may be the shooter attempting to lure victims from their safe space. DO NOT respond to voice commands until you can verify the source.

Active Shooter Entering Your Office or Classroom

- Try to remain calm.
- **Call 911**, if possible, and alert the police to the shooter's location. If you can't speak, leave the line open so the dispatcher can hear what's happening.
- Attempting to overpower the shooter with force should be considered as a last resort if there is no opportunity for escape.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was near the shooter.

BIOLOGICAL, CHEMICAL, AND RADIATION THREATS/NUCLEAR BLAST

Biological, Chemical, and Radiation Threats

- Cover your mouth and nose with layers of cloth (handkerchief, towel, etc.).
- Get as far away from the source of contamination as possible.
- Wash with soap and water.
- Change to clean clothes and put contaminated clothes in a plastic bag.
- Call 911.
- Follow instructions given by First Responders.

Nuclear 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.

BOMB THREATS**If You Receive a Bomb Threat Call**

- Remain calm.
- Get as much information as possible.
- Call 911.
- Inform your supervisor/department head/professor of the bomb threat.
- Supervisors/department heads/professors should call Security Services (Facilities Management) 740-774-7243 (or 740-703-5461 after 5:00 pm).

SUSPICIOUS PACKAGES/OBJECTS**If you receive/find a suspicious object, package, or written threat****DO NOT TOUCH OR TAMPER WITH SUSPICIOUS OBJECTS**

- Call 911
- Keep others away from suspicious item.
- Do not use cell phones or radio equipment within 100 feet of object.
- Write down every detail you can remember about receiving the suspicious item.
- Be prepared to relay this information to law enforcement.
- Follow the instructions given by law enforcement or fire personnel.
- If instructed to evacuate, move at least 300 feet from the building.
- Do NOT reenter the building until instructed to do so by Fire or Police personnel.

CAMPUS EXPLOSION

In Your Work Area or Building

- Remain calm.
- Evacuate the building, if ordered.
- **DO NOT MOVE SERIOUSLY INJURED PERSONS UNLESS DANGER IS IMMINENT.**
- Assist persons who are not seriously injured.
- 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.

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 around it to block smoke.
- Signal rescue crews of your presence in a room by placing clothing outside the window, if possible.
- If there is no window, stay near the floor to avoid toxic smoke.
- Shout periodically to alert rescue crews.

CIVIL DISTURBANCE/HOSTILE DEMONSTRATORS**Hostile Demonstrators**

- Call 911 then, if possible, call Security Services (Facilities Management) 740-774-7243 (or 740-703-5461 after 5:00 pm).
- 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, if any.
- Avoid provoking or obstructing demonstrators.
- Avoid the area of the disturbance.

Civil Disturbance

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

EARTHQUAKES - after shaking stops

- Do not use any phone devices except to call 911 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 local law enforcement.
- Evacuate if instructed to do so.
- Do NOT enter any building that looks or is deemed unsafe.

If Inside During Earthquake:

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

If Outside During Earthquake:

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

ELEVATOR MALFUNCTION INCIDENT

- Remain calm
- Press INFO button on the Emergency Call Box. You will be connected to the Information Desk.
- As a last resort or after 5:00 p.m. press red button on Emergency Call box. You will be connected to 911.

EVACUATIONS

Building Evacuations

In the event, you are instructed to evacuate the building, you must adhere to the following guidelines:

- Remain calm.
- Walk quickly - **DO NOT RUN.**
- Do not use the 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/professor can account for personnel/students.
- **QUICKLY** check restrooms, copy rooms, storage rooms, and kitchen areas for people who may be 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 from a building.
- Follow instructions given by Police or Fire personnel.
- Do NOT reenter the building until instructed to do so.

Campus Wide Evacuations

- When leaving by vehicle, follow traffic instructions.
- When leaving by foot, leave by the most direct route.
- If being picked up, meet your party at a predetermined location.
- Persons with disabilities need to call 911 or Security Services Office (Facilities Management) at 740-774-7243 (or 740-703-5461 after 5:00 pm) for assistance.

EMERGENCY CLOSING PROCEDURE

- Follow instructions given via OHIO Alert!
- Be aware of the Emergency Closing Procedure followed by your department/professor.
- Leave campus if notified campus is closing.
- If evacuation is ordered, advise students, faculty, and staff to leave campus.
- For information during an emergency or to check for University cancellations/closures, watch for OHIO Alert! messages, listen to WKKJ, or visit:
<https://www.ohio.edu/chillicothe/alert/index.cfm>

FIRE EMERGENCY

If Fire Alarm is Activated.

- Evacuate building **immediately**; closing all doors behind you.
- **DO NOT** try to save files, belongings, or equipment.
- **DO NOT** go to the basement.
- **DO NOT** use elevators.
- Help people with disabilities leave building, if possible.
- Proceed to designated meeting point at least 300 feet away from the building.
- 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 on its proper use.

If Your Clothes Catch on Fire

- **STOP** what you are doing; do **NOT** run.

- **DROP** to the ground.
- **ROLL** to smother the 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

FLOODING AND WATER DAMAGE

In Case of Major Flooding

- Remain Calm.
- **AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.**
- **IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE THE AREA.**
- **CALL 911 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 THE AREA.**
- Call Facilities Management at 740-774-7243 (or 740-703-5461 after 5:00 pm).
- If you can stop the leak by unclogging the drain or turning 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 cover objects with plastic).
- Do not return to the building unless instructed to do so.

HAZARDOUS MATERIAL SPILL/INFECTIOUS MATERIAL SPILL RESPONSES

Hazardous Material Spill

- Call 911 or Facilities Management at 740-774-7243 immediately.
- If the hazardous material comes in contact with your skin, immediately flush the affected area with extensive amounts of water for at least 15 minutes, and then seek medical attention.
- 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 the room.
 - Has there been a fire and/or an 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 911 and Facilities Management at 740-774-7243.
- Make yourself available to responding Emergency and Environmental Health and Safety personnel to supply information to aid in clean-up.

HOSTAGE SITUATION

- Call 911, 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 and do as they are told.

MEDICAL EMERGENCIES

- Call 911 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 victim unless it is imperative you do so for their safety.
- Be prepared to provide first responders with vital information, such as:
 - Your name and telephone number.
 - Injured person's name, if known.
 - Location of the injured person.
 - Type of injury or medical emergency.
 - Person's present condition.
 - Sequence of events leading to 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.

OVERDOSE SITUATION

Signs of an Opioid Overdose

- Breathing is slow and shallow (less than 10 breaths per minute) or has stopped.
- Vomiting.
- Face is pale and clammy.
- Blue or grayish lips and fingernails
- Slow, erratic, or no pulse (heartbeat).
- Choking or loud snoring noises.
- Will not respond to shaking or sternum rub.
- Skin may appear gray, blue, or ashen.

Responding to a Suspected Overdose

- Check to see if the person can respond.
 - Give them a light shake.
 - Yell their name, if known.
 - Try giving a sternum rub (rub your knuckles on their chest bone for 10 seconds).
- Call 911.
 - Provide as much information about the situation as possible.
 - Give exact location (address, building, room number, etc).
 - Describe state of person (unconscious, stopped breathing, etc).
- Perform rescue breathing, using a rescue mask, if available.
 - Make sure nothing is in their mouth.
 - Tilt their head back, lift their chin, and pinch their nose.
 - Give breaths by mouth, making sure chest rises.
- If available, administer Naloxone.
 - Follow instructions on the Naloxone package.
- After Naloxone:
 - If person begins breathing on their own, place them in the recovery position.
 - One arm above head.
 - Bend opposite leg at knee.
 - Turn person on their side with bent knee over other leg and resting on the floor.
 - Place arm not above the head under person's cheek.
 - Make sure their head is tilted back to keep airway clear.
 - Monitor persons breathing.
 - If fewer than 10 breaths per minute, perform rescue breaths again.
 - If vomiting occurs, clear their mouth and nose.
 - Stay with the person until EMS, Fire Department, or Police arrive.

MENACING PERSON

Potentially Dangerous Person

- Remain calm.
- Cooperate with the person.

- Make no sudden movements.
- Call 911 ASAP and Security Services (Facilities Management) at 740-774-7243 (or 740-703-5461 after 5:00 pm)
- 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.
- Inform supervisor, department head, or professor of the problem.
- If an immediate threat is perceived, call the Security Services (Facilities Management) at 740-774-7243 (or 740-703-5461) after 5:00 pm.
- Be prepared to give your name, the name of the disruptive person, your location, and a brief description of the incident.

PERSONS HAVING A MENTAL HEALTH CRISIS

- DO be respectful.
- DO take note of behaviors which may be related 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
- Call 911 if necessary.

POWER OUTAGE/DOWNED POWERLINES

Power Outage in Your Office

- Remain calm.
- Call Facilities Management at 740-774-7243 (or 740-703-5461 after 5:00 pm) to report

power outage.

- 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 INFO or emergency button to summon help.
- Evacuate building if instructed to do so.

Downed Power Lines

- **STAY AWAY** from any fallen wires. Power lines are not coated or insulated. They are **NOT** safe to touch.
- There is no way to determine if power lines that have fallen are live or not. It is important to always presume that any fallen wire is live and dangerous.
- If power lines fall on a vehicle you are in, **STAY IN THE VEHICLE**. If possible, blow the horn or lower window to alert passers-by to the emergency. 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.

ROBBERY/THEFT SITUATIONS

- Do what you are told without argument during a robbery.
- Tell others around you to do as they are told to avoid escalating a dangerous situation.
- As soon as it's safe, call 911 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.
- If there is more than one person available, have someone maintain visual contact to provide direction of travel from a safe distance. If there is a weapon displayed **DO NOT ATTEMPT TO FOLLOW**.

SEVERE WEATHER

Severe Thunderstorms

- Be alert to possible weather conditions.
- Monitor local radio/television and your cell phone weather app for information and watch for notifications from the OHIO Alert! Emergency Messaging System.
- If you hear thunder, you are in close proximity to lightning, stay indoors or get indoors as quickly as possible to avoid being struck by lightning, hail, or debris.
- If you are in a mobile home or vehicle, move quickly to a more permanent structure and away from windows.
- If possible, move to a designated Emergency Shelter location for Hazardous Weather Conditions located in all buildings. These generally have corridors without windows.

Tornado Warning

- Remain calm.
- If notified of a tornado warning, PROCEED IMMEDIATELY to a basement or the lowest level of the 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 OHIO Alert! and media outlets for notifications of an “all-clear.”
- Call 911 ONLY if an emergency situation exists.

If Outdoors in a Tornado Warning

- SEEK SHELTER IMMEDIATELY
- Protect your face and head.

Tornado Watch

- Be prepared to seek shelter.
- Determine the location of the nearest shelter.
- Listen to TV or radio and check your cell phone weather app for further weather reports and OHIO Alert! for additional information.
- Realize the next step could be a warning.

Tornado Watch (cont.)

- Be aware of your surroundings.
- Advise others of severe weather alerts.
- If weather grows threatening, SEEK SHELTER IMMEDIATELY, even if you hear no tornado warnings.

WITNESS TO A CRIME

- Contact 911 immediately and call Security Services (Facilities Management) at 740-774-7243 (or 740-703-5461 after 5:00 pm) if possible.
- Do not attempt to physically intervene.
- All information is needed by Security Services (Facilities Management) to investigate crimes that occur on campus.
- Be attentive to all details, descriptions, mannerisms, actions, license plates, etc.

WORKPLACE VIOLENCE

Examples of Workplace Violence

- Direct threats or implied threats.
- Physical conduct that results in harm to people or property.
- Conduct that harasses, disrupts, or interferes with another individual’s performance.

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.
- Placing blame on others.

Reporting Workplace Violence

Report ALL incidents of workplace violence to Security Services (Facilities Management) at 740-774-7243 (or 740-703-5461 after 5:00 pm).