



Crisis Response Manual

Revised: 01/18/2022

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Clark State Safety Plan Overview

Clark State College is dedicated to providing a safe and healthy environment to all students, faculty, and staff. To that end, a series of documents have been developed to facilitate the establishment of a safe environment, articulate prevention strategies, provision of templates for crisis response, and to indicate strategies for safety education. This manual serves as a statement of policy governing the execution of the allied Clark State safety documents:

1. Master Crisis Response Manual (MCRM)
2. Mobile Emergency Response Plan (MERP)
3. Business Continuity Plan
4. Blood-borne Pathogen Exposure Control Plan
5. Hazard Communication Plan
6. Chemical Hygiene Program

1. Master Crisis Response Manual (MCRM) and Mobile Emergency Response Plan (MERP)
Response actions to specific emergency events are delineated in these two documents, available in both printed and electronic format. Electronic versions are available for download on a PC or mobile phone (see Page 12). Both utilize the Incident Command System (ICS) as established by the Department of Homeland Security to govern emergency response. Both the MCRM and the MERP reflect an “all-hazards” approach to emergency incident management and address the following incident categories:

- | | |
|----------------------------|-----------------------------------|
| ■ Evacuation | ■ Power Outage |
| ■ Lockdown | ■ Natural Gas Leak |
| ■ Shelter-In-Place | ■ Flooding / Sewer Incident |
| ■ Fire | ■ Communication Loss |
| ■ Hazardous Materials | ■ Food and Water Contamination |
| ■ Medical Emergency | ■ Pandemic Incident |
| ■ Severe Weather (Tornado) | ■ Transportation Incident |
| ■ Winter Storm | ■ Special Rescue |
| ■ Earthquake | ■ Structural Collapse |
| ■ Violence | ■ Death of a Student/Staff Member |
| ■ Sexual Assault | ■ Chemical Attack |
| ■ Suicide | ■ Biological Attack |
| ■ Missing Person | ■ Radiological Attack |
| ■ Bomb Threat | ■ Nuclear Attack |
| ■ Civil Disorder | ■ Explosion |

The MCRM addresses the initial response steps to an emergency incident by any faculty, staff, or student, usually before Incident Command is established. The larger MERP guides the institutional response to larger incidents that require the establishment of Incident Command.

2. Business Continuity Plan

The College’s Business Continuity Plan is designed to aid the Business Office, Information Technology, and Physical Plant in the event of loss of electricity, information technologies, or other infrastructure loss that would prevent ongoing college operations.

3. Blood-borne Pathogen Exposure Control Plan

This plan provides specifies strategies to limit student, staff, and faculty exposure to blood and other body fluids.

4. Hazard Communication Plan

Every student, staff, and faculty member has a right to know the dangers of chemicals used in the instructional or workplace environment. This plan outlines the Clark State's strategy keep all informed of the chemicals used on campus.

5. Chemical Hygiene Program

Chemical and biological laboratories require special safety handling and management. This plan addresses these issues to ensure maximum campus and classroom safety.

6. Dissemination Criteria

This Crisis Response Manual, as well as all Clark State safety documents, are posted on the College's portal and distributed to each Building Project Officer (BPO). The Office of the VPBA, in cooperation with the College Safety Committee, will annually review and revise the Crisis Response Manual and all allied safety documents. The latest revision date will be specified in document footers.

In addition to the above plans pertaining to Clark State Community College, the college relies on the annually revised Clark County Resource Directory for contact information for local, State, and Federal emergency services and resources. An updated Resource Directory shall be maintained in the Office of the Vice President of Business Affairs and in the office of College Relations.

Campus Safety Syllabus Statement

The safety and security of faculty, staff, and students is a top priority at Clark State Community College. A safe environment is a necessary precursor to active learning. **If there is ANY threat of immediate harm at any time, call 911.**

If you believe you are the victim of (or a witness to) sexual discrimination, including but not limited to sexual harassment, sexual assault, or sexual violence, you are encouraged to contact one of the Title IX Coordinators below or any Clark State faculty or staff member.

Title IX Coordinator & Deputies

- **Nina Wiley**, Dean, Student Engagement & Support Services
TLC 115 | 937.328.7936 | wileyn@clarkstate.edu
- **Yolanda Hall**, Senior Human Resources Generalist
Rhodes Hall 210D | 937.328.6125 | hally@clarkstate.edu
- **Laura Whetstone**, Director, Human Resources
Rhodes Hall 210C | 937.328.7958 | whetstonel@clarkstate.edu
- **Ron Gordon**, Dean, Enrollment Services
Rhodes Hall 129 | 937.328.6095 | gordonr@clarkstate.edu
- **Natalie Johnson**, Associate Dean, Greene County Campuses
Greene Center 109 | 937.429.8926 | johnsonn@clarkstate.edu

Clery Act Campus Safety Authorities

- **Adam Curtis**, Risk and Emergency Management Coordinator
937.328.3855 | curtisa@clarkstate.edu | LRC 122
- **Ron Gordon**, Dean, Enrollment Services
937.328.6095 | gordonr@clarkstate.edu | LRC 122
- **Nina Wiley**, Dean, Student Support & Engagement Services
937.328.7936 | wileyn@clarkstate.edu | TLC 115
- **Natalie Johnson**, Associate Dean, Greene County Campuses
937.429.8926 | johnsonn@clarkstate.edu | GC 109
- **Justin McCulla**, Director, Athletics and Student Life, Student Services
937.328.7819 | mccullaj@clarkstate.edu | ASC 134

Mercy Health Springfield Primary Care at Clark State

- **Lori Converset**, Office Manager
937.523.9280 | lconverset@mercy.com | ASC 1st Floor

Accessibility Services

- **Elecia Spain**, Director, Access & Retention Services
937.328.3847 | spaine@clarkstate.edu | RH 136
- **Mary Bower**, Coordinator, Academic Support Services, Greene Center
937.431.7155 | bowerm@clarkstate.edu | GC 123

If you witness any threatening behavior that makes you uncomfortable, notify the Behavior Intervention Team (937.328.6065).

If you are depressed or have thoughts of suicide, please know that you are not alone. The Counseling Center (937.328.7961) is always ready to help.

If you identify fire conditions:

- RACE: Rescue, Alarm, Contain, Extinguish
- Know where the nearest fire extinguisher is located (find one, today).
- Fire Extinguisher use: PASS: Pull, Aim, Squeeze, Sweep
- Take time to look at the suggested evacuation routes posted in each room.

If you find someone apparently unresponsive, retrieve and apply an Automated External Defibrillator (AED). Take the time to find nearest AED nearest you (Page 17).

Know where Clark State First Aid kits are located (Page 17) and the Leffel Lane Clinic, ASC 210.

If you work in a lab with chemicals:

- Know how to access appropriate Personal Protective Equipment (PPE).
- Know where the Safety Data Sheets are posted.
- In case of tornado, know the designated safe areas in the building you are in.
- In case of evacuation, determine if any special needs occupants need assistance.

In case of a shooter on campus, follow these simple rules:

- RUN, HIDE, FIGHT
- <https://youtu.be/5VcSwejU2D0>

Incident Response Adjusted for Geographical Location

Clark State serves a student population spread over several regions and counties. The location of an emergency may dictate the structure of an emergency response. If Clark State classes or administrative duties are being performed in an offsite location primarily maintained and administered by another institution (e.g., Ohio Hi-Point Career Center), emergency actions must necessarily be governed by that institution's emergency policies.

In all Clark State locations, the primary emergency response is provided by the law enforcement, fire, and emergency medical agencies as provided by the surrounding political jurisdiction and is accessed by using the 911 communication system. However, four different response structures may be identified, based upon location:

Springfield Locations: Clark State contracts with the city of Springfield Police Division to provide Law Enforcement services during operational hours. The designated Clark State officer may be accessed by calling 911, but may also, for lesser incidents, be accessed through a Clark State cellular phone 937.328.3856.

Greene County: Clark State contracts with a private agency to provide security at its Beavercreek campus. For life-threatening events, notify the responding public safety agencies by calling 911. The on-site security guard is contacted by calling 605-8339. The Xenia campus utilizes the Xenia Police and Fire department for emergency responses. Utilizing 911 is the most appropriate contact strategy.

Logan County: Clark State operations in Logan County are in cooperation with Ohio Hi-Point Career Center (OHP). Emergency responses at the OHP site will necessarily follow the OHP emergency plan. Public safety agencies are accessed through the 911 system.

Other Outlying Locations: Clark State also conducts classes in various other locations (other career centers, truck driving training grounds, etc.). Emergency notifications and response at these locations are dependent upon the home agency. Public safety agencies will still be accessed through the 911 system.

External Crisis Involving Campus: The College's Springfield Campuses are an emergency evacuation site for the Springfield Clark Career Technology Center and the American Red Cross, and shall provide shelter for evacuees. College faculty and staff will be notified in such situations.

Campus Police Department

Clark State contracts with the City of Springfield to provide safety services for the Springfield campuses; the Campus Police Department is staffed by officers from the Springfield Police Department. Clark State contracts with Moonlight Security to provide safety and security services for the Beavercreek (Greene Center) campus. The College follows safety and security procedures at Ohio Hi-Point Career Center for the Bellefontaine campus. It is the College's mission to provide a safe and secure environment for students, employees, guests, and visitors while on campus (no officially recognized student housing or student organizations, such as Greek life, exist).

In an emergency, always call 911. Campus Police officers are generally available Monday through Thursday, 7:30 am to 11 pm, and Fridays from 7:30 am to 4:30 pm. Campus Police can be reached at extension 3856 (if calling on campus) or 937.328.3856 (if calling from off campus or from a cell phone). Both of these numbers will be forwarded to the Springfield Police if the officer does not answer.

In Springfield, Campus Security Cadets are available to escort individuals to their vehicles, jump dead batteries, open locked vehicles, and more services from Monday through Thursday, 9am to 9pm, or Fridays from 9am to 4pm. They can be reached at 937.605.8269.

Resource Directory Phone Numbers

College Numbers	Primary	Secondary
Vice President of Business Affairs	6005	937.765.3393
Marketing, Diversity, Comm. Impact	6145	
Mercy Health Clinic		937.523.9280
Behavioral Support Services	7961	
Grounds	3872	937.605.9246
Physical Plant	6108	937.207.0290
Human Resources	6090	
Risk Management	3855	513.666.2045
Behavior Intervention Team	6056	
Law Enforcement	Primary	Secondary
Springfield Campus Police	3856 / 937.328.3856	Cell Phone: 937 605 9233
Campus Police Cadets	937.605.8269	Admin: 6047
Springfield Police Non-emergency	937.324.7680	Admin: 937.324.7685
Clark County Sheriff	937.328.2560	Admin: 937.521.2050
Moonlight Security (GC)	937.605.8339	Admin: 937.252.1600
Xenia Police	937.372.9901	Admin: 937.376.7221
Logan County Sheriff (OHP)	937.592.5731	Admin: 937.592.8111
Fire / EMS	Primary	
Springfield Fire Rescue Headquarters	937.324.7605	In an emergency, always call 911
Springfield Township Fire & EMS	937.324.4571	
Utilities	Primary	
Ohio Edison	800.633.4766	
AES	937.331.4700	
Columbia Gas of Ohio	800.344.4077	
Agility Recovery	877.364.9393	

Crisis Preparation

All employees should become familiar with the locations of fire and security alarms, first-aid kits, fire extinguishers, and emergency exits in the event of an emergency. This information is posted in classrooms, offices and hallways. Additionally, annual training shall be provided for Building Project Officers.

The Director of Facilities, Operations & Maintenance is responsible for the following:

- Annual inspection, and recharging as required, of all fire extinguishers
- Semi-annual inspection of the battery-operated emergency lighting system
- Periodic testing of alarms and sirens
- Maintenance of evacuation route signs

The Emergency Management coordinator is responsible for the annual and as-needed replenishment of all first-aid kits (see Page 17 for first-aid kit locations). Each department has been issued flashlights and emergency kits and it is their responsibility to make sure their flashlight is equipped with fresh batteries. All offices that handle cash/valuables shall be responsible for securing such items before leaving their areas.

Mobile Emergency Response Plan (MERP)

The Mobile Emergency Response Plan (MERP) is an on-line tool that aids in defining Clark State College's response to emergency incidents. It is our strategy for dealing with the immediate response to emergency incidents and it serves as a guideline for actions to be taken in the critical first moments.

Accessing the MERP

- 1) You may access the MERP at any time on the internet by navigating to:

<https://safeguardmerp.com/Collection>

The website is viewable on a:

- Desktop
- Tablet
- Smartphone
- Other mobile devices

- 2) The MERP is also available as an app for Apple and Android devices that you can download to your personal device through your app store. Once in the appropriate app store, just search for "MERP" and download it to your device.

Login

Username: safety@clarkstate.edu
 Password: cscsafety1

The MERP is designed to be a "living" document with revisions made on-line as necessary. If you download the plan to either a desktop or a mobile device, consider occasionally updating the file/app to ensure that you have the latest information.

Video tutorial: <https://www.mobileemergencyresponseplan.com/building-and-transportation/>

Clark State Safety Committee

Clark State maintains a college-wide safety committee made up of faculty and staff appointed at the discretion of the Faculty and Staff Senates. The Safety Committee is charged with monitoring the execution of the several Safety Plans and addressing safety issues as they arise. Communication between the Safety Committee, the Office of the Vice President of Business Affairs, and the Human Resources department is necessary for effective monitoring of the safety plans.

Each Safety Plan contains mandates concerning education and monitoring. An annual report to the Safety Committee consistent with those mandates shall contain the following:

Annual Report from the Office of the Vice President for Business Affairs:

Bloodborne Pathogens Exposure Control Plan

- Number of HBV immunizations offered.
- Number of HBV immunizations declinations filed.
- Number of employees requiring post-exposure treatment.
- Dates and findings of periodic audits.
- Results of BPE Safety Kit inspections
- Number of reported sharps injuries.
- Last date of plan revision.

Hazard Communication Plan

- Number of spills/incidents.
- Number of employee exposures.
- Number of employees requiring post-exposure treatment.
- List of reported chemicals.
- Last date of plan revision.

Chemical Hygiene Program

- Results of Annual Audit.
- Quarterly inspections.

- Department inventories.
- Ongoing employee/student training.
- New laboratory procedures.
- Fire extinguisher inspection.
- Eyewash station inspection.
- Fume hood inspection.
- Fume hood training.
- Steam autoclave inspection.
- Steam autoclave training.
- Equipment modifications.
- Spill cleanup kit inspection.
- Number of employees receiving post exposure treatment.
- Last date of plan revision.

Disaster Preparedness Plan

- Minutes of quarterly meetings of the Crisis Management Team.
- Dates/names of employees completing required training.
- Results of annual drills.
- Last date of plan revision.

Annual Report from the Director of Human Resources

Blood-borne Pathogens Exposure Control Plan

- Names/dates of employees completing required training upon employment.
- Names/dates of employees completing required annual training.

Hazard Communication Plan

- Names/dates of employees completing required training upon employment.

- Names/dates of employees completing required annual training.
- Names/dates/subject matter of education offerings to HazCom Coordinators.

Chemical Hygiene Program

- Names/dates of employees completing required training upon employment.
- Names/dates of employees completing required annual training.

Closing the College or Delaying the Start of Classes

Several types of emergencies may require closing the College, though the most common are the transportation issues presented by a winter storm. The procedure for announcing closings, however, regardless of cause, are as follows. All employees and students are expected to attend when the College is open. The decision to close the College due to ice, blizzards, or snow is based on the condition of area roads and whether campus roads/parking lots can be cleared by 8 a.m. If the Clark County Sheriff issues a Level Three snow emergency, the College will close. Announcement of a closing or delay will be communicated as follows:

- Alerts
- Clark State Website & Portal
- Facebook
- Twitter
- Leffel Lane Marquee
- Area TV and Radio Stations
- www.cancellations.com

The responsibility for announcing the decision to close the College and/or delay the opening of the College rests with the President or in his/her absence with the Vice President for Business Affairs. When the College closes, the Greene Center campus, the Bellefontaine campus (at Ohio Hi-Point Career Center), as well as classes held at any other location (Urbana University, Greene County Career Center, Miami Valley CTC and Springfield-Clark CTC) will be cancelled. If Ohio Hi-Point Career Center in Bellefontaine, Urbana University or any of the Career Centers close (and Clark State remains open), classes at those locations will be cancelled.

Closing the College - Every attempt shall be made to announce the closing by 6 a.m. the morning of the cancellation. If at all possible, the decision to close the College shall be made the previous night.

Closing for Evening Classes Only - Every attempt shall be made to reach a decision by 1 p.m. However, there are times when the appropriate information or conditions are not available at that time. Announcements shall be made as soon as the decision is reached. All offices and services shall be closed no later than 5 p.m. (i.e., library, gym, wellness center, etc.).

Closing the College Early - If a decision is made to close the College early, announcements shall be made as soon as the decision is reached.

Delaying the Start of Classes - When the start of classes is delayed to a time later than 8 a.m. (i.e., 10 a.m. or noon), the classes scheduled during the delay period will not meet. Classes scheduled after the College has reopened will be held at their usual times. There will be no abbreviated class sessions. Buildings will open one hour prior to the start of classes. Announcements will be made as soon as the decision is reached. Non-teaching staff shall be notified if their schedule for reporting to work is different than the beginning of classes for students.

Persons with Disabilities During Emergencies

It is important that we consider the needs of employees, students, and visitors who may need assistance in evacuating the building in an emergency situation.

Employees

Identification: Employees are encouraged to contact HR and/or their supervisors discuss with their supervisors regarding any physical disability or health concern they have that may require special assistance or accommodation.

Consultation: With the permission of the employee, the supervisor may want to contact Campus Police, Health Clinic, Human Resources, and Office of Accessibility to discuss the needs of the employee and to present an evacuation plan.

Evacuation plan: Employees and their supervisors will establish an evacuation plan with alternative routes to cover unexpected problems such as an inoperable elevator or blocked stairway. A copy of this evacuation plan should be forwarded to Campus Police.

Students

Identification: Faculty should encourage any student in their classes to discuss any building evacuation physical disability or health concerns with them at the beginning of each semester. A statement on Clark State's policy for students with disabilities is available in the master syllabus (see below).

Consultation: With the permission of the student, faculty should notify Campus Police, Health Clinic and Office of Accessibility about the needs of the student.

Evacuation Plan: The faculty and the student should establish an evacuation plan that will include:

- Pairing the student who needs evacuation assistance has the physical disability or health concern with one or more peers students to assist them in evacuation
- Establish contingency routes in case of an inoperable elevator or blocked stairway

A copy of these and any other evacuation plans should be forwarded to Campus Police.

Visitors

All College facilities are accessible to persons with disabilities. Upon request, additional reasonable accommodations may be provided. It is the responsibility of the Conference Services Manager and the Performing Arts Center staff to notify the appropriate College employee(s) when special accommodations are requested.

Disability Syllabus Statement

If you have a documented disability for which accommodations may be required in class, please contact the Office of Accessibility (937.328.6019) as soon as possible to arrange accommodations. If you have already presented your documentation and/or arranged accommodations through the Office of Accessibility, you are required to provide the instructor with your accommodation letter.

Accommodations will only be provided after the letter is submitted to your instructor. In addition, any request must be made so that the instructor has sufficient time to meet your needs. In addition, it is the student's responsibility to schedule test with the instructor and Disability Services.

Emergency Kits

Wall-Mounted First Aid Kits <ul style="list-style-type: none"> ASC 2Flr ASC Study Area BEC Lobby GC 1Flr & 2Flr HBC Lobby LRC - BAT Office LRC 207/209 PAC, Front and Back RH 2Flr study area & 3Flr RSC - Eagle's Nest RSC – Facilities Hallway RSC - Success Center SH Front Office TLC Lobby, behind desk Sharps Containers (in restrooms) <ul style="list-style-type: none"> ASC 1Flr restroom SH north hallway TLC 1Flr north restroom 	Automated External Defibrillators (AED's) <ul style="list-style-type: none"> ASC Health- Outside of gym BEC lobby Disaster House classroom Eagle's Nest Greene Center first floor lobby HBC lobby LRC second floor hallway PAC Lobby Rhodes Hall 2nd floor Shull Hall lobby TLC front desk Wheelchairs <ul style="list-style-type: none"> ASC 141/142 PTA Lab (6) ASC 210 Clinic & Lounge (3) GC, 2Flr storage area (2) OHP, Nursing lab (3) PAC 111 & 114 (2) TLC 150 & 161 (5) 	Beacon Locations <ul style="list-style-type: none"> ASC Study Area ASC Wellness Center & Gym GC 1Flr & 2Flr HBC Meeting Room LRC 207/209 PAC Theatre & Turner Theatre RH 2Flr Study Area RSC Eagle's Nest TLC Lobby
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Emergency Supply Box

<ul style="list-style-type: none"> Vests Notebook Flashlights Bullhorn Paper Response Guides 	ASC Nursing Office	PAC Front Office & Turner Theatre
	BEC Lobby	RH 1 st & 3 rd
	GC 1 st	SH Front Office
	HBC Front Desk	TLC Kitchen & Library
	LRC 1 st & 3 rd	

First-Aid Inventory

Adhesive Bandage 1" x 3"	100	Gauze Rolls	3	Sting Relief Pads	30
Adhesive Bandage 3" x 3/4"	100	Examination Gloves	8	First Aid Guide	1
Fabric Bandages 1" x 3"	100	Instant Cold Compresses	2	Cotton Tip Applicators	100
Knuckle Bandages	30	Tweezers	1	Elastic Bandage 3" (Ace Type)	1
Fingertip Bandages	30	Scissors	1	Aspirin Tablets	100
Non-Sterile Pads 2" x 3"	12	Burn Creams	20	Pain Relief Tables	100
Tape Rolls	2	Burn Spray 3 oz	1	Antacid Tablets	100
Triangular Bandage	1	Antibiotic Ointments	20	Hand Sanitizers	25
Trauma Pads	2	Antiseptic Spray 3 oz	1	Eye Wash 4 oz	1
Bandage Compress	1	Alcohol Pads	100	Eye Pads	2
Eye Cup	1	PVP Iodine Pads	30	Splints/Tongue Depressors	8
Gauze Pads	30	Antiseptic Towelettes	40	Filtration Masks	6

Emergency Response Team

A college-wide Emergency Response Team (ERT) has been appointed to respond and manage emergency incidents as the need arises. Notification of the ERT will be at the discretion of the Vice President of Emergency Management (or designee). The ERT will be responsible for managing the ICS response until the incident is resolved. Primary notification of the ERT will be through a team-designated Eagle Alerts list. Communications between members of the ERT may be facilitated through a college-provided mobile phone system and hand-held radios.

Name	Title	Primary Contact
Adkins, Adele	Executive Director, PAC	3857
Ayars, Dan	Director, Facilities Ops and Maintenance	6040
Bommer, Sharon	Dean, Business and Applied Technologies	6037
Benton, Karen	Coordinator, Criminal Justice	8073
Binkley, Travis	Associate Dean, Academic Services	937.431.7157
Blondin, Jo Alice	President	6001
Longkumer, Senti	Assistant Dean, Arts and Sciences	6018
Kirkman, Dawayne	Vice President, Student Affairs	7977
Franz, Matt	Senior Vice President	6144
Green, Ryan	Maintenance Supervisor	6065
Gordon, Ron	Dean, Enrollment Services	6095
Honeycutt, Amanda	Director, Grounds and Fleet	3872
Houser, Lauren	Project Jericho Director	3869
Hunter, Tiffany	Provost & Senior Vice President, Academic Affairs	6025
Kelly, Susan	Assistant to the VP, Business Affairs	6004
Louis, Naomi	Dean, Arts & Sciences	6031
Jones, Crystal	VP, Marketing, Diversity, Community Impact	6145
Minter, John	Student Support Services	6101
Nelson, Kathleen	Controller	6006
Seaman, Diana	Registrar	6014
Sommers, Rhoda	Dean, HHPS	6060
Toles, Mellanie	Assistant to the President	6002
Van Noord, Melinda	Counseling Services Coordinator	7961
Schantz, Doug	Vice President, Business Affairs	6005
Weber, Paul	Peace Office Academy Commander	6050
Whetstone, Laura	Director, Human Resources	7958
Wiley, Nina	Dean, Student Engagement and Support Services	7936
Vacant	Director, Conference Services	7975

ERT Radio Use

- Don't be afraid to use the radio.
 - It's like a phone, except two people can't speak at the same time.
 - It's a great way however to speak to a group of people all at once.
- Identify yourself and your location at the beginning of new transmissions.
- Use a normal tone; there's no need to shout, you are having a conversation.
- Avoid complicated sentences. Remember your ABC's, Accuracy, Brevity, & Clarity.
- Avoid transmitting sensitive or confidential information (such as names, birthdates etc.)

The Emergency Button

- The red button on the top of the radio is a Panic Button.
 - If you feel threatened in ANY SITUATION, you can press this button to summon help.
 - You have to press the button for one (1) full second for the "panic" mode to work.
 - When depressed, this button will trigger an alerting tone on all other system radios.
 - The initiating radio will be silent.
 - All other radios will display the origin of the alert in the front window.
 - Recognize that this display may be misleading if the radio has traveled from its assigned location.
- What should you do if you receive this panic alert?
 - If nearby, proceed CAUTIOUSLY to the source of the alert and determine if you can safely offer assistance
 - If you are not close to the source of the alert, call 911 and ask for police to respond.
 - If the issue turns out not to need law enforcement, make sure to call back and cancel the response

Operation

- The left top scrolling knob controls the volume. Make sure it's turned up!
- The right top scrolling knob controls the channel.
 - Keep the radio on the Emergency channel.
 - The radio will narrate what channel you are on, either when changed or turned on.
 - The channel also displays in the front window.
 - There are three other possible channels that we could use if multiple channels are needed during an incident.
- When you push the talk button, wait two seconds before beginning to talk or you will get cut off.
 - Wait until after you hear a "beep" to let you know that your message will be heard.
 - If you hear a "bong," someone else is speaking and you should delay your message until their message is complete.

Charging

- Keep the radio on when in the battery charger
 - Slide the radio directly down into the charger.
 - A red indicator light shows that the radio is charging.
 - A green indicator light shows that the radio is fully charged.
 - A flashing red light indicates a battery problem. Notify IT of this issue.
 - A yellow light means that the radio is improperly seated in the charger. Take it off, and slide it directly down into the charger. This may need to be repeated.

Respiratory Protection

Pursuant to regulatory guidelines, particularly CFR 1910.134, Clark State employees and students who are subject to hazardous airborne containments will be provided with adequate, protection, training, and evaluation to maintain their health and safety. These measures shall include engineering controls, scheduling, and personal respirators as appropriate for environmental hazard determinations and method of exposure. Individuals who are subject to these respiratory protections will be identified by their immediate supervisor, who will then advise the Risk Management coordinator.

Respirators will meet the safety standards as established by NIOSH for the specific contaminant conditions of their use, which include environments that contain known harmful levels of chemical compounds. Exposure to these contaminants will be minimized by administrative and scheduling controls, but respirator use shall be required to neutralize potential health hazards. When issued, employees will be instructed in respirator use by the Risk Management coordinator, who will provide training for wear and maintenance. This training will also include the hazards and detrimental effects of working without these protections.

Respirators will be fit-tested at issuance, and then subsequently by their wearers before each use. Respirators and filters will also be inspected before each use, and If found deficient, wearers will notify their immediate supervisor and the Risk Management coordinator, who will repair or replace them. They will be inspected at least once a year by the supervisor over their department of use, who will notify the Risk Management coordinator of their findings. Wearers will, before and after each use, properly disinfect, handle, and store their respirator. If at any time a respirator or filter is found deficient, damaged, or inappropriate for wear in any way, their use will be immediately suspended, and the hazardous activity will not continue until proper protections are in place. A written log will be kept of each use, including records of cleaning, inspection, and function

All employees designated for respirator use will complete a medical evaluation prior to using these protective measures. The evaluation will include completion of an OSHA Respirator Medical Evaluation Questionnaire, and consultation with a compliant physician or licensed healthcare professional as necessary. These consultations will be done at the medical centers as outlined in the Employee Injury section of this document. If medically unable to wear a respirator, these individuals will be excused from duties where respirators are necessary. Employees who elect to voluntarily wear a respirator will also comply with these standards, and be subject to the same training, testing, and use requirements.

This policy will be updated as needed, and will reflect best practices for Clark State. It will be maintained by the Risk Management coordinator in concert with employees involved in the wear and use of respirators.

Fitting Standards

- Quantitative fit testing must be passed annually
- Facial hair, jewelry, or eyeglasses must not disrupt the respirator's seal
- Before each use, the user will perform a seal check and inspection in a safe area
 - Tightness of straps & connections
 - Respirator & filter function
 - Condition of facepiece, straps, valves, filter, & other components

Building Project Officers

Clark State relies on a strategy of decentralization to provide for an initial organized response before the establishment of an Incident Command structure and deployment of the Emergency Response Team (ERT). To that end, a pool of volunteers, called the Building Project Officers (BPO), have been recruited in each Clark State building to aid in initial emergency response procedures. Building Project Officers, during an emergency, accept the responsibility to aid students, faculty, and staff access the appropriate emergency response. BPO's will also help guide building occupants to designated safety areas in the event of required evacuation or shelter-in-place strategies.

BPO's are also used to monitor safety supplies (flashlights, megaphones), first aid kits, and the integrity of safety areas. The Vice President of emergency Management and the Safety Committee will ensure that BPO's are offered (at a minimum) annual training that addresses BPO responsibilities.

The following personnel at the College are designated as Building Project Officers. Building Project Officers aid students, faculty, and staff access the appropriate emergency responses and help guide building occupants to designated safety areas in the event of required evacuation or shelter-in-place strategies.

Building	Floor	Building Project Officer
Applied Science Center (ASC)	Wellness Center/ 1 st Floor 2 nd Floor	Justin McCulla / Julia Daniels
Bellefontaine / Ohio Hi-Point (OHP)	All Clark State Areas	Cindy Drumm
Brinkman Educational Center (BEC)	All Areas	Paul Weber / Nikki Smith Bobbi Mills
CTTC Training Yard (Tremont)	All Areas	William Weekly / Duane Hodge
Disaster Recovery Learning Lab (DLL)	All Areas	Instructor on Duty
Greene Center / Beavercreek (GC)	All Areas	Natalie Johnson / Rahme Ashour Camille Akey / Moonlight Security
Hollenbeck Bayley Center (HBC)	1 st Floor 2 nd Floor	Josh Compston / TBD Lauren Houser / Kristi Limes
Landess Technology & Learning Center (TLC)	Rotunda South to RH Rotunda North to ASC	Nina Wiley / Amy Kelly Karen Hunt
Library Resource Center (LRC)	1 st Floor 2 nd and 3d Floors	Adam Parrillo / Cathy Tagg Matt Franz / Nathan Walters
Maintenance Barn	All Areas	Amanda Honeycutt / Kyle Thullen
Performing Arts Center (PAC)	All Areas	Dan Hunt / Karen Clark Mark McCarty / Jimmy Straley
Rafinski Student Center (RSC)	1 st Floor	Dan Ayers / Ryan Green
Rhodes Hall (RH)	1 st Floor 2 nd Floor 3 rd Floor	Charmaine Misick / Ron Gordon Travis Binkley / Toni Yancy Susan Kelly / John Minter Melinda Van Noord Naomi Louis / Petra Deason
Shull Hall (SH)	All Areas	Arly Drake / Kathleen Day

Incident Command

Clark State uses the Incident Command System (ICS) as defined in the MERP to manage emergency responses. ICS is a modular system capable of expanding or contracting as required by the incident. The ICS organizational structure develops in a modular fashion based on the kind and the size of the incident. The organization's staff builds from the top down with the responsibility and performance placed initially with the Incident Commander (IC).

The specific organizational structure established for any given incident will be based on the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organization is required. If one or more of the areas requires independent management, an individual is named to be responsible for that area. No individual should be responsible for supervising more than seven others.

It is understood that the Vice President of Emergency Management will be the Incident Commander unless otherwise designated for an incident. Administrative Offices on LRC second floor will be the site of the initial Emergency Operations Center (EOC).

An Informal Orientation to the Incident Command System

The Incident Command System (ICS) is used by every Emergency Management Agency and fire department in North America (police department use is more sporadic). The Department of Homeland Security expects Institutes of Higher Education (IHE) to use this system, as well. However, translating what works in fire departments to other bureaucracies (like IHE's) can be a little messy. ICS has lots of acronyms and forms that are quite intimidating to those who do not use them as part of their regular job. We will try and keep that jargon to a minimum in our own plans. There are some ICS forms, however, that we will be using at Clark State.

Here's a short overview of ICS. To get the detailed version, reference FEMA's ICS 100 and 700 courses:

- <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
- <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.c>

There are three essential components of ICS that should help put it in perspective (and make it less foreign):

1) ICS is just "management by objective." The incident commander (and the command team) must determine (a) the goals of the incident and (b) the objectives used to attain them. Usually, determination of tasks and their execution are left to the next management level. When you think of ICS, just impose whatever management schema you usually use. That may be something like this: (a) goals; (b) objectives to achieve goals; (c) tasks to achieve objectives. But, use whatever schema you typically use.

The next imperative after establishing goals and objectives is documenting and communicating those to the wider team. Everyone, quickly, needs to be on the same page. (ICS has forms for that.)

And, of course, periodic re-evaluation and revision of goals is paramount (things change quickly under emergency conditions).

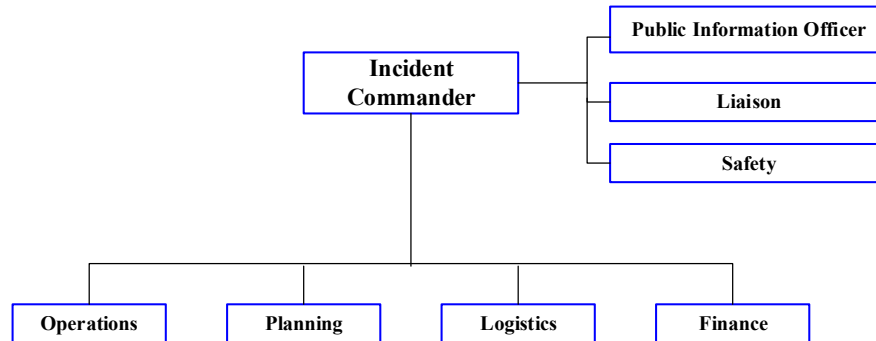
2) The second essential ICS concept is "span of control." No one in the system should have more than seven people reporting to them. (Or, the other way to say it is that no one should be managing

more than seven people.) Proper span of control is defined as managing three-to-seven people, with five being the sweet spot. Seven is the maximum. If any one person is managing more than seven, then it is time to impose another supervisory level – another level on the flow chart. This is why, when I teach ICS, I say that it is a system of “vice-presidents.” If you are managing more than seven folks, it’s time to appoint another “vice president.”

3) The last essential is the concept that the incident dictates which of the ICS positions needs to be filled. The organization chart is your “toolbox.” Each box, then, each position on the flow chart, is just another tool – to be utilized or not, depending upon the incident. A minor incident may only require an “Incident Commander.” All of the responsibilities of all of the other positions are either not needed, or they can be filled by the one person involved. In that case, of course, the formal adoption of the ICS would not occur. But, you get the idea: you only use the tools -- you only need to fill the positions -- that the incident requires. An incident where all of the positions are activated are rare, indeed.

Incident Command Structure

Incident Command Structure



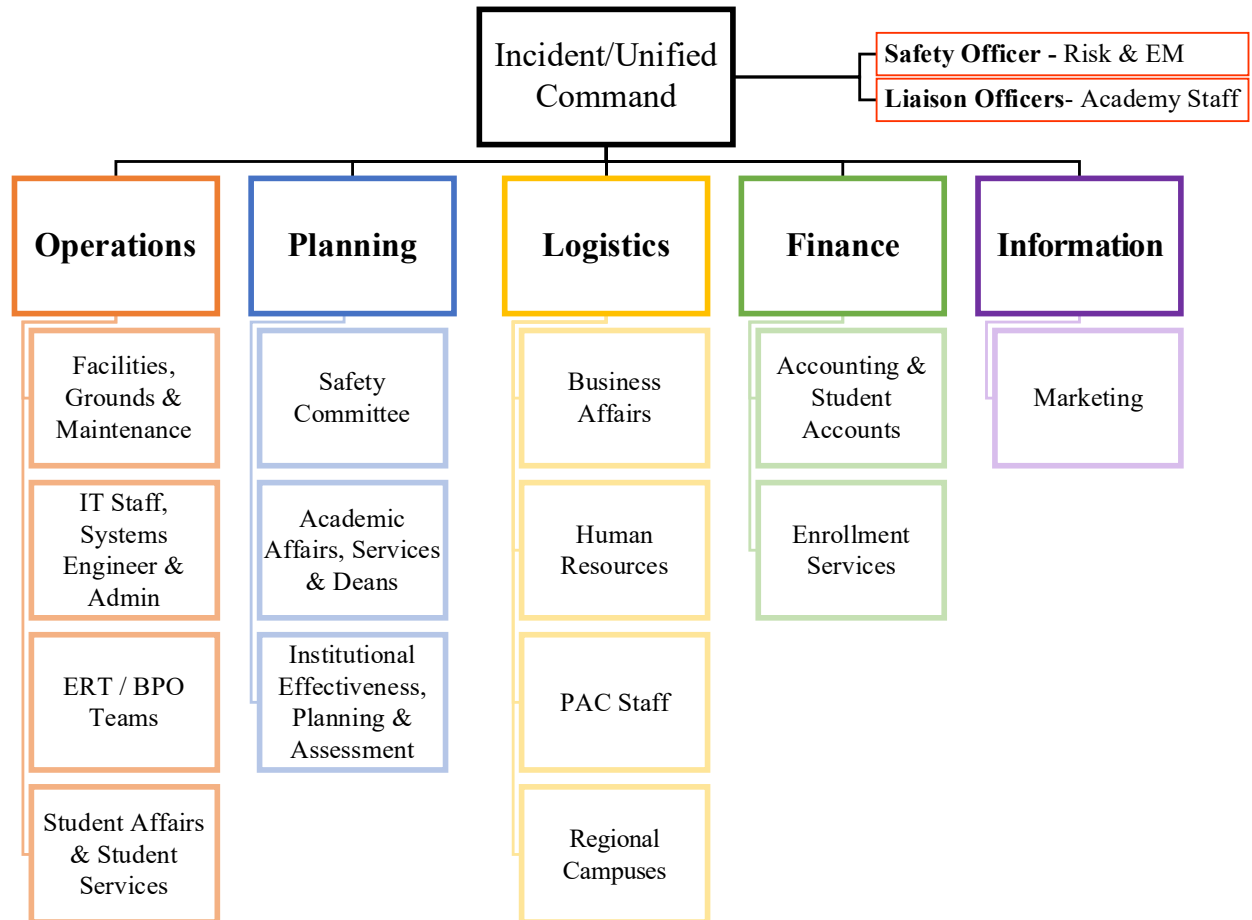
The OPERATIONS Section is responsible for: carrying out the Incident Action Plan (IAP) response activities, directing and coordinating all operations while ensuring the safety of Operations Section personnel, requesting or releasing resources, and keeping the Incident Commander informed.

The PLANNING Section's function includes: collecting, evaluating, disseminating, and using information about the development of incident and status of resources. Its responsibilities also include creating the IAP which defines response activities and resource use for a specified time period.

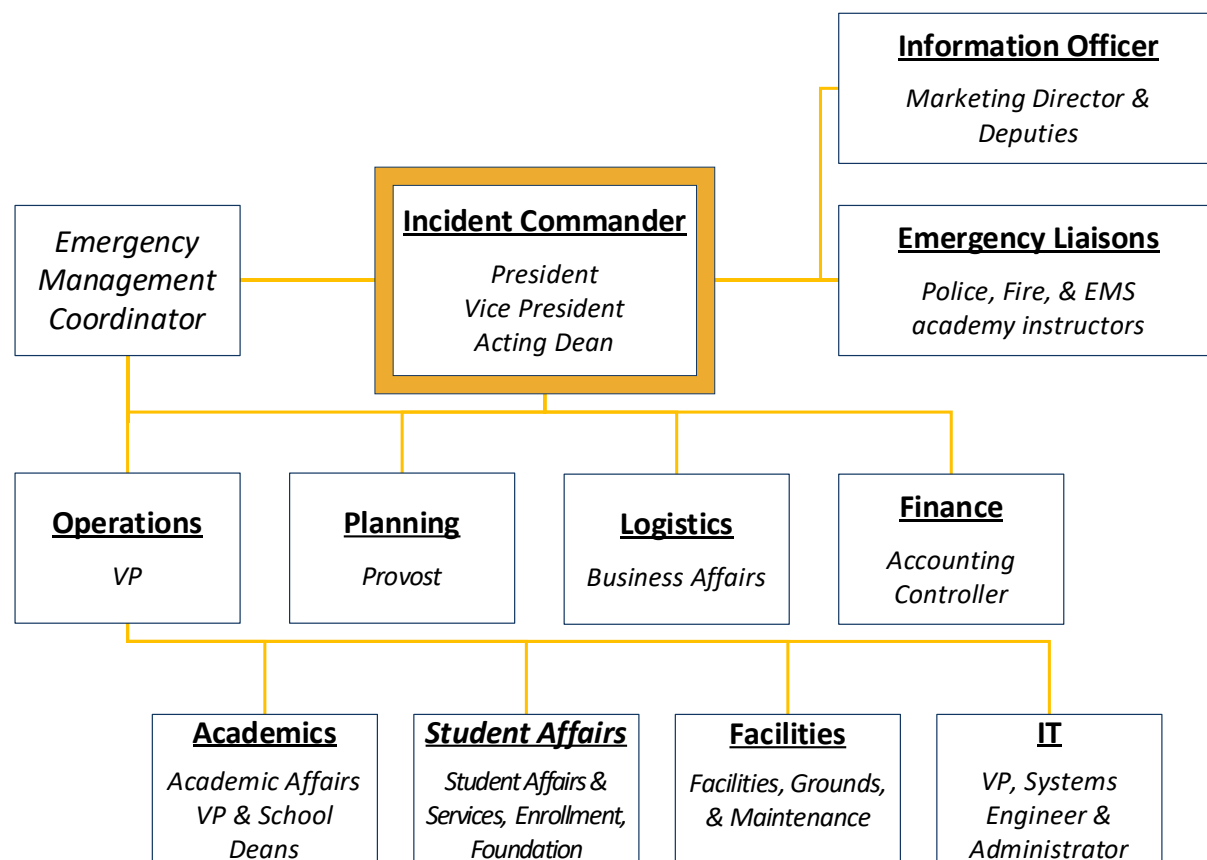
The LOGISTICS Section is responsible for providing: facilities, services, and materials (including personnel) to operate the requested equipment for the incident. The LOGISTICS Section functions are geared to support the incident responders.

The FINANCE/ADMINISTRATION Section tracks incidents costs and performs the critical function of reimbursement accounting.

Incident Command Organization Chart



Legacy Incident Command Crosswalk



Miscellaneous Procedures

Individual departments/divisions shall take whatever special measures are necessary to notify outside users about the closing/delay, particularly events scheduled through Conference Services. This process shall include notifying users and caterers. The Performing Arts Center and Hollenbeck Bayley Center serve a different public and has contracts with agencies and performers that require special consideration. The decision to close the Performing Arts Center and/or the Hollenbeck Bayley Center shall be made by the Executive Director, Performing Arts Center. The Athletic Department, upon being informed of the cancellation of classes, shall contact the opponent(s) and appropriate game and league officials to cancel any athletic event(s) scheduled on campus as well as notifying opponents in order to cancel away games in which Clark State students are scheduled to participate.

Divisions/departments responsible for clinical activities; off-campus classes; classes held on campus by others (University of Dayton, Franklin University, ABLE/GED program, etc.); police academy classes; Commercial Transportation Training Center classes; Corporate & Community Services non-credit training/classes; Conference Services events; and the Early Childhood Education Center may have special notification procedures. Notification procedures shall be managed through that division/department.

There may be times of emergency, such as no electricity in a building or flooding, where only one or two buildings will be closed. In those cases, buildings that can operate shall continue to function as usual. The Physical Plant and Grounds staff shall follow their established procedures for clearing the lots and roadways and/or preparing the buildings for use.

Emergency Communications Plan

The Office of College Relations will maintain an accurate contact list through which emergency notifications can be distributed to Clark State students, faculty and staff (Eagle Alerts).

Initially, activation of Eagle Alerts is understood to be through the Vice President of Business Affairs (VPBA). All Clark State students, faculty, and staff should understand that all Eagle Alerts are made through this access point (VPBA). Student, faculty, and staff contact with Clark State Law Enforcement should be considered sufficient notification to initiate this process.

A separate contact list should be maintained to provide internal e-mail/text communication among members of the Emergency Response Team.

The College Relations Manager will tour the Clark County JIC on an annual basis.

A list of possible media center locations shall be maintained by the Office of College Relations. Media center locations should have sufficient electrical, phone, and internet access to accommodate major media representatives.

During an emergency event, the manager of College Relations will act as the primary Public Information Officer (PIO) for the college. If the office manager is unavailable, College relations staff will fill this position. If no one from College Relations is available, the Incident Commander will appoint the PIO.

The PIO will be the primary college's spokesperson to the public and to the media. Duties will include:

- Issue Eagle Alerts as directed by the IC.

- Issue Emergency Response Team (ERT) communications as directed by the IC or Operations director.
- Establish a location for the Public Information Office.
 - This location will initially be the College Relations Office.
 - The PIO will work with the Incident Commander (IC) to establish an alternate office location if deemed necessary/desirable. Such a location should have adequate phone and internet access.
 - In the event of a large-scale emergency, the PIO may be assigned to the Clark County Joint Information Center (JIC).
 - Maintain a “go kit” of necessary supplies/information that can be easily transported to a JIC.
- Compose/approve all Clark State public/media communications.
 - If first responding safety agencies are involved in the incident, the PIO will compose all public/media communications jointly with the safety agency PIO’s.
- Appoint the media spokesperson for the event along with the IC.
- Establish a timetable of media communications or press conferences.
- Establish a Media Center along with Physical Plant and Grounds.
 - Ensure that the Media Center has sufficient, space, electrical service, and phone and internet access to accommodate media demands.
 - The location of the Media Center may require coordination with public safety services.
- Establish communication access strategies for public/student/family information.
 - Ensure that the college receptionist area is staffed to field incoming calls.
 - Provide recorded or scripted material to reception staff for public release.
 - Publicize additional phone numbers for community access.
 - Establish a telephone 211 hotline the public may access for incident information in cooperation with the Clark County Emergency Management Agency (EMA).
 - Ensure that the Clark State website is periodically updated with accurate incident information.
 - Provide an e-mail address that the public may use for incident inquiries.
- Appoint staff to monitor social media concerning incident information.
 - Provide updated information to disseminate through social media.
 - Attempt to correct misperceptions or misinformation disseminated by others on social media.

Public Information Officer

The Director of College Relations/Marketing will act as the Public Information Officer (PIO) unless otherwise designated. All information concerning the incident should come from the PIO. The PIO will be responsible for all media relations, including monitoring of social media. The primary method of incident information dissemination will be accomplished through the immediate release by the PIO of electronic messages to the college community by means of “Eagle Alerts.”

The PIO will be responsible for establishing a media center where periodic media updates may be released. In large-scale incidents, the Director of College Relations/Marketing will be assigned to an incident Joint Communication Center (JIC) where any release of information is coordinated with responding public safety agencies.

Evacuation Procedures for Building Project Officers

Evacuation may occur under fire, explosion, or other emergency conditions. The purpose is to use predesignated routes (if usable) to move students away from potentially threatening situations that may affect all or part of a facility. Evacuation notification will be made through the use of audible and visual alarms, Eagle Alerts, and/or voice message.

Initial Actions

- Put on identifying safety vest. Access two-way radios, flashlights, or bullhorns as needed.
- Identify yourself and location on the radio. Report status.
- Determine what areas/floors are to be evacuated.
- Determine a means of egress; have at least two routes under consideration. If your primary route is blocked or unusable, use a secondary exit route.
- Determine whether the predetermined evacuation assembly area can be utilized.
- Communicate the location of the assembly area.

Evacuate

- Assist in the search of the affected building / area to ensure that everyone has evacuated.
- Before opening, feel doors with the back of your hand. Do not open any door that feels hot.
- Make sure all special needs occupants are assisted in the evacuation.
- Check restrooms and other areas where occupants may not have heard the alarm.
- Make sure that last person to leave a room has closed windows, turned off lights, and closed doors.
- Ensure that elevators are not used to evacuate during a fire alarm.
- If smoke is present, stay low. The best quality of air is near the floor.
- Check the stairwell first to determine if it is safe to use as a means of egress. If the stairwell is contaminated with smoke, determine if another stairwell will provide a safer means of egress.

Assembly Area

- Ensure that the evacuation assembly area or refuge area is a safe distance from the incident (a minimum of 100 ft. is desirable).
- Be aware of fire door locations. Is it safe to move into another building?
- Establish contact with responding law enforcement and other emergency response agencies.
- Monitor evacuation assembly area to ensure that conditions remains safe and that the area is upwind of the incident.
- In the evacuation assembly area, try to account for everyone and immediately report anyone unaccounted for to first responders.
- Attempt to keep everyone in the same group that arrived at the assembly area. If anyone wishes to leave, encourage them to stay so that emergency personnel know where everyone is located. If someone insists on leaving, get their name (and cell phone number, if possible).
- Remain at the designated evacuation assembly area until directed by first responders and an "All Clear" has been announced.

Shelter-In-Place Procedures for Building Project Officers

Shelter-In-Place should be used to protect people from external threats such as tornado, some chemical plumes and other natural and man-made threats. Know in advance the nearest tornado safe area as identified in the Crisis Response Manual. Shelter-in-place notification will be made through the Eagle Alert system.

Safe Areas – Interior rooms away from windows on the lowest floor that can be reached.

Tornado Watch

- Issued by the National Weather Service when severe thunderstorms and tornadoes are possible in and near the watch area.
- Normal college activities are continued. (Outdoor activities may move indoors.)
- Communicate watch status to other staff and faculty in the building.
- Monitor weather radios. If possible, monitor weather radar.
- Be prepared to act quickly if weather conditions worsen.

Tornado Warning

- Issued when a tornado has been sighted or indicated by weather radar.
- Eagle Alert automatically generated if within 5 miles of Clark State facility
- Immediately move building occupants to designated safe areas.

Initial Actions

- Put on identifying safety vest. Access two-way radios, flashlights, or bullhorns as needed.
- Identify yourself and location on the radio. Report status.
- Use most appropriate method to communicate Warning status to building occupants.
 - Overhead paging
 - Bullhorn
 - Door to door
- Make sure all special needs occupants are assisted in moving to safe area.
- Close all windows and doors (including fire doors).

In the Safe Area

- Account for everyone as accurately as possible.
- Assess the situation with respect to injuries or building damage. Contact emergency services (911) as appropriate. If trained to do so, render first aid to those who are injured until medical help arrives.

All Clear

- Remain in the Safe Area until an “All Clear” is determined.
- Announce an “All Clear” if the threat has clearly **passed**.

Lockdown Procedures for Building Project Officers

The decision to lockdown an area of the College or the entire College rests with the Campus Police or other law enforcement. In a lockdown, all normal activities cease. Faculty, staff, and students move to a secured room / area and lock all interior and exterior doors and windows. Lockdown notification will be made through the Eagle Alert system.

Initial Actions

- Put on identifying safety vest. Access two-way radios, flashlights, or bullhorns as needed.
- Identify yourself and location on the radio. Report status.
- If safe, direct anyone outside to move into the building.

Lockdown

- Commence the lockdown immediately by closing and locking all interior and exterior doors.
- Close all windows.
- Keep quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Call 911 immediately if you have an emergency in your room.

All Clear – Lockdown is to remain in effect until cancelled by law enforcement or an “All Clear” is announced.

Fire/Explosion Response

Fire extinguishers and fire alarm pull stations are placed in strategic locations as recommended by the Authority having Jurisdiction. The fire alarm signal shall be given by sounding the fire alarm pull station in the affected building. The sound of the fire alarm are horns and strobe lights (LRC and RH also include bells). The Campus Police, with assistance from the Building Project Officers shall supervise clearing the building, and upon notification by the VPBA, shall give the signal to return.

Initial Emergency Fire Procedures

The Initial Emergency Response Guide (IERG) directs employees to use the R.A.C.E. acronym to guide initial responses to fire conditions:

- Rescue:** Remove anyone from immediate danger.
- Alarm:** Activate the nearest fire alarm pull station and call 911
- Contain:** Close doors and windows to contain the fire.
- Extinguish:** If safe use the nearest fire extinguisher. If unsafe, evacuate.

Fire extinguisher use is based upon the P.A.S.S. acronym:

- Pull:** Pull the pin.
- Aim:** Aim at the base of the fire
- Squeeze:** Squeeze the handle.
- Sweep:** Sweep at the base of the fire.

Evacuation

If evacuation is necessary, each Building Project Officer shall follow the evacuation procedures as outlined in the Initial Emergency Response Guide (IERG) and the Mobile Emergency Response Plan (MERP). Faculty shall select one or more students, as appropriate, at the beginning of each course to assist any students with disabilities.

Training

Periodic voluntary training will be offered to Clark State employees covering initial fire response actions. Employees attending will be tracked by the Human Resource Department and an annual report of attendees forwarded to the Safety Committee.

Tornado / Weather Emergency

If a tornado watch is issued by the National Weather Service or news media, Building Project Officers (see appendix) shall take a position suitable to observe the weather. This includes monitoring the Internet to determine the likelihood of a warning being issued and monitoring its path. Designated safety areas (see appendix) should be checked to ensure that they are available. If a tornado is sighted or a tornado warning is issued, each Building Project Officer shall be notified. Additionally, an Eagle Alert will be issued with the warning and will indicate which areas and/or counties are affected.

Signals: Upon the designation of a tornado warning, wall-mounted alert beacons (in select areas) will be activated and an audible tone alert will be omitted along with written alert texts. Greene Center – Phone contact will be made to the Vice President of Student Affairs. There is no citywide tornado warning system in Beavercreek. CTTC Training Grounds (Tremont City Road) – Phone contact will be made to the Training Site Operations Supervisor by the CTTC Director. Bellefontaine Location – Ohio Hi Point Career Center – Students shall follow the Ohio Hi-Point Career Center tornado/weather emergency procedures.

All Clear: Campus Police will assist with weather monitoring to determine whether a watch/warning has been issued and whether an all-clear has been declared. A verbal all-clear signal shall be given by Campus Police and/or the Building Project Officer when the emergency situation no longer exists at the Springfield Campuses. The verbal all-clear signal for the Greene Center shall be given by the Security Officer and/or the Building Project Officer and the verbal all-clear signal for students at the Ohio Hi-Point Career Center shall be given by that institution. Additionally, an Eagle Alert will be issued with the all-clear and will indicate which county(ies) are affected.

Evacuation: If evacuation is necessary, each Building Project Officer shall follow the evacuation procedures as outlined in the Initial Emergency Response Guide (ERG) and the Mobile Emergency Response Plan (MERP). If possible, an attempt will be made to notify persons outside the buildings to proceed to a designated safety area as quickly as possible.

Tornado Drill: A tornado drill with movement of students, faculty, and staff to designated shelter areas will be conducted in all Clark State building in the spring of each year.

Shelter-In-Place Procedures

Shelter-In-Place should be used to protect people from external threats such as tornado, some chemical plumes and other natural and man-made threats. Know in advance the nearest tornado safe area as identified in the Crisis Response Manual. Shelter-in-place notification will be made through the Eagle Alert system. Safe Areas are considered interior rooms away from windows on the lowest floor that can be reached.

Tornado Watch

- Issued by the National Weather Service when severe thunderstorms and tornadoes are possible in and near the watch area.
- Normal college activities are continued. (Outdoor activities may move indoors.)
- Communicate watch status to other staff and faculty in the building.
- If possible, monitor weather radar.
- Be prepared to act quickly if weather conditions worsen.

Tornado Warning

- Issued when a tornado has been sighted or indicated by weather radar.
- Eagle Alert automatically generated if within 5 miles of Clark State facility
- Immediately move building occupants to designated safe areas.
- Make sure all special needs occupants are assisted in moving to safe area.
- Close all windows and doors (including fire doors).

In the Safe Area

- Account for everyone as accurately as possible.
- Assess the situation with respect to injuries or building damage. Contact emergency services (911) as appropriate. If trained to do so, render first aid to those who are injured until medical help arrives.

All Clear – Remain in the Safe Area until an “All Clear” is determined

Designated Shelter-in-Place Safety Areas (For Tornadoes or Weather Emergencies)

Building	Shelter Area
ASC	Locker rooms, 108 & 125, athletics hallway
BEC	Basement
CTTC (Tremont City)	Under-road tunnel located halfway down the entry drive to the training grounds
Disaster Recovery Learning Lab	Basement
GC (Beavercreek)	First floor restrooms, 128, 129 & adjacent hallways
HBC	119, 120 & adjacent hallways, first floor stairwells & restrooms
LRC	Auditorium, first floor restrooms, BAT office, computer labs 105, 111, & 113
Maintenance Barn	Block office in corner
OHP (Bellefontaine)	Classroom building, basement hallway between 116 & 124
PAC	Kuss Auditorium (under seats if possible), backstage hallways, restrooms
RH	Open area & restrooms near first floor elevators, interior rooms inside Academic Support Center, second floor Business Affairs suite
RSC	Bookstore & storage, kitchen, rear hallway behind kitchen
SH	Interior hallway and rooms adjacent to 104 & 105
TLC	Library classrooms 127 & 128, 144, restrooms by stairs
Xenia (YMCA)	Locker rooms of the YMCA, student lounge, X310, X311, restrooms

Evacuation Procedures for Faculty and Staff

Evacuation may occur under fire, explosion, or other emergency conditions. The purpose is to use predesignated routes (if usable) to move students away from potentially threatening situations that may affect all or part of a facility. Evacuation notification will be made through the use of audible and visual alarms, Eagle Alerts, and/or voice message.

Initial Actions:

- Follow directions of Building Project Officers (BPO).
- Determine what areas/floors are to be evacuated.
- Determine a means of egress; have at least two routes under consideration. If your primary route is blocked, unusable, or unsafe use a secondary exit route.

Evacuate

- Assist in the search of the affected building / area to ensure that everyone has evacuated.
- Before opening, feel doors with the back of your hand. Do not open any door that feels hot.
- Make sure all special needs occupants are assisted in the evacuation.
- Check restrooms and other areas where occupants may not have heard the alarm.
- Make sure that the last person to leave a room has closed windows, turned off lights, and closed doors.
- Ensure that elevators are not used to evacuate during a fire alarm.
- If smoke is present, stay low. The best quality of air is near the floor.
- Check the stairwell first to determine if it is safe to use as a means of egress. If the stairwell is contaminated with smoke, determine if another stairwell will provide a safer means of egress.

Assembly Area

- Ensure that the evacuation assembly area or refuge area is a safe distance from the incident (a minimum of 100 ft. is desirable).
- Primary assembly areas will be the parking lots next to each building. The backs of the buildings (the lake area at the Leffel Lane campus), should be considered as secondary assembly areas.
- Be aware of fire door locations. Is it safe to move into another building?
- In the evacuation assembly area, try to account for everyone and immediately report anyone unaccounted for to the BPO.
- Attempt to keep everyone in the same group that arrived at the assembly area. If anyone wishes to leave, encourage them to stay so that emergency personnel know where everyone is located. If someone insists on leaving, get their name (and cell phone number, if possible).
- Remain at the designated evacuation assembly area until directed by the BPO.

Violence, Bomb Threats, and Suspicious Packages

If a violence or bomb threat is received, immediate notification of Campus Police and the VPBA should be made. Further actions based upon the credibility of the threat will be determined by the VPBA in conjunction with law enforcement. Initial actions can be noted based upon the method by which the threat is received. These lists are not meant to be memorized, but awareness is important. These steps are really just common-sense actions combined with an awareness of the Violence and Bomb Threat Checklist:

Telephone Threat

- Do not hang up. Keep the caller on the line as long as possible.
- If possible, signal others in the area to listen and notify Campus Police.
 - Have others help you access the Violence and Bomb Threat Checklist to aid in recording details of the call.

At a minimum:

- Record the number on the window display.
- Try to write down the exact wording of the threat.
- Ask where the bomb is located or the event will occur.
- Ask when the bomb will detonate or the event will occur.
- After the call, immediately notify Campus Police and the VPBA.
 - If not already done, use the Violence and Bomb Threat Checklist to record as much detail as possible.

Verbal Threat

- If the perpetrator leaves, note their direction of travel.
- Immediately notify Campus Police and the VPBA.
- Write down the threat exactly as it was communicated.
- Use the Violence and Bomb Threat Checklist to record as much detail as possible.

Written Threat

- Handle the document as little as possible.
- Immediately notify Campus Police and the VPBA.
- Rewrite the threat exactly as is on another sheet of paper and note the date/time/location the document was found.
- Secure the original threat. Do not alter the item in any way.
- If small/removable, place in bag or envelope.
- If large/stationary, secure the location.

Mail Threat

- Immediately notify Campus Police and the VPBA.
- Save all materials (envelopes, packaging, labels).
- As much as possible, avoid touching or moving the material.
- Note whether the letter/package is lopsided/bulky/making any noise.

E-mail Threat

- Leave the message open on the computer.

- Notify Campus Police and the VPBA.
- Print or copy the message and subject line.

Violence & Bomb Threat Assessment

Upon receipt of notification of a violence or bomb threat, the VPBA will consult with Campus Police and local Law Enforcement to determine the credibility of the threat and the appropriate response. At all times, the VPBA will follow the direction of Law Enforcement, however guidelines to establish the extent of the threat may be utilized:

<u>Low Risk</u>	<p>Lacks realism and poses a minimal risk to public safety. Probable motive is to cause disruption.</p> <ul style="list-style-type: none"> ■ Threat is vague and indirect. ■ Threat is inconsistent, implausible, or lacks detail. ■ Caller is known and has called numerous times. ■ Threat was discovered (i.e., written on a wall) instead of delivered
<u>Medium Risk</u>	<p>Increased level of realism. Threat could be carried out though it may not appear realistic.</p> <ul style="list-style-type: none"> ■ Threat is direct and feasible. ■ Wording in the threat suggests the perpetrator has given some thought on how the threat will be carried out. ■ May include indications of a possible place and time. ■ No strong indication that the perpetrator has taken preparatory steps. ■ Indication the perpetrator has details/components needed to construct a bomb. ■ Increased specificity to the threat (e.g., "I'm serious" or "I really mean this").
<u>High Risk</u>	<p>Specific and realistic. Threat appears to pose an immediate and serious danger to the safety of others.</p> <ul style="list-style-type: none"> ■ Threat is direct, specific, and realistic: may include names of possible victims, specific time, and location of device. ■ Perpetrator provides his/her identity. ■ Threat suggests concrete steps have been taken toward carrying out the threat. ■ Perpetrator indicates they have practiced with a weapon or have had the intended victims under surveillance.

Violence and Bomb Threat Response

The VPBA, Campus Police, and Law Enforcement will determine the appropriate response necessitated by the Bomb Threat Assessment. The VPBA will notify Building Project Officers (BPO's), the Emergency Response Team (ERT) and other affected department managers, faculty and staff as appropriate. The VPBA may also activate the Incident Command System (ICS).

Response actions, depending upon the level of the Threat Assessment, may include a combination of the following:

No action required

The VPBA and Law Enforcement may determine that the Threat Assessment is so low that no immediate action is required.

Area Search

If an Area Search is warranted, all affected employees will visually scan their work areas, classrooms, and other common areas for any suspicious item that appears out of place.

- Perform the visual scan by dividing the room/area into thirds:
 - Scan all objects on the floor and walls up to the waist.
 - Scan the room from waist to chin height.
 - Scan the room from the top of the head to the ceiling.
- If no suspicious item is found, notify Law Enforcement and the VPBA that the search is complete.
- If any suspicious item is identified:
 - Immediately notify Law Enforcement and the VPBA.
 - Do not touch, tamper, or move the item.
 - Move people away from the potential hazard.
 - Follow Law Enforcement directions.

Evacuation (if deemed necessary)

- The VPBA will establish Incident Command and initiate an Eagle Alert with necessary evacuation directions.
- BPO's will assist and ensure evacuation procedures are followed as directed in Clark State's Evacuation Plan.
- Employees will scan their work areas for suspicious objects as they evacuate.
 - The location of identified suspicious items will be communicated to BPO's, Law Enforcement, or the VPBA.
- BPO's will direct building occupants to identified collection areas.

All Clear

Upon determination that a danger no longer exists, The VPBA in coordination with Campus Police and local Law Enforcement shall issue an Eagle Alert All-Clear so that everyone can return to their respective building(s).

Violence and Bomb Threat Checklist

If a phone threat, try to keep the other party on the telephone as long as possible and note or attempt to obtain this information:

- Exact time of call.
- Exact words of the caller.
- Telephone number where call was answered.
- Telephone number, if any, that appears on Caller ID (do not clear “Received Calls” in “Directories” on your Cisco Phone if number was not written down prior to disconnect).

Questions to ask:

When is the bomb going to explode?

- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

When is this going to happen?

- Where will it take place?
- What are you going to do?
- Are you going to use a weapon?
- Are you targeting a specific person?
- Why are you threatening this?
- Where are you calling from?
- What is your address?
- What is your name?

Caller's Voice

- Is the voice familiar?
- If yes, whom did it sound like?
- Were there background noises?
- Time caller hung up?

Calm	Sincere	Excited
Disguised	Lisp	Stressed
Nasal	Rapid	Intoxicated
Angry	Giggling	Accent
Broken	Deep	Loud
Stutter	Crying	Slurred
Slow	Squeaky	Normal

Hazardous Material / Chemical Spill

In the event of a spill/release, employees are expected to act consistent with the response items in the Master Crisis Response Manual (MCRM). Notification of emergency services or the Director of Physical Plant should be made as appropriate. Procedures to limit exposures dangers (possible evacuation) should be implemented. Employees should not attempt to clean up a spill unless they are trained to do so. Contact with the material should be avoided unless the appropriate personal protective equipment (PPE) is available and used.

Untrained employees should avoid any contact with the spill/release and avoid the area until given the all-clear.

Disposal of Hazardous Materials

When hazardous materials need to be disposed of or when hazardous materials present a health and/or safety risk, the Director of Facilities, Operations & Maintenance shall:

- Place the materials in a safe environment until arrangements for disposal can be made.
- Label the materials as “hazardous” and “do not use or remove.”
- Monitor their condition until disposal is complete

Hazardous Material Training

The College’s Hazard Communication Plan and Chemical Hygiene Program outline Clark State’s strategy to keep all students, staff, and faculty informed of the chemicals used on campus. All students and employees have the absolute right to know the dangers of chemicals used in the classroom and the workplace.

Initial and annual training on chemical and laboratory safety should be monitored by the Director of Human Resources. An annual report of training activities and attendants will be forwarded to the VPBA and to the Safety Committee.

Communicable Disease

Communicable – A disease capable of being directly (through contact with bodily secretions) or indirectly (through contact with inanimate objects) transmitted from person to person; contagious. Such diseases include but are not limited to measles, mumps, varicella (chickenpox or shingles), smallpox, meningitis, tuberculosis (TB), hepatitis, HIV, AIDS, streptococcal infections, conjunctivitis (pink eye), pediculosis (head or body lice) or scabies. Some communicable diseases may be exempt from this policy because of the frequency of their occurrence.

Casual Contact – Refers to those diseases that are transmitted by chance through daily contact with other employees or students.

Close Contact – Refers to those diseases that are transmitted through intimate contact or through contact with blood or other body fluids (i.e., hepatitis, HIV, AIDS).

Threats presented by communicable diseases (from the everyday common cold to the rare presentation of Ebola fever) must be considered and addressed. Epidemic and pandemic status as declared by the World Health Organization (WHO) and the Centers for Disease Control (CDC) must be monitored and recommendations to prevent the spread of these epidemics and pandemics may be considered. This section shall be considered Clark State's Communicable Disease plan.

Clark State will make every attempt to allow employees and students to work or attend classes provided they are physically and mentally capable and, if in doing so, they do not impose an increased risk to their own health or the health of others. Employees or students infected with diseases that are transmitted through close contact must properly govern their behavior in light of known disease transmission and based on current medical knowledge. Any individual known to have a disease classified as communicable and who presents a significant risk of disease transmission through casual contact with other employees and students shall be restricted from attending work or class until they are no longer able to transmit the disease. The decision to restrict or exclude any individual will be rendered on a case-by-case basis using medically based judgments to insure the welfare of the College and the entire campus community.

Clark State is committed to maintaining a safe and healthy work environment for all employees and students. The College also recognizes its obligation to maintain the confidentiality of any and all medical information and will only disclose such information where required by state or federal law. The College will not tolerate harassment or other forms of discrimination against employees or students with communicable or life-threatening diseases.

The College shall not utilize the HIV antibody test in decisions regarding recruitment and/or retention of students or employees. The College recognizes that one of the easiest and most effective ways to prevent the transmission of communicable diseases is the practice of vigorous and meticulous handwashing.

To prevent and minimize the effects of a communicable disease, the duties of various entities of the college are here delineated:

Students

- Consider the recommendations from the CDC regarding ways to decrease transmission of diseases during epidemics or pandemics while at Clark State facilities and agencies relating to Clark State programs and majors unless unable to do so for medical reasons.
- Notify faculty of any existing communicable disease if such disease results in excessive absences, influences the ability to maintain an acceptable classroom performance, or presents a significant risk of disease transmission through casual contact with other students and employees of the College.
- Voluntarily isolate themselves from the campus, as necessary.
- Comply with the request of their faculty member or the Dean of Student Engagement and Support Services to seek medical care and to leave campus, as deemed necessary.
- Provide documentation of medical treatment for subsequent absences and certification of the ability to participate in programs, activities and field trips or to fulfill responsibilities of on-campus employment, as requested.
- May be denied admission to, or dismissed from, a particular program or course of study if it is determined that their existing disease has a direct impact on their ability to perform. (Because of an association with regional medical facilities, students enrolled in the health technologies program may be held to stricter regulations).
- Properly govern behavior in light of known modes of disease transmission.

Faculty

- Consider the recommendations from the CDC regarding ways to decrease transmission of diseases during epidemics or pandemics while at Clark State facilities and agencies relating to Clark State programs and majors unless unable to do so for medical reasons.
- Take part in communicable disease education.
- Review policies about faculty leave.
- Request that students with communicable diseases seek medical care and leave campus, as deemed necessary.
- Notify the Dean of Student Engagement and Support Services if students refuse to comply with their request.
- Advise students regarding possible need for withdrawal and existing procedures for obtaining tuition refunds, as deemed appropriate.
- Monitor spikes in student absenteeism and report findings to the Dean of Student Engagement Support Services.
- Provide course flexibility, as able, for any student who desires to continue enrollment despite excessive absences due to the communicable disease.
- Develop procedures for continuity of instruction (web-based distance instruction; mailed lessons and assignments, etc.) in the event of college closure due to the prevalence of a communicable disease.

Faculty and Staff

- Consider the recommendations from the CDC regarding ways to decrease transmission of diseases during epidemics or pandemics while at Clark State facilities and agencies relating to Clark State programs and majors unless unable to do so for medical reasons.
- Notify supervisors of any existing communicable disease if such disease results in excessive absences, influences the ability to maintain an acceptable job performance, or presents a significant risk of disease transmission through casual contact with other employees and students.
- Comply with the request of a supervisor or the Director of Human Resources to seek medical care and to leave campus, as deemed necessary.

- Voluntarily isolate themselves from the campus, as necessary, if their disease can be transmitted via casual contact.
- Obtain/submit written proof of visits to physicians and approval to return to work, as required.
- Properly govern behavior in light of known modes of disease transmission.

Supervisors

- Consider the recommendations from the CDC regarding ways to decrease transmission of diseases during epidemics or pandemics while at Clark State facilities and agencies relating to Clark State programs and majors unless unable to do so for medical reasons.
- Request that employees with potentially communicable diseases that can be transmitted via casual contact seek medical care and leave campus, as deemed necessary.
- Notify the Director of Human Resources if their employees refuse to comply with requests to seek medical care and to leave campus.

Director, Facilities

- Ensure cleaning and disinfection of rooms, surfaces, bathrooms, and handles with virucides and/or disinfectants.

Director of Human Resources

- Inform new employees of the communicable disease plan upon hiring.
- Disseminate information regarding employee assistance programs, reasonable accommodations and auxiliary aids for disabilities, sick leave, medical insurance and other benefits that are available through the College.
- Notify appropriate supervisors of their employee's excused absences, ability to return to work, and imposed work restrictions, as deemed necessary.
- Request that an employee notify their healthcare provider of their condition, as deemed necessary.
- Ask for assistance from Campus Police or other security official for employees refusing to comply with their supervisor's request to seek medical care and to leave campus.
- Work with the Emergency Management Coordinator to identify essential campus personnel whose absence would pose a serious threat to public security and/or mission critical tasks.
- Monitor spikes in absenteeism and report findings to the Emergency Management Coordinator, the College President, or the Incident Commander as appropriate.
- Provide periodic reviews/amendments of the communicable disease policy and in conjunction with the Dean of Student Engagement and Support Services and the Emergency Management Coordinator.

Dean of Student Engagement and Support Services

- Request that the student notify their healthcare provider of their condition, as deemed necessary.
- Ask for assistance from Campus Police or other security official for students refusing to comply with faculty's request to seek medical care and/or to leave campus.
- Advise students regarding possible need for withdrawal and existing procedures for obtaining tuition refunds, as deemed appropriate.
- Address needs/support of students, including vulnerable student populations.
- Note US State Department recommendations when assessing student travel to/from affected countries.
- Provide periodic reviews/amendments of the communicable disease policy in conjunction with the Director of Human Resources and the Emergency Management Coordinator.

Risk / Emergency Management Coordinator

- Stay abreast of communicable disease guidelines and recommendations.
- Monitor pandemic status information provided by the World Health Organization (WHO) and the Centers for Disease Control (CDC).
- Liaison with County Health Departments in the Clark State service area to coordinate the college response to communicable disease emergencies.
- Encourage students to receive annual flu vaccines.
- Initiate periodic poster/e-mail campaigns addressing self-protection and prevention techniques (cover coughs, wash hands, etc.).
- Train essential personnel on the risks associated with communicable disease and appropriate responses.
- Work with the Director of Human Resources to identify essential campus personnel whose absence would pose a serious threat to public security and/or mission critical tasks.
- Monitor staff travelers who may be entering campuses from infected regions (be that other countries or other counties).
- Arrange for screening for people who have had contact with the ill.
- Maintain communication with the College President regarding status of preparedness
- Provide periodic reviews/amendments of the communicable disease policy in conjunction with the Director of Human Resources and the Dean of Student Engagement and Support Services.

Vice President, Marketing, Diversity and Community Impact

- In conjunction with the College President and the Emergency Management Coordinator, issue communications to the campus regarding status of disease spread, self-protection, and the college response.
- Draft internal and external bulletins and announcements to be reviewed by the College President or the Incident Commander.
- Develop a plan for communication with employees, students, and the public, including lead-spokespersons (Public Information Officer).
- In conjunction with Information Technology, create campus pandemic website or portal page with links to local health departments, the WHO, and the CDC.
- If necessary, establish a media relations center. Coordinate press releases. Manage news-teams and interviews.

Vice President, Information Technology

- Assess need for webpage/portal support of information dissemination.
- Coordinate with the Executive Director, Marketing to ensure adequate support for desired messaging.
- Provide assistance to faculty who may be utilizing distance education strategies to provide continuity of instruction.

Vice President, Business Affairs

- Identify legal issues related to a communicable disease situation.
- Plan for continuity of essential operations such as buying and payroll.
- Determine at what point, if any, refunds will be awarded.
- Consider the risk of litigation if the school can not issue refunds.

College President

- Inform Board of Trustees regarding the status of preparedness and the expected level of response.

- Review communications drafted by Marketing or the Public Information Officer (PIO).
- Provide oversight for student, staff, and faculty notifications.
- Establish a Command Post with select members of the Emergency Response Team. Develop an Emergency Action Plan. Communicate response objectives.
- Consider restricting movement on and off campus for activities and/or athletic events.
- Authorize temporary suspension of classes or closure and activation of contingency plans.

Medical Emergencies

Clark State has partnered with Mercy Health to maintain a Health Clinic for minor treatment in the Applied Science Center, Room 210. The Clinic is staffed by an RN and is open during fall and spring semesters from Monday through Thursday 9am to 6pm, and Friday from 8am to 1pm. The clinic offers a full range of primary care services, including prescriptions, immunizations, acute illness care and more. The clinic features three exam rooms and is open to Clark State students, faculty, staff and the community at large.

If an individual becomes ill or is injured while on campus, as appropriate, notify:

- EMS (911)
- Campus Police (3856), or
- Health Clinic (6042)

Minor Medical Emergencies

May be referred to the Health Clinic (when open) on the Leffel Lane. If it cannot be easily determined whether the medical emergency is life threatening or not, immediately call 911.

Sharps Containers

Are available in each building (see Page 17 for sharps container locations) for the purpose of properly disposing of needles used for medicinal purposes.

Automatic External Defibrillators (AEDs)

Are located in each building (see Page 17 defibrillator locations). Periodic training on the use of this equipment will be conducted.

First Aid Kits

Are available in each building and are monitored and maintained by BPO's (see Page 17 for first-aid kit locations).

Employee Injuries

Employees who become injured on the job must immediately notify their supervisor and complete an Incident Report. These reports should be forwarded to the Risk Coordinator and Business Affairs office as soon as practicable. If medical attention is required, injured employees should seek medical attention at one of the following centers:

- Springfield - Community Mercy Occupational Health & Medicine, 2501 East High Street, 937-328-8700
- Beavercreek - Greene Memorial Hospital Urgent Care, 3371 Kemp Road, 937-458-4220
- Bellefontaine – Corporate Health Services, 205 E. Palmer Road 937-592-5015

If these locations are closed, go to the nearest hospital emergency department. Report aggravated or serious incidents to Campus Police at 328-3856. As always, call 911 if immediate medical attention is required. The healthcare providers will begin the paperwork process for filing a worker's compensation claim. While you can go to your own physician, it may be at your own cost. The COHM is designed to deal with the Bureau of Workers Compensation and your claim will be filed much more quickly. Any workers compensation questions should be directed to the office of the VPBA at ext. 6003.

Behavioral Support Services

Behavioral Support Services was established for the purpose of promoting campus safety by providing an accessible and immediate resource for students, faculty and staff to report concerns about students' behavior. The goal of Behavioral Support Services is to provide intervention before behavior/emotional problems escalate into potential threats or violence.

The Behavioral Intervention Team (BIT) is a team of trained staff who monitor student behavior, develop appropriate intervention plans, and coordinate services for students in order to provide a safe environment for our campus community. BIT provides a proactive and team approach to enhance students' physical and emotional safety. BIT does not take the place of standard classroom management techniques used by faculty.

The BIT team is chaired by the Dean of Student Engagement and Support Services. The Behavioral Intervention Team is an immediate resource for reporting concerns about students' aggressive, disruptive behavior or students displaying mental health issues (out of contact with reality, threats of self-harm, etc.) Faculty, staff, and students are directed to report concerning behaviors to the BIT team line at ext. 6056. The BIT will gain input from reporting source, consult with other staff/faculty as needed and consult with Coordinator of Counseling Services at ext. 7961. The Coordinator of Counseling Services will provide mental health assessments as needed, provide short term counseling to resolve the stressor, or arrange for appropriate mental health or alcohol/drug treatment if needed. The Counselor will also monitor progress with treatment follow-through in the community.

MILD	<ul style="list-style-type: none"> • High level of stressors affecting attendance and academic performance <ul style="list-style-type: none"> ○ Poor concentration ○ Reports anxiety, depression, or hopelessness ○ Appearance indicates self-neglect ○ Discloses abuse 	Faculty/Staff Response: Refer to Counseling Services at 937.328.7961.
MODERATE	<ul style="list-style-type: none"> • Anger issues, verbal aggression, may be loud • Inappropriate behavior, sexual comments, etc. • Bullying • Becomes agitated; difficulty calming down • Illogical writing 	Faculty/Staff Response: Refer to Counseling Center at 937.328.7961; refer to BIT at 937.328.6056 if student is resistant to counseling
SEVERE	<ul style="list-style-type: none"> • Stalking Behaviors • Appears under influence of substance • Agitated and unable to calm down and not following directions • Suicidal feelings • Vague threats to harm others 	Faculty/Staff Response: Call BIT at 937.328.6056 for immediate response. If a student has suicidal thoughts, do not leave student alone. If Counselor is unavailable contact BIT.
EXTREME	<ul style="list-style-type: none"> • Physical Aggression • Damaging Property • Voices threats involving weapon and/or intent to harm specific target • Delusional/Loss of Reason • Suicidal threat 	Faculty/Staff Response: Call Police 911. Also notify BIT at 937.328.6056.

Suicide Threat/Self Inflicted Injury

If an employee, student, or visitor displays suicidal tendencies, notify Campus Police and Behavioral Support Services (Behavioral Intervention Team ext. 6056; Counseling Center ext. 7961). Notification of family shall be made by the individual or mental health agency. Personal involvement by employees shall be kept to a minimum

Post-Vention Plan in the Event of Student, Staff or Faculty Suicide

The purpose of the post-vention plan is to ensure the safety and stability of all campus members following a suicide death. The intent is to: facilitate healthy grieving; reduce stress level; reduce risk of negative behaviors (negative coping methods); and limit risk of further suicides through contagion.

Key facilitators in this plan include: Counseling Coordinator, Senior Vice President of Student Success, Dean of Student Engagement and Support Services, Dean of Enrollment Services, Director of Access and Retention Services, Risk & Emergency Management coordinator, and members of the Behavioral Intervention Team and CARE Team.

Notification

Any campus staff or faculty should report the suicide death of a campus member to Student Affairs Leadership. The key facilitators and the Dean of the student's academic program will determine the range and type of notification to be given to the campus community. Notification may not be campus wide if it is deemed unnecessary. If family is approving and it is known that the death was by suicide, that information may be disclosed in the notification. **The type of suicide method will not be disclosed.** Any notification of campus members including emails and class announcements will include resources for assistance with grief and suicide prevention.

Staff and faculty will reach out to the following individuals who may need greater assistance: **Faculty and staff who knew the deceased well; Coworkers; Siblings who are also students; Classmates of the deceased; Students identified as friends of the deceased; Students who belonged to same club or athletic team; Students impacted by the suicide who have disclosed depression or a history of self-harm.**

Intervention

Any notifications given to students will include the following: hours, location, and phone number for the Counseling Center along with the phone number for the National Suicide Prevention Hotline (1-800-273-8255.) Staffed hours in the Counseling Center may be extended and additional staffing of two faculty who are trained in grief counseling may be utilized. Counseling interventions will focus on expressing feelings in a healthy manner, addressing any other stressors that may be impacting stability, and education about mental health/depression/suicide. Care will focus on each individual's coping and referral to needed resources, rather than excessive focus on circumstances surrounding the suicide death.

Any memorial service or activity to honor the deceased will be supervised by Counselor or designated staff or faculty. Focusing on the manner of suicide will be discouraged. Staff/faculty in attendance should watch for individuals who appear to be under influence of substances, those who seem unstable emotionally or irrational, or those who are reporting difficulty coping (for example-severe insomnia.) Those students identified as needing intervention will be referred immediately to the Counseling Center

(or the Behavior Intervention Team at 328-6056 if the Counselor is unavailable). All participants in memorial activities will be given information about accessing Counseling Services on campus as well as crisis hotline numbers. Efforts will be made to focus on recovery resources available for depression/suicide prevention.

Managing Stress During and Following a Crisis

Crisis situations often overcome the usual coping abilities of those involved. The need for and the kinds of support required for those who have experienced a crisis situation should be considered by the Building Project Officers along with peer support staff such as Behavioral Support Services, Student Affairs Leadership, and, if necessary, the employee assistance program provided by the College's health insurance company (contact the Human Resources Office).

Several intervention procedures can be used to manage the stress of those associated with a crisis situation. Generally, the simplest response is the best. Defusing and debriefings have great potential to prevent serious stress reactions from becoming extremely damaging. They frequently accelerate the recovery process. However, if they are overused (i.e., if they are utilized for routine events), defusings and debriefings can be diluted and their power greatly reduced. Therefore, defusings and debriefings should be reserved for events that have extraordinary power to adversely affect those involved. Several interventions and considerations for their use are described as follows:

On-Scene Support

The VPBA will contact Behavioral Support Services to determine whether services can be delivered internally or whether an external crisis management team needs to be brought in to provide these services:

- Brief assistance to obviously distressed co-workers
- Advice to the VPBA as to the need for defusings or debriefings
- Brief assistance to victims and their family members to reduce interference with operations

Demobilization Services

This intervention is reserved for large-scale events. Demobilizations take place at a site away from the scene. Demobilization centers are used in places where personnel can rest, eat, or drink. Demobilizations are often used as shifts of workers change. Information about stress and the signs and symptoms people experience is often given. This is also the place for Building Project Officers to make announcements and thank personnel for their work.

Debriefings

Debriefings are structured group meetings that emphasize ventilation of emotions and other reactions to a critical event. In addition, they emphasize educational and information elements in understanding and dealing with stress generated by an event. They are not considered therapy. Instead, debriefings are structured discussions designed to put a bad situation into perspective. The two major goals of debriefings are to reduce the impact of the crisis and to accelerate the normal recovery process.

There are a number of criteria which peer support personnel and Building Project Officers might use to determine whether to provide a debriefing. Generally, debriefing is best when offered within 24-72 hours after the crisis. Building Project Officers should consult with peer support personnel to determine who should conduct the debriefing. Generally, staff trained in debriefing can provide this for students and on

occasion for employees. However, if the crisis involved these staff members, then the College may need to bring in community mental health professionals.

Defusings

Defusings are short, less formal versions of debriefing. They are usually given within 1-4 hours of an event. If defusings are not given within 12 hours, the window of opportunity is lost and should not be given at all. In that case, a formal debriefing may be necessary. Defusings last about 30-45 minutes and are typically handled by peer support personnel. The main purpose is to stabilize those involved so that they can return to service or go home without unusual stress.

Defusing is a small-group process where the personnel of a particular unit are brought together. Unlike formal debriefings which include all the personnel involved in the crisis, defusing concentrates on the most seriously affected. Defusing allows for some initial venting of the reactions to the event. It provides stress-related information to the affected personnel. A well-run defusing will either eliminate the need for a formal debriefing or it will augment/supplement it.

Fatalities

Students

In the event of the death of a currently enrolled student, the Dean of Student Engagement and Support Services should be notified and is responsible for ensuring the following steps are taken:

- Once verified, notify the President's Office and Executive Council with as many details as possible, including circumstances and link to verification of death.
- Contact the Registrar/Records and Registration Office in order to withdraw the student from the College and mark the student's record as deceased, thus removing all contact information.
- Contact the student's faculty and appropriate academic dean
- Contact the Coordinator of Counseling Services who upon faculty requests can meet with the deceased student's class(es)
- Contact the Financial Aid Office to conduct a review of the student's financial aid file and take necessary action
- Contact the Cashiers Office to conduct a review of the student's account and take necessary action
- Contact the IT department so that the status of the student can be changed in the student database in order to cancel all mailings to the student and/or his/her family

If the College is contacted about the death of a former student, the Dean of Student Engagement and Support Services will notify the Registrar/Records and Registration Office, Cashiers Office and Financial Aid Office to take necessary action.

College Employees

Notification of the death of a faculty or staff member shall be made by the immediate supervisor as directed by the President. The President shall determine the College's response to the employee's death in regards to donation, flowers, etc.

The supervisor, with verification of death, shall contact Human Resources, Information Technology, Performing Arts Center, Foundation Office, and College Relations in order to block mailings and implement other appropriate measures (Human Resources to notify life insurance carrier, retirement system, send COBRA letter, etc.).

Persons with Disabilities

There are some special concerns in regards to evacuation of persons with disabilities. It is important that we consider the needs of employees, students, and visitors who may need assistance in evacuating the building in an emergency situation.

Employees

Identification - Employees are encouraged to discuss with their supervisors any physical disability or health concern they have that may require special assistance or accommodation.

Consultation - With the permission of the employee, the supervisor may want to contact Campus Police, Human Resources, and Office of Accessibility to discuss the needs of the employee and to present an evacuation plan.

Evacuation plan - Employees and their supervisors will establish an evacuation plan with alternative routes to cover unexpected problems such as an inoperable elevator or blocked stairway. A copy of this evacuation plan should be forwarded to Campus Police.

Students

Identification - Faculty should encourage students to discuss the ways in which a physical disability or health concern might interfere with evacuation in case of emergency at the beginning of each semester. A statement on Clark State's policy for students with disabilities is available in the master syllabus.

Consultation - With the permission of the student, faculty should notify Campus Police and Office of Accessibility about the needs of the student.

Evacuation plan - The faculty and the student should establish an evacuation plan that will include:

- Pairing the student who has the physical disability or health concern with one or more students to assist them in evacuation
- Establish contingency routes in case of an inoperable elevator or blocked stairway

A copy of this evacuation plan should be forwarded to Campus Police.

Visitors

All College facilities are accessible to persons with disabilities. Upon request, additional reasonable accommodations may be provided. It is the responsibility of the Conference Services Manager and the Performing Arts Center staff to notify the appropriate College employee(s) when accommodations are requested.

Crime on Campus

The College shall utilize the resources of Campus Police and local law enforcement agencies in maintaining a safe and secure campus environment. Campus Police is here to serve the Clark State Community College Springfield Campuses. The Beavercreek Police Department serves the Greene Center. However, all persons on campus are encouraged to be aware of their surroundings and be responsible for keeping personal property safe and secure. If a person witnesses a crime (i.e., theft) or observes a disorder developing (i.e., fight) on campus, they shall notify Campus Police.

The Police and security services are here to serve the entire Clark State community. However, they cannot do it alone. Through the Clark State See Something, Do Something campaign, we encourage all Clark State students and employees to report identified concerns. Confidential reporting can be made by notifying the Behavioral Intervention Team at 937-328-6056, or by using the on-line Report a Concern link at the bottom of every Clark State web page. Information divulged during pastoral/professional counseling can also be done on a confidential basis. Anyone who is a victim or witness to a crime is encouraged to report the incident to Campus Police or the local authorities.

Confidential reporting may also be made to designated Campus Security Authorities:

- Adam Curtis, Emergency Management Coordinator at 937.328.3855
- Ron Gordon, Dean, Enrollment Services at 937.328.6095
- Nina Wiley, Dean, Student Engagement and Support Services at 937.328.7936
- Natalie Johnson, Associate Dean (Greene County campuses) at 937.429.8926
- Justin McCulla, Director, Athletics and Student Life, Student Services, 937.328.7819
- Lisa Castle, Student Services Coordinator, Enrollment Services, 937.328.6484

All reports will be investigated. Campus crime and crime-related problems are communicated to all members of the campus community through the Jean Cleary Annual Campus Security Report. Emergency notifications are sent on an as-needed basis.

Weapons on Campus

Pursuant to Chapter 2923 of the Ohio Revised Code, It is a criminal offense to carry on their person a firearm, explosive device, firework, deadly weapon, dangerous or illegal weapon, or hazardous material, concealed or otherwise, on College-owned or controlled property (this includes the Greene Center). If an individual observes another with any of the above, they shall notify Campus Police.

Individuals are permitted to transport a loaded, concealed handgun in a motor vehicle only if it is carried in one of the three following ways:

- In a holster on your person that is in plain sight. Plain sight means clearly visible or unobstructed.
- In a closed, locked glove compartment.
- In a case that is in plain sight and that is locked.

Anyone found in violation shall be subject to arrest, criminal prosecution and disciplinary action by the College. Additional information regarding the state's concealed carry law can be found at the website of the Ohio Attorney General at <http://www.ohioattorneygeneral.gov/Law-Enforcement/Concealed-Carry>

The College publishes a broad range of information about campus security and crime prevention policies, publishes statistics annually on campus crime, and provides timely warning to the campus community about certain crimes. Additionally, the College's statistics as well as statistics submitted by other colleges and universities can be found online at <http://ope.ed.gov/security/>.

Workplace Violence Prevention

Violence in the workplace is a subject no one wants to think about. Workplace violence is situational. It always occurs as part of a sequence of events and circumstances only part of which is determined by the personality of the individual perpetrator. Workplace violence is the result of many factors all converging at the wrong place and at the wrong time.

A key part of any violence prevention program is the development of policies and procedures that can keep situations from escalating into violence and that break down the denial of employees and students who see the signs that an individual's behavior may lead to violence but fail to take them seriously. College policy against harassment and intimidation shall clearly state that any form or manner of threatening remark or gesture in the workplace is unacceptable and that anyone who engages in such behavior shall face disciplinary action including possible removal from his/her job. All threats should be thoroughly investigated.

Workplace violence grows out of a cycle of events and responses. A person's reaction to a stressful event is based on a person's thoughts about the stressful event and a person's temperament. A person's temperament will either predispose the person to violence (fight) or inhibit violence (withdraw/avoid).

Definitions

- Workplace violence – Includes but is not limited to intimidation, threats, physical attack or property damage.
- Threat – The expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.
- Physical attack – The unwanted or hostile physical contact including but not limited to hitting, fighting, pushing, shoving or throwing objects.
- Property damage – The intentional damage to property that includes property owned by the College, employees, visitors, vendors and students.
- Intimidation – Includes but is not limited to stalking or engaging in actions intended to frighten, coerce or induce duress.
- Zero tolerance – Violations shall not be tolerated and shall result in severe disciplinary action up to and including termination of employment.

General examples of prohibited workplace violence include but are not limited to the following:

- Any threats or acts of violence occurring on College property during normal work hours and involving College employees, students, visitors, contractual employees or vendors.
- Any threats or acts of violence occurring off College property during normal work hours and involving College employees.
- Any threats or acts of violence resulting in a conviction, under any criminal code provision relating to threats or acts of violence, of an employee, agent of the College or an individual

performing service on the College's behalf under a contract or temporary basis that adversely affects the legitimate interests and goals of the College.

Prohibited behavior – Specific examples of behavior which may be considered “threats or acts of violence” and prohibited under this policy include but are not limited to the following:

- Hitting; shoving; threatening to harm an individual or their family, friends, associates or their property; making harassing or threatening telephone calls, letters or other forms of oral, written or electronic communications; intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the College; the intentional and malicious following of another person and may include making a credible threat with intent to place the other person in reasonable fear of their safety.
- The intentional destruction or threat of destruction of property owned, operated or controlled by the College.
- Making a suggestion or otherwise implying intent to injure persons or property is “inappropriate” without regard to the location where such suggestion occurs.
- Unauthorized possession of firearms, weapons or any other dangerous devices on College property.

Employee Obligations

Each employee of the College and every person on College property are encouraged to report incidents of threats or acts of physical violence of which they are aware. All incidents should be reported to Campus Police. In cases where the reporting person is a College employee, the report should be made to the reporting person’s supervisor and Campus Police. Employees who act in good faith by reporting an incident shall not be retaliated against. Any report of violence shall be handled in a confidential manner with information released only on a need-to-know basis or as required by law. If an incident occurs, the individuals involved, their supervisors, and the Director of Human Resources shall determine what disciplinary action shall be taken.

It is the College’s policy to provide assistance to employees for certain emotional and personal problems, which may adversely affect job performance. Confidential professional assistance, treatment planning and rehabilitation services are available as needed under the College’s employee benefit plan. In an instance where a referral is made, confidentiality means that only the Director of Human Resources, employee assistance program coordinator and appropriate supervisory personnel shall be aware of the circumstances of the referral. A request for assistance shall not in itself be considered grounds for disciplinary action. However, a request for assistance shall not prevent the taking of appropriate disciplinary actions for misconduct or performance problems. In no case shall participation in the employee assistance program shield employees who violate this policy from disciplinary action.

Employees remain responsible for their own conduct and work performance.

Active Shooter on Campus

The provision of a safe and secure campus designed to promote the exchange of ideas and broaden perspectives is a prime goal of the safety program at Clark State. The College President, the Vice President for Business Affairs, and the Safety Committee work together to ensure that Clark State is as prepared as possible for events that may threaten the College community. Guns are not permitted on Clark State campuses but we must be aware that shootings have occurred in college settings across the country. To that end, Clark State administration, staff, and faculty are required to complete periodic training in response tactics to active shooters on campus. Both the Mobile Emergency Response Plan (MERP) and the Initial Emergency Response Guide rely on a simple protocol for an initial shooter response:

Run

- If you can identify an escape path, attempt to evacuate the premises

Hide

- If evacuation is not possible, find a place to hide where the shooter is less likely to find you.
- If possible, lock doors.
- Block entry to your hiding place with heavy objects or furniture.

Fight

If unable to escape or safely shelter, attempt to disrupt or incapacitate the shooter by:

- Acting aggressively
- Yelling
- Throwing items

Hostage / Barricade Situation

Hostage and non-hostage barricade incidents occur in an atmosphere of high stress and intense pressure. It is important that everyone involved in such an incident respond with restraint, innovation, and sensitivity to ensure that all reasonable non force alternatives are exhausted before force is used. Upon confirmation that a hostage or barricade situation exists, Campus Police (Beavercreek Police Department) shall evacuate bystanders, injured persons and other nonessential persons from the immediate area and initiate the Incident Command response.

Lockdown Procedures Clark State College

The decision to lockdown an area of the College or the entire College rests with the Campus Police or other law enforcement. In a lockdown, **all normal activities cease**. Faculty, staff, and students move to a secured room / area and lock all interior and exterior doors and windows. Lockdown notification will be made through the Eagle Alert system.

Balance the need for your own safety with giving notification and direction to others. If safe, direct anyone outside to move into the building.

- Ensure that the message to lockdown is communicated as widely as possible.
- Direct students, visitors, and staff members who may be in common areas to seek shelter and lockdown.
- Commence the lockdown immediately by closing and locking all interior and exterior doors.
- Close all windows.
- Keep quiet and away from doors and windows.
- Turn out lights. Silence cell phones.
- As much as possible, maintain a calm environment. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Silence your phone, but Call 911 immediately if you have an emergency in your room.

What if someone wants to enter a secure area?

- Use your best judgement: there are exceptions to all guidelines and prescribed directions.
- Can you see the area outside the door? Could it be a trap?
- If there is any doubt about who is outside, the area needs to remain secure.
- Ask if they have a Clark State ID. Can they be identified by another method?
- Have the individual leave anything they are carrying (backpack, laptop) outside.
- Consider having them lift their shirt until you can see if they might be hiding a weapon.
- Law enforcement will have cards identifying themselves that they will slide under a door.

All-Clear – Lockdown is to remain in effect until cancelled by law enforcement and it is announced.

Sexual Offenders

Under Ohio Revised Code 2950.034, registered sex offenders are not allowed to live within 1,000 feet of a school, preschool or daycare center (as defined in that section). The Ohio General Assembly has empowered county prosecutors to evict offenders found to be in violation of this act.

The Sheriff's departments in the counties within the College's service district maintain a Sex Offender Registry as a public service tool at the following web sites:

- Clark County – www.clarkcountysheriff.com
- Greene County – <http://www.co.greene.oh.us/index.aspx?nid=486>
- Logan County – <http://www.logansheriff.com>
- Champaign County – <http://www.co.champaign.oh.us/Sheriff/html/esorn.html>

You are encouraged to take advantage of the many tools on the State of Ohio website (<http://www.icrimewatch.net/index.php?AgencyID=55149&disc>) to protect yourself and those you care about. You can sign up to receive automated messages when a sex offender moves near a location you

care about (daycare provider, home, work, etc.) and how to submit tips on offenders within the system. You can search the database records by county and name.

This database is linked to all 88 Ohio County Sheriff's offices and all 32 Ohio correctional facility records offices and provides one location for all Ohio law enforcement officials to share information on registered sex offenders. Each sex offender who is legally required to register must provide the county sheriff with his/her name, address, classification, the offense(s) for which he/she was convicted and have a picture taken and be fingerprinted. The sheriff's office must then provide the Ohio Bureau of Criminal Identification and Investigation with that information to store and post on the website.

If you have information regarding an offender listed in this registry, you can submit it for forwarding to the appropriate Sheriff's office by clicking the "Submit a Tip/Correction" link located below the offender's photograph on the offender details page. You can also report information directly to the Sheriff's office. Contact information for all Ohio Sheriff's offices can be found on the Contact Your Sheriff page of this site, or in your local telephone directory.

Terrorism Awareness & Prevention

It is important that visitors, students, faculty and staff feel safe while on campus. Terrorism is the use of violence, or threat of violence, to create a climate of fear in a given population for political or capital gain. Terrorists target ethnic or religious groups, governments, political parties, corporations, and media enterprises. Organizations that engage in acts of terror are almost always small in size and limited in resources compared to the populations and institutions they oppose. Through publicity and fear generated by their violence, terrorist groups seek to magnify their influence and power to effect change on either a local or an international scale.

The United States Department of Homeland Security has created the National Terrorism Advisory System (NTAS) which replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All

changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Imminent Threat Alert	Elevated Threat Alert	Sunset Provision
Warns of a credible, specific, and impending terrorist threat against the United States.	Warns of a credible terrorist threat against the United States	An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

Initial Power Outage Response Guide

Hour	Concern	Action	Responsible Party / Comments
	Long term power loss	For power loss greater than 12 hours, contact Agility services for delivery of staged generators. This Response Guide is designed for the initial stage of power loss up to the twelfth hour.	The Vice President of Business Affairs (VPBA) has the primary duty of notifying Agility Services: 877-364-9393.
1	Assessment	Assessment phase: determine extent of power loss. Which campus? How many buildings? What service is lost? Complete power?	Facilities and IT staff.
	Phone lines lost?	Are lines to security and fire monitoring companies also lost? Notify local 911 operators. Plan on establishing a fire watch.	VPBA along with Facilities Manager.
		ERT and BPO's use radios for internal communication. Individual cell phone contact is also encouraged.	ERT and BPO's access Clark State hand-held radios and ERT phone numbers located in Emergency Kits.
		Any access to 911 services must be through personal cellular phones.	ERT and BPO's convey necessity of cellular 911 contact to building occupants.
		911 access in Springfield utilizing two-way radios.	Springfield BPO's and ERT can speak directly to the Springfield dispatcher using channels 13-16 on the hand-held radios.
	Fire pump.	Are generators servicing fire pumps functioning? Anticipate fuel supplies.	Facilities manager.
	Lighting	Emergency lighting is on battery backup, but many internal rooms and corridors can be quite dark, even in the light of day. Access flashlights from Emergency Kits or departmental supplies.	BPO's.
	Scheduled Classes	Individual instructors should be empowered to determine if classes continue, or not. Communicate with BPO's if flashlights are needed to make a safe exit.	Faculty in consultation with Deans (if available). Instructors should assess if anyone in the classroom needs assistance in leaving the building.
	IT servers	Determine which servers have intact battery back-up.	IT
		Determine if generators are continuing to cool server rooms.	IT
		Open doors to server rooms if ambient ventilation is required.	IT; check LRC 116 and TLC 101.
		Determine if Clark State locations other than the area of power loss	IT

		continue to have computer and phone service.	
	Staff operations	Continue operations as normally as possible. Maintain written records of operations for later data entry.	Extent of ambient lighting may determine ability to continue operations.
	Communication	Is Alertus available? Is RAVE available?	IT: Consider mass alert of power status at affected location.
		Place signs on external doors with a brief notice of current status.	BPO's.
		Update status on Web and Facebook pages.	May need to work from an offsite location.
2	Power Status	Attempt contact with power company to determine extent and duration of power loss.	Facilities manager. Other sources of information may include power company web-page, local TV, or County EMA.
	Scheduled classes	Cancel classes at affected location.	Marketing
	Staff operations	Begin sending staff home.	Relief of duty may be selective, but ambient lighting may prevent efficient and safe continuation of operations.
		Consider staff at campuses other than the affected location.	Do staff at other locations have computer and phone services. If not, consider staff relief of duty.
		Recall or relocation of facilities and IT staff.	Facilities and IT managers should consider the efficient deployment of staff that may include recall of off-duty personnel or redeployment of on-duty staff.
	Close buildings.	Issue Alertus/Rave message. Notify media. Update Web and Facebook pages.	College Relations. May need to work from an offsite location.
		Place signs on external doors with notice of closed status.	BPO's.
	Test operation of portable generators.	Test the portable generators located in the Grounds Maintenance Barn. Locate fuel supply for their future deployment.	Facilities and Grounds staff.
	Determine portable generator needs: Cadaver lab. Biology specimens / supplies.	Determine portable generator needs within the biology department if power loss continues: is a generator required to provide cooling of cadavers? How many refrigerators in the biology labs will need to be maintained with portable generator power	Facilities Manager communicates with Dean, Faculty, or Lab manager for Biology Department.
3	Determine portable generator needs.	If needed, canvass local suppliers of portable generators to determine	Facilities Manager.

		availability of supplemental generators.	
	Food storage.	Facilities should determine availability of transportation and storage of refrigerated and frozen foods.	Facilities manager.
4	Deploy portable generators.	Deploy portable generators as needed for refrigeration of cadavers, biological specimens, and supplies.	Facilities staff in cooperation with Dean, faculty, and lab manager.
	Food storage.	Arrange for pickup and storage of refrigerated and/or frozen foods.	Eagle's Nest manager.
	IT Servers	Assess IT servers: Are server rooms cooled? Is battery backup still sufficient? Consider shutting down servers.	IT.
5	Fire watch.	If necessary, deploy staff for building fire watch.	Facilities manager.
12	Agility Services	Notify Agility of power needs. Arrange for deployment of staged generators. Anticipate need of onsite electricians to complete generator hook-up.	VPBA. Facilities Manager: 877-364-9393

PAC/HBC Subsection

What to do if there is an emergency?

If an emergency presents itself at the Performing Arts Center (PAC), contact the Floor Manager or Center staff immediately. They will contact the Clark State Campus Police or in-house security as soon as possible. All decisions concerning the management of the emergency will be made by PAC management in cooperation with campus police, security, or emergency responders. During an emergency, volunteers should return to their positions if possible and listen for directions from the Director or Floor Managers.

Should an emergency occur, volunteers play an important role in directing our guests to safety. At the initial training sessions, and periodically after that, emergency procedures and evacuation assignments will be discussed.

In the event of an emergency, all ushers will be instructed to take their positions when the Floor managers receive word that evacuation is desirable. At this time, each will be told which evacuation route will be used. All volunteers without emergency evacuation designation will position themselves at row doors and along the exit routes to assist and direct traffic as soon as the house lights come up.

The Director, Technical Director and campus police are the only people authorized to institute emergency measures. If a volunteer is asked to call 911, please give the dispatcher a street name of where the squad is to arrive.

There are three emergency actions that should be mastered, regardless of the incident:

- **Evacuation:** most commonly used during fire alarms or bomb threats.
- **Shelter in Place:** often used during weather emergencies.
- **Lockdown:** when a security threat is located outside the facility.

Evacuation Procedures

- Bring up house lights
- End performance and bring down curtain.
- Announce the need for evacuation from the front of the stage:
 - *“Ladies and gentlemen. May I have your attention for an announcement. We have received word that an emergency exists in the building and we must stop the performance. We request that you exit immediately in a quiet and orderly manner. The ushers are standing by to direct you to the nearest exit. Time will not permit the checking out of coats and personal belongings. You should be advised that this emergency is viewed by the Clark State Performing Arts Center to be of a serious nature. Please leave the building calmly and quietly. Thank you.”*
- All ushers move to their assigned positions.
- All exit doors are opened.
- Ushers assist patrons to the nearest exit.
- The House Manager and the Volunteer assigned to the Front of House meet at the Ticket Office.
- The Technical Director secures equipment and assists with the evacuation of the backstage area (crew/staff/performers), as well as the Admin offices and Community Rooms. Notify the House Manager by radio when these areas have been evacuated.

- The Technical Director and the House Manager continue to communicate via radio.
- Floor Managers are stationed in their assigned areas and assist with the evacuation.
- If a patron becomes “difficult,” inform them all alarms are considered serious and ask them to evacuate. If they refuse, notify a Floor Manager and continue to assist others in evacuation.
- The Ticket Office Manager secures that area and offers any assistance as needed.
- Coat Room Volunteers stand in front of the Coat Room and advise patrons that there is no time to collect their coats. They should close the door, turn off the light, and evacuate the building.
- Volunteers should notify House staff of any special needs patrons or special needs persons within the auditorium need attention to evacuate, notify the House Manager so they can notify the TD/ Campus Police/ or Off Duty Officers to aid in the evacuation.
- The House Manager notifies the Technical Director when all patrons/staff/ volunteers have been evacuated.
- All patrons are escorted at least 100 feet from the building.
- The House Manager will determine if the Hollenbeck Bayley Conference Center can be opened as a safe collection area.
- Volunteers inform patrons to remain outside until the all clear has been given to return.
- The House Manager and the Technical Director will meet outside of the lobby after all areas are clear to await the arrival of the fire department. No one except a fire department officer can give the authorization to return into the building after the alarm sounds.
- Once the “All Clear” has been given by the fire department all volunteers are to assist patrons during reentry into the facility. Please remember to thank them for their cooperation.
- Once patrons are settled back into the auditorium an announcement will be made thanking the patrons for their cooperation and letting them know the approximate time that the performance will resume.

Shelter in Place

- The House Manager determines if Shelter in Place strategies are warranted, either due to weather emergencies, a chemical cloud outside the facility, or other outside hazard.
- Interrupt the show. Announce the need for Shelter in Place from the front of the stage.
- All patrons, volunteers, and staff move to a designated safe area (see the attached).
- Safe areas may be defined as Interior rooms away from windows on the lowest floor that can be reached.
- The Theatre is the main safe area for patrons.
- Ushers assist all patrons from the lobby into the Theatre.
- House Manager or designee continues to inform patrons of emergency status.
- House Manager announces the “All Clear” when appropriate.

Lockdown

- The House Manager determines, usually in cooperation with local law enforcement or Campus Police, if Lockdown strategies are warranted.
- Interrupt the show. Announce the need for the Lockdown from the front of the stage.
- Close and lock all interior doors. Consider locking exterior doors.
- Close all windows.
- Keep quiet and away from doors and windows.

- Maintain a calm environment through calm leadership. Reassure patrons that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Maintain the Lockdown until cancelled by law enforcement or an “All Clear” is announced by the House Manager.

Fire

Initial Emergency Fire Procedures:

Rescue: Remove anyone from immediate danger.

Alarm: Call (9) 911 and activate the nearest fire alarm pull station.

Contain: Close doors and windows to contain the fire.

Extinguish/Evacuate: If safe use the nearest fire extinguisher. If unsafe, evacuate.

Fire extinguisher use is based upon the P.A.S.S. acronym:

Pull: pull the pin.

Aim: aim at the base of the fire

Squeeze: Squeeze the handle.

Sweep: Sweep at the base of the fire.

Evacuation

Follow the **Evacuation Procedures** (above).

Fire Evacuation Announcement:

“Ladies and gentlemen. May I have your attention for an announcement? We have received word that an emergency exists in the building and we must stop the performance. We request that you exit immediately in a quiet and orderly manner. The ushers are standing by to direct you to the nearest exit. Time will not permit the checking out of coats and personal belongings. You should be advised that this emergency is viewed by the Clark State Performing Arts Center to be of a serious nature. Will you please leave the building calmly and quietly? Thank you.”

Weather Emergency

In case of a tornado or other severe weather, management will notify the audience of such conditions. During weather emergencies, the **Shelter In Place** strategy should be used until it is safe to resume the show. Management will make all announcements and decisions in regards to the circumstances. The ushers may be used to help and swiftly direct all patrons to their seats.

Tornado Watch

- Issued by the National Weather Service when severe thunderstorms and tornadoes are possible in and near the watch area.
- Normal production activities are continued.
- Communicate watch status to other staff and faculty in the building.
- Monitor weather radios. If possible, monitor weather radar.
- Be prepared to act quickly if weather conditions worsen.

Tornado Warning

- Issued when a tornado has been sighted or indicated by weather radar.
- Immediately move building occupants to designated safe areas per the **Shelter In Place** procedure.

Tornado Warning Announcement

“Ladies and gentlemen. May I please have your attention? Severe weather is occurring and we ask that you please go immediately into the theatre for your safety and protection. Do not remain in the lobby. I repeat: please go immediately into the theatre. Please do so calmly and quietly.”

Tornado Sighting Announcement

“Ladies and gentleman. Your attention please. Please remain seated and listen carefully. A tornado has been issued by the National Weather Service for our immediate vicinity. For your maximum safety, we ask that you remain in the theatre. For those in the lobby, please proceed immediately into the theatre for your safety and protection. Please do so now, calmly and quietly. For those that can, a seated position on the floor in front of your seat is most safe. For the rest, please sit with your head down and hands locked over your head. To repeat: if possible, sit on the floor in front of your seat, with your head down and hands locked over your head. We will advise you momentarily when the immediate threat has passed. Please do this now, calmly and quietly.”

All Clear Announcement

“We have determined that the immediate danger has passed. Please take your seats and we will continue the performance. Thank you for your cooperation.”

Bomb Threat

- If a bomb threat is received, management and security personnel will assess the seriousness of the threat and determine if further action is necessary.
- A survey of the building will be made checking for any suspicious object.

Possible Threat Announcement

“Ladies and gentlemen. From time to time, public places receive anonymous calls regarding some threat or damage. We have received such a call here involving the possibility of a bomb, so the authorities are now taking proper precaution for your safety. The performance will continue. If you wish to leave, however, you may do so. The ushers are available to assist you while you exit.”

- If an unknown or suspicious object is found, or if the authorities determine the threat is credible, evacuate the building

- Follow the **Evacuation Procedures**.
- The House Manager will handle all announcements.

Evacuation announcement

“Ladies and gentlemen. From time to time, the theatre receives anonymous calls regarding bomb threats. Such a call has been received and we would like to a recess so that a search can be conducted. The ushers are available for your assistance in leaving the building. We will resume the performance after their search is completed. Take your time leaving the building by the nearest exit. Thank you for your cooperation.”

Power Failure

The advent of a power failure that plunges a theatre into sudden darkness is a major threat to public safety. Ushers are to be stationed throughout the house so that each exit can be assigned to a specific usher who can open it quickly during a performance. The ushers will also be equipped with flash lights to help guide the audience if the show is stopped. The theatre is equipped with emergency lighting devices to light exits and hallways.

A power failure is often of short duration, so a pause or intermission should be allowed. An announcement from the stage will be made instructing the audience what has happened.

Medical Emergency

First aid supplies and equipment are located in the Box Office, administrative office, and throughout the PAC. Check with a floor manager about these locations. An AED is located in the front office. When a patron becomes so ill during a performance that he/she must be carried from the theatre, this will be arranged by the floor manager as quickly and unobtrusively as possible. The floor manager will make contact for available medical needs. Ushers will need to reassure other patrons that the ill patron is “Being taken care of... and is doing well.”

Bellefontaine Campus Initial Emergency Procedures Guide

Emergency Contact Numbers

- Local Authorities
 - Bellefontaine Police 937.599.1010
 - Logan County Sheriff 937.599.3333
 - Bellefontaine Fire & EMS 937.599.6168
- College
 - Student Services Coordinator 937.328.6484
 - VP for Business Affairs 6003; 937.903.9851
 - College Relations/ Marketing 937.328.6145
 - Health Clinic 937.328.6042
 - Behavioral Support Services 937.328.7961
 - Human Resources 937.328.6125
- High School
 - Facilities & Grounds 937.599.3010 /ext. 1211
 - Health & Safety Coordinator 937.599.3010 /ext. 1347
 - Front Office 937.599.3010 /ext. 1200
 - Director Secretary 937.599.3010 /ext. 1201

Dealing with the media

- If you are approached by the media, direct them to Marketing at 937.328.6145.
- If any news media personnel are observed on college property notify:
 - Marketing 937.328.6145 or Clark State College Administration at 937.328.6003.

Power Outage/ Utility failure

- Notify Physical Plant (937.328.6108) (937.605.9225) immediately of the type of utility outage (electrical, heating, cooling, water, etc.)
- If necessary, implement the appropriate emergency procedures (evacuation, etc.) to ensure student safety.
- Remain in place unless directed by Physical Plant or the Building Project Officer to go to another designated area.
- If you are moved to another area, conduct a student count.
- Do not return to your original location until you get the "All Clear".
- For gas line break/water main break: clear the immediate area, call 9-911, and contact Physical Plant Director (937.328.6108) (937.605.9225).

Medical Emergency

- If someone becomes ill or is injured, determine type of incident, including: trauma or medical, multiple injuries, possible fatalities, or weapons involved.
- Upon discovery, call 9-911.
- Do not try to move the injured person, try to make them comfortable.

- If possible, use personal protective equipment (gloves, mask, eye protection) when exposed to bodily fluids.
- If necessary, implement appropriate emergency procedure (evacuation).
- Remain calm and protect those who are not injured.

Lost/ Missing Person

- Report the missing person to law enforcement (9-911) and the Vice President for Business Affairs (937.328.6003).
- Furnish a physical description and clothing information.
- Search the immediate vicinity including restrooms, locker rooms, classrooms, and other limited-access areas.

Hazardous Material Spills

- Call 9-911 and/or the Physical Plant Director (937.328.6108) as appropriate.
- Provide appropriate details including type of chemical if known.
- Implement appropriate procedures (evacuation).
- DO NOT try to clean up the spills unless trained to do so.
- If untrained, AVOID any contact with the spill.
- If possible, control access to the affected area by closing doors.
- If there are any missing students, notify the Vice President of Business Affairs.
- Check anyone who was exposed to the hazardous substance for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.

Weapon on College Property

- Call 9-911. Person calling should clearly identify the nature of the situation.
- Do not touch the weapon.
- Move everyone to a safe location and implement the appropriate emergency procedure (lockdown, evacuation).
- Secure the scene until law enforcement or public safety personnel arrive to retrieve the weapon.
- Notify the Vice President for Business Affairs (937.328.6003)
- If a weapon is observed on an individual, call 9-911 immediately and seek assistance from another staff member in reporting the incidence. If able to do so, remove everyone away from the person with the weapon to a safe location.
- In the event of a threat, call 9-911 immediately. Try to control or contain the situation and/or student in a way that will prevent attack. Protect and aid all possible targets of violent activity.
- In the event of an active shooter, GET OUT. If evacuation is not possible then HIDE OUT. As a last resort, attempt to disrupt or incapacitate the shooter.

Suicide Attempt or Threat

- Call 9-911 or the Behavioral Intervention Team (937.328.6056). Do not attempt to disarm the individual.

- If it is safe to do so, stay with the individual until help arrives. Do not try to handle the situation alone. Listen and observe. Avoid false reassurance that “everything will be okay”.
- Be supportive and sensitive. Trust your own judgement.

Verbal/ Physical Altercation

- Stay calm and be aware of your surroundings.
- Assess the level of threat, but DO NOT PUT YOURSELF AT RISK.
- Time and distance are important. The more time you have, the more time you will be able to prepare yourself. Keep a distance of at least an arm’s length between you and the individual.
- If you need assistance, call 9-911.
- Try to de-escalate the situation: Listen to the person, empathize and be respectful to the person, use a calm and clear strong voice, keep body language non-threatening, and don’t threaten or intimidate.
- If an altercation takes place, call 9-911 immediately.
- Move the victim to a safe place and do not leave them alone.

Bomb Threats/ Suspicious Package

- If threat by phone, remain calm. Do not hang up, keep the caller on the phone for as long as possible. Note the time and the phone number. Write down any important information that you can on a piece of paper.
- Ask the caller the following questions: Where is the bomb? When will it explode? What does the bomb look like? What kind of bomb is it? What is the caller’s name and motive for placing the bomb? Are you can employee? Are you a student?
- Call 9-911 immediately.
- For a suspicious package, remain calm. Do not touch the package and do not use your portable radio or cell phone. Call 9-911.
- Do not attempt to move or open the package. Keep anyone from handling it or going near it. Evacuate everyone from the immediate area. Write down everything you remember about the letter or parcel. Save all packing materials. Save email and provide it to law enforcement.

Fire/ Explosion

- RACE:
 - Rescue: Remove anyone from immediate danger
 - Alarm: call 9-911 and activate the nearest emergency pull station
 - Contain: Close all doors to confine smoke and fire
 - (1) Extinguish/Evacuate: If safe: extinguish; if not safe: evacuate. Assist anyone with special needs.
- PASS:
 - Pull: Pull the pin
 - Aim: Aim at the base of the fire
 - Squeeze: Squeeze the handle
 - Sweep: Sweep at the base of the fire
- If you catch on fire: Stop, Drop, and Roll

- Remain calm. Students will walk out designated exits quickly and quietly. Lights are to be turned off and doors should be shut. The teacher is the last one to leave the room.
- Faculty should remain with their students during evacuation and at the designated evacuation assembly area.
- Once at designated area (at least 50 feet from the building), teachers must account for all students and report and missing students to the Vice President for Business Affairs.
- Only return to the building when directed by the fire department.
- If there is an explosion, be prepared to evacuate and be prepared for further explosions. Open doors carefully and watch for falling objects. Report any missing individuals.
- If you are trapped inside of your office, wedge wet towels or cloth material along the bottom of the door. Try to close as many doors as possible. Notify 9-911. Only break the window as a last resort.

Tornado/ Severe Weather

- Tornado Watch: Issued by the National Weather Service when severe thunderstorms and tornadoes are possible in and near the watch area. It does not mean they will occur. When a tornado watch is in effect, the College will continue normal activities but may move outdoor activities indoors. Any changes to the College schedule including cancellations will be announced via Eagle Alerts.
- Tornado Warning: Issued when a tornado has been sighted or indicated by weather radar. Immediately move to designated shelter, faculty should remain with students.
 - Secure items that could be affected by high winds.
 - Shut down equipment as necessary.
 - Generally, safe areas are interior rooms away from windows on the lowest floor you can safely reach. Students should be facing the wall with their knees tucked up close to their chest, head down, and hands clasped over the back of the head/neck area.
 - All windows and doors should be closed in the evacuated rooms.
 - Contact 9-911 as appropriate, administer first aid to those who are injured.
 - Account for everyone as accurately as possible.
 - Remain in the area until emergency crews arrive.

Lockdown/ Intruder/ Hostage

- For a lockdown procedure, remain calm. Faculty should remain with students.
- Cease all outside activities and direct everyone to move into a building.
- Close and lock all interior and exterior doors if possible. Close all windows.
- Keep quiet and away from all doors and windows. Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor. Call 9-911 immediately.
- Report any missing students to the Vice President for Business Affairs.
- Lockdown is to remain in effect until cancelled by law enforcement and or an "All Clear" is announced.
- If there is an intruder in the building, call 9-911 immediately.
- Carefully note physical description.

- Prepare to lockdown and monitor Eagle Alerts. Do not unlock doors until the “All Clear” is given.
- In the case of a hostage situation, call 9-911 immediately. Remain calm and move everyone away from the hostage situation as rapidly and quiet as possible.
- Listen for instructions to evacuate the area of activate lockdown procedures. Account for students and staff and advice law enforcement of anyone missing.
- Gather all of the facts regarding the situation for law enforcement.

Evacuation

- Remain calm. Tell students to go immediately and be aware of special needs students.
- When leaving a room, feel the door with back of your hand before opening it. Do not open any door that feels hot.
- If smoke is present, stay low.
- If your primary route is blocked or unusable, use your secondary exit route.
- Do not take personal items with you. Close doors behind you when exiting.
- Walk, do not run. Do not go into the restrooms.
- Do not use the elevators.
- Once you have reached the designated evacuation assembly area, try to account for everyone and immediately report anyone unaccounted for to first responders.
- Attempt to keep everyone in the same group that arrived at the assembly area. If someone insists on leaving, get their name and cell phone number and attempt to determine where they are going.
- Remain at the designated evacuation assembly area until directed by first responders and an “All Clear” has been announced.

Emergency Action Plan for Student-Athletes;

Injuries, Weather, Natural Death, Suicide, Evocations, Bomb Threat, Power Outages, and Contest Guide

Purpose Statement

Serious injury requiring emergency care and transportation is inherent in athletics and can occur at any time, during any activity and at any place. A serious injury is any condition whereby the student-athlete's life may be in danger or risks of permanent impairment. These injuries include, but are not limited to:

- Cervical spine and head injuries
- Loss of limb
- Severe bleeding
- Shock
- Severe fractures
- Heat and/or cold stress
- Pulmonary attack (breathing problem)
- Cardiovascular arrest (chest pain)

These emergency procedures are applicable for all our sports in the gymnasium and at off campus locations.

This emergency plan has been developed to increase preparedness by coaches and our athletic training staff. The emergency plan is a scripted response to emergencies occurring.

Sporting Event Key Personnel:

Athletic Director	Head Coaches		Athletic Trainer
Justin McCulla 937.328.7819 or 937.869.3901	Volleyball	Angie Arthur 937.408.7683	Brian Rader 614.406.4088
	Women's Basketball	Corey Steinke 513.313.6527	
	Men's Basketball	Anthony Clements 937.603.5090	
	Baseball	Chase Brown 937.901.4158	
	Softball	Chris Warmesley 937.672.8438	

General Guidelines

The type and degree of event/practice coverage by an athletic trainer may vary, based on how many home games we have, games vs. practice, in-season vs out-of-season. During in-season practice/competition and contact vs noncontact sports, the first responder to an emergency will typically be the athletic trainer. However, during the non-traditional season, the first responder would more likely be a coach or institutional personnel.

Emergency Procedures

In the case of an emergency occurring during a practice or game, a certified athletic trainer will be responsible for implementing emergency procedures with the assistance of the team's coach(es).

If an emergency would occur at a time when an athletic trainer is not present, the coach is responsible for implementing the emergency procedures. EMS should be called immediately while the student-athlete is being stabilized. If the student-athlete is not breathing and/or has no pulse, begin CPR procedures. AN AED is located down the hallway of the gym, it should be used immediately. When the team is playing away, it is the responsibility of the coach to become familiar with the host's emergency care procedures.

Communications and Transportation

Communication is the key to quick delivery of emergency care in situations of serious injury to a student-athlete. When EMS is on-site, communication is a good way to build rapport between the athletic trainer and EMS personnel.

When Calling 911

- Give your name, your location and number where you are calling from
- Specific directions to where the student-athlete is injured at
- Number of student-athletes involved
- Condition of the student-athlete(s)
- First aid being administered
- Other information requested by the dispatcher.

If an emergency involving serious, life-threatening injuries occurs, the student-athlete should be transported by ambulance. It is recommended that an athletic trainer, coach or teammate accompany the injured student-athlete to the hospital in the ambulance.

For other non, life-threatening injuries, suitable arrangements will be made. Only in circumstances where there is no other alternative and prompt care is needed should a staff member or student transport an injured student-athlete.

Event Procedures

Prior to competition, the athletic trainer will greet the officials, to explain where he will be at during the games/matches.

After Hours

Call 911 and go to the nearest Hospital or Clinic

Springfield:

Mercy Health-Springfield Regional Medical Center | 937.523.1000
100 Medical Center Dr. Springfield, OH 45504

Community Urgent Care East | 937.717.4370
38 S. Burnett Rd. Springfield, OH 45505

Hometown Urgent Care | 937.322.6222
1301 W 1st St. Springfield, OH 45503

Fairborn:

Soin Medical Center | 937.702.4000
3535 Pentagon Blvd. Beavercreek, OH 45431

Miami Valley Hospital | 937.208.8000
1 Wyoming St. Dayton, OH 45409

Fairborn Medical Center | 937.208.8155
2180 Gateway Dr. Fairborn, OH 45324

Doctor's Urgent Care Office | 937.873.9500
2131 Gateway Dr. Fairborn, OH 45324

The student-athlete should notify the Athletic Trainer, Coach and/or Director of Athletics.

Emergency Equipment

Emergency equipment should be available or in near proximity for each sporting event. Our athletic trainer should be familiar with the function and operation of the emergency equipment. The equipment should be in good operating condition and checked periodically for proper maintenance.

The following emergency equipment items are readily available; these items are located at the gymnasium or with the athletic trainer.

- AED
- Splints
- Pocket Masks
- First aid kits
- Crutches
- ACE bandages
- Shoulder sling
- General Athletic Training Supplies

Spine Board Procedures:

The athletic trainer will stabilize the head and wait for EMS to arrive before spine boarding to any student-athlete.

Coaches Role:

Must be ready to assist with the process during an emergency.

Examples:

- Log rolling the student-athlete to his/her back
- Calling 911
- Retrieving emergency equipment

Venue Addresses, Ems Entry and Nearest Hospital/Clinic**1) Clark State Gymnasium (Volleyball and Basketball)**

- a) 570 E. Leffel Lane, Springfield, OH 45505

- b) EMS will enter from Leffel Lane and go back to the Applied Science Center (ASC) and enter through door #34
- c) Nearest Hospital:
 - i) Mercy Health-Springfield Regional Medical Center | 937.523.1000
100 Medical Center Dr. Springfield, OH 45504
- d) Nearest Clinic:
 - i) Community Urgent Care East | 937.717.4370
38 S. Burnett Rd. Springfield, OH 45505
 - ii) Hometown Urgent Care | 937.322.6222
1301 W 1st St. Springfield, OH 45503

2) Fairfield Park (Baseball)

- a) 1000 Pierce Dr. Fairborn, OH 45324
- b) Nearest Hospital
 - i) Soin Medical Center | 937.702.4000
3535 Pentagon Blvd. Beavercreek, OH 45431
 - ii) Miami Valley Hospital | 937.208.8000
1 Wyoming St. Dayton, OH 45409
- c) Nearest Clinic
 - i) Fairborn Medical Center | 937.208.8155
2180 Gateway Dr. Fairborn, OH 45324
 - ii) Doctor's Urgent Care Office | 937.873.9500
2131 Gateway Dr. Fairborn, OH 45324

3) Evans Acre Park (Softball)

- a) 640 Birch Rd., Xenia, OH 45385
- b) Nearest Hospital
 - i) Greene Memorial Hospital-Kettering Health Network | 937.352.2000
1141 N. Monroe Dr. Xenia, OH 45385
- c) Nearest Clinic
 - i) Hometown Urgent Care | 937.372.6012
101 S. Orange St. Xenia, OH 45385

Inclement Weather Procedures

In the case of inclement weather (thunderstorm, hail or tornado), it is the discretion of the on-site athletic trainer to determine if the practice/game should be evacuated.

Lightning

Clark State athletic department and the NATA has a lightning policy to minimize the risk of injury from lightning strike to Clark State student-athletes, coaches, staff and fans. To monitor lightning, we will utilize the flash-bang method and use WeatherBug's Lightning map.

If inclement weather is forecasted for the area or sighted, our athletic trainer will provide updates on the lightning strikes to the coaching staff and game officials.

The Flash-bang method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equals how far away the storm is occurring.

If there is no safe structure within reasonable distance, examples: enclosed buildings, fully enclosed metal vehicles. Avoid being the highest object in an open field.

Event Procedures

Prior to competition, the athletic trainer will greet the officials, explain that we have means to monitor lightning and offer notification to them during the game.

Announcement of suspension of activity: once it is determined that there is danger of lightning. The athletic trainer will notify the head coach and game official to summon the student-athletes off the field. Following the announcement of suspension of activity all student-athletes, coaches, officials and staff are to evacuate to an enclosed structure.

Evacuation of stands, during competition once the officials signals to suspend activity the stands will need to be evacuated.

Resumption of activity may resume thirty (30) minutes after the last lightning strike.

Heat Index

During early fall and late spring, high temperatures and high humidity are present. It is important that we make ourselves aware of the dangers of this situation to prevent heat exhaustion/illness. Daily measurements are taken before/during each practice.

Concussion Management Plan

On Field Concussion Evaluation

Concussion Signs and Symptoms Evaluation

Signs observed by the staff:

- Appears to be dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score or opponent
- Answers questions slowly loses consciousness
- Shows behavior or personality change
- Moves clumsily
- Forgets events prior to hit
- Forgets events after hit

Symptoms reported by student-athlete

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling "foggy"
- Change in sleep pattern
- Concentration or memory problems

Symptoms may worsen with exertion, student-athlete should not return to play until symptom free.

On Field Cognitive Testing (tests should be performed every five months)

Orientation

- Ask the student-athlete the following questions
- What field/gym is this?
- What month is it?
- What city is this?
- What day is it?
- Who is the opposing team?

Anterograde Amnesia

Ask the student-athlete to report the following words

- Girl, dog, green

Retrograde Amnesia

Ask the student-athlete the following question

- What happened in the prior quarter?
- What do you remember just prior to the hit?
- What was the score of the game prior to the hit?
- Do you remember the hit?

Concentration

Ask the student-athlete the following question

- Repeat the days of the week backwards
- Repeat these numbers backward
 - 63 (36 is correct) & 419 (914 is correct)

Word List Memory

Ask the student-athlete the following question

- Girl, dog, green

Any failure should be considered abnormal.

Consult a physician following a suspected concussion

- No same day return to play
- See the Athletic Trainer within 48 hours for a computerized test

Concussion Legislation

HB143:

The Concussion Legislation has three key parts that you need to be aware of:

- Mandated education and awareness of the signs, symptoms and behaviors of concussions for all participants, parents, coaches and officials in interscholastic sports or youth sports programs

- Requires that “when in doubt, sit them out” and that student-athletes with concussions signs, symptoms or behaviors must be removed from play immediately and cannot return that day and until they receive clearance.
- Standardizes who may make the medical decision related to return to play following a sports concussion. This clearance, according to HB143, is from an MD, DO or other licensed healthcare professional who is in referral from, consultation or collaboration with or supervised by a physician

Concussion Return to Play and Treatment Protocol

After a student-athlete is determined to have a concussion, they are not allowed to return to play the same day and should undergo physical and cognitive rest until asymptomatic. **Initial treatment entails avoiding all stimuli requiring concentration, including playing video games, text messaging, online browsing, schoolwork, and extracurricular activities.**

Medical Referral

All student-athletes that suffer a concussion will be referred to a physician.

Multiple Concussions

Each concussion is treated individually; however, clearance from a physician or specialist is needed for the student-athlete to return to play if multiple concussions occur within the same season.

Return to Play

Student-athlete will complete Impact testing if available within 48 hours of injury.

Once the student-athlete is asymptomatic, the student-athlete will complete the Impact test and a Balance Error Scoring System (BESS) Test. The student-athlete must pass the tests within normal limits and have written clearance from a physician, the student-athlete may begin exertional progression. A score of 18 or less is considered acceptable for most student-athletes on the BESS test. However, some student-athletes may have a normal score that is higher.

Medical Clearance Return to Play Protocol (One Level per Day)

1. **No** exertional activity until asymptomatic.
2. When the student-athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as skating or running, and may also begin progressive strength training activities.
4. Begin Non-contact skill drills specific to sport such as dribbling, fielding, batting, sprinting, weightlifting, etc.
5. **Return to physician for clearance to return to the team**
6. Full contact in practice setting.
7. Game play/competition

Student-athlete must remain asymptomatic to progress to the next level. If symptoms recur, athlete must return to previous level and should be reevaluated by an appropriate health care professional.

Athletic Accident/Incident Reporting

If a student-athlete is injured during a game or a practice, he/she should inform the athletic trainer as soon as possible. It is important for the athletic trainer to be aware of all injuries.

If a student-athlete is injured during an away game, he/she should allow the away school athletic trainer treat himself/herself. The Head Coach and student-athlete should contact the Director of Athletic as soon as possible. The Director of Athletic will contact the away team's athletic trainer to file an Incident Report.

If a student-athlete has an injury that requires immediate attention, it is recommend that he/she consult with the athletic trainer before being transported to a hospital. The Head Coach should have a digital copy of the student-athletes' insurance cards. The student-athlete should present his/her insurance card to the hospital admissions representative.

In the event the student-athlete sees his/her own physician before seeking assistance from the Clark State athletic trainer, the student-athlete must present a note from the physician stating the following:

1. The student-athlete is cleared to participate in an activity,
2. Any limitations the student-athlete may have, or
3. The student-athlete can be treated at the discretion of the athletic trainer. If there is not a note from the physician given to the athletic trainer, the student-athlete will not be permitted to participate in any activity until a note is submitted to the athletic trainer.

After all injuries, the Athletic Trainer, Head Coach and student-athlete, must complete an Incident Report. The incident report will be placed in the student-athlete's file.

Emergency Action Plan for Volleyball/Basketball in the Clark State Gym and Wellness Center

1. Definition

- a. Catastrophic injury is defined as a life threatening injury such as a severe head injury, spine injury, compound fracture, respiratory emergency, heat stroke, dyspnea, acute rhabdomyolysis, uncontrollable bleeding and sudden cardiac arrest.
- b. The Gym is the facility in which the Clark State Community College Volleyball and Basketball teams will use as their practice and home events.

2. Responsibilities

- a. Staff includes a Certified Athletic Trainer, Head Coach and Assistant Coach.
- b. Certified Athletic Trainer will quickly assess the area for safety, and then check the victim for breathing, pulse and severity of the injury.
- c. If the area is not safe to approach the victim or if the injury is severe to the point of needing transport to an emergency facility, then the first responder will look first to the other Staff Members and give a crossed forearms signal to activate the Emergency Plan.
- d. A person will be assigned to activate Emergency Services by calling 911 on a cell telephone or the pay telephone in the outer lobby of the gym and notify the Coach and the Game Administrator or equipment manager.
- e. An individual will be assigned to go to the front doors to meet the ambulance.
- f. A Staff member, (most likely an assistant coach), depending on the extent of the injury and the needed coverage at the practice or game event, will accompany the injured athlete to the hospital and report back to the Certified Athletic Trainer as soon as information is obtained.
- g. The Athletic Trainer and the Director of Athletics must be notified immediately.

- h. In the event of a non-life threatening situation where immediate transportation to a hospital is required, a representative from the college (most likely an assistant coach), will transport the athlete to the hospital, and will report back to the Athletic Trainer (this would depend on the extent of the injury and needed coverage at the game event)
3. Equipment
- a. The medical kit will be on the sidelines for all practices and games.
 - b. There is a telephone in the Coaches Office. The Certified Athletic Trainer also carries a cell phone at all times.
 - c. The Game Administrator will have a cell phone.
 - d. AED, splints, crutches and ice will be available.

Emergency Action Plan for Baseball at Fairfield Park

1. Definition
 - a. Catastrophic injury is defined as a life threatening injury such as a severe head injury, spine injury, compound fracture, respiratory emergency, heat stroke, dyspnea, acute rhabdomyolysis, uncontrollable bleeding and sudden cardiac arrest.
 - b. Fairfield Park is the site that Clark State Baseball uses for their practice and home games.
2. Responsibilities
 - a. Staff includes a minimum of one (1) Certified Athletic Trainer and Coaching staff.
 - b. First responder (Certified Athletic Trainer or coach) will quickly assess the area for safety, and then check the victim for breathing, pulse and severity of the injury.
 - c. If the area is not safe to approach the victim or if the injury is severe to the point of needing transport to an emergency facility, then the first responder will look first to the other Athletic Trainers and give a crossed forearms signal to activate the Emergency Plan.
 - d. The Certified Athletic Trainer will activate EMS by calling 911 on a cell telephone.
 - e. An Assistant Coach or Player will go to the gate to meet the ambulance.
 - f. Other Athletic Training Staff (if available) will assist the First Responder.
 - g. A Clark State Staff member, (most likely an assistant coach), depending on the extent of the injury and the needed coverage at the practice or game event, will accompany the injured student-athlete to the hospital and report back to the Certified Athletic Trainer as soon as information is obtained.
 - h. The Athletic Trainer and the Director of Athletics must be notified immediately
 - i. In the event of a non-life threatening situation where immediate transportation to a hospital is required, a representative from the college (most likely an assistant coach), will transport the student-athlete to the hospital, and will report back to the Athletic Trainer (this would depend on the extent of the injury and needed coverage at the game event).
3. Equipment
 - a. The medical kit will be on the sidelines for all practices and games.
 - b. Please use your personal cell phone to call. The Certified Athletic Trainer also carries a cell phone at all times.
 - c. The Game Administrator has a cell phone.
 - d. Crutches and ice will also be available with the Athletic Trainer in the home dugout.

Emergency Action Plan for Softball at Evans Acres Field

1. Definition

- a. Catastrophic injury is defined as a life threatening injury such as a severe head injury, spine injury, compound fracture, respiratory emergency, heat stroke, dyspnea, acute rhabdomyolysis, uncontrollable bleeding and sudden cardiac arrest.
- b. Clark State Softball Field is the location of all outdoor Practices and home contests for the softball team.

2. Responsibilities

- a. Staff includes a minimum of (1-2) Coaches, one (1) Certified Athletic Trainer.
- b. First responder (Certified Athletic Trainer, Athletic Training Staff or coach) will quickly assess the area for safety, and then check the victim for breathing, pulse and severity of the injury.
- c. If the area is not safe to approach the victim or if the injury is severe to the point of needing transport to an emergency facility, then the first responder will look first to the other Athletic Trainers and give a crossed forearms signal to activate the Emergency Plan.
- d. The Certified Athletic Trainer or first responder will designate someone to activate EMS by calling 911 on a cell telephone.
- e. An Assistant Coach or Player will go to the entrance of the field to meet the ambulance. EMS personnel will enter the field from the roadway.
- f. Other Athletic Training Staff and Coaching Staff will assist the First Responder.
- g. A Clark State Staff member, (most likely an assistant coach), depending on the extent of the injury and the needed coverage at the practice or game event, will accompany the injured athlete to the hospital and report back to the Certified Athletic Trainer as soon as information is obtained.
- h. The Head Athletic Trainer and the Director of Athletics must be notified immediately.
- i. In the event of a non-life threatening situation where immediate transportation to a hospital is required, a representative from the college (most likely an assistant coach), will transport the athlete to the hospital, and will report back to the Athletic Trainer (this would depend on the extent of the injury and needed coverage at the game event).

3. Equipment

- a. The medical kit will be home dugout for all practices and games along with ice.
- b. The Certified Athletic Trainer also carries a cell phone at all times.
- c. The Game Administrator also carries cell phone.

Emergency Phone Numbers

Campus Police Department

Hours of operation are Mondays through Thursdays from 7:30 am to 11 pm and Fridays from 7:30 am to 4:30 pm. Campus Police can be reached at extension 3856 (if calling on campus) or 937.328.3856 (if calling from off campus or from a cell phone). Please call this number first and leave a voice mail message if there is no answer. If the situation is life threatening (i.e., a medical emergency), please call 9-911. If the situation is not life threatening but of an immediate nature, please call the Springfield Police Dispatcher at 937.324.7680. In the event Campus Police is away from campus for a period of time, extension 3856 will be forwarded to the Springfield Police Dispatcher.

Incident Command Job Action Check Sheets

Incident Commander

Checklist	Tasks to Complete
	Issue Eagle Alerts/Alertus notifications in conjunction with the PIO. <input type="checkbox"/> Order evacuation, shelter-in-place, or lockdown procedures as appropriate.
	Retrieve Emergency Response Team (ERT) Radio. Put on IC vest.
	Issue ERT communications in conjunction with the PIO.
	Appoint scribe. Document all actions.
	Determine Incident Command staffing. <input type="checkbox"/> Utilize IC worksheet. <input type="checkbox"/> Document name and contact strategy for each IC position.
	Determine if the college needs to close. <input type="checkbox"/> Inform PIO. <input type="checkbox"/> Do not give an opening time on initial notification.
	Determine what safety forces are present. <input type="checkbox"/> Police? Sheriff? OSP? Fire? EMS? Coroner? <input type="checkbox"/> Develop communications strategy with safety forces. <input type="checkbox"/> Radio? Telephone? Runner? <input type="checkbox"/> As much as possible, collect names and contact info for safety forces. <input type="checkbox"/> Retrieve Clark county Data Directory.
	Determine how to best aid on-scene safety forces. <input type="checkbox"/> Determine need for Clark State representation at safety forces Command Post. <input type="checkbox"/> Administration? <input type="checkbox"/> Facilities Management? <input type="checkbox"/> PIO?
	Establish location of the Clark State Emergency Operations Center (EOC). <input type="checkbox"/> TLC <input type="checkbox"/> Shull Hull <input type="checkbox"/> Brinkman <input type="checkbox"/> HBC
	<input type="checkbox"/> Conduct initial briefing of command staff. <input type="checkbox"/> Determine schedule of command staff meetings.
	Determine if assistance is required from the County EMA? <input type="checkbox"/> Is assistance required from Wittenberg or other area colleges?
	Account for those involved in the event. <input type="checkbox"/> Students: what classes were ongoing at the time? <input type="checkbox"/> Request report from Registrar's office. <input type="checkbox"/> Faculty: who would have been teaching? <input type="checkbox"/> Staff: whose offices are close by?
	Establish identity of injured or dead. <input type="checkbox"/> Determine who has been transported to area hospitals. <input type="checkbox"/> Establish liaisons with victims. <input type="checkbox"/> Establish liaisons with hospitals.
	Assess infrastructure <input type="checkbox"/> Determine if buildings are safe. <input type="checkbox"/> Are utilities intact? <input type="checkbox"/> Water? <input type="checkbox"/> Gas? <input type="checkbox"/> Electricity?

	<ul style="list-style-type: none"> ○ Phones? ○ Information Technology? <p>If infrastructure is affected, determine what has to be done to bring it back up.</p>
	<p>Establish incident goals.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Articulate objectives and tasks to achieve goals. <input type="checkbox"/> Ensure that goals are realistic. <input type="checkbox"/> Establish time frame. <input type="checkbox"/> Document and disseminate goals. <input type="checkbox"/> Establish a timeline for re-evaluation of goals.
	<p>In cooperation with the Planning Section Chief, develop an Incident Action Plan.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct distribution of the Incident Action Plan to all personnel.
	<p>Consult PIO.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approve outgoing communications as necessary. <input type="checkbox"/> Establish a timetable of media communications or press conferences in coordination with safety forces. <input type="checkbox"/> Approve Media Center location. <input type="checkbox"/> Establish a student/family information hotline.
	<p>Be available for press conferences. You are the face of the college.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If not you, determine who represents the college at press conferences. <input type="checkbox"/> Work with PIO to establish talking points. <ul style="list-style-type: none"> ○ Basic facts. <ul style="list-style-type: none"> ▪ What happened. ▪ Who's involved. ▪ What's being done. ○ Confirm damage/casualties. ○ Describe support. ○ Announce closure.
	<p>Schedule interviews with the assistance of the PIO.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Focus on victims/families. <ul style="list-style-type: none"> ○ Express grief and sympathy.
	<p>Determine need for mental health counseling.</p> <ul style="list-style-type: none"> <input type="checkbox"/> At incident scene? <input type="checkbox"/> At EOP?
	<p>Determine need for Legal Services representation in the EOC.</p>
	<p>Ensure that the Finance Section is documenting all incident related costs.</p>
	<p>Provide updates to stakeholders.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Trustees. <input type="checkbox"/> Community Leaders. <input type="checkbox"/> Legislators.
	<p>Ensure that the Logistics Section Chief has established a method of evaluation of offers of assistance.</p>
	<p>If operations are required for more than 12 hours, establish a staffing plan (with the Logistics Chief) for future operational periods.</p>
	<p>Authorize deactivation of emergency response activities as appropriate.</p>

Public Information Officer (PIO)

Checklist	Tasks to Complete
	Issue Eagle Alerts/Alertus notifications. <input type="checkbox"/> Compose initial emergency message for web homepage.
	Retrieve Emergency Response Team (ERT) Radio. Put on PIO vest.
	Issue ERT communications as directed by the IC or Operations director.
	Appoint scribe. Document all actions.
	Establish a location for the Public Information Office. <input type="checkbox"/> Determine the appropriateness of the College Relations Office. <input type="checkbox"/> Work with the Incident Commander (IC) to establish an alternate office location if deemed necessary/desirable. <input type="checkbox"/> Ensure adequate phone and internet access. <input type="checkbox"/> If a large scale event, assign an assistant to the Clark County Joint Information Center (JIC). <input type="checkbox"/> Deploy the preplanned "go kit" of necessary supplies/information for use in the JIC.
	Compose/approve all Clark State public/media communications. <input type="checkbox"/> Ensure that all public/media communications are composed jointly with the safety agency PIO's.
	Consult the IC and appoint the media spokesperson for the event.
	Establish a Media Center along with Physical Plant and Grounds. <input type="checkbox"/> Ensure that the Media Center has sufficient, space, electrical service, and phone and internet access to accommodate media demands. <input type="checkbox"/> Coordinate the location of the Media Center with public safety services.
	Establish a timetable of media communications or press conferences. <input type="checkbox"/> Collect media names and contact info. <input type="checkbox"/> Press conference: <ul style="list-style-type: none"> ○ Basic facts. <ul style="list-style-type: none"> ▪ What happened. ▪ Who's involved. ▪ What's being done. ○ Confirm damage/casualties. ○ Describe support ○ Announce closure
	Establish communication access strategies for public/student/family information. <input type="checkbox"/> All communications should drive people to the website for details. <input type="checkbox"/> Ensure that the college receptionist area is staffed to field incoming calls. <input type="checkbox"/> Provide recorded or scripted material to reception staff for public release. <input type="checkbox"/> Publicize additional phone numbers for community access. <input type="checkbox"/> Establish a telephone 211 hotline the public may access for incident information in cooperation with the Clark County Emergency Management Agency (EMA). <input type="checkbox"/> Ensure that the Clark State website is periodically updated with accurate incident information. <input type="checkbox"/> Provide an e-mail address that the public may use for incident inquiries.
	Replace web homepage with crisis website. Include: <input type="checkbox"/> Latest information. <ul style="list-style-type: none"> ○ Time stamp entries.

	<input type="checkbox"/> Resource links <ul style="list-style-type: none"> ○ Hospital. ○ Law Enforcement. <input type="checkbox"/> Important phone numbers. <ul style="list-style-type: none"> ○ Hotlines for student/family access. <input type="checkbox"/> Availability of counseling. <input type="checkbox"/> Video of news conferences. <input type="checkbox"/> Previous postings. <ul style="list-style-type: none"> ○ Strike through info as replaced.
	Appoint staff to monitor social media concerning incident information. <input type="checkbox"/> Provide updated information to disseminate through social media. <input type="checkbox"/> Attempt to correct misperceptions or misinformation disseminated by others on social media.
	Anticipate media needs. <input type="checkbox"/> Law enforcement communications and response. <input type="checkbox"/> Clark State crisis preparation. <input type="checkbox"/> Official expression of grief. <input type="checkbox"/> Availability of grief counseling. <input type="checkbox"/> Identify rumors; correct factual errors. <input type="checkbox"/> Preparation for reopening.
	Provide food and bathroom facilities for media.
	Further media support: <input type="checkbox"/> Gather/create images. <input type="checkbox"/> Provide photos, maps, floorplans, bios
	Schedule media interviews with the President and other officials. <input type="checkbox"/> Any conversation should be considered an interview. <input type="checkbox"/> Establish written talking points. <ul style="list-style-type: none"> ○ Regret. ○ Resolution. ○ Reform.
	Evaluate how message is being received.

Liaison Officer

Checklist	Tasks to Complete
	Obtain briefing from Incident Command.
	Retrieve Emergency Response Team (ERT) Radio. Put on Clark State Liaison vest.
	Provide a point of contact for assisting mutual aid agency representatives.
	Determine if presence is needed at Incident Command Post or EOC.
	<p>Determine what safety forces are present.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Police? Sheriff? OSP? Fire? EMS? EMA? Coroner? <input type="checkbox"/> Develop communications strategy with safety forces. <ul style="list-style-type: none"> o Radio? Telephone? Runner? <input type="checkbox"/> As much as possible, collect names and contact info for safety forces. <p>Retrieve Clark County Data Directory.</p>
	<p>Consult the IC and determine how to best aid on-scene safety forces.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine need for Clark State representation at safety forces Command Post. <ul style="list-style-type: none"> o Administration? o Facilities Management? o PIO?
	Handle requests from command post personnel for inter-organizational contacts.
	Monitor incident operations to identify current or potential inter-organizational conflicts or problems.
	Provide information to appropriate governmental agencies.
	Maintain an activity log.

Operations Section Chief

Checklist	Tasks to Complete
	Obtain briefing from Incident Command.
	Retrieve Emergency Response Team (ERT) Radio.
	Appoint scribe. Document all actions.
	Appoint Operations Managers: <ul style="list-style-type: none"> <input type="checkbox"/> Faculty (Provost) <input type="checkbox"/> Student Affairs <input type="checkbox"/> Facilities (Infrastructure) <input type="checkbox"/> Information Technology <input type="checkbox"/> Mental Health Counseling
	Supervise and direct the activities of all assigned Operations Section personnel. Request report from all Operations Managers, re: incident impact. <ul style="list-style-type: none"> <input type="checkbox"/> Damage? <input type="checkbox"/> Ability to function? <input type="checkbox"/> Recovery needs? <ul style="list-style-type: none"> ○ Estimated time of recovery.
	Inform IC of Manager reports. Assist IC in the development of the Incident Action Plan.
	Coordinate Operations Section activities. Determine resources necessary for recovery. Inform IC and Logistics Chief of resource needs.
	Prepare and recommend operational plan changes and revisions to the IC. <ul style="list-style-type: none"> <input type="checkbox"/> Do IAP objectives address current challenges?
	Issue operational orders to implement directives of the IC.
	Track personnel work hours and report information to the Finance Section Chief.
	Select or recommend staging area locations, perimeter assignments, evacuation strategies, and resource requirements/availability.
	Request frequent status briefings from Operations supervisors. Provide frequent status reports to IC.
	Ensure personnel prepare after action reports.
	Maintain activity log.

Planning Section Chief

Checklist	Tasks to Complete
	Obtain briefing from Incident Command.
	Retrieve Emergency Response Team (ERT) Radio.
	Appoint scribe. Document all actions.
	Supervise and direct the activities of all assigned Planning Section personnel.
	Assist the IC in the development of the Incident Action Plan.
	Prepare and disseminate Incident Action Plan. Ensure that all participants understand incident goals and objectives.
	Coordinate Planning Section activities. Collect and process situational information about the incident.
	Receive reports from Operations Section as to incident status.
	Ensure documentation of the Incident. Gather action plans and activity logs.
	Work with the IC to develop staffing strategy as incident progresses.
	Determine recovery needs, especially pertaining to space (real estate), power, and connectivity.
	Contact Agility Recovery for incident support.
	Ensure personnel prepare after action reports.
	Maintain activity log.

Logistics Section Chief

Checklist	Tasks to Complete
	Obtain briefing from Incident Command.
	Retrieve Emergency Response Team (ERT) Radio.
	Appoint scribe. Document all actions.
	Supervise and direct the activities of all assigned Logistics Section personnel.
	Evaluate with Operations and Planning Managers the current size and scope of the incident and plan necessary logistical support for operations.
	Provide, maintain, and control equipment, facilities, and services required by the Operations Section.
	Coordinate and process requests for additional resources.
	Provide for meals and refreshments for all incident personnel.
	Determine sheltering needs of incident personnel.
	Evaluate, track, and aid in assignment of offers of volunteer help.
	Ensure personnel prepare after action reports.
	Maintain activity log.

Finance Section Chief

Checklist	Tasks to Complete
	Obtain briefing from Incident Command.
	Retrieve Emergency Response Team (ERT) Radio.
	Appoint scribe. Document all actions.
	Supervise and direct the activities of all assigned Finance Section personnel.
	Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
	Develop strategy for tracking personnel time devoted to the incident.
	Establish an incident project account so that all purchases of goods and services can be reconciled after the event.
	Modify departmental purchasing authority as necessary to meet purchasing requirements for incident response and recovery.
	Document incident-associated costs/purchases.
	Document incident-associated claims.
	Coordinate with Insurance Agencies ensuring that incident costs and losses are tracked and reported as necessary.
	Coordinate with governmental agencies in the event a disaster is declared and public funding is available for recovery operations.
	Track any donations.
	Begin cost analysis of incident.
	Ensure personnel prepare after action reports.
	Maintain activity log.

<<End>>