



EMERGENCY PROCEDURES GUIDE

for Faculty, Staff and Students

PHONES AND CALL BOXES

For campus emergency calls (police, fire, medical, or hazardous materials), dial 911. These emergency lines reach the Allen County Emergency Communications center. Emergencies can also be reported to the Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone.

Call boxes (special emergency telephones) that ring directly into the Rhodes State Security Department are located strategically throughout the campus.

BUILDING EVACUATIONS

- Remain calm, walk quickly—DO NOT RUN.
- Do not use elevators, except to assist a person with a disability when:
 - Evacuation is urgent;
 - Use of an elevator is necessary; or
 - Fire Dept personnel operate an elevator
- QUICKLY check restrooms, copy rooms, and storage rooms for people.
- Only take essential items with you.
- Close doors behind you as you leave.
- Assist persons with disabilities.
- Move to designated area at least 300 feet away from building.

CAMPUS WIDE EVACUATIONS

- LEAVING BY VEHICLE: Follow traffic instructions.
- LEAVING BY FOOT: Leave campus by the most direct route.
- If being picked up, meet your party at a predetermined location.
- PERSONS WITH DISABILITIES: Call the Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone for assistance.

COLLEGE DELAYS AND CLOSINGS

Closings and delays will be communicated via Rhodes Alert, posted on www.RhodesState.edu, reported to local television and radio stations. Rhodes Alert keeps the College community informed of closing/cancellations, emergency and critical information on campus delivered via voice, email, and/or text.

NEED HELP?

To report emergency situations, to receive immediate response to emergencies or to simply speak with Campus Security:

Dial 8499

To report medical emergencies and receive immediate response from Campus Security and local EMS rescue teams:

Dial 911

SHELTER IN PLACE

Some situations make going outdoors dangerous. Leaving the area might take too long or put people in harm's way. In such a case, it may be safer for people to stay indoors than to go outside.

Choose an area with as few windows and doors as possible. A room, preferably with a water supply, is desirable. For chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink. Sheltering in place for tornadoes and other severe weather, however, should be the lowest possible.

ACTS OF VIOLENCE

Violence is any act of physical, verbal or psychological threat or abuse committed against an individual that results in physical and/or psychological damage. In the event of violence:

- Report ALL incidents of violence to the Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone.

POWER OUTAGE

- Remain calm.
- Call Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone then Facilities/Maintenance at 567-242-7424 to report power loss.
- Help those in your area who may be unfamiliar with your space.
- If in an unlighted area, cautiously move toward an area with emergency lights.
- If in an elevator, use the emergency button or phone Rhodes State Security Dept. at 419-995-8499 or (8499) or Facilities/Maintenance at 567-242-7424.
- Evacuate building if instructed to do so.

DISABLED OR INJURED PERSONS

During a fire or an emergency, disabled or injured persons should enter the nearest stairwell and wait for help. Firefighters and emergency safety personnel will check stairwells and evacuate the injured and the disabled persons. Only under conditions of immediate danger should others attempt rescues of disabled or injured individuals.

EMERGENCY PROCEDURES **for faculty, staff and students**

Rhodes State College Safety and Security personnel are well prepared for emergency situations. However, it is imperative for faculty, staff and students to be aware of what to do in the event of an emergency at the College. This Emergency Procedure Guide details the steps for these emergency situations. Each specific emergency is unique; for that reason, no emergency guide can ever be comprehensive. However, in any emergency, it is recommended that you remain calm; always be aware of the situation around you; and always report emergencies to Campus Security as soon as reasonably possible.

PREPARING **FOR EMERGENCIES**

Emergencies, disasters, accidents, injuries and crimes often occur without warning. Being prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. These emergency procedures are developed to minimize the negative effects from such events. Please read this guide thoroughly before an emergency occurs and keep for reference. Once you are familiar with the procedures, you will be better prepared to protect yourself and your co-workers or fellow students. If you have questions concerning a situation not covered or need additional emergency preparedness information, contact the Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone.



MEDICAL EMERGENCIES

- Call 911 then 419-995-8499 or (8499) from any Rhodes State phone immediately.
- Remain calm.
- Be prepared to provide information about the emergency.
- Unless trained, DO NOT render first aid—wait for emergency personnel.
- IF TRAINED, use pressure to stop bleeding.
- IF TRAINED, use CPR if victim has NO PULSE and is NOT BREATHING.
- Do not move a victim unless safety dictates.

Be prepared to provide Rhodes State Security with vital information, such as:

- Your name and telephone number
- Location of the injured person (building, room, etc.)
- Type of injury or problem
- Individual's present condition
- Sequence of events leading to the emergency
- Medical history and name of injured person's doctor, if known
- Stay on phone with emergency personnel
- Alert others of the emergency, if possible

CHEMICAL SPILLS

- Call 911 then Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone immediately.
- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and then seek medical attention.
- Stop the source of the hazardous material if possible.
- Evacuate the immediate area, closing doors behind you.
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Make yourself available to emergency personnel to supply critical information to aid in clean up.

FIRE

If a Fire Alarm is Activated

- Evacuate building immediately; close doors behind you.
- DO NOT try to save belongings, files, or equipment.
- DO NOT go to the basement.
- DO NOT use elevators.
- **Help people with disabilities leave the building if possible.**
- **Tell Fire personnel or Rhodes State Security the location of disabled persons remaining in the building.**
- Proceed to a point at least 300 feet away from the building.
- Stay clear of firefighting equipment.
- If you activated the fire alarm, meet with Fire, Police or Security personnel to identify the location of smoke or fire.

If You Discover a Fire

- Evacuate building immediately.
- DO NOT use elevators.
- Activate the closest fire alarm as you exit, if possible.
- Call 911 and then the Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone.
- Use fire extinguisher **ONLY IF** trained in its proper use.

SUSPICIOUS PACKAGE

- Remain calm.
- Call 911 then Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone.
 - State the location of the package and provide a description.
 - Stay on the phone until released by the dispatcher.
 - Stay away from the package.
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated.
- DO NOT allow anyone to handle or go near the package.
- DO NOT use any mobile telephones, radios, or other wireless devices within 100 feet of object.
- Write down everything you can remember about receiving the letter or parcel or finding the object.
- Be prepared to relay this information to law enforcement.
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes.

SEVERE WEATHER

In the event of a tornado warning:

- Avoid windows, storage or equipment racks, shelves and dangerous chemicals and equipment.
- Listen and respond to the announcement made by Campus Security to proceed to a protected area in the lower level of the building.
- Once conditions are safe, turn off equipment and await further directions.

Storms that create tornadoes generally allow enough time for:

Alert: Storms with tornadoes are possible

Watch: Storms that may produce tornadoes are in the area

Warning: A tornado has been spotted or indicated on radar – take immediate shelter

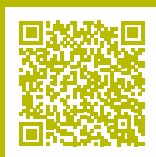
Severe rain/hail storms typically follow a tornado, so evacuation may not be advised. Communications will be established between Campus Security and local emergency management officials. Information on storm damage and communication with family members will be most effectively obtained from within the facility. However, minimize phone calls following any emergency to keep phone lines open.

In the event of an earthquake:

- Take shelter under a table or similar shielding structure.
- Avoid windows, storage or equipment racks, shelves and dangerous chemicals and equipment.
- Follow campus response team directions once the quake has ended.

BOMB THREAT

- If you receive a phone call bomb threat, listen carefully and write down everything that is said, starting with the exact time of the call.
- Keep the caller talking as long as possible and ask questions such as where the bomb is located, when it will go off and what type of bomb it is.
- Determine caller characteristics, such as age, gender and whether the person has an accent.
- Listen for background noises: other voices, traffic, airplanes, trains, machinery, music, etc.
- Upon completion of the call, immediately dial 911 then Rhodes State Security Department at 419-995-8499 or (8499) from any Rhodes State phone. Then complete the checklist while the call is still fresh in your memory.



ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life.

1. Run

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

