

Emergency Management Guide

FRANKLIN
UNIVERSITY

EMERGENCY NUMBER..... 911

CAMPUS SAFETY AND SECURITY

Main Campus

Security Officer.....614.947.6902 or x6902
Director of Safety & Security Services614.947.6901 or x6901
Safety & Security Services Office614.947.6900 or x6900

Delaware Co-Location

Office of Safety and Security Services.....614.287.2525

NON-EMERGENCY POLICE

Columbus.....614.645.4545

BUILDING ADDRESSES AND PHONE NUMBERS

Main Campus – 201 S. Grant Ave., Columbus, OH 43215-5399

Phone.....614.797.4700
Alumni Hall – 301 E. Rich St. 614.947.6450
Fisher Hall – 300 E. Main St..... 614.947.6034
Frasch Hall – 201 S. Grant Ave..... 614.947.6137
I4 (Int’l Instit. For Innovative Instruc.) 614.947.6500
Main St – 285 E. Main St. 614.947.6222
Phillips Hall – 303 S. Grant Ave..... 614.947.6550
President’s Office – 321 E. Rich St..... 614.947.6017
Student Services Center – 331 E. Rich St..... 614.797.4700

Delaware Co-Location - 5100 Cornerstone Dr., Delaware, OH 43015

Phone.....740.203.8016

EMERGENCY PHONE NUMBERS/GENERAL INFORMATION

ANONYMOUS REPORTING HOTLINE

<https://www.lighthouse-services.com/franklin>....844.430.0066

UTILITIES – COLUMBUS AREA

American Electric Power	800.277.2177
Columbia Gas	800.344.4077
City of Columbus Power Emergency.....	614.645.7627
City of Columbus Sewerage Emergency.....	614.645.7102
City of Columbus Water Emergency.....	614.645.7788

INFORMATION AND REFERRALS – COLUMBUS AREA

Child Abuse Hotline Franklin County.....	614.229.7000
Depression Support Group - MHAFC.....	614.221.1441
Domestic Violence Hotline – Lutheran Social Services.....	614.224.4663
Rape Hotline - SARNCO.....	614.267.7020
Suicide Hotline.....	800.784.2433
24-hr. Counseling for Franklin and Urbana Employees – Reliance Standard	888.276.2273

TORNADO/SEVERE WEATHER

Tornado Watch: Conditions are right for a tornado. Monitor the weather closely.

Tornado Warning: A funnel cloud has been sighted. Take cover immediately.

Procedure

Upon Notification of a Tornado Warning/Severe Weather:

- Discourage students/employees from leaving campus during severe weather.
- Notify those in your area to take shelter.
- Avoid using elevators in case loss of power occurs.
- Report the severe weather condition to Campus Security.
- Protect yourself from flying debris by taking cover immediately.
- If you are inside take cover in the basement, stairwell, hallway, bathroom or interior offices. Move to the lowest level of the building whenever possible and utilize interior rooms and hallways for shelter.
- Stay away from; glass, windows or anything large that could fall and injure you.
- As a last resort, get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use your arms to protect head and neck.
- If you are outside and unable to quickly access a safe building, move to an area away from trees and power lines. Lie flat in a ditch or culvert. Avoid locations where falling objects are likely.
- Monitor cell phones, landline phones, email, etc. for updated information via the University's mass notification system

Roles

Campus Safety & Security

- Alert all officers on duty.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Activate Alert System for University.
- Notify the University Chief of Staff.

Faculty & Staff Responsibilities

Upon notification of a Tornado Warning/Severe Weather

- Direct students and employees to safe locations. Move to the lowest level of the building whenever possible utilizing inner hallways, restrooms and stairwells for shelter. Stay away from doors & windows.
- Assist persons with disabilities to the shelter area.
- Account for all students/employees.

- If possible, take your class roster sheets.
- Keep students/employees quiet, calm and informed.
- Monitor developing weather conditions.
- Listen for the “all clear” signal.

What to Do Following a Tornado

- Listen to NOAA weather radio.
- If safe to do so, help injured and trapped persons when appropriate.
- Watch for fallen power lines and broken glass. Isolate the area, if necessary.
- Call 911 for any medical, fire or police emergency that may exist.
- Notify Campus Security.
- If damage has occurred to the building evacuate the affected areas/campus.

BOMB/BOMB THREAT/ SUSPICIOUS PACKAGE/EXPLOSION

Procedures

Receiving a Bomb Threat:

- Remain calm and professional. Listen carefully to the caller; be polite and show interest as you attempt to gather information.
- Attempt to determine the location and detonation time of the alleged bomb. (If possible, utilize the Bomb Threat Checklist.)
- Keep the caller on the line for as long as possible and signal another person to call 911. Try to determine the reason for the placement of the alleged bomb.
- If you are a Help Desk/Customer Service Representative, remove yourself from the call cue sequence immediately following the bomb threat call. This will ensure you are able to make the appropriate notifications without having to take additional calls.

Bomb Threat

- Notify Campus Security.
- Wait for decision on whether to stay in place or evacuate.
- If evacuation is ordered, follow Evacuation/Fire Procedures.
- Ensure the evacuation rally point has been searched.
- Stay in your designated areas until you are told it is safe to return to the building.
- All media inquiries should be referred to the Director of Communications.
- Do not use radios, cell phones, or microwaves during a bomb threat. Use of these devices may trigger a bomb.

Suspicious Mail/Package

- If you receive a suspicious letter or package; don't handle it unnecessarily.
- Isolate it immediately; don't open, smell or touch the package.
- Notify your supervisor and Campus Security.
 - Do not use a radio or cell phone to make the notification.

If a Bomb Explodes, University Personnel Should Follow These Additional Procedures

- Determine the location and extent of the explosion.
- Call 911.
- Notify Campus Security.
- If safe to do so, assist with any wounded or injured.
- Assist with the continued evacuation.
- Secure the area until authorities arrive.

Roles

Campus Safety & Security

- Alert all officers on duty.
- Notify the local police (911 using a landline).
- Keep people at least 300 feet from the building.

- Consider activating select portions of the University's Alert System.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the University Chief of Staff.
- Never rule out the possibility of a second device.
- Make appropriate log entries.

Faculty & Staff

- Evacuate the building, if ordered.
- Look for any unusual or suspicious items in the classroom and building while exiting.
- Keep the students/employees calm and quiet.
- Report any missing students/employees.

Facilities/Maintenance

- At the direction of Campus Safety and Security, respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).

INTRUDER/SUSPICIOUS PERSON/HOSTAGE

Procedure

- The staff member who spots the suspicious person should ask if assistance is needed.
- Communicate in a non-threatening manner.
- If it is safe to do so (i.e. you do not see a weapon or have not been threatened).
 - Ask for identification and the nature of their business.
 - If there is no acceptable reason to be in the building, ask the suspicious person/intruder to leave the building/property.
 - If the intruder refuses to identify themselves or initiates a verbal/physical confrontation, leave the area and call Campus Security.
- If the intruder is in possession of a weapon, escape the area and call 911. Notify Campus Security.
 - Be prepared to give the 911 Operator/Campus Security a description of the individual(s) and the location you last saw the suspicious person/intruder.

- All media inquiries should be referred to the Director of Communications.

Follow These Procedures Within a Building Whenever a Person:

- Has a weapon.
- Says person has a weapon.
- Is holding another person against their will.

Notify Emergency Personnel

- Call 911. Notify Campus Security.
 - Inform the 911 Operator/Campus Security.
 - Which building and where in the building the event is occurring.
 - How many are involved (perpetrators and hostages).
 - What demands, if any have been made.
 - If anyone is injured.
- Escort students/employees that are in hallways to a safe location.

- If it is safe to do so, begin evacuating others from the building (in a direction away from the incident).
- DO NOT initiate communication with the hostage taker.
- Keep notes on the times and any communication from the hostage taker and other witness information.
- If communication becomes necessary, restrict it to one person until law enforcement takes over.
- Follow all orders given by law enforcement.
- Monitor cell phones, landline phones, email, etc. for update information via the University's mass notification system.

Roles

Campus Safety & Security

- Alert all officers on duty.
- Notify the local police.
- Meet First Responders.
- Have keys and building plans available for the First Responders.

- Notify the University Chief of Staff.
- Activate Alert System for University.

Faculty & Staff

- Lock classroom/office doors. Or, evacuate students/employees in a safe direction.
- Keep students/employees calm and quiet.
- Place one of the signs from this manual on an exterior window.
- The RED – NEED HELP – sign means that a life threatening condition exists.
- Do not allow anyone into the room, except public safety officials or properly credentialed University leadership.

Facilities/Maintenance

- At the direction of Campus Safety and Security, respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).

HAZARDOUS MATERIALS/SHELTER IN PLACE

If a Hazardous Materials emergency occurs, the decision and direction to Evacuate or Shelter-in-Place needs to be made immediately. This direction can come from campus administrators, local officials or media outlets depending on the severity of the situation.

Procedures

Identify the potential threat to the university. If a transport vehicle is involved, look for the insignia or the chemical codes of the potential health threats. When reporting the incident, report the type of hazardous threat, if you know it.

- Call 911.
- Notify Campus Security.
- Provide appropriate details of the incident, including fire, fumes or other unusual conditions.
- Report important information to the Campus Security and emergency responders, such as color and hazard symbol that was on the vehicle or container.
- Take steps to protect lives. (See Shelter-in-Place or Evacuation processes below.)

- Make a decision with local officials whether to set up a Shelter-in-Place or evacuate the university building and/or campus.
 - **Shelter-in-Place:** Remain in room closing all doors and windows. Turn off all HVAC systems and close all vents. If supplies are available, pack the doorframe with wet articles of clothing, towels, or whatever you have on hand to retard fumes from migrating into the room. Use similar articles to cover nose and mouth.
 - **Evacuate:** Leave building and move to a predetermined “rally point” or other location as instructed by Franklin University Administration or public safety official. Move in a direction away from and upwind from the scene. Cover nose and mouth with handkerchief or similar article.
- Monitor cell phones, landline phones, email, etc., for updated information via the University’s mass notification system.
- All media inquiries should be referred to the Director of Communications.

Roles

Campus Safety & Security

- Alert all officers on duty.
- Notify the local police/fire/EMS.
- Activate Alert System for University.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the University Chief of Staff.

Faculty & Staff

- Keep students/employees calm and quiet.
- Shelter-in-Place or Evacuate, if directed, to a safe zone.
- Report any missing students/employees, if known.

Facilities/Maintenance

- At the direction of Campus Safety and Security, respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).

MEDICAL EMERGENCY – SERIOUS INJURY

Procedure

- Call 911.
- Notify Campus Security.
- Administer first aid if safe to do so. Handle bodily fluids appropriately.
- Do not attempt to move someone who is injured and appears to be in pain unless failure to move the person could result in death or further serious physical injury.
- Assign someone to meet responding police/EMS.
- Help secure the scene until Campus Security and/or authorities arrive.
- Identify witnesses to Campus Security (if known).
- Complete an incident report and/or injury report.

Roles

Campus Safety & Security

- Confirm that a medic has been dispatched.
- Meet First Responders.
- Assist with securing the scene, if necessary.
- Notify the University Chief of Staff.
- Begin investigating the incident.

Faculty & Staff

- Secure and isolate the area.
- Assign someone to meet responding police/EMS.
- Notify Campus Security.
- Assist with first aid.
- If the student or employee is unconscious or unable to speak, contact the appropriate University administrator (Student Services, Human Resources, etc.) to get the student's/employee's emergency contact information.
- Travel with injured/ill person to the hospital or medical facility if there is no parent, guardian or friend available.
- In the event of a serious injury or illness, a University official should also respond to the medical facility as an official representative of the institution.

Facilities/Maintenance

- At the direction of Campus Safety and Security, respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).

CHOKING PROCEDURE

- Check to make sure the scene is safe.
- Check for responsiveness
- Ask, “Are you choking”?
- Ask, “Can you speak, breathe or cough”?
- If the person CAN speak, breathe or cough, encourage them to continue coughing to clear the obstruction.
- If the person cannot speak, breathe or cough and is conscious, ask for permission to help them. Ask a bystander to call 911.
- If the person agrees to your help, stand behind them and place your arms around the abdomen, and make a fist with one hand.
- Place the thumb side of the fist slightly above the naval and well below the breast bone.
- Grasp the fist with the other hand and provide quick, upward thrusts into the abdomen.
- Repeat thrusts until the object is expelled or the person becomes unconscious.
- If the person becomes unconscious, begin CPR and continue until help arrives.

CPR PROCEDURE

- Check to make sure the scene is safe.
- Tap the person on the shoulder and ask, “Are you OK”?
- Look for signs of rhythmic, normal breathing.
- If the person is unresponsive, call 911, or ask a bystander to call 911 and to retrieve an AED.
- If trained, begin CPR.
- If not trained in CPR, use the following procedure for compression-only CPR:
 - Kneel beside the person and place the heel of one hand on the center of the chest.
 - Place the heel of the other hand on top of the first, and interlace your fingers.
 - Position your body so that your shoulders are directly above your hands, and keep your arms straight.
 - Using your body weight, push hard and fast on the chest, administering compressions that are at least 2 inches deep and at a rate of about 100 compressions per minute.
 - Continue delivering compressions until you see obvious signs of life like breathing, another trained responder takes over, an AED becomes available, or you are too exhausted to continue.

EVACUATION/FIRE PROCEDURES

If You Discover or Suspect a Fire

- Activate the fire alarm.
- Do not place yourself at risk by trying to put out the fire.
- Evacuate the building. Use the nearest exit. Follow the posted evacuation procedures for each building.
- Do not use elevators.
- Call 911.
- Notify Campus Security.
- Monitor cell phones, landline phones, email, etc. for update information via the University's mass notification system.

Evacuation

- If you are in a classroom with a closed door, use the back of your hand to feel the door for heat. If the door is hot, don't open it. If it's cool, go to Step 2. If the door is hot, go to Step 7.
- Brace yourself behind the door and open it slowly. If the environment outside the door is not favorable, close the door and go on to Step 7.
- Enter the hallway. Close the door behind you. Stay low (crawl, if necessary), and make your way to the nearest exit.

- Exit the building via stairwells. If your stairwell is blocked by smoke and heat, go to an alternate exit. Do not use elevators.
- Once you have exited the building, move to a safe location. Wait for the "all clear" signal or for additional information requiring you to assemble at a remote location.
- If all of the fire exits are blocked, go back to a room containing exterior windows and seek refuge.
- If supplies are available, pack the doorframe with wet articles of clothing, towels, or whatever you have on hand to retard smoke from migrating into the room.
- Cover nose and mouth with handkerchief or similar article.
- Call 911. Notify Campus Security of your location.
- Stay close to the floor. Proceed to a window. Open the window or break the window by striking the corner of the glass with a hard object to allow the smoke to escape and for you to breathe fresh air. If breaking a window, be sure to protect your hands and face.
- Let everyone within hearing distance be aware that you are trapped. Yell and wave a towel outside the window. Stay near the window.

Roles

Staff/Faculty – “Evacuation Coordinators”

- Activate the fire alarm.
- Call 911.
- Notify Campus Security.
- Assist with the evacuation process.
- Assist special needs personnel and/or coordinate their evacuation as necessary.
- Inform the “Fire Wardens” and fire department of persons that are NOT accounted for.

Student/Faculty Services – “Fire Wardens”

- Activate the fire alarm.
- Call 911.
- Notify Campus Security.
- Position yourself near the stairwell/emergency exits and begin accounting for the Evacuation Coordinators and those that have evacuated.
- Once everyone has evacuated, begin collecting accountability information from the Evacuation Coordinators.
- Inform the fire department personnel of any persons that are NOT accounted for.

Campus Safety & Security

- Alert all officers on duty.
- Notify the local police/fire/EMS.
- Meet First Responders.
- Activate University’s Alert System.
- Have keys and building plans available for the First Responders.
- Notify the University Chief of Staff.

Faculty & Staff

- Activate the fire alarm.
- Call 911.
- Notify Campus Security.
- Evacuate the students/employees in an orderly fashion.
- Check your rooms/offices to make sure all occupants are out of the building.
- Take your class roster sheets.
- Remain with your students/employees.
- Report stranded and missing persons to the Fire Wardens and the fire department when they arrive.

Facilities/Maintenance

- At the direction of Campus Safety and Security, respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).
- Reset alarm, when requested.
- Be prepared to turn off the gas.

ACTIVE AGGRESSOR/HOSTILE INTRUDER/ LOCKDOWN

When a person is actively causing death or serious physical injury, or when there is the threat of imminent death or serious physical injury, the following procedures should be implemented.

Procedure: RUN

- If there is an Active Aggressor/Hostile Intruder on campus or in your building act immediately.
 - Move away from the threat if you can, as fast as you can.
 - Keep vehicles, bushes, trees, and anything that could possibly provide you cover from the hostile person between you and the person while you are running.
- If the Active Aggressor is in the same building try to quickly and safely exit the building immediately.
- If it is safe to do so, call 911.
- Notify Campus Security.
- Monitor cell phones, landline phones, email, etc. for update information via the University's mass notification system.

LOCKDOWN

The direction to Lockdown may be given when an emergency is taking place on campus and it is unsafe to move around outside or evacuate.

Procedure: HIDE

If the command to Lockdown is given or you cannot escape

the area, lock/secure/ barricade yourself in your office, classroom, or in a small, interior room, with few or no windows.

- If visitors are present provide for their safety.
- If in a hallway or other open area, immediately move to a classroom, office or room.
- Once inside a room, lock/secure/barricade the door and wait for instructions from the authorities.
- Stay out of open areas and be as quiet as possible.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Do not open the door for anyone other than verified public safety officials or credentialed Campus Safety and Security personnel.
- Notify Campus Security when safe to do so.
- Monitor cell phones, landline phones, email, etc. for update information via the University's mass notification system.

Procedure: FIGHT

- If you are unable to escape the area or effectively hide, and ONLY if your life is in immediate danger, use whatever means available to attack the hostile person.
- Throw any items in arm's reach at the hostile person.
- Kick, hit, yell and try to gain control over the person and/or their weapon.
- If the hostile person becomes incapacitated, immediately escape the area and call 911.

Roles

Campus Safety & Security

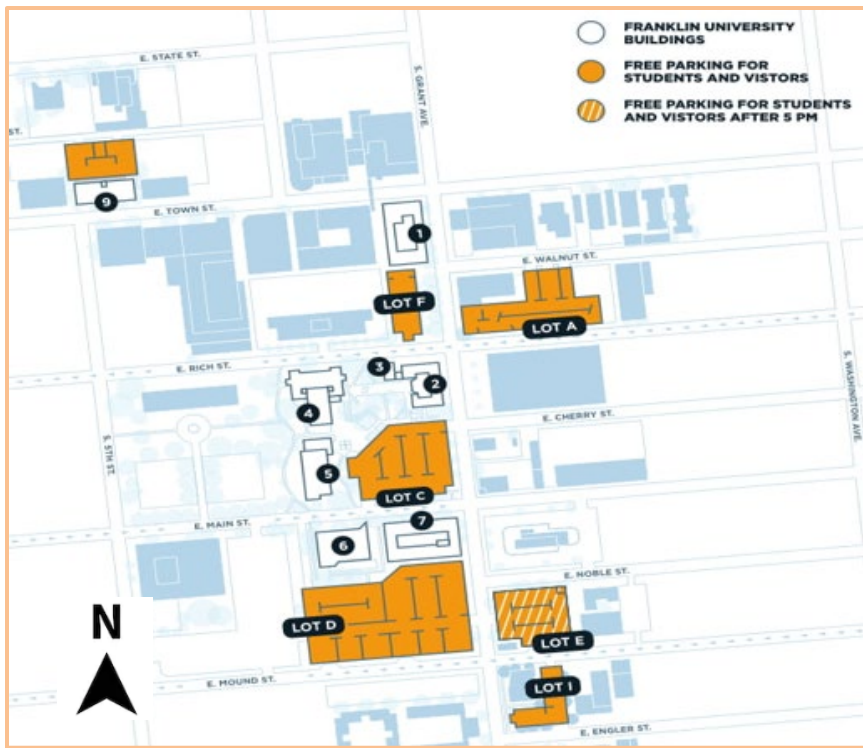
- Help secure buildings and limit persons from exiting.
- Alert all officers on duty.
- Notify the local police/fire/EMS.
- Activate Alert System for University.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the University Chief of Staff.

Faculty & Staff

- Keep students/employees calm and quiet.
- Do not allow anyone in the room, except verified law enforcement/first responders.
- Notify Campus Security.
- Allow staff and students to communicate with friends and family using cell phones.
- Allow the use of University communications sparingly.

Facilities/Maintenance

- At the direction of Campus Safety and Security, respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies).
- Be prepared to turn off HVAC systems.
- Be prepared to turn off the gas.
- Be prepared to turn electrical power on/off.
- Help secure buildings and limit persons from exiting.



Campus Legend

- 1. Frasch Hall**
201 S. Grant Ave
- 2. Paul J. Otte Student Services Center**
331 E. Rich St.
- 3. President's Office**
321 E. Rich St.
- 4. Alumni Hall & Ross Auditorium**
301 E. Rich St.
- 5. Fisher Hall**
300 E. Main St.
- 6. 285 E. Main St.**
- 7. Phillips Hall**
303 E. Grant Ave
- 8. International Institute for Innovation Instruction**
236 E. Town St.

MAP OF MAIN CAMPUS



ã ä å

MAP OF DELAWARE LOCATION



MAIN CAMPUS RALLY POINTS

Alumni Hall – Parking Lot C (This lot is located southeast of the building). Persons in this building should rally in the southwestern section of the parking lot (near the Franklin vehicle reserved parking).

Fisher Hall – Parking Lot C (This lot is located east of the building). Persons in this building should rally in the southern section of the parking lot (near the dumpsters).

Frasch Hall – Parking Lot F (This lot is located directly south of the building). If additional space and/or distance away from the building is required, Parking Lot A should be utilized. Caution should be exercised – if/when crossing Grant Street to get to Parking Lot A.

Main Street – Parking Lot D (This lot is located south of the building) Persons in this building should rally in the southern most section of the parking lot.

Phillips Hall – Parking Lot D (This lot is located south of the building) Persons in this building should rally in the southernmost section of the parking lot.

President's Office – Parking Lot C (This lot is located directly south of the building). Persons in this building should rally at the southern section of the parking lot (near the Franklin vehicle reserved parking).

Student Services Center – Parking Lot C (This lot is located directly south of the building). Persons in this building should rally in the southeastern section of the parking lot (near the Franklin electronic sign).

I4 Building - Town Street – Persons in this building should rally in the northern most section of the parking lot.

In all cases, personnel should remember the minimum distance from an evacuated building should be 200 feet.



BOMB THREAT CHECKLIST

Stay calm and collect all the information you can.

Name of person who received threat: _____

Date and time threat received: _____

How was the threat received?

In person Email Voicemail

Telephone: _____
(List phone number. Include area code.)

Fax Campus Mail Courier

U.S. Mail By mail carrier (e.g., FedEx)

Location threatened (Give name of bldg./dept./site/
agency): _____

EXACT words used to make threat (if possible):

Questions to Ask the Person Making the Threat:

1. When is the bomb going to explode? _____

2. Where is the bomb located? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Who placed the bomb? _____

6. Why was the bomb placed? _____

7. Where are you calling from? _____

Identity of caller if known: _____

Description of caller's voice:

Male Female Young

Middle-aged Elderly Accent

Tone of voice:

Excited Calm Angry

Loud Nervous/Stuttered

Voice-language:

Recorded Irrational Articulate

Is voice familiar? Yes No

If so, who did it sound like? _____

Other voice characteristics: _____

Background or other noises: _____

Remarks: _____

Completed by: _____

Phone: _____

Revised 11/26/2019