

EMERGENCY OPERATIONS PLAN

And Related Documents

August 2021



OHIO
UNIVERSITY

Regional Campus:

OHIO UNIVERSITY EASTERN

**45425 National Road
St. Clairsville, OH 43950**

ADOPTED:

VERSION 1.0

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Contents

SECTION 1: Plan fundamentals	6
Mission	6
Purpose	6
Scope	6
Planning Situations and Assumptions:	7
Situations	7
Assumptions.....	7
Organizational Structure:	7
Executive Leadership	7
Critical Incident Response Team	8
Threat Assessment Team.....	8
Section 2: OHIO University Emergency Management Programs.....	8
Section 3: Emergency Operations Plan.....	9
Concept of Operations	9
Objectives.....	9
Plan Activation	9
Response Priorities.....	9
Emergency Procedures.....	10
Emergency Authority:	10
Emergency Operations Center Director and CIRT Chair	10
Incident Commander	10
Section 4: Phases of Emergency Management.....	11
Mitigation/Prevention.....	11
Preparedness.....	11
Response	11
Recovery.....	11
Section 5: National Incident Management System	12
Section 6: Emergency Operations Center.....	12
EOC Primary Function and Hierarchy.....	12
EOC Activation.....	12
Section 7: Emergency Warning and Notification (OHIO Alert!).....	12
Section 8: Post Incident, Exercises, and Training.....	13
Post Incident.....	13

Exercises13

Training13

Appendix A: Campus Emergency Procedures Guidelines15

Appendix B: OHIO Alert! Emergency Warning and Notification.....27

Appendix C: Emergency and Non-Emergency Contacts30

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 disciplines. It is critical that we are prepared for “unexpected” events to protect the OHIO community and the local community surrounding our campus. The EOP outlines University procedures for managing major emergencies that may threaten the health and safety of the campus community. Ohio University policy #44.100, Critical Incidents, provides the Ohio University policy authority for this plan.

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, we 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, Emergency Procedures Guidelines*).

Furthermore, all faculty, staff, and students should be knowledgeable of the emergency notification system, OHIO Alert! (*See Appendix B, OHIO Alert! Guidelines*).

Scope

This is an “all-hazards” plan. It identifies responsible individuals, and guides response and recovery actions. The EOP is designed for only **Ohio University Eastern (OUE)**, also known as “the Campus”, at its sites indicated herein. It applies to a broad range of emergency incidents and may be activated during the following situations:

- Active Shooter or Armed Intruder
- Bomb Threats
- Civil Disturbances
- Epidemic/Illnesses
- Extended Power Outages
- Fire and/or Explosions
- Hazardous Materials Incidents (chemical, biological, or radioactive)
- Mass Casualty Incidents
- Natural Disasters (floods, tornados, ice storms, or blizzards)
- Terrorism

The EOP may also be utilized during major emergencies that occur adjacent to campus but that do not directly impact our physical facilities. During this scenario, the campus would coordinate emergency information and

provide support services as requested and as available. Ohio University recognizes that a major emergency in the community that affects our students, faculty, and staff is a university emergency. This campus will coordinate its efforts and resources with the local communities and responding agencies.

Planning Situations and Assumptions:

The following is average data for **OUE**.

Situations

- Located at site in **Belmont County, Ohio**
- Approximately **1,085** total undergraduate students
- Approximately **76** total employees (full-time faculty, staff, part-time staff, and adjunct faculty)
- More than **30** undergraduate and certificate programs
- Entirely commuter campus. No residence halls.
- Three primary buildings on approximately **294** acres total (includes an OHIO facility occupied by Belmont College)

Assumptions

This 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 will be based on “general” considerations.

EOP Assumptions

- 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 emergency situations.
- Most emergency events will occur with little or no warning.
- Departments tasked by the EOP are trained and ready to respond to emergency situations.
- 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 the Campus has 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 are in place and readily available if a situation arises. Support from Ohio University - Athens departments and Athens, Executive Leadership are available for consultation should that be deemed necessary.

Critical Incident Response Team

This team is made up of college administrators from various departments and select local emergency management officials. The CIRT will assemble at the Emergency Operations Center (EOC), discussed later herein, to decide on an appropriate course of action to take to ensure the safety of all persons and property. The purpose of the Critical Incident Response Team (CIRT) is to provide support and coordination in the event of a crisis. The goals of this support and coordination include, but are not limited to, the following:

CIRT Purpose

- To protect lives and property.
- To ensure 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 ensure the availability of appropriate support and resources to those community members who may be negatively impacted by a crisis.
- To ensure the use of evaluative procedures following a crisis to achieve continuous improvement.

The primary responsibilities of the CIRT are to:

CIRT Responsibilities

- 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.
- Communicate effectively with outside agencies.
- Continually monitor and reevaluate conditions.

Threat Assessment Team

A small group made up of specific subject matter experts from the faculty and staff known as the Threat Assessment Team (TAT) is formed to immediately and rapidly assess and address security issues which arise on campus which are not an obvious critical incident necessitating the urgent dispatch of first responders for crisis intervention. Rather, the TAT meets to effectively breakdown an issue and determine the next proper steps whether that involves escalation to a higher level of urgency or more detailed investigation by various members of the group, and/or referral to other university departments. The TAT is called together as necessary only and its members are typically a part of the larger EOP function. The OHIO Eastern Dean of Campus and Community Relations (Dean) is responsible to organize and call the group together when necessary.

Section 2: OHIO University Emergency Management Programs

Emergency preparedness is everyone's responsibility. Response to any emergency requires comprehensive planning involving all levels of campus personnel. This 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 and its 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.

- **OHIO Alert!** - - OHIO Alert! is comprised of multilayered communications processes that formalize the OUE emergency warning notification system.

Section 3: Emergency Operations Plan

Concept of Operations

The Dean 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.

The EOP specific objectives are:

EOP Specific Objectives

- Implement the National Incident Management System (NIMS) for Incident Command.
- Develop and maintain strong relationships with local agencies.
- Partner 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 information as quickly as possible to restore essential services as soon as possible.

Plan Activation

The EOP is activated whenever an emergency condition exists in which normal operations cannot be performed and immediate action is required.

In an emergency, the immediate goals are:

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

Response Priorities

The Campus 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 for:

- **Priority 1** - - Life Safety
- **Priority 2** - - Preservation of university property and structures to include research and research animals
- **Priority 3** - - Restoration of academic programs and general university operations

Emergency Procedures

Ohio 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 an active shooter incident, tornado, hazardous materials incident, or a civil disturbance. When you are informed 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:

Emergency Operations Center Director and CIRT Chair

The Dean or their designee shall serve as the Emergency Operations Center (EOC) Director and be responsible for the operational direction (Chair) of the CIRT. The EOC Director shall be responsible for coordination and liaison with executive leadership as applicable.

In the absence of the Dean, a backup will be designated to serve as EOC Director. The backup EOC Director will be the **Manager of Maintenance and Operations (primary)** with the **Manager of Enrollment Services (secondary)**.

The EOC Director determines whether to activate the EOP and the EOC. CIRT will be contacted and directed to report to the EOC. CIRT will provide direction on how the emergency impacts the OUE and begin to implement the appropriate response. CIRT will coordinate essential services and provide their expertise based on the specific incident.

Incident Commander

The Campus is represented jurisdictionally by multiple law enforcement agencies; the Ohio State Highway Patrol (OSHP), **St. Clairsville Police Department, and the Belmont County Sheriff**. The OSHP will act as the lead agency in response to emergency incidents on campus. Additionally, the Ohio University Police Department (OUPD) in Athens provides guidance and remote support to the campus as it relates to security matters. When an emergency occurs, the local law enforcement agency able to first respond on-scene shall assume the role of Incident Commander.

The Incident Commander (IC) is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander. The IC is responsible for all aspects of the response, including developing incident objectives and managing all incident operations on the scene. The IC sets priorities and defines the ICS organization for the particular response.

The IC may assign deputies, who may be from the same agency, or from assisting agencies. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

Section 4: Phases of Emergency Management

Ohio University follows the Federal Emergency Management Agency's (FEMA) "Comprehensive Emergency Management Program Model", which addresses the four phases of emergency management.

- 1) Mitigation/Prevention
- 2) Preparedness
- 3) Response
- 4) Recovery



Mitigation/Prevention

The Campus 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 lessen 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 the EOP and attachments.
- Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist 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

The Campus will respond to emergency situations 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 casualties and property damage. Departments are responsible for developing their own Standard Operating Procedures (SOPs), as applicable, to effectively react to specific emergencies. Department SOPs are not maintained in the EOP.

Recovery

If a disaster occurs, the Campus will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring normal operations. While the federal government, pursuant to

the Stafford Act, provides the vast majority of disaster recovery assistance, the Campus 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 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.

Section 6: Emergency Operations Center

The purpose of the Emergency Operations Center (EOC) and 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. The EOC will also be a clearinghouse for sharing information with the Executive Staff in Athens, first responders, and the media. The EOC is also the gathering place for CIRT.

EOC Primary Function and Hierarchy

The primary functions of the EOC are:

- Provide support to Incident Command
- 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

The campus hierarchy of the EOC is as follows:

- 1) **Dean**
- 2) **Manager of Maintenance and Operations**
- 3) **Manager of Enrollment Services**
- 4) **Faculty Chair**

EOC Activation

When an emergency occurs, the Campus Dean or designee will determine if the EOC is to be activated and if activated which positions will be staffed for the emergency response. Not every emergency warrant EOC activation.

Section 7: Emergency Warning and Notification (OHIO Alert!)

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

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008. Under Title IV, the federal law requires all colleges and universities to have a notification and warning plan in place to alert the campus community of an emergency.

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

- OHIO Alert! Contact via – Phone call, text message, and email message sent out as quickly as possible and simultaneously
- The Campus' homepage – Special Banner Notification
- Building indoor public address 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 B.

Section 8: Post Incident, Exercises, and Training

Post Incident

The Dean will schedule an After-Action Review after a major incident or event (law enforcement related incident reviews will be scheduled by the Incident Commander). The After-Action Review meeting will be scheduled as soon as possible after the incident or event and will include all appropriate participants. The After-Action Review meeting will focus on any lessons learned and 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 the EOP. The Director, Facilities Management will normally conduct a tabletop exercise at regularly scheduled CIRT meetings. Additionally, as opportunities are presented for the Campus participation in local emergency response exercises, CIRT members will be encouraged to participate.

Training

All 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 Emergency Programs Manager from Athens Campus will assist in training as needed and requested.

Appendix A
Campus Emergency Procedures Guidelines
and Action Steps

Appendix A: Campus Emergency Procedures Guidelines

Emergencies, disasters, accidents, injuries, and crimes often occur without warning. Being prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. These emergency procedures have been developed to minimize the negative effects from such events. Please read these action steps thoroughly before an emergency occurs and keep copies available for immediate reference. Once you are familiar with the procedures, you will be better prepared to protect yourself and your co-workers. If you have questions concerning a situation not covered or need additional emergency preparedness information, contact **OUE-Dean's Office at 740.699.2494**. If the emergency is a critical incident, or becomes a critical incident, you will find information through some or all the following, depending on the incident and the conditions at the time:

- OHIO Alert! Notifications via:
 - Phone calls (to numbers provided)
 - Text Message
 - Your campus emails
- Ohio University Eastern Emergency Information page
<https://www.ohio.edu/eastern/alert/index.cfm>
- Add Social Media account information
- Ohio University Eastern homepage
- Non-tech methods (on-the-ground teams, bullhorns, posted alerts, etc.)

EMERGENCY CALLING PROCEDURES

Emergencies can be reported by dialing 911. As a secondary resource, you can report non-life-threatening issues to **OUE- Dean's Office at 740.699.2494**.

SHELTERING IN PLACE

Some kinds of accidents or attacks, such as biological, chemical, or radiation threats, may make going dangerous. Leaving the area might take too long or put people in harm's way. In such a case, it may be safer for people to stay indoors than to go outside. "Shelter-in-place" means people make a shelter out of the place they are in. It is a way for people to make the building as safe as possible to protect themselves until help arrives.

Step-by-Step Instruction

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

- 1) If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- 2) Locate a room to shelter inside. It should have the following characteristics:
 - a) An interior room
 - b) Above ground level
 - c) Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary
- 3) Shut and lock all windows (tighter seal) and close exterior doors.
- 4) Turn off air conditioners, heaters, and fans.

- 5) Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)
- 6) Make a list of the people with you and ask someone (faculty or other staff) to call the list in to 911 so they know where you are sheltering. If only students are present, one of the students should call in the list.
- 7) Turn on a radio/TV and/or emergency communication tools for further instructions.

**** This guideline is different from the shelter-in-place technique used in tornadoes and other severe weather when shelter should be low.**

Appendix A: Emergency Procedures Guidelines

ACTION STEPS

Please follow the following Action Steps for the appropriate Emergency Situation

ACTIVE 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.

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 where you are located.
- Close and lock all windows and doors.
- Turn off the lights.
- Get low to the floor, not visible from outside the room and be prepared to engage the shooter if necessary.
- 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, attempting to overpower the shooter with force should be considered a 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.

BIOLOGICAL, CHEMICAL, AND RADIATION (DIRTY BOMB) THREATS/NUCLEAR BLAST

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 THREATS

IF YOU RECEIVE A BOMB THREAT CALL:

- Remain calm.
- Get as much information as possible
- Call 911
- Inform your supervisor/department head of the bomb threat phone call.
- Supervisor should call the **OUE Dean's Office 740.699.2494.**

IF YOU OBSERVE A SUSPICIOUS OBJECT, PACKAGE, ETC., NOT TOUCH 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 Local law enforcement or Fire personnel.
- Do not reenter the building until instructed by either the Local law enforcement or Fire personnel.

STUDENTS/PEOPLE IN CRISIS

- Call 911 then, if possible, call the **OUE Dean's Office 740.699.2494.**
- 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.

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 AFTER SHAKING STOPS

- Do not use regular or cellular phones except to call 911 to report serious injuries.
- Assist and accompany persons with disabilities.
- Use battery-powered radios to follow instructions given by the Emergency Alert System.
- Obey instructions/audio announcements by local law enforcement.

Evacuate if instructed to do so.

- Do not enter any building that is deemed or looks unsafe.

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.

ELEVATORS MALFUNCTION INCIDENT

- Remain calm
- Open the square door with the phone symbol (pull firmly to open)
- Press the red button. You will automatically be connected with 911 and a prerecorded message will play advising dispatch of your location.
- 911 Dispatcher will communicate with you directly following completion of the prerecorded message.
- Emergency Responders will be dispatch personnel will assist you.

EMERGENCY CLOSING PROCEDURE

- Adhere to instructions provided via OHIO Alert!
- 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, watch for OHIO Alert! messages or visit <https://www.ohio.edu/eastern/alert/index.cfm>

EVACUATIONS

BUILDING EVACUATION:

- 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
 - An elevator is operated by Fire Department 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 911 or the **Dean's Office at 740.699.2494** 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 imminent

- 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.

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.

Fire Emergency continued...

- 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 Fire personnel or Police 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 911 immediately.
- Evacuate the building or campus if instructed to do so.
- Do not return to the building unless instructed to do so.

IN CASE OF MINOR FLOODING:

- Remain calm.
- AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.
- IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE AREA.
- Call **Dean's Office at 740.699.2494**.
- If you are 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.

HAZARDOUS MATERIAL SPILL/ INFECTIOUS MATERIAL SPILL RESPONSES

HAZARDOUS MATERIAL SPILL:

- Call 911 or **Dean's Office at 740.699.2494** immediately.
- If the hazardous material contacts 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:
 - Where has the hazardous material spill occurred? Specify the floor, room number, and location in room.
 - Have there been a fire and/or explosion?
 - Are there any injuries? If so, how many?
 - What material has been spilled?
 - What is the state of the material (i.e., solid, liquid, gas, combination)?
 - Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

INFECTIOUS MATERIAL SPILL RESPONSE:

- If the infectious material contacts your skin, immediately wash with soap and water.
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Contact 911 and **Dean's Office at 740.699.2494**.
- Make yourself available to responding emergency and Environmental Health and Safety personnel to supply information to aid in clean up.

HOSTAGE SITUATION

- Dial 911, if possible, and supply as many details as possible including:
 - Number of people involved
 - Description of hostage takers
 - Weapons displayed / Threats made
 - Any other information
- Do what you are told without argument.
- Do not attempt to negotiate or argue with the hostage taker.
- Try to get others to remain calm.
- Tell them to do what they are told.

MEDICAL EMERGENCIES

IF YOU EXPERIENCE OR WITNESS A MEDICAL EMERGENCY:

- Call 911 immediately.
- Remain calm.
- Be prepared to provide information about the emergency.
- Unless trained, DO NOT render first aid—wait for emergency personnel.
- IF TRAINED, use pressure to stop bleeding.
- IF TRAINED, use CPR if victim has NO PULSE and is NOT BREATHING.
- Do not move a victim unless safety dictates.
- Be prepared to provide local first responders with vital information, such as:
 - Your name and telephone number
 - Location of the injured person (building, room, etc.)
 - Type of injury or problem
 - Individual's present condition
 - Sequence of events leading to the emergency
 - Medical history and name of injured person's doctor, if known
 - Stay on phone with emergency personnel
 - Alert others of the emergency, if possible

MENACING PERSON

IF YOU ENCOUNTER A POTENTIALLY DANGEROUS PERSON:

- Remain calm.
- Cooperate with the person.
- Make no sudden movements.
- Call 911 as soon as possible and **OUE Dean's Office 740.699.2494**.
- Prepare to provide as much information as possible.
- If safe to do so, alert others of the emergency/danger.
- Advise others to quietly leave the area.

IF YOU ENCOUNTER A DISRUPTIVE PERSON:

- Remain calm.
- Do not ignore disruptive behavior.
- Tell the disruptive person that such behavior is inappropriate.

- Set limits and explain that disruptive behavior has consequences.
- Explain clearly and directly what behaviors are acceptable.
- Allow the disruptive person to voice what is upsetting him/her.
- Acknowledge the disruptive person's feelings.
- Maintain eye contact.
- If appropriate, postpone dealing with the situation.
- Set a mutually agreeable time and place to discuss the issues again.
- Apprise supervisor or department chair of the problem.
- Call the **OUE Dean's Office 740.699.2494** or 911 if an immediate threat is perceived.
- 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 **Dean's Office at 740.699.2494** 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 911.
- Evacuate building if instructed to do so.

DOWNED POWER LINES:

- Distance is Your Friend
 - 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.
 - 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
 - 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.
 - It is sometimes difficult even for professionals to tell the difference between energized power lines and other utility lines. Don't guess and stay away from all wires.
- Keep Cars Clear, Too
 - If your vehicle contacts 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.
 - 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 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 and watch for notifications from the OHIO Alert! Emergency Messaging System.
- Stay or get indoors.
- Lightning 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 designated Emergency Shelter locations for Hazardous Weather Conditions located in all buildings. These are generally interior corridors away from windows.
- Monitor local television and radio for Watch & Warning details. Information will also be provided via the OHIO Alert!
- If you hear thunder, you are near lightning and a possible lightning strike.

STUDENTS/PEOPLE IN CRISIS

MENTAL ILLNESS:

- *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

Traumatic Incident:

- Call 911

SUSPICIOUS PACKAGES/OBJECTS

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

- Call 911.
- 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 local law enforcement or Fire personnel.
- If instructed to evacuate, move at least 300 feet away from the building. Do not reenter the building until instructed to do so.

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 the building at the Emergency Shelter for Hazardous Weather Conditions locations, if possible.
- USE ELEVATORS IF YOU HAVE A DISABILITY OR ARE HELPING A PERSON WITH A DISABILITY.
- Stay away from windows, glass, stairwells, and unsecured objects.
- Stay tuned to OHIO Alert! and media outlets for notification of an “all-clear.”
- Do not contact local law enforcement unless an emergency exists.
- In the event of an emergency, call 911 to contact local law enforcement and EMS.

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 and at the Emergency Shelter for Hazardous Weather Conditions locations.
- Listen to TV or radio for further weather reports and OHIO Alert! for additional information.
- 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:

- Contact 911 immediately and call the **OUE Dean’s Office (Facilities) 740.699.2494**, if possible.
- 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 – Action Steps

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 the **OUE Dean’s Office 740.699.2494** or 911.

Appendix B
OHIO Alert!
Emergency Notification System

Appendix B: OHIO Alert! Emergency Warning and Notification

Summary

Federal law requires Ohio University and other institutions of higher learning to establish and maintain an emergency warning and notification plan. At Ohio University this plan is commonly referred to as "OHIO Alert!".

OHIO Alert! utilizes multiple platforms (telephone, email, and text messaging) to provide timely notification to all students, faculty, and staff of campus emergencies that require immediate action to reduce the threat of injury or loss of life.

Purpose

This document establishes roles, responsibilities, processes, and execution plans for emergency notification and warning at the Campus.

Authority

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008. Under Title IV, the federal law requires all colleges and universities to have a notification and warning plan in place to alert the campus community of an emergency.

Ohio University policy # 44.100, Critical Incidents, provides the Ohio University policy authority for this plan.

Scope

This plan applies only to **OHIO UNIVERSITY EASTERN**. Other Ohio University campuses, centers, and facilities will develop conforming OHIO Alert! plan tailored to the specific circumstances and requirements of their locations.

This plan is applicable to campus threats and emergencies such as but not limited to:

- Severe weather events
- Security threats (suspicious packages, bomb threats, explosive devices)
- Active shooters, armed and dangerous individuals, or reports of shots fired
- Tornado warnings
- Major fires, explosions, water contamination
- Flooding
- Release of hazardous materials (HAZMAT incident)
- Class cancellation or campus closure because of an emergency incident
- Other critical incidents as determined by Ohio University's executive leadership

This plan covers the warning and notification phase of emergencies. However, it does not address the breath of internal and external relations necessary for complete recovery or continuity of operations.

Campus Threats and Emergencies as listed above require notification to campus of an immediate and urgent nature or informational.

For communications concerning a campus threats or emergencies, the Dean or designee will notify the campus through the OHIO Alert! system with the appropriate message and subsequent updates. Other modes of communication will also be employed including appropriate forms of social media.

Assumptions

1. Imminent threats requiring activation of the OHIO Alert! emergency notification system will be "no notice." This means that there is an immediate threat to individual life or limb.
2. Normal, formal channels of decision-making and information release will not have sufficient speed to respond adequately to imminent threats.
3. No single method of communication will reach everyone, everywhere, every time. Utilization of numerous and varied communication methods is required.
4. Electronic communication mechanisms are subject to failure. Redundancy using numerous and various communication methods is required.

5. Due to factors beyond the university's control, a small portion of the intended audience may receive their emergency messages in a later timeframe than desired.
6. Some of the emergency communication methods identified require deliberate action on the part of the recipient to obtain the emergency message. Some individuals may not take this required action.
7. Despite best efforts, errant information may still be generated and distributed by alternative means of communication (i.e., word of mouth).
8. Notification systems must account for communication impairments (hearing and/or sight).
9. Language barriers could result in some misunderstood messages.
10. Emergency messages must be identifiable as "official" OHIO Alert! messages.
11. Regular testing of the OHIO Alert! system is required to ensure functionality and to familiarize recipients with the system's features. All tests must be evaluated, and corrective action recommendations developed, as necessary.
12. As communication technology evolves, new communication methods may be identified as others become obsolete.

Roles and Responsibilities

System Enrollment – The OHIO Alert! system draws its contact information from the My OHIO account database. It is each person's responsibility to enter any phone numbers upon which they wish to receive phone calls and text messages into their My OHIO account. Emails will be sent automatically to the university issued account. Updates to the My OHIO account can be accessed by all current students and employees via the Ohio University web site.

Activation - The Dean is responsible to ensure that the OHIO Alert! system is utilized for the purposes of emergency notification to the campus. They will engage those needed to execute the operation of this system and engage those of higher authority within Ohio University that need consulted on a case-by-case basis.

The Dean will coordinate post-emergency email communications as needed and in consultation with the Executive Dean, Regional Higher Education and other Ohio University resources as deemed necessary.

Plan Maintenance

This Policy and Plan is maintained under the authority of the Dean of **OHIO UNIVERSITY EASTERN**.

Emergency Message Estimated Delivery Times and Use

The below table contains estimated worst-case delivery times, which messages are used in each emergency, and responsible parties for each emergency message channel.

		CHANNEL					
		OHIO Alert! - Email	OHIO Alert! - Text	OHIO Alert! - Phone message	Website (NOT BY OHIO ALERT)	Twitter (NOT BY OHIO ALERT)	Facebook (NOT BY OHIO ALERT)
Estimated time to:	DEPLOY MESSAGE	15 minutes	15 minutes	15 minutes	30 minutes	15 minutes	15 minutes
	DELIVER MESSAGE	Per OHIO computer network	Per cell carrier network capabilities	Per cell/telephone network capabilities			
Responsible parties		<u>Dean-OUE</u>					
All Clear		X	X	X	X	X	X
Armed and dangerous / Active Shooter		X	X	X	X	X	X
Shots fired		X	X	X	X	X	X
Bomb (explosive device/suspicious package/security) threat If device found, use "Suspicious device"		X	X	X	X	X	X
Classes cancelled		X	X	X	X	X	X
Hazardous situation (explosion, fire, flooding, HAZMAT, hostage, utility failure, another hazardous / dangerous situation)		X	X	X	X	X	X
Tornado Warning		X	X	X	X	X	X
Water Contamination		X	X	X	X	X	X
Flooding (or expected flooding)		X	X	X	X	X	X
TEST		X	X	X	X	X	X

Appendix C: Emergency and Non-Emergency Contacts

- Emergency Contacts, First Responders
- Non-Emergency, Campus Contacts

EMERGENCY CONTACTS

FIRST RESPONDERS:

In the case of an actual emergency, or if in doubt, contact the emergency numbers listed below:

Emergency Calls:

- Campus Phones - Dial: **911**.
- Cell Phones - Dial: **911**
- Belmont County Sheriff: **(740) 695-7933**
- Ohio State Highway Patrol: **(740) 695-0915**

NON-EMERGENCY CONTACTS

CAMPUS CONTACTS:

To report a **NON-EMERGENCY** accident, injury, or other safety/security related situation; please contact the campus offices listed below in the order of priority:

DEPARTMENT	OFFICE	OFFICE PHONE NUMBER		CELL PHONE NUMBER
		<u>Dialed from CAMPUS PHONE</u>	<u>Dialed from OUTSIDE LINE</u>	
Dean's Office	Dean	92353	(740) 699-2353	309-259-0366
Facilities Management	Manager, Maintenance & Operations	<u>VACANT - TBD</u>	<u>VACANT - TBD</u>	<u>VACANT - TBD</u>
Student Services	Interim Manager, Enrollment Services	92347	(740) 699-2347	740-296-9121
Faculty Chair	Division Coordinator	92486	(740) 699-2486	740-310-4149