

Emergency Response Procedures and Safety Information

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9-1-1 for Emergencies

**Columbus State Community College
Public Safety Department
614-287-2525**

Emergency Phone Numbers / Reporting Emergencies

WHAT TO DO:

- 1. REPORT IT.**
 - Call CSCC Police Ext. 2525 - Emergency phones on main campus ring directly into CSCC's Public Safety office or
 - Call 9-1-1
- 2. Stay on the line with dispatcher.**
- 3. Provide the following information:**
 - Address
 - Location.
 - Thorough description of the incident.

TIPS:

1. YOU may be the first line of defense, the eyes and ears watching out for the safety of CSCC.
2. All of us must take responsibility for our own safety and assist those around us, especially people with disabilities.
3. **REPORT THE UNUSUAL OR SUSPICIOUS!**
4. The College will make any necessary announcements regarding campus closings.

Person(s) Trapped in Elevator

WHAT TO DO:

1. REPORT IT.
 - Contact CSCC Police at Ext. 2525 from main campus.
 - If no answer, call 9-1-1.
 - If you are in the elevator, use the emergency elevator phones that ring directly to CSCC Police.
2. Provide the following information:
 - Location of the elevator.
 - Estimated number of people trapped.
 - Any injuries or medical needs.
 - Any noises or occurrences that preceded the event.

TIPS:

1. For each elevator you ride, locate the elevator STOP button and make sure you don't accidentally press or pull it.
2. Be on the lookout for children who like to push or pull the STOP button.

Vehicular Collisions

WHAT TO DO:

- 1. REPORT IT.**
 - On main campus, call CSCC Police at Ext. 2525.
 - Call local Police if you are on a city street. See emergency numbers in the back of this publication for local police numbers.
 - If Fire and/or EMS personnel are required, call 9-1-1.
- 2. Stay on the line with dispatcher.**
- 3. Provide the following information:**
 - Address and location description.
 - The phone number of your location, and a description of your vehicle, including your license plate number.
 - A thorough description of the incident, including known injuries, to assure appropriate resources are dispatched.

TIPS:

1. Have a person flag down Police/Fire/EMS and direct them to the accident scene.
2. Don't move victims unless there is a threat of fire, explosion, or other extreme risk.
3. If you are on a city street, a Columbus City Police officer may be dispatched.
4. Avoid stepping into moving traffic.

Power Outage / Water Leak

WHAT TO DO:

1. REPORT IT.
 - Contact CSCC Police at Ext. 2525
or
 - Contact 9-1-1.
2. Provide the following information:
 - Location of the incident, building, floor, and nature of the incident.
 - Phone number at your location.
 - Any noises or occurrences that preceded the incident.
 - Floor(s) or area affected.

TIPS FOR POWER OUTAGE:

1. Know how to locate the nearest exit.
2. Emergency lighting remains on for a limited amount of time. Evacuate the building when the emergency light comes on and do not re-enter until the “all-clear” is given.
3. Elevators will not function in a power failure. If trapped, use the elevator’s emergency phone and alarm.
4. Be alert for the possibility of fire, smoke, or explosions.
5. You may want to turn off electrical equipment, including computers.
6. If a hazard exists, evacuation may be necessary.
7. Have a spark-free flashlight or light stick handy.
8. See #4 below.

TIPS FOR WATER LEAK:

1. A steam leak can cause severe burns, displace oxygen, and moisture from steam can conduct electricity. Evacuate the building.
2. If a water leak threatens your work area, move items off the floor onto desks/tables.
3. Beware of electrical sources. Do not unplug or remove an electrical appliance from a flooded area.
4. The College will make necessary announcements regarding building or campus closings.

Medical Emergency

WHAT TO DO:

1. REPORT IT.
 - Call EMS at 9-1-1.
 - If time permits, while on the main campus, call CSCC Police at Ext. 2525.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Phone number at your location.
 - Address and location description.
 - How many victims are involved.
 - Is victim conscious?
 - Is victim breathing?
 - Does victim have a pulse?
 - Is there severe bleeding?
 - Are there violent people on the scene?

TIPS:

1. As you speak, response units may be enroute, so don't cut information short. Be thorough.
2. Details of the medical emergency are very helpful to the first responders.
3. Have a person flag down Police/Fire/EMS and direct them to the accident scene and victim.
4. Unless trained, do not attempt to render any first aid.
5. Do not attempt to move an injured person, unless there is imminent danger.
6. Stay on the scene after help arrives to provide EMS/Police with any pertinent information.
7. Limit your conversation with the victim to statements that reassure. Do not call attention to the severity of their situation.
8. While the person is conscious, ask for any known medical history and medications.
9. If it is a Columbus State employee, notify Human Resources at 614-287-2408.

A first aid kit is located at:

Fumes / Vapors / Gas Leaks

WHAT TO DO:

1. Avoid turning lights or appliances off and on.
Extinguish cigarettes or open flames.
Any spark may cause an explosion.
2. Physical Plant may shut off air handlers.
3. REPORT IT.
 - Call Fire Department at 9-1-1 and evacuate the building.
 - If time permits, notify CSCC Police at Ext. 2525.
4. Stay on the line with dispatcher.
5. Provide the following information:
 - Address and location description.
 - Phone number at your location.
 - Detailed explanation of the situation.
6. Evacuate using the NEAREST EXIT. Avoid using elevator or ordinary stairs. Instead, use emergency stairways/exits.

TIPS:

1. Any spark may cause an ignition leading to an explosion.
2. You may be overcome by gas fumes, so evacuate quickly.
3. Some dangerous gases do not have an odor.

Fire / Explosion

WHAT TO DO:

1. REPORT IT.
 - Call Fire Department by dialing 9-1-1.
 - If time permits, notify CSCC Police at Ext. 2525.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Address and location description.
 - Phone number at your location.
 - Detailed explanation of the situation.
4. Pull fire alarm switch as you depart building.
5. Evacuate using the NEAREST EXIT. Avoid using elevator or ordinary stairs. Use emergency stairways/exits.
6. Move at least 100 feet away from the danger, more if needed or directed.
7. Inform emergency responders and/or building emergency response team members of any missing people.

TIPS:

1. Use portable fire extinguisher if appropriate, aimed at the base of the fire, as you escape.
2. Never allow the fire to come between you and the exit.
3. A fire can double in size every thirty seconds, so speed is essential.
4. If environment is smoky, “stay low and go.” Crawl to fire exits.
5. Open doors carefully. Watch for dangers such as falling objects.
6. Evacuate and assist people with disabilities.
7. If there was an explosion, be prepared for more.
8. Do not stand in fire lanes. For explosive devices, the evacuation distance will be increased.

BE PREPARED:

1. Locate and learn how to use fire extinguishers, standpipe hoses, exits, evacuation routes, and emergency stairways in your life path before an emergency exits.
2. Practice exiting your area by imagining you are in the dark, smoky environment -- count doorways, turns, etc.
3. Carry a “non-sparking” flashlight/light stick in your purse or book bag.

The nearest fire alarm is located at

The nearest fire extinguisher is located at

Hazardous Material Incident / Biological or Chemical Exposure

WHAT TO DO:

- 1. REPORT IT.**
 - Call Fire Department at 9-1-1.
 - If time permits, call CSCC Police at Ext. 2525.
- 2. Stay on the line with dispatcher.**
- 3. Provide the following information:**
 - Address and location description.
 - Phone number at your location.
 - Description of the situation including details of spill, vapor cloud, etc.
 - If you know the name of the spilled product, report it. Is it chemical or biological?
- 4. DO NOT attempt to clean up spill unless you are trained and equipped to do so.**
- 5. Pull fire alarm switch as you evacuate building.**
- 6. Turn off fans.**
- 7. Close all doors in order to isolate area.**
- 8. Evacuate using the NEAREST EXIT.** If possible, avoid using elevator or ordinary stairs. Do not evacuate through the contaminated area. Instead, seek emergency stairways.
- 9. If you suspect a Haz-Mat situation, wear personal protection equipment, N95 mask, latex gloves, suit or greater protection as required.**

TIPS:

1. Physical Plant may shut off air handlers.
2. Do not enter an area where people or animals appear to be overcome.
3. Do not pass the contaminant to others for examination.
4. Do not touch, smell, taste or try to analyze the substance yourself.
5. Any spark may cause an ignition leading to a possible explosion.
6. Locate the MSDS information for spilled/leaking material.
7. You and others nearby may be contaminated and may need to go through the decontamination process in order to protect the lives of yourself, friends, family, and first responders. If you suspect contamination, don't leave your evacuation location until you are cleared by HazMat teams.

Explosive Device Data Record for Phone Threats

Name of person who saw/heard the threat:

Date: _____ Time: _____

1. Write down information. Do not rely on memory.

Questions to ask:

- When is the bomb going to explode? _____
- Where is the bomb located? _____
- What does it look like? _____
- What will cause it to explode? _____
- Did you (caller) place the bomb? _____
- Why was the bomb placed here? _____
- What is your address? _____
- What is your name? _____

2. Be perceptive. Listen for and try to detect:

- Age of caller _____
- Gender of caller _____
- Race of caller _____
- Exact wording of threat _____
- Language ability of caller _____
- Background noises _____
- Any unusual voice characteristics _____

Bomb Threat / Improvised Explosive Devices (IED)

WHAT TO DO:

- 1. REPORT IT.**
 - Call CSCC Police at Ext. 2525.
 - If unable to contact, call 9-1-1.
- 2. Stay on the line with dispatcher.**
- 3. Provide the following information:**
 - Address and location description.
 - Phone number at your location.
 - Exact words of threat made by caller. (See above for questions to ask caller).
- 4. DO NOT TOUCH OR MOVE SUSPICIOUS ITEMS. EVACUATE AREA, CALL POLICE IF FOUND. MOVEMENT MAY CAUSE DETONATION. ONLY A TRAINED BOMB SQUAD CAN DISPOSE OF THE ITEM.**
- 5. If EVACUATION is recommended, follow the directions of the police. Adapt evacuation routes to avoid suspicious items/bombs.**

TIPS:

- 1. SEARCHING FOR A BOMB** is done by those familiar with the building, usually staff who work in the suspected area, assisted by the police.
- 2. BE ALERT!** Some bombers plant devices in the evacuation area. Recognize the possibility that there may be more than one device or suspicious item. Report it.

TIPS FOR IDENTIFYING SUSPICIOUS ITEMS OR PACKAGES:

- Ticking sound.
- No return address.
- Insufficient postage.
- The recipient is not familiar with the sender.
- The recipient is not expecting the package.
- Return address and postmark are the same area.
- Wrapped in brown paper with twine.
- Brightly colored.
- Grease stains or discolorations.
- Strange odors
- Foreign mail, air mail, or special delivery.
- Restrictive markings such as confidential, personal.
- Excessive postage.
- Incorrect titles.
- Title but no names.
- Misspelling of common words.
- Excessive weight.
- Rigid envelope.
- Lopsided.
- Protruding wires or foil.
- Excessive tape or string.

Suspicious Items/Packages

WHAT TO DO:

- 1. REPORT IT.**
 - Call CSCC Police immediately at Ext. 2525 or
 - Call 9-1-1.
- 2. Provide the following information:**
 - Who found it?
 - Who else was present?
 - Where was it found and how was it delivered?
 - Who has touched it?
 - Have any previous threats been received?
- 3. DO NOT touch, smell, or taste. DO NOT move the package.**
- 4. If you have already handled the item, place it in a sealed plastic bag if bio-hazard is evident, i.e. powder.**
- 5. Do not try to analyze an unusual substance yourself.**
- 6. Turn off fans and ventilation systems if contaminant is suspected. Moving air can spread the particles.**
- 7. Evacuate area around the item and prohibit access. Do not enter an area where people or animals appear to be overcome.**
- 8. Keep others from coming into contact with the item.**
- 9. Decontaminate by washing your hands or showering.**
- 10. Place contaminated clothes into plastic bags and seal them.**
- 11. If you or others suspect contamination, remain together, away from the danger. Don't spread it.**
- 12. Use personal protective equipment when sorting mail, i.e. N95 face mask, gloves, especially during mail alerts. Sort/open mail in isolated areas with personal protective equipment.**

Psychological Crisis / Suicide Threat / Threat of Harm to Others

WHAT TO DO:

1. REPORT IT.
 - Call CSCC Police at Ext. 2525.
 - If EMS is required, call 9-1-1.
2. Stay on the line with dispatcher.
3. Provide the following information:
 - Address and location description.
 - Phone number at your location.
 - Detailed description of the situation.
If known, describe any medications or any history of mental illness of the person.

WHAT TO DO IF SOMEONE SHARES SUICIDAL INTENT:

1. Take the person seriously. Most people considering suicide give some warning of their intentions before taking some kind of action.
2. Acknowledge that a threat of, or attempt at suicide is a plea for help which you simply cannot ignore. Don't agree to keep this kind of discussion private. Speak to the "part of the person which hasn't yet given up hope."
3. Discuss your concern that the person might be suicidal. This kind of discussion can actually reduce the likelihood of harmful behavior.
4. Walk them over to the Counseling & Advising Services Office immediately.

TIPS:

1. Keep your own safety in mind. A person may not intend to harm you, but it can happen due to their emotional distress.
2. Many people who attempt suicide are not thinking rationally. They may even act calmly about the idea of taking their lives.

Violence / Fighting

WHAT TO DO:

1. Stay away from fight area and remind others to stay out of danger.
2. REPORT IT.
 - Call 9-1-1.
 - Then call CSCC Police at Ext. 2525.
3. Stay on the line with dispatcher.
4. Provide the following information:
 - Address and location description.
 - Phone number at your location.
 - Detailed description of the situation including any injuries.
5. Pay close attention to:
 - How many people are involved?
 - Do you see any weapons?
 - Is anyone injured? If yes, call EMS at 9-1-1.
 - Is someone running away from the scene?
 - In what direction?
 - Into what vehicle?
 - Color, Make/Model, License plate number,
 - Any passengers?
6. Describe the participants by:
 - Gender
 - Ethnicity, hair color
 - General build
 - Facial hair
 - Shirt color and markings
 - Pants color
 - Shoes, hat description

TIP:

1. Remember that weapons may be involved.

Workplace Violence

WHAT TO DO:

1. Tell your supervisor if you observe unusual or suspicious behavior. You may prevent a tragedy.
2. If you observe a threat or harm to others, REPORT IT.
 - Call CSCC Police at Ext. 2525 or
 - Depending on the severity or nature of threat, call 9-1-1.
3. Identify the workplace violence. Examples include:
 - Threats
 - Harm to others
 - Harassment which disrupts or interferes with job performance
 - Offensive behavior

TIPS:

1. Workplace violence often begins with inappropriate behavior, and when reported, may help prevent a dangerous incident.
2. Potential warning signs of workplace violence:
 - Increased stress at home or work.
 - Expressions of hopelessness or anxiety
 - Change in work habits
 - Fascination with weapons or violence
 - Placing blame on others
 - Property destruction
 - Drug/alcohol abuse
3. Trigger factors that could contribute to workplace violence:
 - Loss of job
 - Disciplinary actions
 - Conflicts with other employees
 - Domestic or family violence
 - Financial problems

Gunfire

WHAT TO DO:

- 1. YOU SHOULD ALWAYS IMMEDIATELY TAKE COVER. YOUR SAFETY COMES FIRST! NEVER TRY TO PLAY THE HERO.**
- 2. REPORT IT.**
 - Call Columbus Police, at 9-1-1.
 - If time permits, call CSCC Public Safety at Ext. 2525.
- 3. Stay on the line with dispatcher.**
- 4. Provide the following information:**
 - Address and location description.
 - Phone number at your location.
 - Detailed description of the situation including any injuries.
 - Description of the shooter(s).
 - Last known location of shooter.
- 5. If shooter is inside/outside and you cannot escape, shelter others, then lock your door (lockdown).**
- 6. If possible, try to get a description of the shooter's:**
 - Gender
 - Ethnicity, hair color
 - General build
 - Facial hair
 - Markings: tattoos, piercings
 - Shirt color
 - Pants color
 - Shoes and hat description
- 7. If possible, try to get a description of the weapon(s).**
 - How many weapons do you see?
 - What type of weapons are they?
 - How many shots were fired?
 - Do they have any weapons/explosives/bombs strapped to their body?

TIPS:

1. Cover is considered: solid masonry wall, thick tree, engine block of vehicle.
2. Concealment is considered: desk, bushes, sheetrock wall.
3. Avoid glassed areas.
4. Get out of view, find cover.
5. Be very quiet, listen.
6. Be sure that police have been called.
7. Do not open a door for anyone but the police and be sure it is the police.

Emergency Announcements

In the event that CSCC must close or alter its operating schedule due to severe weather or other emergencies, an announcement will be broadcast on the major radio and television stations. Students residing in areas which fall under a Level III Weather Emergency should not attempt to drive to CSCC even if the college remains open. Consult the CSCC website page “Severe Weather Policy” for more information about scheduled class work.

Tornado Warning / Severe Weather

WHAT TO DO:

1. If you observe a tornado, please notify those in your area to seek shelter.
2. REPORT IT.
 - Call CSCC Public Safety at Ext. 2525.
3. When a warning is sounded, cease classes and campus operations immediately.
4. Immediately report to the designated shelter in place, or a lower level interior room or hallway. Avoid windows, auditoriums, gymnasiums, or other structures with free-span roofs.
5. Remain in a safe location until police give the “all clear.”

TIPS:

1. A warning means a tornado has been sighted. A watch means the weather conditions could produce threatening weather.
2. Identify shelter in place sites before a tornado threat occurs.
3. Have your personal emergency kit (flashlight, whistle, water, etc.) nearby.
4. In case of power outage, have a battery-powered radio on hand to listen for updates.
5. Avoid areas with glass or loose items that can become airborne projectiles.
6. In case of tornado, you may be alerted by one or more of the following methods:
 - Franklin County/Columbus Siren System
 - CSCC Police
 - By listening to your personal weather/civil alert radio or public broadcasting during threatening weather.

Earthquake

There are safeguards you can take to prevent or reduce injuries or property damage.

WHAT TO DO IF YOU ARE INSIDE:

1. Watch for falling objects.
2. Crawl under a sturdy table near an exit.
3. Stay away from windows, mirrors, bookcases, filing cabinets, and electrical equipment.

WHAT TO DO IF YOU ARE OUTSIDE:

1. Move to an open area away from buildings, trees, and power lines.
2. If forced to stand near a building, watch for falling objects.

WHAT TO DO IF YOU ARE IN AN AUTOMOBILE:

1. Stop in the nearest open area.
2. Stay in the vehicle until the shaking stops.
3. Place wheelchair in the lock position to prevent rolling.

WHAT TO DO AFTER AN EARTHQUAKE:

1. Be prepared for aftershocks.
2. Open doors carefully. Watch for falling objects and dangerous debris.
3. Do not use elevators.
4. Do not use matches or open flames due to flammable gases.
5. Avoid using telephones that could spark an explosion.
6. Do not move the injured unless there is eminent danger.
7. Follow the instructions of emergency personnel.
8. Report missing people.

Snow Emergency Levels

Level 1 Snow Alert:

Roadways are hazardous with blowing and drifting snow. Roads are also icy, drive carefully.

Level 2 Snow Advisory:

Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.

Level 3 Snow Emergency:

All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.

Shelter in Place

A Shelter in Place order occurs when the outside environment is not safe to enter.

WHAT TO DO:

1. All people on campus must immediately report inside and be prepared to stay inside until the area is cleared.
2. Air handlers may be turned off and buildings sealed if a toxic environment exists outside.
3. No matter how physically or emotionally uncomfortable you may become, you must not open a door or window. To do so may jeopardize the lives of everyone. No one is to be outside the secured area.
4. Be suspicious of a fire alarm during a shelter in place or lockdown. It could be a terrorist attempt to cause people to evacuate to more vulnerable outdoor locations.

TIPS:

1. Keep emergency water and food in your workspace and/or purse or book bag.
2. Have additional prescription medications available.
3. Have a battery-powered radio on hand.
4. Carry a “non-sparking” flashlight/light stick.
5. If a Shelter in Place order occurs, it will probably be newsworthy so your family, friends, etc. will know that you are inside and OK.
6. The College will keep news media informed of the situation and any campus closings.
7. You will be alerted by one or more of these methods:
 - Franklin County/Columbus Siren System
 - Your personal weather/civil alert radio
 - CSCC Police
 - By listening to radio/TV

Evacuation

You **MUST** evacuate when ordered to do so or be subject to arrest for interfering with a safety officer at an emergency. This includes both the activation of an audible/visible fire alarm and/or verbal orders from police, fire, EMS, and emergency response team members. Our goal is to protect lives and properties.

Campus Evacuation /Closure

In case of campus-wide evacuation/closure, the campus will be evacuated systematically. The evacuation/closure may be due to an emergency on campus or in the community, or it may be due to a non-emergency situation. Listen to local media for more information and instructions.

WHAT TO DO FOR A FOOT EVACUATION:

1. A gathering point will be communicated to you. Walk to that location and wait for further instructions.
2. Due to the variables of an emergency, evacuation points can change. Be prepared to adapt.
3. If you are given a specific route to take while evacuating, take that route in order to avoid walking into a dangerous area. An emergency is not the time to argue with the police.
4. Listen to local radio for information regarding re-opening.

WHAT TO DO FOR VEHICLE EVACUATION:

1. Report directly to your vehicle and leave the campus following the route (if necessary) that is communicated to you by the authorities.
2. If you are given a specific route to take while evacuating in your car, take that route to avoid driving into a dangerous area.

TIPS:

1. Hazards may exist that you are not aware of, so please follow directions carefully.
2. Be aware of your surroundings during an evacuation, looking for any potential threats, dangers, or change in directions.
3. If you have a child attending CSCC's daycare center, ask a safety official about the status of their closure and follow the directions you are given. We do not want a parent in harm's way and taking unnecessary risks when the child is safe. Children may have already been evacuated to a safe place.
4. Listen to local radio for information regarding re-opening.

Building Evacuation

WHAT TO DO:

1. Organize the people in your room/work area/classroom.
2. Assign buddies to assist people with disabilities with the evacuation.
3. Count the number of people present. If possible, exit with class rosters/attendance.
4. If time permits, gather the personal belongings such as coat, purse/book bag and keys.
5. Designate a gathering point in case your group gets separated during evacuation. Further instructions will be provided when time permits.
6. Extinguish cigarettes.
7. Form a line and evacuate out NEAREST SAFE exit.
8. When you reach your designated gathering point, count the number of people in your group.
9. Keep all people together while waiting outside for further instructions.
10. Report any missing people to police or any emergency response team member.
11. Report your room number and the number of missing individual(s) to safety officials seeking information.
12. Re-enter the building only when police or emergency response team members have given the "all-clear."
13. Pre-plan employee evacuation car pools.

WHAT TO DO FOR PEOPLE WITH DISABILITIES:

1. Evacuate using the NEAREST SAFE exit, OR at the designated area of rescue for people with disabilities.
2. If necessary, use elevator in different building (one not involved in the emergency).

TIPS:

1. Do not use elevators if your building is on fire or if a hazardous material is spilled in the area of the elevator. An elevator shaft can become a chimney.
2. Adapt evacuation routes to avoid walking near suspicious items that could be bombs/improvised explosive devices (IEDS).
3. Do not allow individuals to report to their vehicles and exit campus unless ordered to do so by police or emergency response team members.
4. If a person insists on leaving campus without authorization, notify the police or emergency response team member in your area. The person could be linked to the crisis.
5. It may be unsafe to walk/travel in certain areas, or start auto ignitions which could spark an explosion.

Hostage Survival

WHAT TO DO:

1. Remain calm, accept the situation. Don't be a hero.

WHAT TO EXPECT:

1. Negotiators will attempt to de-escalate the incident by establishing rapport to gain a safe release of all hostages. This can be a lengthy process, and it is not always successful.
2. Police will keep the hostagetaker talking to gain information about the situation and hostages.
3. Police will help the hostage-taker feel sympathy for the victims, and work towards a peaceful resolution, and a safe surrender.
4. The first minutes of the situation are the most dangerous. Your reactions during the initial phase may determine if you survive. The longer the situation lasts, the better your chances for survival.

SURVIVAL TIPS:

1. Everyone is a potential hostage.
2. Do not negotiate with the hostage-taker. It can hinder the police negotiation process.
3. Do not threaten the hostage-taker.
4. Don't speak unless spoken to. Consider your words carefully.
5. Do not talk to other hostages. The hostage-taker may think you are plotting.
6. Hostage taker will try to dehumanize you through ridicule and name calling. Reinforce your position as a human being by talking about your family. Stop if it's not effective.
7. If you have a chance to escape, be certain of your success. It may lead to violence against other hostages. Police could confuse you to be the hostage-taker attempting to escape.
8. You are not in control of the situation. Remain calm and alert. Reserve your energy.
9. Rest while hostage-taker is awake. You will be fresh when he is tired.
10. Any significant action on your part may cause the suspect to react violently.
11. Police will be patient and diligent in securing your freedom.

EXIT STRATEGIES:

1. In case of a police "SWAT" rescue entry, hit the floor and don't move. Place your hands on your head.
2. For safety sake, submit immediately to police orders.
3. Keep hands in full view.
4. Be prepared to be handcuffed and searched until the police determines the identity of the hostage-taker.

What to do if the police stop you

WHAT TO DO IF THE POLICE STOP YOU:

1. Never threaten or intimidate a police officer.
2. If you're approached by the police, don't run away.
3. Keep your hands out of your pockets. Officers may think you are hiding a weapon that can harm them.
4. Remain calm. Listen carefully to what the officer says. Don't assume you know why you've been stopped. Once the officer has a better understanding of the situation, he/she will tell you the reason you have been stopped.
5. If you're asked to identify yourself, do so. Don't lie. Even if you have not done anything wrong, you could end up arrested if you lie or become disorderly.

WHAT TO DO IF PULLED OVER IN YOUR CAR:

1. If it's at night, turn on the dome light so the officer can see nothing is wrong.
2. Keep your hands in plain view, preferably on your steering wheel. The officers' number one concern at this point is the mutual safety of the driver, passengers, and the police officer.
3. If you are carrying a concealed weapon, declare it to the police officer immediately. Do not reach for it!
4. Produce your driver's license and proof of car insurance, if asked for it. The officer can then explain why you have been stopped.
5. Remain in your car unless the officer instructs you otherwise. Do not make any sudden moves which appear threatening to the officer.
6. If you receive a citation, don't argue about it on the street. Appeal it later or plead not guilty in court. You can also file a complaint if you believe the officer behaved improperly.

TIPS:

1. If an officer stops you on the street, he/she probably has a reason. Perhaps a crime was committed nearby and he/she thinks you may be able to help.
2. Regardless if the officer is in a car, on a bike, or on foot, you must pull over.
3. In most cases, you can avoid an unpleasant run-in with the police by cooperating with them.

Traveling Tips

Here are some traveling precautions to ensure your safety:

- Ensure that your passport is up to date. Leave a copy at home.
- Tag and identify your luggage inside and out.
- Dress casually when traveling. Avoid showy jewelry.
- Make a list of the account information of your credit cards and traveler checks and the telephone numbers needed to report a theft. Carry these, and a copy of your passport in a separate but secure location.
- Prescriptions (and a list) should be carried in the original containers.
- Check with your medical insurance about coverage away from your home and work.
- Carry your emergency kit, with a light stick or spark-free flashlight, water, band-aids, and rescue mask.
- Provide your office and family a copy of your travel itinerary.

At your hotel:

- Reserve a room between floors two and seven. Security is enhanced being off the ground floor, but within reach of the local fire departments' rescue ladders.
- Identify nearby emergency escape routes and equipment. Do a dry-run escape.
- Do not leave valuables in your room, or sensitive personal information.
- Stay with your luggage.
- Avoid hanging "Please Clean Room" tag on your door when you are not in the room. Hanging a "Do Not Disturb" while you're away is a deterrent.
- In case of fire, check your door by placing the back of your hand on the door or knob. If it feels hot, do not open.
- Stay low to the floor. Let firefighters know and the front desk where you are by calling and waving a towel out of the window.
- Be alert to your surroundings. Stay in the vicinity of your hotel and ask about unsafe areas.

Preparedness for People with Disabilities

These are additional tips for people with disabilities. Please keep in mind that a disability could also be temporary in nature, so it is in your best interest to keep these tips in mind. Tips courtesy of the National Organization on Disability.

CHECKLIST!

- Establish a personal support system, multiple “buddies” who can assist you in an emergency at work, home, or school. Identify yourself to your building emergency response team captain where applicable.
- Make your buddies aware of the special needs you may have during an emergency.
- Teach your buddies how to use your specialized equipment in an emergency.
- Report to CSCC Police any safety hazards that need servicing, such as exits which are not kept clear.
- Become familiar with special rescue equipment, such as the Evac-Chair.
- If you are hard of hearing or deaf, practice communicating important information through the use of gestures.
- If you are blind, practice having buddies guiding you.
- If you use a service animal, it may become confused in an emergency. Also, pads for the animal’s feet, and gloves for your hands can protect from sharp debris at a disaster scene.
- Consider carrying preprinted emergency messages, such as:
 - “Take medication from top drawer of desk by window.”
 - “I’m blind. Let me take your left arm above the elbow and I’ll follow you.”
 - “You have to carry me out. An Evac-Chair is at the top of...”
 - “I cannot speak, but I do hear and understand.”
 - “I have a panic condition. Be patient. Speak calmly to me until I relax.”
 - “I have difficulty understanding what you are telling me, so speak slowly, and use simple words.”
- Practice exit routes. If you use a service animal, be sure you include the animal in all drills.
- Obtain your emergency kit.

Downtown Evacuation Plan

City of Columbus Downtown Evacuation

An emergency in the downtown area can have dire consequences if you are not prepared. The City of Columbus along with the Emergency Management Agency for Franklin County has developed guidelines for both vehicular and pedestrian evacuation for the downtown Columbus area.

This section of Columbus State Community College's Emergency Procedure chart contains information which will safely guide you out of the danger area.

Who will order an evacuation?

The decision to evacuate will be made by the Incident Commander after consulting with officials of the City of Columbus.

What are the downtown boundaries?

For the purpose of this plan, the downtown area will be comprised of the following area. (see map)

North - I-670

East - I-71

South - I -70/71

West - Scioto River

What are the types of evacuations?

Precautionary Evacuation - This type will be used when it has been determined that a credible threat exists in the downtown area. It can be limited to a specific area or include the entire downtown area.

Emergency Evacuation - An emergency evacuation will be ordered if an event has occurred in or close to the downtown area which will likely affect persons in the designated area.

Walking Evacuation - Depending on the type of event it may be necessary to depart the area on foot. This decision will be made by the Incident Commander. Emergency personnel will guide and direct people in the proper direction.

Vehicular Evacuation - If the situation permits, the evacuation will be accomplished by car or bus. To avoid congestion on the roadways it may be necessary to do emergency car pooling.

PLEASE Remain calm and follow instructions.

Can everyone leave at the same time?

This may not always be possible. The people in the immediate area of the event will be evacuated first. If for any reason your area is not released to leave, you will receive further instructions. One option at the time is to Shelter in Place - stay in your building, do not go into the street, shut down ventilation systems, and wait for instructions.

How will notifications be made?

Columbus is fortunate indeed to have available many different systems which can be used to notify residents of dangers in the area.

At the beginning of the event a Joint Public Information Center will be established. The Public Information Officer will constantly update the media on the current situation, evacuation plans and routes, as well as any other information which would be useful. (The City) also (has) the Emergency Alert System or EAS which can broadcast over local radio stations. Recently, NOAA Weather Radio started alerting the public for all hazards, not just weather. The county also has 121 outdoor warning sirens which have voice capabilities. In addition, police and fire personnel have PA systems on their vehicles and they can also go door to door. Information can also be posted on the City's Website. Soon the county hopes to have on-line a Reverse 9-1-1 system which can be used to notify thousands of residents within minutes.

What can you do?

Businesses

- Have up-to-date building evacuation and Shelter in Place plans.
- Have a reliable means of receiving and disseminating information to everyone in the building.
- Communicate and practice plans with employees.
- Encourage employees to pre-plan evacuation car pools.

Individuals

- Know your company/building emergency procedures.
- If evacuated, use designated routes as instructed.
- Pre-plan evacuation car pools.
- Follow all instructions of safety personnel, emergency responders, and traffic controllers.
- Discuss plan with family members concerning emergency phone numbers and meeting locations outside the affected area.

Will COTA be operating?

Depending on the nature of the incident, COTA will continue to operate and supply buses for a more orderly and quicker evacuation. COTA will transport evacuees from assembly areas to shelters or the outer perimeter.

City of Columbus Downtown Evacuation plan sponsored by American Red Cross of Greater Columbus, Columbus Police, Division of Fire of Columbus, Ohio, COTA, the Transportation Division of Public Service Department, and Franklin County EMA of Columbus, Ohio.

Citizen Guidance on the Homeland Security Advisory System

The information provided below is from the U.S. Department of Homeland Security's Ready.gov website at www.dhs.gov/interweb/assetlibrary/CitizenGuidanceHSAS2.pdf and was developed with input from the American Red Cross.

Risk of Attack	Recommended Actions for Citizens
<p>Green Low Risk</p>	<ul style="list-style-type: none"> - Develop a family emergency plan. Share it with family and friends, and practice the plan. Visit www.Ready.gov for help creating a plan. - Create an "Emergency Supply Kit" for your household. - Be informed. Visit www.Ready.gov or obtain a copy of "Preparing Makes Sense, Get Ready Now" by calling 1-800-BE-READY. - Know how to shelter-in-place and how to turn off utilities (power, gas, and water) to your home. - Examine volunteer opportunities in your community, such as Citizen Corps, Volunteers in Police Service, Neighborhood Watch or others, and donate your time. - Consider completing an American Red Cross first aid or CPR course, or Community Emergency Response Team (CERT) course.
<p>Blue Guarded Risk</p>	<ul style="list-style-type: none"> - <i>Complete recommended steps at level green.</i> - Review stored disaster supplies and replace items that are outdated. - Be alert to suspicious activity and report it to proper authorities.
<p>Yellow Elevated Risk</p>	<ul style="list-style-type: none"> - <i>Complete recommended steps at levels green and blue.</i> - Ensure disaster supply kit is stocked and ready. - Check telephone numbers in family emergency plan and update as necessary. - Develop alternate routes to/from work or school and practice them. - Continue to be alert for suspicious activity and report it to authorities.
<p>Orange High Risk</p>	<ul style="list-style-type: none"> - <i>Complete recommended steps at lower levels.</i> - Exercise caution when traveling, pay attention to travel advisories. - Review your family emergency plan and make sure all family members know what to do. - Be patient. Expect some delays, baggage searches and restrictions at public buildings. - Check on neighbors or others that might need assistance in an emergency.
<p>Red Severe Risk</p>	<ul style="list-style-type: none"> - <i>Complete all recommended actions at lower levels.</i> - Listen to local emergency management officials. - Stay tuned to TV or radio for current information/instructions. - Be prepared to shelter-in-place or evacuate, as instructed. - Expect traffic delays and restrictions. - Provide volunteer services only as requested. - Contact your school/business to determine status of work day.

Personal Preparedness/More Information

This guide has been prepared by Columbus State Community College's Department of Public Safety and the Crisis Management Committee with your safety in mind. It is most effective if you occasionally take time to review it so the tips will become second hand to you in an emergency. You are encouraged to write in additional information you may need to know that is unique to your area and needs.

This guide is not meant to cover every emergency situation that may arise. It is greatly enhanced when you accept personal responsibility for your own safety. You should also prepare an emergency kit which could include:

Recommended items for your Personal Emergency Kit

1. Spark-free flashlight
2. Water pouch (5 year shelf life)
3. Meal ready to eat (MRE)
4. Plastic trash bag (bio-hazard containment)
5. Whistle
6. Latex gloves for bio-hazards (and mail handling during alerts) and leather gloves, multi-task tool
7. Fire rescue mask
8. N95 particulate respirator masks for bio-hazards (and mail handling alerts)
9. High visibility poncho
10. Pad and pen to communicate with others
11. List of your prescriptions and medic alert tag
12. Food, water, feet protection for service animals, if required
13. Weather/civil alert radio (home and work area)

You may also want to include in your kit any special medical conditions, family doctor, allergies, telephone number(s) of a relative, and a list of your prescription drugs. In case your family members are ever separated, your family should know a common friend or relative to call (outside the Columbus area) so that reunification arrangements can be made after an emergency that causes separation.

Forming a community/building emergency response team in your area can be lifesaving. This volunteer team would keep their area updated on safety and security concerns, and assist emergency personnel during emergencies. They would also assist in evacuating people with disabilities from designated areas of rescue. A temporary team in a classroom setting as assigned by an instructor could be helpful as well.

The college has installed over 100 emergency phones on the buildings and grounds for emergency use which ring into CSCC Police, in addition to other alarm systems. The college's emergency management committee continues to explore safety and security enhancements, including aids for people with disabilities. If you have any questions or suggestions about this guide, please contact CSCC's Department of Public Safety at 614-287-2525.

Additional information about CSCC Public Safety/Police:

<http://cscce.edu/DOCS/PublicSafety/index.htm>

Columbus State Community College Official Website: **<http://cscce.edu/>**

Emergency preparedness information for people with disabilities is available at the National Organization on Disability: **<http://www.nod.org/content.cfm?id=787>**

Emergency preparedness information, American Red Cross: **<http://www.redcross.org>**



www.cscce.edu

IMPORTANT PHONE NUMBERS

Emergency and Intervention Assistance

Police/EMS/Fire

9-1-1	Emergencies (from main campus or off campus)
614-287-2525	CSCC Police (Ext. 2525 from main campus phone)
614-645-4545	Columbus Police
740-833-2810	Delaware Co. Sheriff's Office
614-462-3333	Franklin Co. Sheriff's Office
614-889-1112	Washington Township Police
614-342-4240	Gahanna Police
614-488-3157	Grandview Heights Police
614-277-1710	Grove City Police
740-852-1212	Madison Co. Sheriff's Office
614-836-5354	Madison Township Police
937-642-3900	Marysville Police Dept.
937-644-5010	Union Co. Sheriff's Office
740-833-2800	Genoa Township/Delaware Co. Police

Information and Referral

800-222-1222	Central Ohio Poison Center
614-287-5353	CSCC Telephone Information Center
614-287-5324	Travel directions to CSCC
614-287-2668	CSCC Counseling and Advising Services
800-525-6285	Equifax (report credit card theft/fraud)
800-269-0271	Social Security Card Fraud (misuse, theft, card replacement)
614-253-2740	American Red Cross
614-229-7000	Child Abuse Hotline (to report abuse)
614-224-2273	Parent Connection Hotline at Children's Hospital Center for Child Abuse Prevention (for parents under stress)
614-224-4663	CHOICES for Victims Eliminating Domestic Violence
614-221-2255	First Link (comprehensive information and referral)
614-221-1441	Depression Support Group
888-276-2273	Netcare Access 24-hr. Line (Counseling & Crisis Intervention)
614-262-0114	NAMI Franklin Co. (mental illness support group)
614-267-7020	Rape Help line
800-784-2433	Suicide Hotline
800-770-0192	Victim Information and Notification Everyday (VINE)

Homeless Outreach Programs

614-225-0990	Southeast, Inc.
614-253-2770	Friends of the Homeless, Inc. (Drug treatment)