

Emergency Response Procedures and Safety Information

Campus Police Department
(513) 569-1558

Contents

Emergency Phone Numbers and Reporting Emergencies	1
Medical Emergency	2
Fire or Explosion	3
Fumes, Vapors, and Gas Leaks	4
Power Outage or Water Leaks	5
Person(s) Trapped in Elevator	6
Vehicular Collisions	7
Snow Emergency Levels	8
Campus Evacuation or Closure	9
Tornados or Severe Weather	10
Earthquake	11
Building Evacuation	12
Evacuation Preparedness for People with Disabilities	13
Shelter in Place	14
Psychological Crisis, Suicide Threats, Threat of Harm to Others	15
Violence or Fighting	16
Workplace Violence	17
Gunfire	18
Hostage Survival	19
Bomb Threats or Improvised Explosive Devices (IED)	20
Data Record for the Phone Threat of an Explosive Device	21
Suspicious Items or Packages	22
Tips for Identifying Suspicious Items or Packages	23
Hazardous Material Incident, Biological or Chemical Exposure	24
Traveling Tips	25
Interacting with Police	26
Citizen Guidance on the Homeland Security Advisory System	27
Personal Preparedness	28

Personal Preparedness

This guide has been prepared by the Cincinnati State Technical and Community College's Campus Police Department with your safety in mind. It is most effective if you occasionally take time to review it so the tips will become second nature to you in an emergency. You are encouraged to write in additional information you may need to know that is unique to your area and needs.

This guide is not meant to cover every emergency situation that may arise. It is greatly enhanced when you accept personal responsibility for your own safety. You should also prepare an emergency kit which could include:

1. Spark free flashlight
2. Water pouch
3. Meals ready to eat
4. Plastic trash bag
5. Whistle
6. Latex gloves for bio-hazards
7. Leather gloves
8. Multi-task tool
9. Fire rescue mask
10. N95 particulate respirator masks for bio-hazards
11. High visibility poncho
12. Pad and pen to communicate with others
13. List of prescriptions and medical alert tag
14. Food, water, and foot protection for service animals, if required
15. Weather/civil alert radio (home and work area)

You may also want to include in your kit any special medical conditions, family doctor, allergies, telephone number(s) of a relative, and a list of prescription drugs. In case your family members are ever separated, your family should know a common friend or relative to call (outside the Cincinnati area) so that reunification arrangements can be made after an emergency that causes separation.

Forming a community/building emergency response team in your area can be lifesaving. This volunteer team can keep their area updated on safety and security concerns, and assist emergency personnel during emergencies. They can also assist in evacuating people with disabilities from designated areas of rescue. A temporary team in a classroom setting as assigned by an instructor could be helpful as well.

The college has installed emergency phones thru out the buildings and grounds for emergency use which ring directly to the Cincinnati State Police Department, in addition to other alarm systems. The College continues to explore safety and security enhancements, including aids for people with disabilities. If you have any questions or suggestions about this guide, please contact the Cincinnati State's Campus Police Department at 513-569-1558.

Additional information about Cincinnati State's Campus Police Department can be found at: www.cincinnatiastate.edu

Emergency preparedness information for people with disabilities is available at the National Organization on Disability: www.nod.org/content.cfm?id=787

General emergency preparedness information is available through the American Red Cross: www.redcross.org

Emergency Phone Numbers and Reporting Emergencies

What to do:

1. Call the Cincinnati State Police Department at 513-569-1558. Emergency phones on the main campus ring directly into the Cincinnati State Police Department.
2. Stay on the line with the dispatcher.
3. Provide the following information:
 - Address
 - Location
 - Thorough description of the incident

Tips:

- You may be the first line of defense, the eyes and ears watching out for the safety of Cincinnati State.
- Everyone must take responsibility for their own safety and assist those around them, especially people with disabilities.
- **Report the unusual or suspicious!**
- The College will make any necessary announcements regarding emergencies or campus closings.

Medical Emergency

What to do:

1. **Report it** -
 - Call EMS at 911 if a life-threatening injury.
 - Call the Cincinnati State Police Department at 513-569-1558.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Phone number at location
 - Address and location description
 - Number of victims involved
 - Is victim conscious?
 - Is victim breathing?
 - Does victim have a pulse?
 - Is there severe bleeding?
 - Are there violent people on the scene?

Tips:

- As you speak, response units may be enroute, so don't cut information short. Be thorough!
- Details of the medical emergency are very helpful to first responders.
- Designate someone to flag down Police/Fire/EMS and direct them to the emergency.
- Unless trained, do not attempt to render any first aid.
- Do not attempt to move an injured person, unless there is imminent danger.
- Stay on the scene after help arrives to provide EMS/Police with pertinent information.
- Limit your conversation with the victim to statements that reassure. Do not call attention to the severity of their situation.
- If the person is conscious, ask for any known medical history and medications.

Citizen Guidance on the Homeland Security Advisory System

The information provided below is from the U.S. Department of Homeland Security's ready.gov website at www.dhs.gov/interweb/assetlibrary/CitizenGuidanceHSAS2.pdf and was developed with input from the American Red Cross.

Level - Risk of Attack

- Recommended Actions for Citizens

Green - Low Risk

- Develop a family emergency plan. Share it with family and friends, and practice the plan. Visit www.ready.gov for help creating a plan.
- Create an "Emergency Supply Kit" for your household.
- Be informed. Visit www.ready.gov or obtain a copy of "Preparing Makes Sense, Get Ready Now" by calling 1-800-BE-READY.
- Know how to shelter-in-place and how to turn off utilities (power, gas, and water) to your home.
- Examine volunteer opportunities in your community, such as Citizen Corps, Volunteers in Police Service, Neighborhood Watch or others, and donate your time.
- Consider completing an American Red Cross first aid or CPR course, or Community Emergency Response Team (CERT) course.

Blue - Guarded Risk

- Complete recommended steps at level green.
- Review stored disaster supplies and replace items that are outdated.
- Be alert to suspicious activity and report it to proper authorities.

Yellow - Elevated Risk

- Complete recommended steps at levels green and blue.
- Ensure disaster supply kit is stocked and ready.
- Check telephone numbers in family emergency plan and update as necessary.
- Develop alternate routes to/from work or school and practice them.
- Continue to be alert for suspicious activity and report it to authorities.

Orange - High Risk

- Complete recommended steps at green, blue, and yellow levels.
- Exercise caution when traveling, pay attention to travel advisories.
- Review your family emergency plan and make sure all family members know what to do in the event of an emergency.
- Be patient. Expect some delays, baggage searches and restrictions at public buildings.
- Check on neighbors or others that might need assistance in an emergency.

Red - Severe Risk

- Complete recommended steps at green, blue, yellow, and orange levels.
- Listen to local emergency management officials.
- Stay tuned to television or radio for current information/instructions.
- Be prepared to shelter-in-place or evacuate, as instructed.
- Expect traffic delays and restrictions.
- Provide volunteer services only as requested.
- Contact your school/business to determine status of activities.

Interacting with Police

What to do if the police stop you:

1. Never threaten or intimidate a police officer.
2. Do not run away.
3. Keep your hand out of your pockets.
Officers may think you are hiding a weapon that can harm them.
4. Remain calm. Listen carefully to what the officer says.
Don't assume you know why you've been stopped.
Once the officer has a better understanding of the situation, he/she will tell you the reason you have been stopped.
5. If you've asked to identify yourself, do so. Don't lie.
Even if you have not done anything wrong, you could be arrested if you lie or become disorderly.

What to do if pulled over in your car:

1. At night, turn on the dome light so the officer can see nothing is wrong.
2. Keep your hands in plain view, preferably on your steering wheel.
The officer's number one concern at this point is the mutual safety of the driver, passengers, and the police officer.
3. If you are carrying a concealed weapon, declare it to the police officer immediately. Do not reach for it!
4. Produce your driver's license and proof of car insurance, if asked.
The officer can then explain why you have been stopped.
5. Remain in your car unless the officer instructs otherwise.
Do not make any sudden moves which appear threatening to the officer.
6. If you receive a citation, don't argue about it on the street.
Appeal it later or plead not guilty in court. You can also file a complaint if you believe the officer behaved improperly.

Survival Tips:

- If an officer stops you on the street, he/she probably has a reason.
Perhaps a crime was committed nearby and he/she thinks you may be able to help.
- You must stop whether the officer is in a car, on a bike, or on foot.
- In most cases, you can avoid an unpleasant run-in with the police by cooperating with them.

Fire or Explosion

What to do:

1. **Report it** -
 - Call Fire Department by dialing 911.
 - Call the Cincinnati State Police Department at 513-569-1558.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Address and location description
 - Phone number at location
 - Detailed explanation of the situation
4. Pull fire alarm switch as you depart building.
5. Evacuate using the nearest exit. Avoid using elevator or ordinary stairs; use emergency stairways/exits.
6. Move at least 100 feet away from the danger; more if needed or directed.
7. Inform emergency responders and/or building emergency response team members of any missing people.

Tips:

- Use portable fire extinguisher if appropriate, aimed at the base of the fire, as you escape.
- Never allow the fire to come between you and the exit.
- A fire can double in size every thirty seconds, so speed is essential!
- If environment is smoky, stay low and go. Crawl to fire exits.
- Open doors carefully. Watch for dangers such as falling objects.
- Evacuate and assist people with disabilities.
- If there was an explosion, be prepared for more.
- Do not stand in fire lanes.

Be prepared:

- Locate and learn how to use fire extinguishes, exits, evacuation routes, and emergency stairways in your path before an emergency exits.
- Practice exiting your area by imagining you are in the dark, smoky environment -- count doorways, turns, etc.
- Carry a non-sparking flashlight or light stick in your purse or book bag.

Fumes, Vapors, and Gas Leaks

What to do:

1. Avoid turning lights or appliances off and on. Extinguish cigarettes or open flames. Any spark may cause an explosion.
2. **Report it** - Call the Cincinnati State Police Department at 513-569-1558.
3. Physical Plant may shut off air handlers.
4. Stay on the line with dispatcher.
5. Provide the following information:
 - Address and location description
 - Phone number at location
 - Detailed explanation of the situation
6. Evacuate using the nearest exit. Avoid using elevator or ordinary stairs, Instead, use emergency stairways/exits.

Tips:

- Any spark may cause an ignition leading to an explosion.
- You may be overcome by gas fumes, so evacuate quickly.
- Some dangerous gases do not have an odor.

Traveling Tips

- Ensure your passport is up to date. Leave a photocopy at home.
- Tag and identify your luggage inside and out.
- Dress casually when traveling. Avoid showy jewelry.
- Make a list of the account information for your credit card and traveler's checks, and the telephone numbers needed to report a theft. Carry these and a copy of your passport in a separate but secure location.
- Prescriptions should be carried in their original containers.
- Check with your medical insurance about coverage away from your home and work.
- Carry an emergency kit, a light stick or spark-free flashlight, water, band-aids, and rescue mask.
- Provide your office and family a copy of your travel itinerary.

At your hotel:

- Reserve a room between floors two and seven. Security is enhanced being off the ground floor, but within reach of the local fire departments' rescue ladders.
- Identify nearby emergency escape routes and equipment. Do a dry-run escape.
- Do not leave valuables or sensitive personal information in your room.
- Stay with your luggage.
- Avoid hanging "Please Clean Room" tag on your door when you are not in the room. Hanging a "Do Not Disturb" while away is a deterrent.
- In case of fire, check your door by placing the back of your hand on the door or knob. If it feels hot, do not open.
- Stay low to the floor. Let firefighters and the front desk know where you are by calling and waving a towel out of the window.
- Be alert to your surroundings. Stay in the vicinity of your hotel and ask about unsafe areas.

Hazardous Material Incident, Biological or Chemical Exposure

What to do:

1. **Report it** - call the Cincinnati State Police Department at 513-569-1558.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Address and location description
 - Phone number at location
 - Description of the situation including details of spill, vapor cloud, etc.
 - Name of the spilled product (if known)
4. Do not attempt to clean up spill unless you are trained and equipped to do so.
5. Pull fire alarm switch as you evacuate building.
6. Turn off fans.
7. Close all doors to isolate area.
8. Evacuate using the nearest exit. If possible, avoid using elevator or ordinary stairs. Do not evacuate through the contaminated area. Instead, seek emergency stairways.
9. If you suspect a Haz-Mat situation, wear personal protection equipment, N95 mask, latex gloves, suit, or greater protection as required.

Tips:

- Physical plant may shut off air handlers.
- Do not enter an area where people or animals appear overcome.
- Do not pass the contaminant to others for examination.
- Do not touch, smell, taste, or try to analyze the substance yourself.
- Any spark may cause an ignition leading to a possible explosion.
- Locate the MSDS information for spilled/leaking material.
- You and others nearby may be contaminated and may need to go through the decontamination process in order to protect the lives of yourself, friends, family, and first responders. If you suspect contamination, don't leave your evacuation location until you are cleared by Haz-Mat teams.

Power Outage or Water Leaks

What to do:

1. **Report it** - Call the Cincinnati State Police Department at 513-569-1558.
2. Provide the following information:
 - Location of the incident, building, floor, and nature of the incident
 - Phone number at location
 - Any noises or occurrences that preceded the incident
 - Floor(s) or area(s) affected

Tips for power outage:

- Know how to locate the nearest exit.
- Emergency lighting only works for a limited amount of time. Evacuate the building when the emergency lights come on and do not re-enter until the all-clear is given.
- Elevators will not function in a power failure. If trapped, use the elevator's emergency phone and alarm.
- Be alert for the possibility of fire, smoke, or explosions.
- Turn off electrical equipment, including computers.
- Have a spark-free flashlight or light stick handy.
- If a hazard exists, evacuation may be necessary.
- The College will make necessary announcements regarding emergencies or campus closings.

Tips for water leaks:

- A steam leak can cause severe burns, displace oxygen, and moisture from steam can conduct electricity. Evacuate the building.
- If a water leak threatens your work area, move items off the floor onto desk/tables.
- Beware of electrical sources. Do not unplug or remove an electrical appliance from a flooded area.
- The College will make necessary announcements regarding emergencies or campus closings.

Person(s) Trapped in Elevator

What to do:

1. **Report it** - Call the Cincinnati State Police Department at 513-569-1558.
If you are in the elevator, use the emergency elevator phones that ring directly to the Cincinnati State Police Department.
2. Provide the following information:
 - Location of the elevator
 - Estimate number of people trapped
 - Any injuries or medical needs
 - Any noises or occurrences that preceded the event

Tips:

- For each elevator you ride, locate the elevator stop button and careful not to press or pull it.
- Be on the lookout for children who like to push or pull the stop button.

Tips for Identifying Suspicious Items or Packages:

- Ticking sound
- No return address
- Insufficient postage
- Recipient is not familiar with the sender
- Recipient is not expecting the package
- Return address and postmark are the same area
- Wrapped in brown paper with twine
- Brightly colored
- Grease stains or discolorations
- Strange odors
- Foreign mail, air mail, or special delivery
- Restrictive markings such as confidential, or personal
- Excessive postage
- Incorrect titles
- Title but no names
- Misspelling of common words
- Excessive weight
- Rigid envelope
- Lopsided package
- Protruding wires or foil
- Excessive tape or string

Suspicious Items or Packages

What to do:

1. **Report it** - Call the Cincinnati State Police Department at 513-569-1558.
2. Provide the following information:
 - Who found it?
 - Who else was present?
 - Where was it found and how was it delivered?
 - Who has touched it?
 - Have any previous threats been received?
3. **Do not touch, smell, or taste anything. Do not move the package.**
4. If you have already handled the item, place it in a sealed plastic bag if bio-hazard is evident, i.e. powder.
5. Do not try to analyze an unusual substance yourself.
6. Turn off fans and ventilation systems if contaminant is suspected. Moving air can spread particles.
7. Evacuate area around the item and prohibit access. Do not enter an area where people or animals appear to be overcome.
8. Keep others from coming into contact with the item.
9. Decontaminate by washing your hands or showering.
10. Place contaminated clothes into plastic bags and seal them.
11. If you or others suspect contamination, remain together, away from the danger. Don't spread it.
12. Use personal protective equipment while sorting mail: N95 face mask, gloves, especially during mail alerts. Sort/open mail in isolated areas with personal protective equipment.

Vehicular Collisions

What to do:

1. **Report it** -
 - If Fire and/or EMS personnel are required, call 911.
 - Call the Cincinnati State Police Department at 513-569-1558.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Address and location description
 - The phone number at location
 - Description of vehicles involved, including license plate numbers
 - A thorough description of the incident, including known injuries, to assure appropriate resources are dispatched

Tips:

- Designate someone to flag down Police/Fire/EMS and direct them to the accident scene.
- Don't move victims unless there is a threat of fire, explosion, or other extreme risk.
- If you are on a city street, a Cincinnati Police officer may be dispatched.
- Avoid stepping into moving traffic.

Snow Emergency Levels

Level 1 - Snow Alert:

Roadways are hazardous with blowing and drifting snow. Roads are also icy, drive carefully.

Level 2 - Snow Advisory:

Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.

Level 3 - Snow Emergency:

All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.

Emergency Announcements

In the event that Cincinnati State Technical and Community College must close or alter its operating schedule due to severe weather or other emergencies, an announcement will be broadcast on the major radio and television stations. Students residing in areas which fall under a Level 3 Snow Emergency should not attempt to drive to Cincinnati State even if the college remains open. Consult the Cincinnati State website for more information.

Data Record for the Phone Threat of an Explosive Device

Write down information. Do not rely on memory.

Name of person who saw/heard the threat:

Date and time: _____

1. Questions to ask:

When is the bomb going to explode? _____

Where is the bomb located? _____

What does it look like? _____

What will cause it to explode? _____

Did you (the caller) place the bomb? _____

Why was the bomb placed here? _____

What is your address? _____

What is your name? _____

2. Be perceptive. Listen for and try to detect:

Age of caller _____

Gender of caller _____

Race of caller _____

Exact wording of threat _____

Language ability of caller _____

Background noises _____

Any unusual voice characteristics _____

Bomb Threats or Improvised Explosive Devices (IED)

What to do:

1. **Report it** - Call the Cincinnati State Police Department at 513-569-1558.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Address and location description
 - Phone number at location
 - Exact words of threat made by caller
4. **Call police if something is found.**
Do not touch or move suspicious items, evacuate the area.
Movement may cause detonation.
Only a trained bomb squad should dispose of the item.
5. If evacuation is recommended, follow police instructions.
Adapt evacuation routes to avoid suspicious items/bombs.

Tips:

- **Searching for a bomb** is done by those familiar with the building, usually staff who work in the suspected area, assisted by the police.
- **Be alert!** Some bombers plant devices in the evacuation area. Recognize the possibility that there may be more than one device or suspicious item. **Report it.**

Campus Evacuation or Closure

In case of campus-wide evacuation/closure, the campus will be evacuated systematically. The evacuation/closure may be due to an emergency on campus or in the community, or it may be due to a non-emergency situation. Listen to local media or visit the College website for more information and instructions.

For a foot evacuation:

1. A gathering point will be communicated to you.
Walk to that location and wait for further instructions.
2. Due to the variables of an emergency, evacuation points can change.
Be prepared to adapt.
3. If you are given a specific route to take while evacuating, take that route in order to avoid walking into a dangerous area.
An emergency is not the time to argue with the police.
4. Listen to local radio for information regarding re-opening.

For vehicle evacuation:

1. Report directly to your vehicle and leave the campus following the route that is communicated to you by the authorities.
2. If you are given a specific route to take while evacuating in your car, take that route to avoid driving into a dangerous area.

Tips:

- Hazards may exist that you are not aware of, so please follow directions carefully.
- Be aware of your surroundings during an evacuation, looking for any potential threats, dangers, or changes in directions.
- If you have a child attending Cincinnati State's childcare center, ask a safety official about the status of their closure and follow the directions you are given. We do not want a parent in harm's way and taking unnecessary risks when the child is safe. Children may have already been evacuated to a safe place.
- Listen to local radio for information regarding re-opening.

*You **must** evacuate when ordered to do so, or be subject to arrest for interfering with a safety officer at an emergency. This includes both the activation of an audible/visible fire alarm and/or verbal orders from police, fire, EMS, and emergency response team members. Our goal is to protect lives and property.*

Tornados or Severe Weather

What to do:

1. If you observe a tornado, notify those in your area to seek shelter.
2. **Report it** - call the Cincinnati State Police Department at 513-569-1558.
3. When a warning is sounded, cease classes and campus operations immediately.
4. Immediately report to the designated shelter in place, or a lower level interior room or hallway. Avoid windows, auditoriums, gymnasiums, or other structures with free-span roofs.
5. Remain in a safe location until police give the all clear.

Tips:

- A **warning** means a tornado has been sighted. A **watch** means the weather conditions could produce threatening weather.
- Identify shelter sites before a tornado threat occurs.
- Have a personal emergency kit (flashlight, whistle, water, etc.) nearby.
- In case of power outage, have a battery-powered radio on hand to listen for updates.
- Avoid areas with glass or loose items that can become airborne projectiles.
- In case of tornado, you may be alerted by one or more of the following methods:
 - Hamilton County/City of Cincinnati system
 - Personal weather/civil alert radio
 - Public broadcast during threatening weather.

Hostage Survival

What to do:

- Remain calm, accept the situation.

What to expect:

1. Negotiators will attempt to de-escalate the incident by establishing rapport to gain a safe release of all hostages. This can be a lengthy process, and it is not always successful.
2. Police will keep the hostage-taker talking to gain information about the situation and hostages.
3. Police will help the hostage-taker feel sympathy for the victims, and work towards a peaceful resolution, and a safe surrender.
4. The first minutes of the situation are the most dangerous. Your reactions during the initial phase may determine if you survive. The longer the situation lasts, the better your chances for survival.

Survival Tips:

- Everyone is a potential hostage.
- Do not negotiate with the hostage-taker. It can hinder the police negotiation process.
- Do not threaten the hostage-taker.
- Don't speak unless spoken to. Consider your words carefully.
- Do not talk to other hostages. The hostage-taker may think you are plotting.
- The hostage-taker will try to dehumanize you through ridicule and name calling. Reinforce your position as a human being by talking about your family. Stop if it's not effective.
- If you have a chance to escape, be certain of your success. Police could confuse you with the hostage-taker attempting to escape, and your attempt could lead to violence against other hostages.
- You are not in control of the situation, remain calm and alert. Reserve your energy.
- Rest while the hostage-taker is awake. You will be fresh when he is tired.
- Any significant action on your part may cause the suspect to react violently.
- Police will be patient and diligent in securing your freedom.

Exit Strategies:

1. In case of a police SWAT rescue entry, hit the floor and don't move. Place your hands on your head.
2. Submit immediately to police orders.
3. Keep hands in full view.
4. Be prepared to be handcuffed and searched until the police determines the identity of the hostage-taker.

Gunfire

What to do:

1. You should always immediately take cover. Your safety comes first!
2. **Report it** -
 - Call 911.
 - Call the Cincinnati State Police Department at 513-569-1558.
3. Stay on the line with dispatcher.
4. Provide the following information:
 - Address and location description
 - Phone number at location
 - Detailed description of the situation, including any injuries
 - Description of the shooter(s)
 - Last known location of shooter
5. If shooter is inside/outside and you cannot escape, shelter others, lock your door (lockdown).
6. If possible, get a description of the shooter's:
 - Gender
 - Ethnicity
 - Hair color
 - General build
 - Facial hair
 - Markings: tattoos, piercings
 - Shirt color
 - Pants color
 - Shoes and hat description
7. If possible, try to get a description of the weapon(s).
 - How many weapons do you see?
 - What type of weapons are they?
 - How many shots were fired?
 - Do they have weapons, explosives, or bombs strapped to their bodies?

Tips:

- Cover is considered: solid masonry wall, thick tree, engine block of vehicle.
- Concealment is considered: desk, bushes, sheetrock wall.
- Avoid glassed areas.
- Get out of view, find cover.
- Be very quiet, listen.
- Be sure the police have been called.
- Do not open a door for anyone but the police, and be sure it is the police.

Earthquake

There are safeguards you can take to prevent or reduce injuries or property damage.

If you are inside:

1. Watch for falling objects.
2. Crawl under a sturdy table near an exit.
3. Stay away from windows, mirrors, bookcases, filing cabinets, and electrical equipment.

If you are outside:

1. Move to an open area away from buildings, trees, and power lines.
2. If forced to stand near a building, watch for falling objects.

If you are in an automobile:

1. Stop in the nearest open area.
2. Stay in the vehicle until the shaking stops.

After an earthquake:

1. Be prepared for aftershocks.
2. Open doors carefully. Watch for falling objects and dangerous debris.
3. Do not use elevators.
4. Do not use matches or open flames due to flammable gases.
5. Avoid using telephones that could spark an explosion.
6. Do not move the injured unless there is eminent danger.
7. Follow the instructions of emergency personnel.
8. Report missing people.

Building Evacuation

What to do:

1. Organize the people in your room/work area/classroom.
2. Assign buddies to assist people with disabilities with the evacuation.
3. Count the number of people present. If possible, exit with class rosters/attendance.
4. If time permits, gather personal belongings such as coat, purse/book bag and keys.
5. Designate a gathering point in case your group gets separated during evacuation. Further instructions will be provided when time permits.
6. Extinguish cigarettes.
7. Form a line and evacuate out the nearest safe exit.
8. When you reach your designated gathering point, count the number of people in your group.
9. Keep all people together while waiting outside for further instructions.
10. Report any missing people to police or any emergency response team member.
11. Report your room number and the number of missing individual(s) to safety officials seeking information.
12. Re-enter the building only when police or emergency response team members have given the all-clear.
13. Pre-plan employee evacuation car pools.

What to do for people with disabilities:

1. Evacuate using the nearest safe exit or at the designated area of rescue for people with disabilities.
2. If necessary, use the elevator in a different building (one not involved in the emergency).

Tips:

- Do not use elevators if your building is on fire or if a hazardous material is spilled in the area of the elevator. An elevator shaft can become a chimney.
- Adapt evacuation routes to avoid walking near suspicious items that could be bombs/improvised explosive devices.
- Do not allow individuals to report to their vehicles and exit campus unless ordered to do so by police or emergency response team members.
- If a person insists on leaving campus without authorization, notify the police or emergency response team member in your area. The person could be linked to the crisis.
- It may be unsafe to walk/travel in certain areas, or start auto ignitions which could spark an explosion.

Workplace Violence

What to do:

1. Tell your supervisor if you observe unusual or suspicious behavior. You may prevent a tragedy.
2. If you observe a threat or harm to others:
 - Depending on the severity or nature of threat, call 911.
 - **Report it** - call the Cincinnati State Police Department at 513-569-1558.
3. Identify the workplace violence. Examples include:
 - Threats
 - Offensive behavior
 - Harm to others
 - Harassment which disrupts or interferes with job performance

Tips:

- Workplace violence often begins with inappropriate behavior, and when reported, may help prevent a dangerous incident.
- Potential warning signs of workplace violence:
 - Increased stress at home or work
 - Placing blame on others
 - Expressions of hopelessness or anxiety
 - Property destruction
 - Change in work habits
 - Drug/alcohol abuse
 - Fascination with weapons or violence
- Trigger factors that could contribute to workplace violence:
 - Loss of job
 - Disciplinary actions
 - Conflicts with other employees
 - Domestic or family violence
 - Financial problems

Violence or Fighting

What to do:

1. Stay away from fight area and remind others to stay out of danger.
2. **Report it** - call the Cincinnati State Police Department at 513-569-1558.
3. Stay on the line with dispatcher and provide the following information:
 - Address and location description
 - Phone number at location
 - Detailed description of the situation, including any injuries
4. Pay close attention to:
 - How many people are involved?
 - Do you see any weapons?
 - Is anyone injured? If yes, call EMS at 911.
 - Is someone running away from the scene? In what direction?
 - Into a vehicle? (color, make/model, license plate number)
Do they have any passengers?
5. Describe the participants by:
 - Gender
 - Ethnicity
 - General build
 - Hair color
 - Facial hair
 - Shirt color and markings
 - Pants color
 - Shoes, hat description

Tips:

- Remember that weapons may be involved.

Evacuation Preparedness for People with Disabilities

These are additional tips for people with disabilities. Please keep in mind that a disability could also be temporary in nature, so it is in your best interest to keep these tips in mind. These tips are courtesy of the National Organization on Disability.

Checklist:

- Establish a personal support system, multiple buddies who can assist you in an emergency at work, home, or school. Identify yourself to your building emergency response team captain where applicable.
- Make your buddies aware of the special needs you may have during an emergency.
- Teach your buddies how to use your specialized equipment in an emergency.
- Report to the Cincinnati State Police Department any safety hazards that need servicing, such as exits which are not kept clear.
- Become familiar with special rescue equipment, such as the Evac-Chair.
- If you are hard of hearing or deaf, practice communicating important information through the use of gestures.
- If you are blind, practice having buddies guiding you.
- If you use a service animal, it may become confused in an emergency. Pads for the animal's feet and gloves for your hands can protect from sharp debris at a disaster scene.
- Consider carrying preprinted emergency messages, such as:
 - "Take medication from top drawer of desk by window."
 - "I'm blind. Let me take your left arm above the elbow and I'll follow you."
 - "You have to carry me out. An Evac-Chair is at the top of"
 - "I have a panic condition. Be patient. Speak calmly to me until I relax."
 - "I have difficulty understanding what you are telling me, so speak slowly, and use simple words."
- Practice exit routes. If you use a service animal, be sure you include the animal in all drills.
- Obtain an emergency kit.

*You **must** evacuate when ordered to do so, or be subject to arrest for interfering with a safety officer at an emergency. This includes both the activation of an audible/visible fire alarm and/or verbal orders from police, fire, EMS, and emergency response team members. Our goal is to protect lives and property.*

Shelter-in-Place

A shelter-in-place order occurs when the outside environment is not safe to enter.

What to do:

1. All people on campus must immediately report inside and be prepared to stay inside until the area is cleared.
2. Air handlers may be turned off and buildings sealed if a toxic environment exists outside.
3. No matter how physically or emotionally uncomfortable you may become, you must not open a door or window. To do so may jeopardize the lives of everyone. No one is to be outside the secured area.
4. Be suspicious of a fire alarm during a shelter-in-place or lockdown. It could be a terrorist attempt to cause people to evacuate to more vulnerable outdoor locations.

Tips:

- Keep emergency water and food in your workspace and/or purse or book bag.
- Have additional prescription medications available.
- Have a battery-powered radio on hand.
- Carry a non-sparking flashlight or light stick.
- If a shelter-in-place order occurs, it will probably be newsworthy so your family, friends, etc. will know that you are inside and okay.
- The College will keep news media informed of the situation and any campus closings.
- You will be alerted by one or more of these methods:
 - Hamilton County / City of Cincinnati siren system
 - Personal weather/civil alert radio
 - Cincinnati State Police
 - Radio or television

Psychological Crisis, Suicide Threats, Threat of Harm to Others

What to do:

1. **Report it** - Call the Cincinnati State Police Department at 513-569-1558.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Address and location description
 - Phone number at location
 - Detailed description of the situation
 - Medications or any history of mental illness of the person (if known)

What to do if someone shares suicidal intent:

1. Take the person seriously. Most people considering suicide give some warning of their intentions before taking action.
2. Acknowledge that a threat of, or attempt at suicide is a plea for help which you cannot ignore. Don't agree to keep this kind of discussion private. Speak to the part of the person which hasn't yet given up hope.
3. Discuss your concern that the person might be suicidal. This kind of discussion can reduce the likelihood of harmful behavior.
4. Take them to the Counseling Center immediately.

Tips:

- Keep your own safety in mind; a person may not intend to harm you, but it can happen due to their emotional distress.
- Many people who attempt suicide are not thinking rationally. They may even act calmly about the idea of taking their lives.