

EMERGENCY Response Guide

ACTIVE SHOOTER (RUN, HIDE, FIGHT)

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

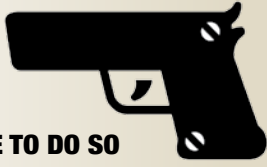
HIDE

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors.

FIGHT

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.

CALL 911 WHEN IT IS SAFE TO DO SO



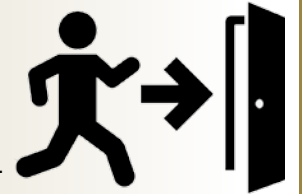
LOCKDOWN

- Remain calm. Close all windows. Lock or barricade doors if possible. Stay away from doors and windows.
- If possible, take refuge in a room that can be locked. If unable to lock the door, secure it by any means possible. The room should also provide limited visibility to anyone outside of it.
- Remain indoors unless otherwise directed by authorities.
- Occupants should be seated below window level, toward the middle of a room away from windows and doors. Turn off all lights.
- Remain silent. Turn off all radios or other devices that emit sound. Silence cell phones.
- If gunshots are heard, lay on the floor, use heavy objects such as tables or filing cabinets for shelter. Hide under a desk, in a closet or in the corner.



EVACUATION

- Immediately obey evacuation alarms and orders. Tell others to evacuate. Assist those who need help.
- No one may remain inside a building when an evacuation is in progress.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended.
- When you evacuate, take keys, coat, purse, and any other critical personal items with you.
- **NOTE** the location of trapped and injured victims and notify emergency responders.
- Walk calmly and use stairways only. Do not use elevators.
- Re-enter building only when directed by recognized authority.



MEDICAL EMERGENCY

- **CALL 911** or Campus Security at 740-283-6911 for immediate medical assistance or to report an incident.
- If trained, administer CPR/First Aid/AED and **CALL 911**.
- If not trained, stay clear of the area where the emergency has occurred.
- Direct first responders to the location of the medical emergency.
- Re-enter only when directed by recognized authority.



SPECIAL NEEDS-DISABILITY GUIDELINES

- Check on people with special needs or disabilities during evacuation or lockdown. A "buddy system" where people with disabilities arrange for volunteers (co-employees/student) to alert and assist them in an emergency is recommended.
- Only attempt an evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- Always ask someone with special needs or a disability how you can help before attempting any emergency assistance.
- In the event that someone with special needs or a disability cannot be evacuated, alert emergency personnel immediately.



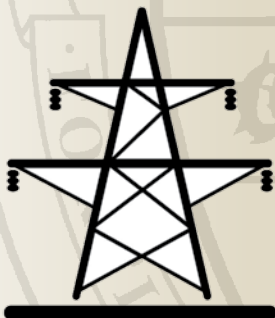
FIRE

- Evacuate as soon as you hear the fire alarm.
- If unable to extinguish flame with fire extinguisher, activate nearest fire alarm and evacuate away from the building.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Re-enter only when directed by recognized authority.



MAJOR UTILITY FAILURE

- Remain calm and move cautiously to a lighted area.
- If the fire alarm sounds or upon notification by emergency personnel, evacuate and move to a designated assembly point.
- In laboratories, secure all experiments, fully close fume hoods, and shut off any gases.
- **CALL 911** or Campus Security at 740-283-6911.
- Re-enter only when directed by recognized authority.



SEVERE WEATHER (Tornados, Thunderstorms, Etc)

- Seek shelter immediately.
- Close all doors and windows. Move away from windows and glass.
- Move to lowest part of the building.
- Crouch near floor or heavy, well-supported objects and cover back of your head.
- If outdoors and there is no time to move to an interior place, lie flat in the nearest depression (lowest area) and cover your head.



HAZARDOUS MATERIALS

- Unless properly trained, do not attempt to clean up the chemical spill.
- Avoid direct contact and/or breathing in chemical or gas vapors.
- Evacuate the building and move to a safe distance.
- **CALL 911** immediately from a safe location.
- Re-enter only when directed by recognized authority.



SUSPICIOUS BEHAVIOR

Report any of the following suspicious behavior or circumstances to Campus Security at 740-283-6911 or **CALL 911**:

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring various areas, buildings, or entrances.
- People requesting information with no apparent need for such information.
- People taking photographs of critical facilities.
- People dressed inappropriately for weather conditions (suicide bomber).



EXPLOSION

- Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris, or evacuate if possible and alert others to do the same.
- Notify Campus Security at 740-283-6911 or **CALL 911**.
- Use stairs only. **DO NOT** use elevators.
- Once outside, move to a clear area away from the affected building.
- Do not return to an evacuated building unless directed by recognized authority.
- Do not try to locate the source of the explosion.



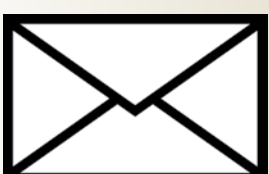
WORKPLACE VIOLENCE

- Stay calm. Be empathetic. Show you are concerned.
- Try to have the other person and yourself sit down.
- Give positive-outcome statements, such as "We can get this straightened out."
- Avoid yelling or arguing.
- Stay out of arms' reach.
- If workplace violence presents an immediate or imminent danger, you should leave the scene if possible and call Campus Security at 740-283-6911 or **CALL 911**.



SUSPICIOUS PACKAGE OR MAIL

- Do not use a cell phone as it can trigger an explosive device.
- Do not move, open, cover, or interfere with the package.
- Move away from suspicious items.
- **CALL 911** from a safe location and follow police instructions.



HOSTAGE SITUATION

- If you hear or see a hostage situation, immediately remove yourself from danger, do not intervene, and immediately **CALL 911**.
- Remain calm, be polite, and cooperate with your captors.
- Do not attempt to escape unless there is an extremely good chance of survival.
- Do not draw attention to yourself with sudden movements or statements.
- Comply with all orders and instructions.



BOMB THREAT

- If a bomb threat is received by phone, remain calm.
- Listen carefully, be polite, and show interest.
- Try to keep caller talking to learn more information.
- Upon termination of call, **CALL 911** immediately with information.
- If a bomb threat is received by a handwritten note or by electronic communication, **CALL 911** immediately with information.

