



Crisis Response Manual

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CLARK STATE SAFETY PLANS

Clark State Community 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. Initial Emergency Procedures Guide (IEPG)
 - o Mobile Emergency Response Plan (MERP)
2. Business Continuity Plan
3. Blood-borne Pathogen Exposure Control Plan
4. Hazard Communication Plan
5. Chemical Hygiene Program

1. **Initial Emergency Procedures Guide** (IEPG) 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 p. 13). Both utilize the Incident Command System (ICS) as established by the Department of Homeland Security to govern emergency response. Both the IEPG and the MERP reflect an “all hazards” approach to emergency incident management and address the following incident categories:

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

The IEPG 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.

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.

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.

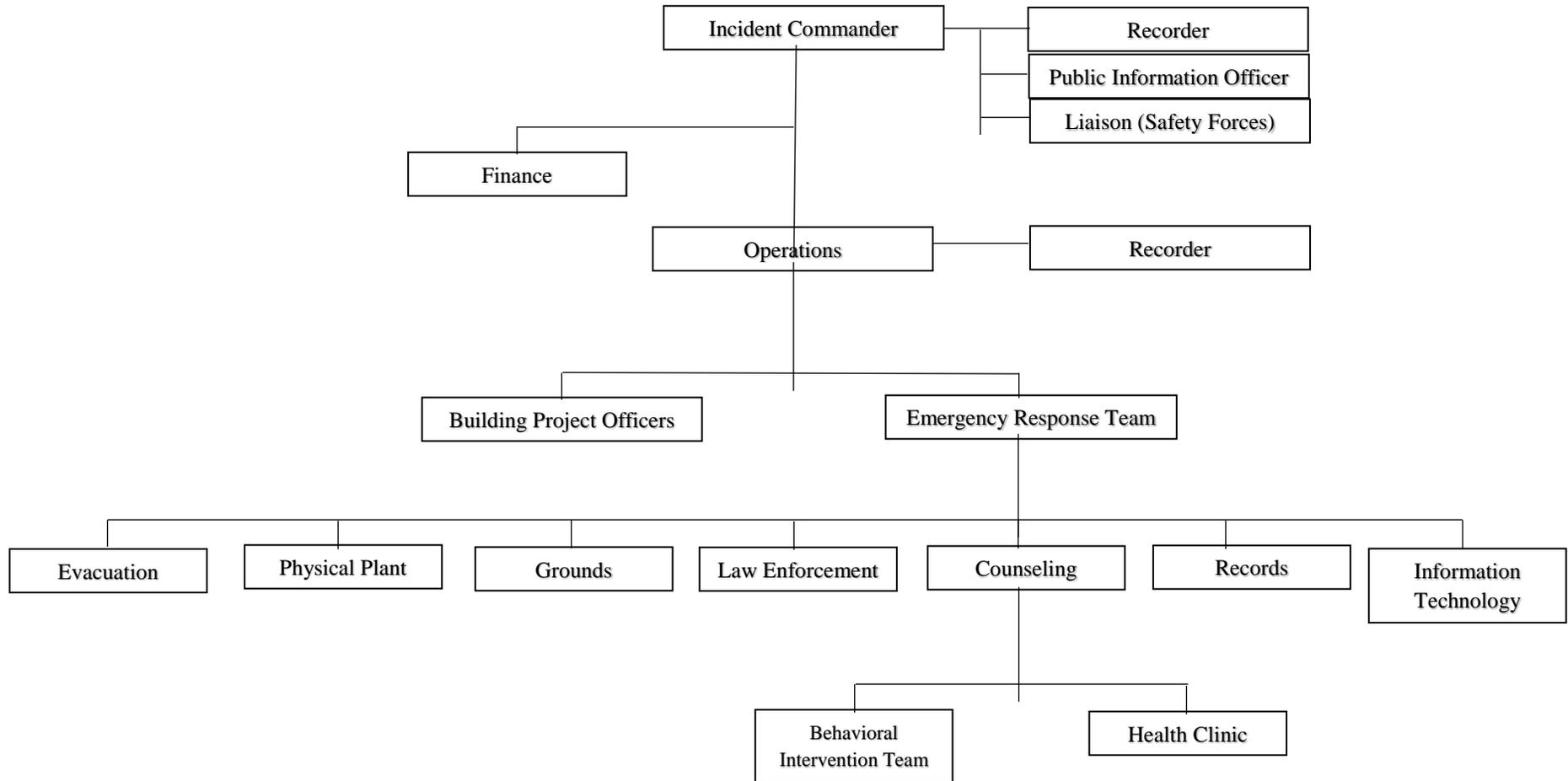
It is understood that the Vice President of Business Affairs (VPBA) will be the Incident Commander unless otherwise designated for an incident. The office of the VPBA (LRC 312) will be site of the initial Emergency Operations Center (EOC).

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 VPBA (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. Current members of the ERT are listed in an appendix to this document.



Clark State Community College
Incident Command Structure



PUBLIC INFORMATION OFFICE

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.

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 (initially the VPBA).
- 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.

INCIDENT RESPONSE ADJUSTED FOR GEOGRAPHICAL LOCATION

Clark State serves a student population spread over several county regions. 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:

1. **Springfield Locations:** Clark State contracts with the city of Springfield Police Division to provide Law Enforcement (LE) services during operational hours. The designated Clark State LE officer may be accessed by calling 911, but may also, for lesser incidents, be accessed through a Clark State cellular phone: 937.328.3856.
2. **Greene County:** Clark State contracts with a private agency to provide security at its Greene County 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.
3. **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.
4. **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 OFF 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.

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 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 9-324-7680. In the event Campus Police is away from campus for a period of time, extension 3856 will be forwarded to the Springfield Police Dispatcher.

Clark County Resource Directory

Contact information for many local, State, and Federal emergency agencies and resources can be found in the Clark County Resource Directory.

College Numbers	Primary	Secondary
Vice President of Business Affairs	6003	
College Relations	6145	937-371-5876
Health Clinic	6042	
Behavioral Support Services	7961	
Grounds	3872	937-605-9246
Physical Plant	6108	937-605-9225
Human Resources	6125	
Law Enforcement		
Springfield Campus Police	3856	937-605-9233 (days); 937-605-9234 (evenings)
Springfield Police Division	911	937-324-7680
Greene Center Security	8819	937-605-8339
Beavercreek Police Department	911	937-426-1225
Bellefontaine Police Department	911	937-599-1010
Clark County Sheriff	911	937-328-2560
Fire Department		
Springfield Fire Rescue Division	911	937-324-7605
Beavercreek Township Fire Department	911	937-426-1213
Bellefontaine Fire and EMS	911	937-599-6168
Springfield Township Fire Department	911	937-324-4571
Utilities		
Ohio Edison	800.633.4766	
Dayton Power and Light	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 Risk Management Coordinator is responsible for the annual and as needed replenishment of all first-aid kits (see appendix for [first-aid kit](#) locations).

Each department has been issued flashlights 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.

ACCESSING THE MOBILE EMERGENCY RESPONSE PLAN

The Mobile Emergency Response Plan (MERP) is an on-line tool that aids in defining Clark State Community 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:

www.mobileemergencyresponseplans.com

The website is viewable on a:

- Desktop
- Smartphone
- Tablet
- Other mobile device

To login, use the username and password provided to you by Clark State. You then can view the plan or download it as a PDF file to keep on your desktop.

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.

To log in, use the same username and password provided to you by Clark State.

Make sure you have the latest

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.

Want a video tutorial?

www.tutorials.mobileemergencyresponseplan.com/building-and-transportation/

Forget your login name or password?

If you are unsure of your username or password, notify Tom Duffee (328-6059), Clark State's MERP administrator.

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 Relations 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.

Chemical Hygiene Program

- 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.

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 Business Affairs (VPBA) and the Safety Committee will ensure that BPO's are offered (at a minimum) annual training that addresses BPO responsibilities.

A list of current BPO's is maintained in an appendix to this document.

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, 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:
 - Laura Whetstone, Director, Human Resources
Rhodes Hall 210C | 937.328.7958 | whetstonel@clarkstate.edu
 - Title IX Deputy Coordinators:
 - Yolanda Hall, Senior Human Resources Generalist
Rhodes Hall 210D | 937.328.6125 | hally@clarkstate.edu
 - Nina Wiley, Dean, Student Engagement & Support Services
TLC 115 | 937.328.7936 | wileyn@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
- 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)**. Find the nearest AED, today.
- If you identify someone in need of medical aid, consider calling **911**.
 - Know where Clark State First Aid kits are located (see the Crisis Response Manual on the Clark State Portal).
 - Visit the Leffel Lane Health 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>

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:

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

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 the College 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.

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.

TORNADO/WEATHER EMERGENCY

Tornado Watch

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.

Tornado Warning

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 county(ies) 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 Beaver creek.

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.

FIRE/EXPLOSION RESPONSE

Fire extinguishers and fire alarm pull stations are placed in strategic locations as recommended by the fire chief.

The fire alarm signal shall be given by sounding the fire alarm bell 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](#), (see appendix) 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: Call (9) 911 and activate the nearest fire alarm pull station.

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 (ERG) 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 cover 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.

BOMB THREAT/SUSPICIOUS PACKAGES

If a 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 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 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.
 - Ask when the bomb will detonate.
- After the call, immediately notify Campus Police and the VPBA.
 - If not already done, use the 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 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.

Bomb Threat Assessment

Upon receipt of notification of a 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:

- **Low Risk** – lacks realism and poses a minimal risk to public safety. Probable motive is to cause disruption.
 - 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.

- **Medium Risk** – Increased level of realism. Threat could be carried out though it may not appear realistic.
 - 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”).

- **High Risk** – Specific and realistic. Threat appears to pose an immediate and serious danger to the safety of others.
 - 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.

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:

1. No action required.

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

2. 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.

3. Evacuation

If evacuation is 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.

4. 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).

BOMB THREAT CHECKLIST

In the event of a bomb threat, scare, or similar situation, follow this procedure:

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

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (CIRCLE OR CHECK)

- | | | |
|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | | |
| <input type="checkbox"/> Broken | <input type="checkbox"/> Stutter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Sincere | | |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Rapid <input type="checkbox"/> | Giggling |
| <input type="checkbox"/> Deep | | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Squeaky <input type="checkbox"/> | Excited |
| <input type="checkbox"/> Stressed | | |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Loud <input type="checkbox"/> | Slurred |
| <input type="checkbox"/> Normal | | |

Is voice familiar? Yes No If yes, whom did it sound like? _____

Were there background noises? _____

Time caller hung up: _____

Remarks: _____

Person receiving the call: _____

NOTE: Report this form ONLY to the Vice President for Business Affairs or Campus Police.

HAZARDOUS CHEMICAL/MATERIAL SPILL ON CAMPUS

In the event of a spill/release, employees are expected to act consistent with the response items in the **Initial Emergency Procedures Guide** (IEPG). 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.

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.”

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.

MEDICAL EMERGENCIES

Clark State maintains a Health Clinic for minor illness and injury treatment in the Applied Science Center, Room 210. The Clinic is staffed by an RN and is open during fall and spring semesters. A doctor or nurse practitioner is available on Wednesdays.

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 campus.

If it cannot be easily determined whether the medical emergency is life threatening or not, immediately call (9) 911.

Biohazard sharps containers are available in each building (see appendix for [sharps container](#) locations) for the purpose of properly disposing of needles used for medicinal purposes.

Portable defibrillators (AEDs) are located in each building (see appendix for [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 Health Clinic Nurse (see appendix for [first-aid kit](#) locations).

EMPLOYEE INJURIES

Employees who become injured on the job must immediately notify their supervisor and complete an Incident Report. 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 centers are closed, go to the nearest hospital emergency department. Report serious incidents to Campus Police at 328-3856 or for life-threatening injuries, call 911.

The Centers 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.

COMMUNICABLE DISEASE

The Mobile Emergency Response Plan (MERP) addresses the event of a pandemic as declared by the World Health Organization. Lesser threats presented by communicable diseases (from the everyday common cold to the rare presentation of Ebola fever), however, must also be considered and addressed. This section should be considered as Clark State's policy on Communicable Disease.

Clark State will make every attempt to allow their employees and students to work or attend classes providing 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. 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.

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 whose behavior endangers others shall be isolated or removed from the campus by the Campus Police Department. 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.

The College 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 its 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.

Definition of terms

- 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).

Employees shall:

- Notify their supervisor of any existing communicable disease if such disease results in excessive absences, influences their 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 their supervisor, Director of Human Resources, Health Clinic Nurse/physician to seek medical care in the Health Clinic or from a private healthcare provider 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.
- Complete a certificate of absence form, as required.
- Practice proper disposal of hazardous waste materials.
- Properly govern their behavior in light of known modes of disease transmission.

Supervisors shall:

- Request that employees with potentially communicable diseases that can be transmitted via casual contact seek medical care in the Health Clinic or from a private healthcare provider and/or leave campus, as deemed necessary.
- Notify the Director of Human Resources if their employees refuse to comply with requests to seek medical care in the Health Clinic or from a private healthcare provider and/or to leave campus.
- Notify Campus Police in the event that the Director of Human Resources cannot be reached.
- Inform employees of appropriate safety guidelines if their duties require them to handle potentially infected body fluids or biohazardous materials.

The Director of Human Resources shall:

- Inform new employees of the communicable disease policy and procedure 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 the employee notify the Health Clinic Nurse/physician of their condition, as deemed necessary.
- Contact Campus Police for employees refusing to comply with their supervisor's request to seek medical care in the Health Clinic or from a private healthcare provider and/or to leave campus.
- Provide periodic reviews/amendments of the communicable disease policy and procedure in conjunction with the Dean of Student Support Services.

Coworkers shall:

- Practice appropriate habits to deter disease transmission, which may result from casual contact (i.e., hand washing, refraining from sharing eating utensils, etc.).
- Accept work assignments with fellow employees suffering from communicable diseases that are transmitted only through close contact.

- Restrain from harassing or otherwise discriminating against other employees, including those with HIV or AIDS.

Students shall:

- Notify faculty of any existing communicable disease if such disease results in excessive absences, influences their 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, Dean of Student Support Services, Health Clinic Nurse/physician to seek medical care in the Health Clinic or from a private healthcare provider and to leave campus, as deemed necessary.
- Provide documentation of medical treatment for subsequent absences and certification of their ability to participate in programs, activities and field trips or to fulfill responsibilities of on-campus employment, as requested.
- Know that they shall 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 their association with regional medical facilities, students enrolled in the health technologies program may be held to stricter regulations).
- Practice proper disposal of hazardous waste materials.
- Properly govern their behavior in light of known modes of disease transmission.

Faculty shall:

- Request that students with communicable diseases seek medical care in the Health Clinic or from a private healthcare provider and leave campus, as deemed necessary.
- Notify the Dean of Student Support Services if students refuse to comply with their request.
- Notify Campus Police in the event that the Dean cannot be reached.
- Advise students regarding possible need for withdrawal and existing procedures for obtaining tuition refunds, as deemed appropriate.
- Provide course flexibility, as able, for any student who desires to continue enrollment despite excessive absences.
- Inform students of appropriate safety guidelines if required to handle body fluids or biohazardous materials.

The Dean of Student Support Services shall:

- Request that the student notify the Health Clinic Nurse/physician of their condition, as deemed necessary.
- Contact Campus Police for students refusing to comply with faculty's request to seek medical care in the Health Clinic or from a private healthcare provider and/or to leave campus.
- Advise students regarding possible need for withdrawal and existing procedures for obtaining tuition refunds, as deemed appropriate.
- Provide periodic reviews/amendments of the communicable disease policy and procedure in conjunction with the Director of Human Resources.

Campus Police shall:

- Remove employees/students from campus, per request of the Director of Human Resources, supervisors, Dean of Student Support Services, faculty, Health Clinic Nurse or physician, who have a communicable disease and are refusing to comply with requests to leave.

The Health Clinic shall:

- Include the communicable disease policy and procedure in the routine marketing of the clinic, including information to new students.
- Provide medical care and education to employees and students to the extent that the facility permits.
- Determine a patient's knowledge of the existing communicable disease policy and procedure and enforce compliance.
- Contact Campus Police, as necessary, for patients refusing to leave campus.
- Provide written excuses from or permission to return to work/class, where appropriate.
- Provide reproductions of medical records after obtaining written permission from the patient.
- Provide, upon request, the names and phone numbers of community resource and support groups to assist employees and students. Alternatively, employees may obtain counseling through the College's employee assistance program.

COUNSELING REFERRAL

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 and threats or violence occur.

The Behavioral Intervention Team (BIT) includes:

- Dean of Student Support Services
- Athletic Director
- Campus Police Officers
- Social Work Faculty member
- Academic Advisor
- Coordinator of Counseling Services along with assistance from Peer Listeners (Second Year Social Work Practicum students)

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). 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.

Following are the risk levels and appropriate response:

MILD	<ul style="list-style-type: none"> • High Level of Stressors affecting attendance and academic performance ○ Poor Concentration ○ Self reported anxiety, feeling overwhelmed ○ Appearance indicates self-neglect ○ Discloses distress from abuse 	Faculty/Staff Response: Complete risk scale assessment and intervention request, refer to Counseling Center at ext. 7961
MODERATE	<ul style="list-style-type: none"> •Anger issues-verbal aggression, may or may not be loud •Inappropriate Behavior-demanding, sexual comments, etc. •Bullying •Becomes agitated; difficulty calming self down •Illogical writing 	Faculty/Staff Response: Complete risk scale assessment and intervention request and refer to Counseling Center at ext. 7961; refer to BIT at ext. 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 ext. 6056 for immediate response
EXTREME	<ul style="list-style-type: none"> •Physical Aggression 	Faculty/Staff Response: Call

	<ul style="list-style-type: none"> •Damaging Property •Voices threats involving weapon and/or intent to harm specific target •Delusional/Loss of Reason •Suicidal threat 	Police 911 or 9-911 from campus phone.
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SUICIDE THREAT/SELF-INFLICTED INJURY

If an employee, student, or visitor displays suicidal tendencies, notify Campus Police (ext. 3856) 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

POSTVENTION PLAN IN THE EVENT OF SUICIDE OF STUDENT, STAFF OR FACULTY

The purpose of the postvention 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, Office of Accessibility Director, Student Affairs Leadership, Dean of Enrollment Services, Coordinator of Risk Management, and members of the Behavior Intervention Team.

NOTIFICATION:

Any campus staff or faculty should report the suicide death of a campus member to Student Affairs Leadership. A group of faculty and staff will determine range and type of notification to be given to the campus community. The group will include: the Counseling Coordinator, Office of Accessibility Manager, Dean of Student Affairs, Dean of Enrollment Services, the student's advisor, and the Dean or Assistant Dean over the student's academic program. 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 (see attached resource sheet.)

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.**

INTERVENTIONS:

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 Office, Campus Ministry, Health Clinic, 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

Upon learning of the death of a student, the Dean of Enrollment Services shall:

- Verify the death
- Contact the President so that a formal appropriately-written sympathy response can be sent to the family on behalf of the College
- Contact the VPASA in order to determine if a posthumous degree should be awarded to the family of the student
- Contact the College Relations Office to coordinate the necessary College-wide response and to handle all media inquiries
- Contact the Records and Registration Office in order to withdraw the student from the College
- Notify the appropriate College personnel including assigned faculty, student services, Campus Ministry, Administrative Council and Executive Cabinet
- Contact the Financial Aid Office to conduct a review of the student's financial aid file and take necessary action
- Contact the Cashier's 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

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 Campus Ministry and shall also contact the Human Resources Office, 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, 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 physical disability or health concern 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 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 special accommodations are requested.

DISABILITY SYLLABUS STATEMENT

The following statement is reflected in the Syllabus Statement:

If you have a documented disability for which accommodations may be required in class, please contact the Office of Accessibility (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.

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.

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 Obligation

- 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

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

Hide

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

Fight

1. As a last resort, attempt to disrupt or incapacitate the shooter by:
 - Acting aggressively
 - Yelling
 - Throwing items

HOSTAGE 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.

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.

County Sheriff's Office

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>

Individuals listed on these registries have been convicted of a sexual offense that requires them to meet a number of mandates including annual registration with law enforcement. This information is designed to increase community safety and awareness and to educate you about offenders. The registries allow you to enter any local address which then provides a list of all registered sex offenders living within a one-mile radius within the boundaries of the College's service district. You can also take advantage of the free e-mail notification. When a sex offender registers with the County Sheriff's Office, you will be alerted if the offender's address is within one mile of the address you entered on your subscription.

State of Ohio

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 AND 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. 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.

More detailed information can be found at the US Department of Homeland Security website <http://www.dhs.gov/index.shtm>.

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 VPBA (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.

<u>Name</u>	<u>Title</u>	<u>Primary Phone Contact</u>
Adkins, Adele	Executive Director, PAC	3857
Anderson, Jim	Safety Committee	3854
Ayars, Dan	Director, Facilities Ops and Maintenance	6040
Belanger-Hass, Aimee	Dean, BAT	6038
Bell, Gene	Officer	3856
Binkly, Travis	Assistant Dean, Advising Services	937.431.7157
Blondin, Jo Alice	President	6001
Brown, Michael	Provost & Senior Vice President, Academic Affairs	6025
Cuffman, Charles	Assistant Dean, Arts and Sciences	6018
Duffee, Tom	Coordinator, EMS	6059
Edwards, Brian	Dean, HHPS	6060
Felder, Theresa	Vice President, Student Affairs, GC Ops	8922
Franz, Matt	Chief Information Officer	6144
Gordon, Ron	Dean, Enrollment Services	6095
Honeycutt, Amanda	Manager, Grounds and Fleet	3872
Houser, Lauren	Project Jericho Manager	3869
Johnson, Natalie	Associated Dean, Greene Center	937.429.8926
Kelly, Susan	Assistant to the VP Business Affairs	6004
Louis, Naomi	Dean, Arts & Sciences	6031
Means, Laurie	Marketing Manager	6145
Minter, John	Student Services	6034
Nelson, Kathleen	Controller	7973
Seaman, Diana	Registrar	6014
Toles, Mellanie	Assistant to the President	6002
Van Noord, Melinda	Counselor	7961
Wakefield, Larry	Vice President, Business Affairs	6003
Weber, Paul	Peace Office Academy Commander	6050
Whetstone, Laura	Director, Human Resources	7958
Wiley, Nina	Dean, Enrollment Services	7936
Yates, Tracy	Safety Committee	7975

BUILDING PROJECT OFFICERS

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.

<u>Building</u>	<u>Floor</u>	<u>Building Project Officer</u>
Applied Science Center	Wellness Center/Gym	Justin McCulla
	1 st Floor	Julia Daniels
	2 nd Floor	Mark Schmidt Julia Daniels
Bellefontaine Campus	Clark State areas	Lisa Castle
Brinkman Educational Center	All Areas	Duane Hodge Paul Weber Nikki Smith
CTTC Training Yard	All Areas	Charlie Thompson Jim Ross
Disaster Recovery Learning Lab	All Areas	Instructor on Duty
Greene Center	All Areas	Natalie Johnson Travis Binkly Rahme Ashour Moonlight Security
Hollenbeck Bayley Center	1 st Floor	Tracy Yates Jimmy Straley
	2 nd Floor	Lauren Houser Kristi Limes
Landess Technology & Learning Center	Rotunda South to RH	Nina Wiley John Minter
	Rotunda North to ASC	Jason Wearly
LRC	1 st Floor	Aimee Belanger Haas
LRC	2 nd and 3d Floors	Matt Franz
Maintenance Barn	All Areas	Amanda Honeycutt Kyle Thullen
Performing Arts Center	1 st Floor	Dan Hunt Mark McCarty
Rafinski Center	1 st Floor	Dan Ayers Charlie Miller
Rhodes Hall	1 st Floor	Ron Gordon Charmaine Misick Tony Yancy
	2 nd Floor	Melinda Van Noord Nathan Walters
	3 rd Floor	Naomi Louis Petra Deason
Shull Hall	All Areas	Larry Everett Kathleen Day

DESIGNATED SAFETY AREAS

The following areas shall be designated as safety areas in the event of an emergency:

Building	Floor	Room/Area
Applied Science Center	1 st Floor	108, 125
Brinkman Educational Center	Lower Level	All basement areas.
CTC Training Yard	Entire Area	Under-road tunnel located halfway down the entry drive to the training grounds
Disaster Recovery Learning Lab	Basement	Basement
Greene Center	1 st Floor	128, 129 Back hallway Restrooms
Hollenbeck Bayley Creative Arts and Conference Center	1 st Floor	119, 120 Stairwells - first floor Restrooms - first floor
Landess Technology and Learning Center	All areas	127, 128, 144 Restrooms
LRC	1 st Floor	132 and office complex
	2 nd Floor (if you cannot make it to first floor)	207 and 209
Maintenance Barn	All Areas	Block office area
Performing Arts Center	1 st Floor	Kuss Auditorium (under seats if possible) Restrooms
Rhodes Hall	1 st Floor	Lower hall and rest room near 101-108 Success Center Offices
	2 nd Floor	220, 222
RSC	1 st Floor	Bookstore storage Kitchen Hallway rear of kitchen
Shull Hall	All areas	104 Middle hallway

EMERGENCY KITS

Wall-Mounted First Aid Kits

- ASC Study Area
- ASC 2nd floor
- BAT Office
- BEC lobby
- Eagle's Nest
- HBC lobby
- Greene 1st floor
- Greene 2nd floor
- LRC 207/209
- PAC, Front and Back
- Rhodes 2nd floor study area
- Rhodes 3d floor
- Shull Hall office
- Success Center
- TLC Lobby, behind desk

Wheelchairs

- ASC 141/142 PTA Lab
- ASC 210 Health Clinic
- BEC 118 STNA Lab
- BEC 210 Lounge
- Greene Center, 2nd floor storage room
- OHP, Nursing lab
- PAC 111
- PAC 144
- TLC 150 Nursing Lab
- TLC 161 STNA Lab

Sharps Containers (supplied in restrooms)

- ASC first floor
- BEC first floor
- Disaster House first floor
- HBC first floor
- LRC first floor
- PAC first floor (theatre side)
- Rhodes Hall second floor
- Shull Hall first floor north
- TLC first floor south

Automated External Defibrillators

- ASC Health, Human and Public Services office
- BEC lobby
- Disaster House classroom
- Eagle's Nest
- Greene Center first floor lobby
- LRC second floor hallway
- PAC administration room 161
- HBC lobby
- Shull Hall lobby
- TLC front desk

MAPS OF CAMPUS FACILITIES

Building layouts reflecting building evacuation plans, designated safety areas and locations of fire alarms, fire extinguishers, and first aid kits are posted in campus buildings and in the printed copy of the Crisis Response Manual that is distributed to each department. Layouts are also located on the employee portal. Questions regarding evacuation of buildings should be directed to VPBA.