Active Shooter

Communication in your area

Hiding

Seeking shelter when you are safe

Calling 911 from a safe location

In the event that you believe your life is in imminent danger, you need to continue under the instructions you receive.

Take action against the active shooter

If you observe a person who appears to have a gun

Talk to the shooter

Establish contact and gain the shooter's trust

If the shooter is your neighbor

To defend your life, choose to take action to protect your life from the shooter.

If the situation is possible, go to a place where the active shooter is a happy to find you.

Hide out

Can you call 911 from a safe area?

If you are not safe or not safe, you may call 911 from a safe area.

What is your safe area?

These people may not be able to get there on time.

Prepare your children or people in your care at home.

Keep your phone charged.

Do not report to police.

Remove all weapons from your home.

Fire department responds to protect you.

Fire control office

If you have a phone, call 911.

If there is an active shooter, go to a safe place to ensure the active shooter is a happy to find you.

EXERCISE

The purpose of this exercise is to improve community awareness to protect our town.

Questions regarding information in this booklet should be directed to the Facilities Department at 3232.
General Information on Reporting Emergencies

Emergency situations can be triggered by a variety of factors, which in most instances cannot be anticipated. Knowing what to do and perhaps more importantly what not to do is paramount in dealing with the crisis at hand. In many instances it is a question of notifying the proper individuals or campus department. Sometimes, however, certain immediate action on your part may be necessary. Whichever the case, it is important to remain calm and not panic. Take a few seconds to compose yourself to avoid acting irrational. Those first few seconds are important, since most injuries and deaths occur because of irrational or illogical first response. This easy to use guide has been developed to help you deal with most emergency situations that might occur on campus. Rest assured that there are qualified individuals to give you direction and to assist, but they need to be notified and supplied with the proper information. Keep this Campus Emergency Procedures Guide nearby to assist you in dealing with emergency situations. Also, remember that handicap individuals may need special assistance. Preplan the assistance needed if a handicap individual is part of your department if it is in your class.

The following general information is important when reporting emergencies on campus. Remember—stay calm, don’t panic, help is on the way.

- To report an emergency on campus, pick up any University phone and contact the Public Safety office by dialing ext. 3232. If you are using a cell phone or a non-university phone, you must dial 740.351.3232.
- If fire or ambulance response is needed, dial 9-911 on a campus phone. This connects you to the local 911 operator.
- If you dial 911 on a non-university phone you will be connected to the local 911 operator.
- When possible, use a university phone and contact the SSU Public Safety office, ext. 3232.
- When reporting an emergency, be sure to speak in a clear voice and give the following information:
  1. Your name and your location.
  2. A brief description of the emergency situation.
  3. If there are people injured.
  4. Any additional information that might be beneficial.

Do not hang up until instructed to do so.

---

General Information

Bomb Threat Report

Emergency Sounding/whysquare/whysquare/house

Action to take immediately after each query: Please respond to the above queries as quickly as possible.

Try to determine the following (circle as appropriate):

1. Is this a bomb threat?
2. Where is the bomb located?
3. Is the bomb safe or unsafe?
4. What is the bomb made of?
5. When did you last hear it?

Questions to ask:

Where is the device located?
What is the device made of?
What does it look like?
What is the weight of the device?
Is the device safe or unsafe?

Instruct:

Bomb Threat Report
Preplan:

Departments should have flashlights available that are tested periodically to ensure they are operational.

Note: Individuals with disabilities may need assistance.
Elevator Malfunction

If you are trapped in a stalled elevator, initiate the following:

- Stay calm.
- If the elevator is equipped with an emergency phone, pick it up and you will be connected to Public Safety. They will dispatch a maintenance person to the area to assist.
- If no phone is present in the elevator, press the RED EMERGENCY button and let it ring until you hear someone respond to the alarm.
- In most instances, individuals confined in elevators are assisted within 15 minutes.
- Remember, you cannot suffocate in a stalled elevator nor will the elevator fall to the bottom.

If you hear an emergency alarm ring in an elevator, do the following:

- Go to the elevator door and shout to the individual who is confined in the elevator to assure them that you have heard the alarm and are going to dispatch help for them.
- Monday-Friday from 7:00 a.m. to 5:00 p.m., call Facilities/Maintenance at ext. 3458.
- After 5:00 p.m. or on weekends, call Public Safety at ext. 3232.
- Report the problem by giving the name of the building and the location of the elevator (example: north end of building, second floor).
- Go back to the door of the elevator and reassure the person in the elevator that help is on the way.

Elevator Malfunction

Reporting a Crime

1. Call 332-3458 (ext. 3232) or dial 911 immediately. 911 is a 24-hour local emergency number.
2. Provide your name and address.
3. Describe the nature and location of the emergency.
4. Give a description of any individuals involved. Include sex, race, height, build and clothing.
5. Describe any vehicles involved. Include make, model and license number.
6. Stay on the line until instructed to hang up.
Medical Emergencies

If someone is ill or injured and requires assistance:

- Call the Public Safety office at ext. 3232. If an ambulance is needed, tell the dispatcher at the beginning of your conversation.
- For true life threatening medical emergencies, call 9-911.
- Give the dispatcher the following information:
  1. The location of the person, including the building and the room number.
  2. The illness or injury of the person.
  3. Whether the person is conscious.
  4. Any other information that is known, such as existing health conditions.
  5. Don’t hang up until you are told to do so by the dispatcher.
- Administer first aid if you have the proper training.
- Do not move the person unless in a life threatening situation.
- Assure the person that help is on the way.

Note: Remain on the scene until the first responders arrive to give any further information they may require.
Evening/Weekend Facilities Problems

For heating/air conditioning, water, electricity, or other utility problems encountered in buildings after 5:00 p.m. on weekdays and on weekends, contact the Public Safety office at ext. 3232.

Inform Public Safety of the problem. They will dispatch maintenance personnel to the area.
Preplan:
1. Know the location of the fire alarm pull stations.
2. Know the closest exit out of the building and at least two other means of exiting the building.
3. Leave the building immediately when the fire alarm is sounded.
4. Have a predesignated meeting place for all those in your office.
5. Know who is not present for the day so they can be accounted for at the designated meeting place.

Note: Individuals with disabilities may need assistance.

Fire

If you should spot a fire:
- Sound the fire alarm to get everyone out of the building.
- Dial ext. 3232 from a campus phone to contact the Public Safety office. If dialing from a cellular phone, contact the office at 740.351.3232.
- Give your name, the name of the building, and the location of the fire within the building.
- Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter.
- Close all doors behind you if you are the last one out of the room.
- Walk to the nearest exit. DO NOT USE ELEVATORS!!! Note: Individuals with disabilities may need assistance.
- Go to your department’s predesignated meeting place at least 200 feet from the building.
- Cooperate with emergency and Public Safety personnel. Follow all instructions when given.
- Do not re-enter the building until you are told to do so by emergency personnel.
- Never fight a fire if it could block your escape route.
- If the fire is small and your safety is not compromised and you know how to use a fire extinguisher, an attempt to put out small fires should be made.
- Remember the word PASS:
  P Pull the pin
  A Aim low at the base of the fire
  S Squeeze the handle
  S Sweep from side to side at the base of the fire

Chemical spill

In case any liquid or solid chemical comes in contact with your skin:
- Do not rub your skin or gather up any liquid or solid chemicals. Move as far away from the area.
- Wash your hands, and the exposed area with soap and water or other recommended cleanser.
- See your department’s chemical spill kit. Follow the instructions provided.
- Call the Health and Safety Office at 740.351.3232.
Explosion

Explosions can occur from natural gas leaks, chemicals, boilers, or other items that are under pressure. If an explosion occurs and you are in the immediate area, take cover under a sturdy object such as a desk. Be prepared for further explosions.

- Try to remain calm.
- Stay away from windows, objects that may fall on you, and electrical equipment.
- Evacuate the building as soon as you feel it is safe to do so. Watch for falling objects while you are evacuating the building.

Note: Individuals with disabilities may need assistance.

- DO NOT USE ELEVATORS!!!
- Do not move seriously injured victims unless they are in immediate danger, such as fire or the building collapsing.
- Contact the Public Safety office, ext. 3232, to inform them of the explosion.
- Give Public Safety personnel all pertinent information regarding the explosion.
   1. Location
   2. If anyone is injured and the extent of the injuries
   3. Your name
- Await the arrival of Public Safety personnel.

---

**Explosion**

Note: Evacuate with caution. May need assistance.

Do not remain in the building more than 5 minutes after explosion.
Do not re-enter the building.
Do not move seriously injured victims unless they are in immediate danger.
Do not use elevators.

When evacuating, watch your step. Do not run. Do not go back inside the building.

While evacuating, watch for falling objects and keep children close. Do not touch or open any doors.
Follow the instructions of Police. Stay alert and report any unusual activity.

Return to your building.

---

**After the explosion is over:**

- Count your head and watch for falling objects.
- Walk in a straight line. Do not stop, sit, or kneel. Do not run.

---

**If you are outside:**

- Stay away from windows and other objects which may fall on you.
- Watch the sky for falling objects.
- Find cover under a sturdy object or a vehicle. Do not run.
- Keep inside the building.
- Return to your building.

---

**If inside a building:**

- Watch the sky for falling objects. Can occur in the area of坍塌.
- Stay in your current location and do not run. Evacuate via emergency exits. Do not use elevators.

---

End of Explosions.
Preplan:

1. Know at least two exits out of the building. Also, know at least two different ways of leaving the University should streets and intersections be blocked off.

2. Have a predesignated meeting place for all those in your office.

3. Know who is not present for the day so they can be accounted for at the designated meeting place.

Note: Individuals with disabilities may need assistance.

Evacuation

The building can be evacuated either by the fire alarm being sounded, the building PA system being activated, or by verbal indication to leave by Public Safety personnel or other emergency response personnel.

- Remain calm. Leave your area quickly by WALKING to the nearest exit of the building. DO NOT USE ELEVATORS!! Individuals with disabilities may need assistance.

- Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter the building.

- Close doors behind you when leaving. Check to make sure everyone is out of the room before closing the door.

- Go to your department’s predesignated meeting place at least 200 feet from the building.

- Await further instruction from Public Safety personnel or other emergency response personnel.

- If a building is going to remain closed, you will be given instructions as to where to go to obtain information regarding the closing.

- If instructed to leave campus, follow the instructions given by Public Safety personnel. You will be told if certain roads are going to be closed and if you need to exit in a certain direction.
Water Leaks

- From 7:00 a.m. to 5:00 p.m. weekdays, contact Facilities/Maintenance at ext. 3458.
- After hours or on weekends, contact Public Safety at ext. 3232.
- Give the location of the leak, the severity, and any damage that can be seen.
- Remove from the area any equipment that can be moved safely or cover equipment with plastic.
- Do not attempt to move items that are plugged into an electrical outlet and are already wet. These items will be removed once the power is shut down to the area.
- Evacuate the area if there is a threat that the water could cause harm such as falling wet ceiling tiles or if an electrocution hazard is present.
Evacuation

The Evacuation Plan must be reviewed by all faculty, staff, and students. The University will establish a plan and post it in a visible location. In the event of a fire, all employees must leave the building immediately.

Evacuation Route:
- Use the nearest exit.
- Do not use elevators.
- Follow the疏散指示标志.

In the event of a fire, all employees must leave the building immediately.

Escape Routes:
- Exit 1: Lobby
- Exit 2: Main Entrance
- Exit 3: Side Entrance

Evacuation Procedure:
1. Know at least one exit route from each floor of the building.
2. Have a pre-designated meeting place for all employees.
3. Know the name and contact number of the individual responsible for each area.

If the building is on fire, all employees must leave the building immediately.

Incident Weather

The University's Incident Weather Plan is designed to protect the health and safety of students, faculty, and staff during severe weather conditions. The plan includes procedures for identifying and responding to weather-related emergencies.

Incident Weather Plan:
1. Monitor weather forecasts and alerts.
2. Notify all employees of any changes to the normal schedule.
3. Close or modify facilities as necessary.

The University's Incident Weather Plan is designed to protect the health and safety of students, faculty, and staff during severe weather conditions.
Earthquakes

Keep in mind that most earthquakes are of a short duration and that injury usually occurs from falling objects. With that in mind, the following procedures can assist you in the case of an earthquake.

If inside a building . . .

- Remain calm.
- Stay inside the building.
- Find cover under a sturdy object such as a desk or in a door frame.
- Watch for falling objects.
- Stay away from windows and any other objects, which may fall on you.

If you are outside . . .

- Go to an open area, free of trees and power lines, and away from buildings.
- Cover your head and watch for falling objects.

After the earthquake is over . . .

- Expect aftershocks and remain protected.
- Remain calm.
- Follow the instruction of Public Safety personnel and evacuate the building if told to do so.
- When evacuating, watch for falling objects and walk carefully, as the floor or steps may be damaged.
- DO NOT USE ELEVATORS!!!
- Do not move seriously injured persons unless there is danger from fire or building collapse.
- Do not re-enter the building.
- Do not light cigarettes, matches, or lighters or use cellular phones as this may cause an explosion if natural gas is present in the immediate area.

Note: Individuals with disabilities may need assistance.

---

Earthquakes

Explosion
Chemical Spill

- Contact the Public Safety office by dialing ext. 3232.
- Give Public Safety a complete description of the incident. Describe the type of accident: fire, explosion, chemical spill, leaking drum. If the incident is a chemical spill, and you know the name of the chemical, inform Public Safety personnel.
- Identify the building where the incident occurred and the room number or location of the incident.
- If the incident involves a chemical spill, give the approximate amount of the spill.
- Give your name and the telephone number from which you are calling.
- Note any injuries. Are you or anyone else in the building injured? Tell the Public Safety office of the injuries.
- Don’t hang up until told to do so by the dispatcher.
- Await the arrival of Public Safety personnel at a safe distance. Provide any additional information they may require.

Chemical Spill

Fire

1. Alert evacuation. Notify all occupants in the building.
2. Follow the directions of the Fire alarm system.
3. Keep the building secure. If fire exists, leave the building immediately. Do not re-enter the building.
4. Contact the Public Safety office immediately.

Chemical Spill

Fire
Stay indoors and be alert to falling objects.

- Immediately walk to the designated tornado shelter area. The location of the shelter in each building on campus has been selected based on tornado safety criteria.

- If you are in a building you are unfamiliar with, go to the lowest level of the building and find an interior area (e.g., interior hall, closet, or bathroom). Seek refuge under a table or desk, kneeling face down with your hands covering your head to reduce injury. If available, cover yourself with a coat or other such material.

- Avoid areas that have a large roof span that may collapse: auditoriums, gymnasiums, etc.

- Stay away from windows and glass and unsecured objects such as filing cabinets or bookcases.

**DO NOT USE ELEVATORS.**

- If you are outside, lie flat on the ground in a depression and cover the back of your head and neck with your hands.

- Do not seek cover in an automobile or under a tree.

- If driving a vehicle, get out and seek shelter in a building or low area. Never try to outrun a tornado.

- Remain in the safe area until you receive an "all clear" message from Public Safety or other emergency personnel.
Motor Vehicle Accident

If you are involved in an accident, do the following:

- Stop at once! Check for personal injuries and request an ambulance if needed. (If injured, don't move unless in a life-threatening situation.) Do not leave the scene. Ask for assistance of a bystander.

- Protect the scene. Set emergency flashes to prevent further injury or damage.

- If the accident occurs on or near campus, call the Public Safety office at ext. 3232.

- Record names and addresses of all witnesses and occupants of involved vehicles. Record the vehicle license number.

- Do not argue! Make no statement except to proper authorities. Sign only official police reports.

- If you are driving a University-owned vehicle, contact Public Safety and fill out an incident report and report the accident to your supervisor.
Reporting a Crime

If a crime or disruptive behavior occurs on campus (assault, robbery, theft, etc.), contact the Public Safety office immediately. Dial ext. 3232 for the dispatcher, or if immediate police response is essential, dial 9-911 from any campus phone or use any emergency phone on campus.

- Furnish any pertinent information:
  1. Location
  2. Nature of incident
  3. Description/identity of those involved
  4. Whereabouts of perpetrators
  5. Whereabouts of victims
  6. Description of what transpired
  7. Any related information

When reporting an incident of crime on campus, all information will be treated with appropriate confidentiality. We encourage members of our campus community to report any criminal activity promptly. Safety and security on campus is a cooperative effort.

Upon receipt of notification of a crime occurring on campus, Public Safety officers will respond immediately and investigate.

---

Everest Marathon

---

If you hear an emergency alarm ingresar an elevador de esta forma:

1. Remarque: si el elevador no está disponible, haga la llamada a 9-911.
2. Busque el elevador de acceso para el almacén de emergencia.
3. Comenzar el ascensor hacia arriba.
4. Llame al 9-911 desde el teléfono de emergencia.
5. No se detenga a hablar en el ascensor, presione el botón de emergencia y de inmediato llame a 9-911.
6. Si está en el elevador, no se haga ninguna llamada de emergencia.
7. Use el botón de emergencia.

---

If you are trapped in a stalled elevator, follow this procedure:

1. Call for Help.
2. Close the Doors.
3. Do not push against the doors.
4. Do not attempt to open the doors.
5. Try to call for assistance from a cell phone.
6. Remain calm.
7. Do not force the lift.
Crime Prevention

Here are a few suggestions for what you might do to prevent a crime in your area.

In Your Office...

- Lock your door, even if you are just going down the hall. It takes a thief ten seconds or less to enter an open room and steal your property.
- Do not leave messages on your door indicating you are away and when you will be back.
- If someone asks to use your phone for an emergency call, offer to place the call for them instead of allowing them access.
- Do not put your address on your key ring.
- Do not leave keys in hiding places.
- Call the Public Safety office at ext. 3232 to report suspicious persons or activity.

When Walking...

- Avoid walking alone at night unless absolutely necessary.
- Walk purposefully, know where you are going, project a non-nonsense image.

Protecting Your Auto or Bicycle...

- Always lock your car.
- Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.
- Do not leave tempting or valuable property visible inside the car. Lock these items in the trunk.

Protecting Yourself When Driving...

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone or call assistance for them.
- Raise the hood, then lock yourself into your car if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.
Bomb Threat Report

Instructions:
Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor and have Public Safety contacted immediately, ext. 3232. Do not use cell phones or radios within 500 feet of possible explosive devices.

Date: ___________ Time: ___________ Incoming telephone number (Caller ID): ___________

Exact words of person placing call:

Questions to ask:
1. When is the bomb going to explode?  ___________
2. Where is the bomb right now?  ___________
3. What kind of bomb is it?  ___________
4. What does it look like?  ___________
5. Why did you place the bomb?  ___________

Try to determine the following (circle as appropriate):

Background Noises:
- Office Machines  __
- Factory Machines  __
- Bedlam (Confusion)  __
- Trains  __
- Animals  __
- Music  __
- Quiet  __
- Voices  __
- Mixed  __
- Airlines  __
- Street Traffic  __
- Party Atmosphere  __

Caller’s Identity: Male Female Adult Juvenile Age: ___________ years

Voice: Loud Soft High pitch Deep Rappy Pleasant Intoxicated

Accent: Local Not Local Foreign

Speech: Fast Slow Distinct Distorted Stutter Nasal Sharred Lisp

Language: Excellent Good Fair Poor Foul Other

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional Righteous Laughing Intoxicated

Additional Information:

Action to take immediately after call: Notify your supervisor. Talk to no one other than as instructed by your supervisor.

Person calling: ___________ Receiving telephone number: ___________

Bomb Threat Report

General Information

The following information is important in reporting an emergency and may be used by police, fire, and EMT personnel. Information should be given to the dispatcher and should include: date, time, nature of incident, location, names and telephone numbers of witnesses, description of the suspect, if known, and any other relevant details that may assist in the investigation. It is important to be as specific as possible in describing the incident and to provide any additional information that may be relevant. It is important to report any suspicious activity or behavior that may indicate a potential threat. The information provided will be used to facilitate a rapid and effective response, and to prevent further harm to the public. It is important to report any suspicious activity or behavior that may indicate a potential threat. The information provided will be used to facilitate a rapid and effective response, and to prevent further harm to the public.
Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY
Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow
the lead of faculty and staff during an active shooter situation.

Evacuate
If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
□ Have an escape route and plan in mind
□ Evacuate regardless of whether others agree to follow
□ Leave your belongings behind
□ Help others escape, if possible
□ Prevent individuals from entering an area where the active shooter may be
□ Keep your hands visible
□ Follow the instructions of any police officers
□ Do not attempt to move wounded people
□ Call ext. 3232 (Public Safety) when you are safe

Hide out
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
Your hiding place should:
□ Be out of the active shooter’s view
□ Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
□ Not trap you or restrict your options for movement
To prevent an active shooter from entering your hiding place:
□ Lock the door
□ Blockade the door with heavy furniture
If the active shooter is nearby:
□ Lock the door
□ Silence your cell phone and/or pager
□ Turn off any source of noise (i.e. radios, televisions)
□ Hide behind large items (i.e. cabinets, desks)
□ Remain quiet
If evacuation and hiding out are not possible:
□ Remain calm
□ Dial ext. 3232, if possible, to alert the Public Safety office to the active shooter’s location
□ If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active
shooter by:
□ Acting as aggressively as possible against him/her
□ Yelling
□ Committing to your actions