OHIO CHRISTIAN UNIVERSITY

Emergency Operations Plan

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Maintained by The Office of

Emergency Management

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SECTION 1: Plan fundamentals

Mission:

The mission of this plan is to emphasize advance preparation and teamwork by internal and external stakeholders, establish and maintain effective communication channels, and adopt an environment of continuous improvement while providing leadership in preparing and responding to all emergency incidents.

Purpose:

The Emergency Operations Plan (EOP) provides general guidance, organizational structure and specific direction on preparedness, response and communication. It is critical that we are prepared for "unexpected" events to protect the OCU community and the local community. The EOP outlines University procedures for managing major emergencies that may threaten the health and safety of the campus community.

The plan identifies departments and individuals that are directly responsible and accountable for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources.

Planning for emergencies is part of normal business planning and campus life. All members of the campus community share a responsibility for preparedness. An emergency can strike anytime, anywhere and disaster will affect everyone. Therefore:

- OCU must maintain a comprehensive emergency preparedness safety program to mitigate potential hazards and to familiarize students, faculty, and staff with emergency procedures (see Appendix A).
- Every administrative and academic location should maintain a Building Emergency Plan to protect personnel and equipment, and to support campus response and recovery actions. This plan should identify critical operations of the department, as well as essential personnel involved with the critical operations. These identifications will be utilized in the event that normal operations of the campus are jeopardized (see Appendix B).
- All faculty, staff, and students should be knowledgeable and participate in the OCU emergency notification system, RAVE Alert.

Scope:

OCU's EOP is an "all-hazards" plan. It identifies responsible individuals, and guides response and recovery actions. The EOP is designed for only the Circleville Campus. Other campus locations

will abide by the plan governing that location. This plan applies to a broad range of emergency incidents. These may be activated for the following events:

- Bomb Threats
- Civil Disturbances
- Epidemic/Illnesses
- Extended Power Outages
- Fire and/or Explosions
- Hazardous Materials Incidents (chemical, biological, or radioactive)

The EOP may also be utilized during major emergencies that occur adjacent to campus but that do not directly affect our physical facilities. During this scenario, OCU would coordinate emergency information and provide support services as requested and as available to our City, County, State and Federal Partners.

Ohio Christian University recognizes that a major emergency in the community that affects our students, faculty, and staff is a University emergency. OCU will coordinate its efforts and resources with the local communities and responding agencies.

Planning Situations and Assumptions:

Situations

- Located in Circleville, Ohio
- More than 4,000 students are enrolled, with approximately 500 students in the residential undergraduate program in Circleville.
- Multiple undergraduate, and graduate programs
- 6 separate dormitory locations on and off campus
- Student/Faculty Ratio 10:1
- Many international students
- 13 NAIA Division teams in the River States Conference

Assumptions

Ohio Christian University's EOP is based on assumptions that provide a foundation for establishing our operating procedures and checklists. These assumptions cover a wide range of potential hazards from natural disasters to human caused events. Therefore, the EOP assumptions are based on "general" considerations:

- Emergencies may require cooperation/coordination of internal and external departments, organizations, and agencies to include university, city, county, state and federal entities.
- Local, state, and federal services may not be available.

- Basic services including electric, water, natural gas, heat, telecommunications, and other information systems may be interrupted.
- Buildings and other structures may be damaged.
- Normal suppliers may not be able to deliver goods and services.
- Students, faculty, and staff may not be able to leave the University.
- This EOP is based on emergency events that are most likely to occur in our area; however, it may be implemented in a modified condition to cover other emergencies.
- Most emergency events will occur with little or no warning.
- Departments tasked by the EOP are trained and ready to respond to emergencies.
- Periodic exercising of the EOP response requirements is critical to ensure operational readiness and effectiveness of the plan.

Organizational Structure:

Executive Leadership

The Executive Leadership of Ohio Christian University, including the President, Provost, and Vice Presidents have the responsibility for the overall health and safety of the students, faculty, and staff. Executive Leadership ensures that the decision making and the coordination tools necessary to mitigate, prepare for, respond to, and recover from an emergency situation is in place and readily available if a situation arises.

Critical Incident Response Team

The purpose of the Critical Incident Response Team (CIRT) is to provide support and coordination in the event of a crisis. This team will be assembled by The University Emergency Management Director in consultation with Executive Leadership. The goals of this support and coordination include, but are not limited to, the following:

- To protect lives and property.
- To insure that the University community is efficiently and effectively served in a time of crisis.
- To insure effective communication among various University constituencies and outside agencies.
- To insure the availability of appropriate support and resources to those community members who may be negatively impacted by a crisis.
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- To insure the use of evaluative procedures following a crisis in order to achieve continuous improvement

The primary responsibilities of the CIRT are to:

- Determine the scope and impact of the incident on the University.

- Ensure that appropriate emergency notifications are made - communicate information and instructions.
- Prioritize support and coordination actions.
- Deploy resources and equipment.
- Continually monitor and re-evaluate conditions.

Section 2: Ohio Christian University Emergency Management Programs

Emergency preparedness is everyone's responsibility. Response to any emergency requires comprehensive planning involving all levels of campus personnel. The Ohio Christian University EOP contains guidelines and procedures to follow before, during, and after an emergency. Listed below is an overview of information contained in the EOP:

- Emergency Response Guidelines - -The guidelines provide basic "how to" and "why" information to help the campus community respond to emergencies. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur.
- Building Emergency Plan Template - - The template is designed to provide students, faculty, and staff basic emergency information, to include shelter-in-place and building evacuation procedures for natural and human-caused events, All building occupants should review and understand their Building Emergency Plan information and procedures.
- RAVE Alert - - Rave Alert is comprised of multilayered communications processes that formalize the University's emergency warning notification system.

Section 3: Ohio Christian University Emergency Operations Plan

Concept of Operations:

The University Emergency Management Director, Thad Hicks, will spearhead the development, coordination and revision of the EOP. The concept is designed to incorporate all areas of comprehensive emergency management – mitigation/prevention, preparedness, response, and recovery. The EOP is based on the "all-hazards" approach and plans for multiple natural disasters and human-caused events. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by University leadership.

Objectives:

The EOP's critical goals are the preservation of life, protection of property, and continuity of academic and business operations. Our overall objectives are to provide strong leadership, effective management, and quick response to all emergency incidents and events. Specifically:

- Implement the National Incident Management System (NIMS) for Incident Command.
- Develop and maintain strong relationship with local agencies.
- Collaborate with local, state, and federal agencies and appropriate private sector organizations.
- Develop and implement an effective emergency warning system.
- Revise the plan, as needed (normally an annual review) to ensure current guidelines and policies are incorporated.
- Periodically exercise the plan to ensure effectiveness and change as needed.
- Collect, evaluate, and disseminate damage information as quickly as possible to restore essential services as soon as possible.

Plan Activation:

The EOP is activated by the University Emergency Management Director, President, or Provost whenever an emergency condition exits in which normal operations cannot be performed and immediate action is required. In an emergency, Ohio Christian University's immediate goals are:

- Protect life safety.
- Secure critical infrastructure and facilities.
- Provide essential services.
- Activate and staff the Emergency Operations Center, as required.
- Return Ohio Christian University to normal operating status as soon as possible.

Response Priorities:

Ohio Christian University must be prepared for emergencies and be able to respond to all emergencies in a safe and timely manner. General emergency response priorities follow from the above goals. University personnel and equipment will be used to provide priority protection.

- ✓ **Priority 1** - - Life Safety
- ✓ **Priority 2** - - Preservation of University property and structures
- ✓ **Priority 3** - - Restoration of academic programs and general University operations

Emergency Procedures:

Ohio Christian University's Emergency Response Guidelines will be referenced for all emergencies. Refer to Appendix A for specific procedures. Two basic emergency responses are highlighted below and will be issued by immediate warning notifications:

- *Fire Alarms* - - When a fire alarm sounds immediately evacuate the building and proceed to your emergency assembly area

- *Shelter in Place* - - means to seek shelter immediately in a safe location inside the closest facility/building. This course of action may need to be taken during a tornado, hazardous materials incident, or a civil disturbance. When you receive the announcement to "shelter in place," immediately do so and use any/all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional instructions or tell you it is safe to leave.

Emergency Authority:

The University Emergency Management Director shall be responsible for the operational direction of the event and shall be responsible for coordination and cooperation with executive leadership as applicable.

In the absence of The Emergency Management Director, a backup will be designated to serve as Director. The Criminal Justice Program Director will serve as the backup Director.

The Emergency Management Director determines whether to activate the EOP and the EOC. The Emergency Management Director will provide direction on how the emergency affects the University and begin to implement the appropriate response. The Director will coordinate essential services and provide their expertise based on the specific incident.

Section 4: Phases of Emergency Management

Ohio Christian University follows the Federal Emergency Management Agency's (FEMA) Comprehensive Emergency Management Program Model that addresses the four phases of emergency management:

- Mitigation/Prevention
- Preparedness
- Response
- Recovery

Mitigation/Prevention

Ohio Christian University will conduct mitigation/prevention activities. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency, or lesson the consequences of unavoidable hazards and

vulnerabilities. Mitigation/Prevention should be a pre-disaster activity, although mitigation/prevention may occur in the aftermath of an emergency with the intent of avoiding repetition of the situation. Among the mitigation/prevention, activities included in the emergency operations program are strengthening facilities and the campus against potential hazards through ongoing activities and actions to eliminate or reduce the chance of occurrence or the effects of a disaster.

- Examples of mitigation/prevention activities include hazard identification and elimination, communicating "emergency preparedness" information, and establishing emergency preparedness training programs.

Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses and developing preparation of resources are critical steps in preparing for the unexpected. Among the preparedness activities included in the emergency operations program are:

- Emergency planning, including maintaining this plan and attachments
- Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist Ohio Christian University during emergencies in training opportunities.
- Conducting periodic exercises to test emergency plans and training.
- Completing a "Hot wash" and an After Action Review after exercises and actual emergencies to provide for continuous improvement of the EOP.

Response

Ohio Christian University will respond to emergencies as effectively and efficiently as possible. The focus of this plan and its attachments is on planning for the response to emergencies. Response operations are intended to resolve an emergency quickly, while minimizing causalities and property damage. Departments are responsible for developing their own Standard Operating Procedures (SOPs) to react to specific emergencies. Department SOPs are not maintained in the EOP.

Recovery

If a disaster occurs, Ohio Christian University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the staff and students. Long-term recovery

focuses on restoring the University to normal operations. While the federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, the university must be prepared to provide quick recovery to normal business operations. The recovery process includes assistance to students, families, and staff.

Section 5: National Incident Management System

Ohio Christian University has adopted the National Incident Management System (NIMS), which includes the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazard incident and resource management concept. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. The incident of NIMS is to be applicable across a full spectrum of potential incidents and hazards scenarios, regardless of size or complexity. Additionally, NIMS is designed to improve coordination and cooperation between public and private entities in domestic management activities. Response actions will be based on the ICS system.

Ohio Christian University will adopt the use of NIMS and all of its components.

Section 6: Emergency Operations Center

The purpose of the Emergency Operations Center (EOC) is to serve as the single focal point and command center for the management of information, decision-making, and resource support and allocation in an emergency and recovery process. Its location will be based on the emergency and determined by the University Emergency Management Director. The EOC will also be a clearinghouse for sharing information with the University President and Executive Staff. The primary functions of the EOC are:

- Provide support to incident management team, a group that responds to an emergency.
- Determine policy/procedure direction as needed
- Provide resources needed on campus
- Provide one voice in communicating emergency information to the campus community and the public

EOC Activation

When an emergency occurs, the Emergency Programs Manager or designee will determine if the EOC is to be activated and if activated, which positions will staffed for the emergency response. Not every emergency warrants EOC activation.

Section 7: Emergency Warning and Notification (RAVE)

The objective of the emergency notification and warning system, RAVE, is to provide timely notification and warning to all students, faculty, staff, and visitors of Ohio Christian University of an active or imminent threat that jeopardizes the health, safety, or general welfare of individuals on campus.

The following are the primary methods of emergency warning and notification:

- Emergency Webpage - www.OhioChristian.edu/emergency
- Ohio Christian University's homepage
- Your campus e-mail
- Text message
- Outdoor emergency notification system
- Non-tech methods (on the ground teams, bullhorns, posted alerts, etc.)

For additional information and specific procedures regarding emergency warning and notification, see Appendix C.

Section 8: Post Incident, Exercises, and Training

Post Incident

The University Emergency Management Director will schedule an After Action Review after a major incident or event (law enforcement related incident reviews will be scheduled by the Security Chief). The After Action Meeting will be scheduled as soon as possible after the incident or event. This meeting will include all appropriate participants, and will focus on lessons learned from the event. This meeting will be followed up by a written report. If appropriate, an improvement plan will be included in the written report.

Exercises

Exercises and drills are a vital part of Ohio Christian University's EOP. The University Emergency Management Director will normally conduct a tabletop exercise at regularly scheduled times throughout the year. Additionally, as opportunities are presented for University participation in local emergency response exercises, University personnel are encouraged to participate.

Training

All Ohio Christian University departments should ensure their employees are trained on the EOP. This awareness training can be accomplished in training sessions, staff meetings, or other programs deemed appropriate by a department head. The University Emergency Management Director will assist in training as needed and requested.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

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 and keep quiet.
- Have one person call 911. Advise the dispatcher of your location and what is taking place.
- Remain in place until the police or 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 calm.
- Dial 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 listen to what's taking place.
- 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 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 not 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.

ASSISTING PEOPLE WITH DISABILITIES

MOBILITY IMPAIRED:

- Designate helpers to 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 Police and Fire personnel that someone needs help.
- Police and Fire personnel complete the rescue.

VISUALLY IMPAIRED:

- Explain nature of the emergency to visually impaired persons.
- Guide visually impaired persons to nearest safe exit by having them take your elbow.

HEARING IMPAIRED:

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

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. Bag contaminated clothes in a plastic bag.
- Call 911
- 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.

BOMB THREAT

- Remain calm.
- Get as much information as possible (use Appendix D, Bomb Threat Procedures)
- Call 911 or 740-412-5337.
- Inform your supervisor/department head of the bomb threat phone call.

SUSPICIOUS OBJECT, PACKAGE, ETC.

IF YOU OBSERVE A SUSPICIOUS OBJECT, PACKAGE, ETC., DO NOT TOUCH, MOVE, OR TAMPER WITH SUSPICIOUS OBJECTS:

- 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 University, Police and Fire personnel.
- Do not reenter the building until instructed by either Police or Fire personnel.

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

- Call Ohio Christian University security at 740-412-5337
- 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 Christian University Administration, Police or Fire.
- If instructed to evacuate, move at least 300 feet away from the building. Do not reenter the building until instructed to do so.

PERSON IN CRISIS

You may on occasion encounter an individual who is in need. This could be medical or some other physical issue. It may also include some psychological issue, etc.

- Call 911 or 740-412-5337 to contact Ohio Christian University security.
- 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.

Do's and Don'ts:

- 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 the appropriate OCU personnel
- Call 911 or the Ohio Christian University Security at 740-412-5337.

CIVIL DISTURBANCE

IN CASE OF A CIVIL 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.

EARTHQUAKE

EARTHQUAKE AFTER SHAKING STOPS

- Do not use regular or cellular phones except to call 911 or 740-412-5337 (Ohio Christian University Security Dept.) 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 Christian University representatives.

- Evacuate if instructed to do so.
- Do not enter any building that is deemed, or appears unsafe.

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.
- Remain calm
- Call the Ohio Christian University Police at 740-412-5337 on the campus phone if in the elevator. Security and Physical Plant personnel will assist you.

EMERGENCY CLOSING PROCEDURE

- Know the Emergency Closing Procedures for your department
- Leave campus if notified campus is closing.
- 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.ohiochristian.edu/emergency

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 the elevator is operated by Fire 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.

CAMPUS WIDE 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 740-412-5337 for assistance.

EXPLOSION ON CAMPUS

IF AN EXPLOSION OCCURS IN YOUR WORK AREA OR BUILDING IF TRAPPED IN A 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.
- 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.

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.

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 Police or Fire personnel 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.
- Do not reenter the building until instructed by Fire or Police personnel.

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.

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 740-412-5337 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 OCU Security at 740-412-5337 or Facilities Management at 740-497-8841.
- If 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.

HAZMAT

HAZARDOUS MATERIAL SPILL/ INFECTIOUS MATERIAL SPILL RESPONSES

HAZARDOUS MATERIAL SPILL:

- Call 911 or 740-412-5337 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.
- 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 you.

- Make yourself available to emergency personnel to supply critical information to aid in clean up.
- Provide as much of the following information as possible:
    a. Where has the hazardous material spill occurred? Specify the floor, room number, and location in room.
    b. Have there been a fire and/or explosion?
    c. Are there any injuries? If so, how many?
    d. What material has been spilled?
    e. What is the state of the material (i.e., solid, liquid, gas, combination)?
    f. 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 Christian University Security 740-412-5337
- Make yourself available to responding emergency and Environmental Health and Safety Personnel to supply information to aid in clean up.

HOSTAGE SITUATION

- Dial 911 or 740-412-5337, if possible, and supply as many details as possible including
    a. Number of people involved
    b. Description of hostage takers
    c. Weapons displayed
    d. Threats made
    e. 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.

MEDICAL EMERGENCIES

IF YOU EXPERIENCE OR WITNESS A MEDICAL EMERGENCY:

- Call 911 or 740-412-5337 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 Christian University security with vital information, such as:
    a. Your name and telephone number
    b. Location of the injured person (building, room, etc.)
    c. Type of injury or problem
    d. Individual's present condition
    e. Sequence of events leading to the emergency
    f. Medical history and name of injured person's doctor, if known
    g. Stay on phone with emergency personnel
    h. Alert others of the emergency, if possible

MENACING PERSON

IF YOU ENCOUNTER A POTENTIALLY DANGEROUS PERSON:

- Remain calm.
- Cooperate with the person.
- Make no sudden movements.
- Call Ohio Christian University Security at 740-412-5337 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 leave the area quietly.

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 Christian University Security at 740-412-5337

- Be prepared to give your name, the name of the disruptive person, your location, and a brief description of the incident.

POWER OUTAGE/DOWNED POWERLINES

IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING:

- Remain calm.
- Call Ohio Christian University Security at 740-412-5337 or call Facilities Management at 740-497-8841 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 Christian University security at 740-412-5337 or call Facilities Management at 740-497-8841.
- Evacuate building if instructed to do so.

DOWNED POWER LINES:

- Distance is Your Friend
    a. 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.
    b. 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
    a. 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.
    b. It is sometimes difficult even for professionals to tell the difference between energized power lines and other utility lines. Don't guess; stay away from all wires.
- Keep Cars Clear, Too
    a. 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.

b. 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/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 740-412-5337 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.

SEVERE WEATHER

STEPS TO TAKE IF CAUGHT IN SEVERE WEATHER:

- Be alert to possible weather conditions.
- Monitor local radio/television for information.
- Stay or get indoors.
- 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 the radio or television watching for weather details.
- If you hear thunder you are in close proximity to lightning and a possible lightning strike.
- Check road conditions online at: http://www.ohgo.com/

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 Christian University security unless an emergency exists.
- In the event of an emergency, call 740-412-5337 to contact Ohio Christian University security.

IF OUTDOORS IN A TORNADO WARNING:

- SEEK SHELTER IMMEDIATELY
- 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.

WITNESS TO A CRIME

IF YOU WITNESS A CRIME:

- Call 911 or contact university security at 740-412-5337 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.

WORKPLACE VIOLENCE

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 Christian University security at 740-412-5337

Appendix B: Building Emergency Template

Instructions for the Building Emergency Plan (BEP) Template

The Building Emergency Plan (BEP) is a tool to identify the specifics of your building and provide information for your occupants and first responders. This plan is completed in consultation with the University Emergency Management Director or the University Security Chief. If you need assistance or have, any questions contact:

Thad Hicks, Emergency Management Director
thicks@ohiochristian.edu or 740.477.7795

Instructions

Enter your building's specific information. Some of the information requested may not be available or necessary for your building. Similarly, you may know of additional information in your building that would be of assistance to your occupants in an emergency. Please adapt this document and any additional information that makes your BEP more effective!

After you have completed your Building Emergency Plan, and it has been reviewed by your department head, please send a copy to:

Ohio Christian University Office of Emergency Management
1476 Lancaster Pike
Circleville, Ohio 43113

The next step is to put the program into action. Distribute the BEP to appropriate members of your department.

Please Note: You need to review the BEP at least annually and revise it when there are changes. Please forward a copy of the revised plan or annual review documentation to University Office of Emergency Management. Completion and review of your BEP are required to ensure a prepared campus.

Building Emergency Plan

Date Adopted:
Date Revised:
Prepared By:

Section I: Plan Development and Validation

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. An individual designated by University Executive Leadership or The University Emergency Management Director will develop the BEP and submit it to the Campus Emergency Programs Office for review and posting to the Emergency Operations Center building binder.
2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Campus Emergency Programs.
3. If you have any questions about this plan, contact the Emergency Management Director at 740-477-7795.
4. This BEP has been developed, revised or reviewed by the following individuals:

   Prepared or revised by: *Name*
   Reviewed by: *Department Head (or Designated Individual)*
   Reviewed by Campus Emergency Management Office: EM Director, Thad Hicks
   Annual Review:

SECTION II: Your Building Emergency Plan

Introduction

- The Building Emergency Plan (BEP) is designed to provide students, faculty, staff, and visitors basic emergency information to include shelter-in-place and building evacuation procedures for natural and human-made events.
- All building occupants need to review and understand their Building Emergency Plan information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. Emergency warning notification, evacuation, and shelter-in-place procedures need to be understood by all building occupants.
- As a member of the Ohio Christian University Community, you should also be familiar with the Campus Emergency Guide. This manual describes the procedures to follow in a variety of emergencies. This guide may located at:
  http://www.ohiochristian.edu/emergency

Responsibilities

Department Head or designated representative

- Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.

- Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.

BEP Developer (building deputy or an individual designated by the department head)

- Prepare, coordinate, and distribute the BEP to department employees.
- Ensure the BEP is readily available and used during emergency incidents.
- Review the BEP annually to ensure information and procedures are current.
- Report to emergency assembly area (EAA) and assist with accounting for evacuated personnel.
- Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the BEP more effective (e.g., specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).
- Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

Department Employees

- Know the evacuation routes and EAA location(s).
- Participate in annual exercises/drills.
- Attend department training sessions.
- Be familiar with:
  - The Ohio Christian University Emergency Warning Notification System—RAVE
  - Evacuation routes, exit points, and location to report for roll call after evacuating the building.
  - When and how to evacuate the building.
  - Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
  - Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).
  - Additional building specific procedures and requirements.

SECTION III: Notification Procedures

Emergency Notification Procedures

- Any building occupant that needs emergency assistance should immediately dial 911 from any public or campus telephone.

Ohio Christian University Emergency Warning and Notification System—RAVE Alert

Ohio Christian University is a large and complex institution; people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Warning and Notification Plan:

- RAVE Emergency Notification System
- Outdoor Emergency Notification System
- Campus e-mail
- Text Message
- OCU Emergency Webpage – www.ohiochristian.edu/emergency
- OHIO Christian University homepage – www. ohiochristian.edu
- OCU number - 1-877-762-8669
- Non-tech methods – bullhorns, posted alerts, etc.

SECTION IV: Emergency Procedures

- Ohio Christian University Emergency Response Guide will be referred to for all emergencies. A copy of the Emergency Response Guide should be reviewed periodically.
- The BEP focuses on two basic and immediate warning notifications:
  - Fire Alarms mean to immediately evacuate the building and proceed to your Emergency Assembly Area.
  - Shelter in Place means to seek shelter immediately in a safe location inside the closest facility/building. This course of action may need to be taken during a tornado, hazardous materials incident, or a civil disturbance. When you hear the announcement to "shelter in place" immediately, do so and use any/all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional instructions or tell you it is safe to leave. You may be required to Shelter In Place for events such as:
    - Tornado warning or other severe weather events.
    - Hazardous materials release.
    - Active shooter, building intruder, or civil disturbance.
    - As directed by police personnel for any other situation that requires you to find protection within a building.
    - Additional warning notifications may be issued using RAVE…the campus emergency warning notification system.

Appendix C: Bomb Threat Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm. Obtain information with the checklist on the reverse of this card.

If a Bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a Bomb threat is received by handwritten note:

- Call security at: 740-412-5337
- Handle note as minimally as possible.

If a Bomb threat is received by email:

- Call security at: 740-412-5337
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Restrictive notes
- Unexpected delivery

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

<u>Bomb Threat Checklist Form</u>

Log Call
☐ 1. Date reported:
☐ 2. Time reported:
☐ 3. How reported:
☐ 4. Exact words of caller: _____   _____   _____   _____

Ask Questions
☐ 5. When is bomb going to explode?
☐ 6. Where is bomb right now?
☐ 7. What kind of bomb is it?
☐ 8. What does it look like?
☐ 9. Why did you place the bomb?
☐ 10. Where are you calling from?

Identify Characteristics
☐ 11. Description of caller's voice: ☐Male ☐Female ☐Young ☐Middle Age ☐Old ☐Accent
☐ 12. Tone of voice: ☐Intoxicated ☐Speech problem ☐Hostile
☐ 13. Background noise:
☐ 14. Time caller hung up:
☐ 15. Remarks: _____   _____

Recipient
☐ 16. Name of recipient:
☐ 17. Address of recipient:
☐ 18. Phone number of recipient

APPENDIX D – Message Delivery Time

	RAVE	Email	Public Address	Text	Recorded Phone message	Website	Twitter (generic message only)	Facebook (generic message only)
Estimated Time to Deploy/Deliver	30 minutes	Delivery time	2 minutes	Deploy=5min Deliver=?	30 minutes	30 minutes	15 minutes	15 minutes
Responsible Parties	Security, EM, University PR	EM, security or PR	EM or OCU Security	University EM or OCU Security	University EM or University PIO/PR	University EM, Security or University PR	University EM or PR Director	University EM or PR Director
All Clear	X	X	X	X	X	X	X	X
Armed and Dangerous / Active Shooter	X	X	X	X	X	X	X	X
Shots Fired	X	X	X	X	X	X	X	X
Bomb (Explosive Device/Suspicious Package) threat. If device is found use "Suspicious Device"	X	X		X	X	X	X	X
Classes Canceled	X	X		X	X	X	X	X
Hazardous situation (explosion, fire, flooding, HAZMAT, hostage, utility failure, other hazardous / dangerous situation)	X	X	X	X	X	X	X	X
Tornado Warning	X	X	X	X	X	X	X	X
Water Contamination	X	X		X	X	X	X	X
Flooding or Expected Flooding	X	X	X	X	X	X	X	X
Test	X	X	X	X	X	X	X	X

Appendix E: Abbreviations and Acronyms

Please see the following items for clarity on commonly used terms and concepts.

A

AAR - After Action Reports

AG - Attorney General

AR - Authorized Representative

AWS - Alternative Work Schedule

B

BEP – Building Emergency Plan

C

CBRNE - Chemical, Biological, Radiological, Nuclear, and Explosive

CCP - Citizen Corps Program

CCTV - Closed-Circuit Television

CDC - Centers for Disease Control and Prevention

CERT - Community Emergency Response Team

CFO - Chief Financial Officer

COOP - Continuity of Operations

CPD - Community Preparedness Division

D

DHS - U.S. Department of Homeland Security

DOJ - U.S. Department of Justice

DOT - U.S. Department of Transportation

E

EA - External Affairs

EAP - Emergency Action Plans

EEG - Exercise Evaluation Guide

EMAC - Emergency Management Assistance Compact

EMI - Emergency Management Institute

EMPG - Emergency Management Performance Grant

EMS - Emergency Medical Services

EO - Executive Order

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

ESF - Emergency Support Function

F

FBI - Federal Bureau of Investigation

FEMA - Federal Emergency Management Agency

FTE Full-Time Employees

H

HAZMAT - Hazardous Materials

HSEEP - Homeland Security Exercise and Evaluation Program

HSGP - Homeland Security Grant Program

HHS US Health and Human Services

I

ICS - Incident Command System

IP - Improvement Plan

J

JFO - Joint Field Office

JIC – Joint Information Center

L

LEP - Limited English Proficiency

N

NAIA – National Association of Intercollegiate Athletics

NEMA - National Emergency Management Association

NEPA - National Environmental Policy Act

NGO - Non-Governmental Organization

NIMS - National Incident Management System

NPD - National Preparedness Directorate (FEMA)

O

OCU – Ohio Christian University

OSHA - Occupational Safety and Health Administration

P

PM - Program Manager

POC - Point of Contact

PPE - Personal Protective Equipment

R

RAVE – University Emergency Notification System

S

SHSEEP - State Homeland Security Exercise and Evaluation Program

SOP - Standard Operating Procedure

T

TSA - Transportation Security Administration

W

WMD - Weapons of Mass Destruction