**ACTIVE SHOOTER**

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

**HIDE**
- Hide in an area out of the active shooter’s view.
- Stock up to your hiding place and lock the doors.

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

**CALL 911 WHEN IT IS SAFE TO DO SO**

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

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

**MEDICAL EMERGENCY**

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

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

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

**SEVERE WEATHER**
- Tornados, Thunderstorms, etc.

**CALL 911 or Campus Security at 740-283-6911** or CALL 911.
- People monitoring various areas, buildings, or entrances.
- People requesting information with no apparent need for such information.
- People taking photographs of critical facilities.
- People dressed inappropriately for weather conditions (suicide bomber).

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

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

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

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**CALL 911** from a safe location and follow police instructions.

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**Suspicous Behavior**

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

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

**Suspicous Package or Mail**

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

**Hostage Situation**

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

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**Explosion**

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

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**Evacuation**

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

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**Fire**

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

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**Medical Emergency**

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

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**Special Needs-Disability Guidelines**

- Check on people with special needs or disabilities during evacuation or lockdown. A “buddy system” where people with disabilities arrange for volunteer’s (co-employee/student) to alert and assist them in an emergency is recommended.
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- In the event that someone with special needs or a disability cannot be evacuated, alert emergency personnel immediately.