KENT STATE
UNIVERSITY

Emergency Response Plan

Campus:

Facility:

Contents

Introduction: Emergency Management at Kent State University

It is critically important that Kent State University is prepared for any emergency situation that threatens the well-being of our greater community. Preparation requires the planning and teamwork of internal and external stakeholders, effective communications, and an environment of continuous improvement and leadership in preparing and responding to all emergency events.

The University has an Emergency Management Plan to provide general guidance, organizational structure and specific direction on preparedness and response activities intended to preserve life and protect property in the event of an emergency. This plan organizes a command structure to integrate and coordinate KSU and external services and resources in order to provide the most effective response and recovery to an emergency.

All emergency events begin with an initial level of response and resources from KSU and then escalate in accordance with the requirements of the incident; external assistance will be requested when an emergency exceeds institutional capabilities. If the emergency event is substantial and requires more resources and manpower, an Incident Command System (ICS) may be implemented and utilized by responding safety forces. An Incident Command Post (ICP) will be established and is a temporary physical location where planning and incident management is coordinated. The county EMA may also activate their Emergency Operations Center to support the needs of the ICP. The University's Departmental Operations Center is comprised of Emergency Response Team (ERT) members and will work with local safety forces and other University staff members in order to effectively deal with the emergency affecting the campus.

It is vitally important that the University community operates within the command structure in order to prioritize and deliver services and resources for the greater good, and we must work within the command structure so that services and resources are provided to affected areas in a timely and efficient manner.

Individuals, departments and facilities shall not attempt to allocate emergency services or resources without the knowledge and permission of the Incident Command Post or the University's Departmental Operations Center. Although in need of these services and resources, we must be patient and allow the Incident Command Post or the University's Departmental Operations Center to organize these efforts for the overall benefit of the University.

Overview

Visitors, students, staff and faculty must take appropriate and deliberate action when emergencies occur in University facilities. Careful planning, with an emphasis on safety, can help the University handle crises and emergencies with suitable responses that may save lives. Supervisors are responsible for ensuring all employees are familiar with and are able to follow this emergency response plan (ERP). Where appropriate, staff members may be assigned emergency response duties to assist during an emergency.

Follow these important steps when there is an emergency:

➢ Confirm the report of an emergency and evaluate its conditions
➢ Report the incident immediately to the Police Services
➢ Follow instructions from emergency first responders

The Emergency Response Plan is an adjunct to the Kent State University Emergency Management Plan.

The primary goals of our Emergency Response Plan are:

➢ To protect lives, property, and the facility
➢ To prevent or minimize the impact of emergencies and to maximize an effective response from the campus community
➢ To provide for the continuity of facility operations

Emergency Occurrence after Hours

There is a significant chance an emergency may occur outside regular Kent State University office hours. While the structure of this plan remains the same, its implementation may vary depending upon available resources and manpower. Until that time, the individual(s) assuming the most responsibility should attempt to follow the guidelines of the plan while making the appropriate notifications.

ERP Management

This plan will be reviewed annually. If the plan is changed, an updated copy of the Emergency Response Plan must be sent to the Department of Public Safety.

Preparing for Emergencies

Training and practice is vital to the success of this response plan and to be properly prepared during an emergency. Staff members are encouraged to train and practice responding to different types of emergency events. Listed below are types of training that can be utilized to better prepare staff members.

Seminar - Is an informal discussion-based exercise used to teach or orientate to new or existing plans, policies or procedures.

Workshop - Is a formal discussion-based exercise used to develop new processes and procedures through coordinated activities, obtain consensus and collect or share information.

Tabletop Exercise - Involves key personnel in an informal group discussion centered on a hypothetical scenario with the goal to identify strengths and weaknesses, and test existing plans and procedures.

Drill - Is a supervised activity that tests a specific operation or function of a single agency or department. Drills test existing or new procedures, practice and maintain skills and prepare for more complex exercises.

Functional Exercise - Is a single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. Functional exercises help to evaluate management of emergency operations centers and command posts, and assess the adequacy of response plans and resources.

Full-Scale Exercise - Is a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. A full-scale exercise is intended to assess plans and procedures, and evaluate coordinated responses under crisis conditions.

Contact Public Safety at 330-672-3070 for help with conducting training.

If a training session is conducted, notify the Assistant Director, Emergency and Special Services, in order to keep an accurate record with Public Safety.

Assistant Director of Police, William Buckbee, wbuckbee@kent.edu

Reporting an Emergency or Crime

Dial 911

or

KSU Security

Police Agency

The caller should provide Police Services with the following information:

- ➢ The dispatcher will ask you for the **location** of the incident. Provide them with information so that first responders can locate the area quickly.
- ➢ The dispatcher will ask you questions, such as:
  - o What is the emergency type?
    - ▪ Medical, Violence, Disruption
    - ▪ The number of people involved any weapons, etc.
    - ▪ Any injuries
    - ▪ Description of suspect(s)
    - ▪ Direction of travel of suspects

- ➢ When prompted, provide dispatcher with as much information about emergency as possible
- ➢ If the dispatcher gives you instructions, follow them to the best of your ability

Silent Panic Alarms

Some offices have silent panic alarms installed. These types of alarms are only to be used in the rare incidents where a disruptive person is in the room, and staff believes that calling the police by telephone will incite the person more or create a dangerous situation. If a panic alarm is activated for any reason, staff members will call the police as soon as it is possible to notify them of the circumstances so that officers can respond accordingly.

Audible Burglary Alarms

If staff members hear a burglary alarm, they will immediately contact the appropriate agency and notify them of the location of the alarm and provide them with any information that will help responders. If an alarm is activated accidentally, staff members will contact the appropriate agency and notify them of the error.

Campus Emergency Mass Notification

The University employs several systems that may be activated during emergency conditions. There are a number of conditions that may necessitate alerting the University community. These could include occurrences of certain crimes, tornado warnings, evacuations, acts of violence and searches for wanted or missing people. Except for tornado sirens, if an emergency system is activated, an "all clear" message should be broadcast after the emergency condition has subsided.

Mass Notification System (MNS)

University safety officials have the ability to make voice announcements in most University facilities. The MNS is connected to speakers in the buildings so that a voice message can be delivered to the University community in emergency situations. For those facilities that don't have a speaker system, University telephones can be programmed to accept an emergency message as well.

Tornado Sirens

Tornado Siren Activation:

➢ Sirens are sounded for 9 minutes. If the hazardous condition still exists after 20 minutes, the sirens are activated for another 9 minutes. This will continue until the hazardous condition is over.

Flash ALERTS

Flash ALERTS is Kent State's official emergency text notification system to alert subscribers of critical information. Flash ALERTS expands the university's ability to send critical news and information to the university community during campus emergencies. KSU Police Services and UCM have dual activation control. During a campus emergency situation, Flash ALERTS can send a text message delivering critical information.

Mass Email; Kent.edu

UCM has the ability to send out mass emails and make changes to the University website to provide updated information during emergency conditions. Emails are sent to all active University emails for faculty, staff and students. Website changes include posting an emergency banner and the placement of announcements describing the emergency condition, instructions and updates.

Definitions and Responsibilities

Emergency Coordinator (EC)

The EC is the person responsible for assuming control and coordination of resources for a facility due to an emergency event in order to protect human life and University property. The EC responsibilities include, but are not limited to:

- Coordinating evacuation, sheltering-in-place, lockdown
- Coordination of the Emergency Response Team
- Coordination of staff members during a threat or hazard
- Liaison with Police and first responders
- Liaison with University administrators

Emergency Response Team (ERT)

The ERT is a team of people organized, trained and equipped to help during an emergency event. They are led by an EC and are able to help evacuate, shelter or lockdown the facility. ERT members are selected based upon their ability to act under stressful conditions, communication skills and ability to react effectively to conditions that emergency events create.

Responders: Predetermined staff members who will actively help with emergency actions during an emergency event.

Resource Members: Staff Members who will help the EC with coordinating emergency actions and have the ability and knowledge to obtain resources when dealing with an emergency event.

Emergency Actions

Emergency actions include:

- Evacuation
- Shelter-in-place
- Lockdown
- Any other actions to protect life and University property

Staff Members

Staff members are comprised of University employees (faculty, staff and possibly students). Staff members are responsible for knowing their responsibilities during an emergency event which are explained in the Emergency Response Plan.

Threat & Hazard Plans

Active Shooter Incident

Before:

> ➢ Provide training opportunities to staff members with A.L.I.C.E Training
>
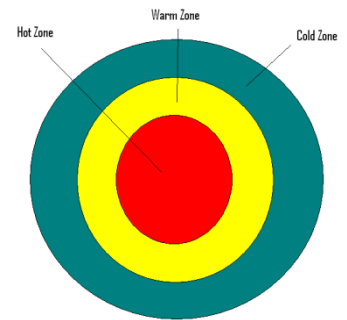> ➢ Promote campaigns such as *See Something Say Something* and *Step Up and Speak Out*

During:

Hot Zone: The immediate area of an incident where danger is high and likely

Warm Zone: The area beyond the hot zone where danger is less likely but still a concern

Cold Zone: The area beyond the warm zone where danger is unlikely

Zones are fluid and can change quickly

In the hot zone of the ASI:

1. Evacuate, Barricade, Counter
2. Utilize speaker systems, telephones, portable radios and word of mouth to notify others of the incident
3. Call police at 911

In the Warm Zone of an ASI
   1. Secure your area
   2. Emergency Actions: Lockdown and Evacuation

Staff Members:

> ➢ If possible, help evacuate or lockdown
>
> ➢ Communicate any observations and other pertinent information to Police

After:

> ➢ Use first aid supplies to treat possible victims
>> o If first aid supplies are not available or are insufficient, treat victims with make-shift supplies to treat bleeding and other major wounds

Bomb Threat

Before:

It is important that anyone who might receive a bomb threat be aware of the proper procedures. By being prepared for such an incident, they will be more mentally capable of handling the problem without panic.

The only two reasons for a bomb threat to be made are:
1. The caller has knowledge of an explosive device;
2. To cause general alarm or panic.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but try to remain calm and obtain as much information as possible.

During:

If a bomb threat is received by phone:

1. Keep the caller on the line for as long as possible

2. Listen carefully; be polite and show interest.

3. Try to keep the caller talking to learn more information:

   ➢ When is the bomb going to explode?
   ➢ Where is it right now?
   ➢ What does it look like?
   ➢ What kind of bomb is it?
   ➢ What will cause it to explode?
   ➢ Did you place the bomb?

4. Write down as much detail as you can remember from the call. Try to get exact words.

5. If possible, copy the number on the display screen

6. As soon as the caller hangs up, immediately notify the police

If a bomb threat is received by handwritten note:

1. Call police

2. Handle note as minimally as possible

If a bomb threat is received by email:

1. Call police

2. Do not delete the message

FOR ANY BOMB THREAT INCIDENT DO NOT:

Evacuate the building

Activate the fire alarm

Share the information with unauthorized people

Determination of Threat Level:

LOW LEVEL - The probable motive is to cause disruption: The caller is vague in their threat, merely stating that there is a bomb, they provide no specifics and hang up quickly.

MEDIUM LEVEL -The caller gives details such as the size, location, or type of bomb. The caller stays on the line longer and states a motive for the bomb.

HIGH LEVEL - The caller is very detailed and describes the type, power, location or time of detonation. The caller stays on the line longer or makes multiple calls. The caller may exhibit advanced knowledge of bombs. In addition, the caller may make demands such as publicity, money etc.

Staff Members:

  ➢ If necessary, help with the appropriate emergency actions
  ➢ Communicate any observations and other pertinent information to Police

After:

Please notify the appropriate department heads

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.

2. Listen carefully. Be polite and show interest.

3. Try to keep the caller talking to learn more information.

4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.

5. If your phone has a display, copy the number and/or letters on the window display.

6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.

7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- **Follow your local guidelines**
- **Federal Protective Service (FPS) Police**
  1-877-4-FPS-411 (1-877-437-7411)
- **911**

BOMB THREAT CHECKLIST

Date: _____   **Time:** _____

Time Caller Hung Up: _____

Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb?   Yes   No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

_____
_____
_____
_____
_____

Information About Caller:

- Where is the caller located? (Background and level of noise)

  _____

- Estimated age: _____
- Is voice familiar? If so, who does it sound like?

  _____

- Other points: _____

  _____

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ **Female**
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ **Male**
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

_____

_____

Other Information:

_____

_____

Homeland Security

Fire

Before:

➤ Plan and practice escape routes

➤ Know where fire extinguishers are located through-out the building

➤ Receive training from Fire Safety on the use fire extinguishers

➤ Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

➤ "RACE":
  o R: Remove anyone from immediate danger
  o A: Activate the building fire alarm system and call 911
  o C: Confine the fire by closing all windows and doors
  o E: Evacuate the building

➤ Identify places of refuge for people who cannot evacuate

During:

In the event of a fire or a legitimate report of a fire:

➤ Nine step size-up:
  1. Gather the facts
  2. Assess and communicate the damage
  3. Consider probabilities
  4. Assess your own situation
  5. Establish priorities
  6. Make decisions
  7. Develop plans of action
  8. Take action
  9. Evaluate progress

➤ When leaving the building, staff members will close all windows and doors. This will stop the spread of fire

➤ If you encounter smoke, drop down to the floor and stay low until you reach the exit

➤ When evacuating the building, always use the stairs, never use the elevator, because power could be lost, trapping you on the floor of the fire

<u>Procedures:</u>

If it can be done safely, extinguish the fire

> If successful, call:

If not successful or the fire is too dangerous:

 Pull the nearest fire alarm and call 911

If fire alarm is activated,

> Evacuate the building following the evacuation procedures
> Staff members should help coordinate students once they have left the building. People must be moved at least 500 feet from the building and clear from the pathways where first responders will be entering.
> Staff members will help make sure people do not impede the response of first responder. If safe, staff members should be stationed near exits to ensure no one enters the building.

If the fire alarm ceases to sound, staff members will still not allow people into the building. People will only be allowed to enter the building once it is determined to be safe. The message will be delivered by a police officer or other first responder.

After:

Please notify the appropriate department heads

Hazardous Materials

Before:

A release of hazardous materials could involve chemical, biological or radioactive materials. The ability of an employee or student to respond to a hazardous materials release will depend on many factors, including:

- The amount of material spilled or involved in an incident

- The physical, biological and chemical characteristics of the material

- The material's health and hazard characteristics

- The location of the spill

- The level of response training obtained

- Types of personal protective and spill response equipment available

During:

If a hazardous materials release occurs that cannot be handled by an employee, then:

- Call 911

- Notify the dispatcher if the building needs evacuated due to a hazardous material spill, provide as much information as possible on the hazardous material released, and give any other information that would aid in the evacuation of the building and provide safety to persons and property.

- If available, call Campus Security

- Staff members or students should alert people in the immediate area of the spill and evacuate the area

- If an explosion hazard is present, do not toggle power switches

- Confine the hazard by closing doors as you leave the area

- Evacuate the building following the evacuation procedures

- Meet with first responders to provide them with information about the location, nature and size of the spill

- Isolate contaminated persons. Avoid cross-contamination or chemical exposure from contaminated persons

- If needed, staff members should follow decontamination procedures

Medical Emergency

Before:

Medical emergencies related to injury and/or illness fall into two categories:

- Life Threatening
- Non-life Threatening

Life Threatening

- Airway and breathing difficulties
- Cardiac emergencies
- Severe traumatic bleeding
- Head injuries with altered level of consciousness
- Spinal trauma
- Compound fractures
- Unconsciousness
- Epilepsy & seizures
- Diabetic emergencies

Non-Life Threatening

- Dislocations
- Fractures
- All other minor injuries (small cuts, bumps and bruises)

Life threatening problems require prompt emergency response, which requires calling emergency medical services (EMS) as quickly as possible. The caller must give quick accurate information to the EMS dispatcher to insure a rapid response.

Non-life threatening injuries may or may not require EMS response. Often, you can ask the victim if they would like an ambulance or EMS. When there is doubt, call for EMS. If a patron requests EMS response on their own, call immediately.

During:

- To the best of your ability, determine whether the medical emergency is life threatening or non-life threatening

Life Threatening

- Size-up the scene for your safety

- Perform an assessment of the victim

- Summons more advanced medical personnel

Calling EMS (911):

- ➢ Dial 911 by telephone or cellular telephone
- ➢ The EMS dispatcher will ask you where the emergency is located:
  - o State the location of the emergency
  - o The EMS dispatcher will ask questions to ascertain the victim's medical condition, such as:
    - What is the problem?
    - What is the victim's level of consciousness?
    - Is the victim having difficulty breathing or not breathing at all?
    - Does the victim show signs of circulation or have a pulse?
    - Is the victim bleeding severely and if so from where?
    - Gender and approximate age of the victim?
- ➢ The EMS dispatcher may provide you with instructions on how to help the victim until advanced medical personnel arrive

Non-Life Threatening

- ➢ Size-up the scene for your safety
- ➢ Perform an assessment of the victim
- ➢ If the victim is conscious and able to communicate, ascertain whether the victim would like your help or EMS.
  - o If so, you may summons more advanced medical personnel for the victim or show the victim how they can contact EMS

After:

- ➢ Complete the appropriate form below:
  - o [Employee Report of Injury](#)
  - o [Non-employee Report of Injury](#)
  - o [Safety Hazard Report](#)

Classroom Disruption

Before:

- ➤ Class order and discipline is the responsibility of the instructor insofar as possible
- ➤ Under no circumstance is a staff member expected to take physical action to control a disturbance
- ➤ Staff members should also make every effort to discourage students from taking physical action against disrupters
- ➤ Staff members will familiarize themselves with University policies concerning disruptive behavior
- ➤ Staff members will familiarize themselves with University reporting mechanisms for dealing with disruptive behavior

During:

If a disruptive student is encountered, the instructor should:

(1)   The instructor should ask student(s) causing the disruption to cease and desist. Identification of the student(s) involved should be attempted.

(2)   The instructor should notify the disrupter(s) of possible suspension and/or dismissal from the class and of further possible actions of the Administrative Code (Code of Student Conduct), or the Ohio Revised Code, or both.

(3)   If disruption does not cease, the instructor should order the disrupter(s) out of the classroom and inform those involved that failure to do so will subject the disrupter(s) to student conduct sanction and/or criminal arrest.

(4)   If the disruption continues, notify Campus Security to deal with the subject. If needed, they will contact the local police.

(5)   If security is not available, the local police should be notified to resolve the problem.

(6)   The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.

(7)   The instructor should subsequently notify the chairperson and/or dean of the incident to coordinate and facilitate the referral of the student to the Office of Student Conduct.

After:

Consider discussing the student's behavior with the Dean of Students at 330.672.4050

Utility Failure

During:

Power Outage

  ➢ Call:

  ➢ If necessary, staff members will assist students and other building occupants with moving to a safe location within the building

  ➢ If there is a potential for harm to persons or property in the facility, the EC or designee will coordinate the orderly evacuation of the facility with other staff members

  ➢ If able to be done safely, the EC or designee will coordinate staff members to check on areas that could have a potential for danger, such as elevators, particularly dark areas, etc…

  ➢ Staff members will evaluate their work areas for hazards created by the power outage. If it is safe to do so, secure hazardous materials and shut down hazardous processes, take actions to preserve human and animal safety and health, and take actions to preserve research.

  ➢ Staff members will turn off and/or unplug non-essential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.

If it is determined that the power outage may be for a considerable period of time, the EC may decide to close the building. Follow building closure procedures and notify department heads and University administrators.

Phone Outage

During:

1. Contact:

2. The EC will attempt to notify staff members that the University telephone system is down in the facility and that if they need to report an emergency student, staff and visitors will need to use cellular telephones

3. Staff members will utilize cellular devices or University portable radios for communication until the outage is repaired

4. Once the outage is repaired, the EC or designee will relay the message to staff members inside the facility

After:

Please notify the appropriate department heads

Severe Weather

Thunderstorms and Lightning

All thunderstorms produce lightning and are dangerous. Other hazards associated with thunderstorms include tornadoes, strong winds, hail and flash flooding.

Severe Thunderstorm Watch:

The National Weather Service issues a severe thunderstorm watch when severe thunderstorms are likely to occur.

Severe Thunderstorm Warning:

The National Weather Service issues a severe thunderstorm warning when there is imminent danger to life and property of those in the path of a storm.

During a Thunderstorm warning:

➢ If the building has bathing facilities, staff members should warn occupants and students to avoid showering or bathing as metal bathroom plumbing and fixtures can conduct electricity causing shock or electrocution

➢ Staff members should cease activities in the classroom if the equipment being used or activity could be harmful to participants if the building was struck by lightning

➢ Use a corded phone only for emergencies; cordless and cellular telephones are safe to use

➢ Staff members should unplug appliances and other electrical items such as computers, stereos, televisions and air conditioners; power surges can cause serious damage

Tornadoes

Tornado Watch:

The National Weather Service issues a tornado watch when weather conditions indicate that a tornado is possible.

Tornado Warning:

The National Weather Service issues a tornado warning when a tornado has been sighted or indicated by weather radar. The Kent State University tornado sirens are activated when a tornado is sighted nearby.

During a Tornado warning:

➢ Upon notification of a tornado warning (Tornado Sirens), staff members should help coordinate building occupants to tornado shelter areas. Signs on the walls will help direct people to these areas.

➢ People may also go to a pre-designated safe room, basement, storm cellar or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway)

➢ Staff members should notify building occupants to stay away from corners, windows, doors and outside walls

➢ Sirens are sounded for 9 minutes. If the hazardous condition still exists after 20 minutes, the sirens are activated for another 9 minutes. This will continue until the hazardous condition is over

Do not call the police for verification of the emergency indicated by the siren. They will be busy dealing the emergency calls for service. Use the radio, smartphones and the internet to keep appraised of the weather and possible actions staff members may have to take.

Annexes

Evacuation

Facility Evacuation

A wide variety of emergencies may require a facility to be evacuated. These emergencies could include: fires, explosions, earthquakes, tornadoes, toxic material releases, civil disturbances and workplace violence. Staff members will have to respond differently but effectively to these different threats or hazards.

Factors that a staff member should consider when evacuating, but are not limited to:

➢ Type of threat or hazard
➢ Potential effects of a threat or hazard in the area
➢ Growth of a threat or hazard in the facility
➢ Location of threat or hazard
➢ Damage to facility

Unplanned Evacuation

An unplanned evacuation of the facility is when patrons leave the facility due to an emergency situation without prompting from staff members. This may include a fire alarm, explosion or facility damage.

Rapid Evacuation

A rapid evacuation of the facility is a planned evacuation by staff members. The evacuation is immediate and done as quickly as possible. Patrons will not be able to retrieve belongings and the facility will be left unsecured.

Systematic Evacuation

A systematic evacuation of the facility is a planned evacuation. An evacuation is necessary but allows faculty, staff and students to gather their belongings and allows staff to properly secure the facility.

Staff members will, to the best of their ability, help with the orderly evacuation of the facility. Faculty members must take responsibility for students in their classroom or office. While helping to evacuate a facility, staff members should consider:

➢ Promoting the use of stairwells; discouraging using the elevator
➢ Assisting persons with disabilities

Once a staff member exits the facility, they should meet-up with the other staff members at a predetermined location to coordinate further actions. The rally location is listed in the appendix. Once staff members have met, they must determine further actions and coordination of resources, such as:

- ➢ Having staff members secure the building by standing at entrance doors so that others may not enter
- ➢ Re-entry of the facility to secure critical areas or offices
- ➢ Possible evacuation of the area
- ➢ The relay of information, such as a student is trapped or unable to leave the facility
- ➢ Contact point for first responders
- ➢ Other possible needs or responsibilities not listed

University Evacuation

In the event that a University evacuation is required, staff members should consider that they will most likely experience issues such as traffic problems, the possibility of having to take alternate roads, and evacuation by foot. When possible and safe, staff members should help students and visitors with the evacuation process. Expect security officers or police to attempt to coordinate an orderly evacuation of the campus with limited resources. The evacuation process may encompass blocked roads, pushing vehicular traffic to unfamiliar routes and other police agency participation. One of the goals of a University evacuation is to get as many people as far away from campus as quickly as possible. The expectation from safety forces is that the general public will cooperate with taking alternate routes and unfamiliar roads in order to accomplish this goal. Once out of the area, evacuees would then have to figure out the route in getting to their new destination, i.e. home. This area provides many different roads and routes for people to reach their destination. Evacuees must comply with safety force's directions so that they can evacuate an area considered to be in or soon to be in, an emergency condition.

Shelter-in-Place

Shelter-in-place is the use of a structure and its indoor atmosphere to temporarily separate individuals from a hazardous condition. It may entail closing doors, windows and vents, and/or taking immediate shelter in a readily accessible location. Generally, sheltering-in-place is only used for a short period of time, typically a few hours.

Choosing to take shelter is necessary in many emergencies. In the event of an emergency event such as the release of hazardous materials, chemical contaminants or acts of violence, a shelter-in-place order may be given. Taking appropriate shelter is critical, and the type of protection is specific to the emergency condition. It may require the building occupants to move to a lower or higher level, or stay in their current location. It may also require building occupants to close windows and doors, or turn off HVAC units. The length of time you are required to shelter may be short, such as during a tornado warning, or much longer, such as during a winter storm or a pandemic. It is important that you shelter-in-place until safety officals say it is safe to leave.

If a mass notification message is given ordering to shelter-in-place, University officials will provide you with the information that is needed for you to best decide what to do.

In the event that staff members, students and visitors need to seek shelter, staff members should:

➢ Follow orders from University safety officials or police and other first responders

➢ If designated and the emergency condition requires, report to a designated shelter-in-place location

➢ While relocating within the building, provide assistance as you deem reasonable to others

➢ Report any important information to police

➢ When applicable, assist with the closure of exterior openings as directed by University safety officials

➢ Assist with ensuring order is maintained with building occupants

➢ lockdown of the facility based upon the emergency event

Lockdown

In the event of an emergency condition, securing a facility, room, or other shelter area by closing and securing entry ways may be required. This may include closing and securing exterior and/or interior windows and doors. A lockdown is used to protect occupants inside a building, room, or other shelter area from denying legal access to those outside of it. A lockdown may require you to barricade a doorway or use other A.L.I.C.E. taught techniques to protect yourself and others. A lockdown message would most likely only come from University safety officials. A lockdown differs from a shelter-in-place order in that most likely, occupants need to protect themselves from a human threat.

If a lockdown order is given, staff members should consider:

➢ If you have the ability and time, securing the facility

➢ Secure exterior windows

➢ Staff members should notify building occupants not to open doors or windows

➢ Staff members should not let people into the facility

  o Staff members are encouraged to use their discretion if they believe they need to let persons into the building that are in danger or in need of shelter

➢ If possible, staff members will assist with ensuring order is maintained by building occupants and that the integrity of the facility lockdown is not compromised

Media Relations and Information Sharing

To ensure that the University's public response to an emergency is quick, accurate and responsible, the University Crisis Communications Response Team will coordinate the creation and dissemination of all messages with internal and external constituents relating to a declared crisis. The University Crisis Communications Response Team will be responsible for every aspect of communication, including information gathering, contact with media outlets and updates to the University website, in order to provide information that will protect the credibility of the institution and its leadership, and encourage accurate news coverage by having one authorized source of consistent information.

In the event of a large scale crisis, an incident involving the threat of injury, illness, and loss of property or services that jeopardizes the normal course of University operations, the Emergency Response Team in collaboration with the University Crisis Communications Response Team will establish the University's position statement, agree upon what information is to be conveyed to the campus and public, and formulate the next steps in the ongoing crisis response. They will work in tandem to facilitate the dissemination of factual information.

In situations where there are media relations and information sharing concerns, you should contact:

Or

Eric Mansfield 330-672-7972 (office) 216-313-8292 (cell), emansfie@kent.edu

Emily Vincent 330-672-8595 (office) 216-832-4491(cell), evincen2@kent.edu

Considerations for Individuals with Disabilities

Staff members should be aware of occupants with disabilities utilizing their facilities and ensure that they are successfully evacuated or sheltered during an emergency. Appropriate measures and proper procedures should be followed to ensure a safe evacuation or sheltering of those with disabilities.

Visually Impaired Persons

- Tell the person the nature of the emergency
- Act as a "sighted guide" by offering an arm for guidance
- Tell the person where you are and where obstacles are located
- Upon reaching a safe location, orient the person to the location and ask if further assistance is needed

Hearing Impaired Persons

- Staff members should utilize alternate methods of communication to get the attention of persons with hearing impairment

- Use an effective method to inform the person how to take the appropriate actions

- If the type of emergency requires and if possible, assist the person with evacuation, sheltering-in-place and/or other emergency actions

Individuals in Wheelchairs and other Non-Ambulatory Persons

- If a person is unable to evacuate or shelter-in-place due to being non-ambulatory, staff members will assist the person to the best of their ability

- If the non-ambulatory person cannot be evacuated, the staff member should make every effort to shelter the person from the hazard or threat until first responders arrive

- Depending on the hazard, the staff member may choose to stay with the person or leave
  - If the staff member chooses to stay, they must contact first responders to notify them of their location and the person's condition
  - If the staff member chooses to leave, they must notify first responders of the location of the person(s) sheltered-in-place and their condition

- Staff members may also seek help from others to help the person to safety

- If staff members meet at a rally point, staff members will communicate information about non-ambulatory people in the facility. Staff members will then decide the best course of action to take to protect those persons from danger.

- Considerations when dealing with non-ambulatory people:
  - Be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being
  - Some individuals have very little upper trunk and neck strength
  - Frequently, non-ambulatory people have respiratory complications; remove them from smoke and vapors immediately.
  - Some people who use wheelchairs may have electrical respirators; they should be given priority assistance, as their ability to breathe may be seriously in danger.

Appendix A

Emergency Contact Directory

Appendix B

Emergency Responders

Emergency Coordinators:

Emergency Response Team:

Staff Members:

Rally Point #1

Rally Point #2

Appendix C

Critical Property, Activities & Services

Critical property located inside or outside the facility:
Example: Generators, chemicals, tools, gases, etc.

General activities conducted in the facility that public safety should be aware of:
Example: Animal labs, children's classes, chemistry labs, etc.

Services provided in the facility:
Example: Bank, medical services, counseling, etc.

Appendix D

Facility Notes: