

EMERGENCY RESPONSE GUIDE

For Faculty, Staff, and Students

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Emergency Phone Numbers

CAMPUS SAFETY

From any campus phone: 3333

From an off-campus phone: 330-287-3333

LONGBRAKE STUDENT WELLNESS CENTER

From any campus phone: 2319

From an off-campus phone: 330-263-2319

WHEN CALLING 911:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

EMERGENCY NOTIFICATION

In the event of an emergency, weather cancellation, street closure or any other type of event where information needs to be disseminated quickly to the campus community, Campus Safety uses the mass notification alert system RAVE.

All Wooster students, staff, and faculty automatically receive RAVE alerts to their campus email and via text message to the cell phone on file. Please make sure to keep your cell phone number updated in ScotWeb at scotweb.wooster.edu under "Campus Notification Information" so you don't miss important text alerts.

The RAVE system comes with a companion app called RAVE Guardian you can download from your phone's app store. RAVE Guardian also provides you with a number of other safety features and access to college policies and forms.

TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The College of Wooster conducts a test of our fire alarm system in residential buildings once per semester while students are in residence. These drills are unannounced and are conducted by the Campus Safety team. Officers pull a fire alarm in buildings and check all of the fire safety equipment to make certain they are operational. Officers then follow-up with a check of every room on selected floors to make certain that students have evacuated. Building evacuation procedures are on the back of the doors of student rooms in all campus residential buildings for quick reference.

Hostile Intruder/Hostile Person/Active Shooter Personal Safety Plan

WHEN YOU BELIEVE THERE IS AN ACTIVE SHOOTER IN A BUILDING:

- Lock yourself in the room you are in.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the windows and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If you have a phone, call 911.
- Do not stay in the open hall.
- Do not pull the fire alarm.
- If you are caught in an open area such as a hallway or lounge area, you must decide what action to take:
 1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help and warn others.
 3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 4. The last option may be to fight back.
 5. If you are caught by the intruder and are not going to fight back, follow directions and don't look the intruder in the eyes.
 6. If the intruder has been disarmed, do not pick up the weapon.
 7. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once circumstances are evaluated by police, they will give you further directions to follow.

This advice cannot cover every possible situation that might occur.

WARNING SIGNS

If you have had contact with ANY INDIVIDUALS who display the following tendencies, contact Campus Safety, Student Affairs, Counseling Services, or other College officials in a timely manner:

- Threaten harm or talk about killing themselves or other students, faculty, or staff.
- Become frustrated easily and convert frustration into physical violence and constantly start or participate in fights.
- Lose temper and self-control easily.
- Assault others, including immediate family members.
- Possess weapons (firearms or edged weapons) or have a preoccupation with them.

Sexual Assault – Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, The College of Wooster has defined categories of sexual misconduct for which sanctions may be imposed under its **Equal Opportunity, Harassment, and Non-Discrimination** policy. Categories include sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation.

Complainants have the right, and can expect, to have complaints taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved. Victims of campus crime should be aware that charges may be pursued through the College's judicial system, through the state judicial system, or both.

IF YOU OR A FRIEND HAS EXPERIENCED SEXUAL OR GENDER-BASED ASSAULT OR MISCONDUCT:

1. Go to a safe location as soon as you are able.

2. Seek immediate medical attention

If you are injured or believe you may have been exposed to an STI/STD or potential pregnancy, seek immediate medical attention.

**Call the Longbrake Student Wellness Center at
330-263-2319 or the nearest hospital.**

3. Contact any of the following for immediate assistance

On campus:

Campus Safety 330-287-3333

Off campus:

Dial 911

4. Preserve physical evidence

Physical evidence can deteriorate quickly. Seek a medical exam as soon as possible. Avoid washing, bathing, urinating, etc., if possible. If you are still wearing clothing worn during the assault, wear them to the hospital, but bring a change of clothes. The hospital will keep them as evidence. If you have changed clothes, bring the ones you were wearing during the assault in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels or other evidence at the scene of the assault. Police will collect them.

Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA may be collected for a long time thereafter.

After 120 hours, it may still be helpful to have medical attention even if you are not trying to obtain evidence of an assault.

Sexual Assault Nurse Examiners (SANE) are trained in the

collection of forensic evidence and can check for injuries and exposure to sexually transmitted infections.

5. Choose how to proceed. You have options :

- Do nothing until you are ready;
- Pursue resolution by the College by reporting an incident; and/or
- Initiate criminal proceedings; and/or
- Initiate a civil process against the perpetrator.
- You may pursue whatever combination of options is best for you.

If you wish to have an incident investigated and resolved by Wooster, students and employees should contact the Title IX Coordinator and procedures will be explained.

Those who wish incidents to be handled criminally should contact the local police where the assault occurred. A campus official is available to accompany students in making such reports if desired. Contact the Title IX Coordinator or Campus Safety for more information.

IF SOMEONE YOU KNOW HAS BEEN SEXUALLY ASSAULTED:

- Believe them. Listen to and support them. Do not be judgmental; what happened is not their fault.
- Help them to review their options for reporting, medical care, and available resources of support. Remember, it is their decision about whom to tell, when to tell, and what their next steps will be.
- Be patient; it takes time to process what has happened, and it takes time to heal. Continue to be supportive and continue to encourage them to seek help through the resources that are available on campus, in the local community, and/or through national hotlines/websites.
- Supporting a friend through a traumatic experience like sexual assault is stressful. Counseling and other support services are also available to you.

Resource information:

ON-CAMPUS:

- Emergency: 911
- Campus Safety:
 - Non-Emergency: 330-263-2590
 - Emergency: 330-287-3333
- Anonymous Tip Line: 2337 (from campus phone) or 330-263-2337
- Dean of Students Office: 2545 (from campus phone) or 330-263-2545
- Longbrake Student Wellness Center: 2319 (from campus phone) or 330-263-2319
- Title IX Staff – 2350 (from campus phone) or 330-263-2350
- Campus Chaplain – 2558 (from campus phone) or 330-263-2558
- Human Resources – 2016 (from campus phone) or 330-263-2016

LOCAL/NATIONAL RESOURCES:

- One Eighty (rape crisis center, 104 Spink Street)
 - 24-hour hotline: 330-263-1020 or 1-800-686-1122
 - www.one-eighty.org
- Wooster Community Hospital
 - 330-263-8100
- Wooster Police Department
 - 330-287-5720
 - Emergency 911
- Rape, Abuse, and Incest National Network
 - National Sexual Assault Hotline: 1-800-656-HOPE (4673)
 - online.rainn.org
- National Sexual Violence Resource Center
 - www.nsvrc.org
- For Men: 1in6.org
 - 1in6.org (includes 24/7 online support)
- Men Can Stop Rape
 - www.mencanstoprape.org

Civil Disturbance

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

IN THE EVENT OF A CIVIL DISTURBANCE:

- Call Campus Safety at 3333 from any campus phone or 330-287-3333 from a cell phone or from off-campus.
- Provide the address, location, and all possible details to the dispatcher.
- Do not provoke or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

Gas Leak/Fumes – Vapors

IF YOU DETECT NATURAL GAS, FUMES OR VAPORS:

- Call Campus Safety at 3333 from any campus phone or 330-287-3333 from a cell phone or from off-campus to report the situation.
- Extinguish any open flames. No smoking.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

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IF A BUILDING OR AREA EVACUATION IS ORDERED BY THE EMERGENCY RESPONDERS:

- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your department's designated gathering point to be accounted for.

Suicide Threat – Psychological Emergency

If it appears an individual may cause harm to themselves or to others, call Campus Safety at 3333 immediately from any campus phone or from off-campus or a cell phone call 330-287-3333.

- The Longbrake Student Wellness Center provides confidential services to students from counseling and professional staff. A registered nurse is on duty during hours of operations, Monday-Friday between 8 a.m.- 6 p.m. and Saturday-Sunday between 8 a.m. and 12 p.m. To contact Longbrake directly, dial 2319 from any campus phone or 330-263-2319 from a cell phone or any off campus phone number.
- For a medical emergency, dial 911 or 988 for the Suicide Crisis Lifeline.
- Wooster Community Hospital Emergency Room is open 24 hours a day.

Suspicious Package

IF YOU RECEIVE OR DISCOVER A SUSPICIOUS PACKAGE OR DEVICE:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

DO NOT USE A CELL PHONE WITHIN 300 FEET OF THE PACKAGE.

IMMEDIATELY CALL CAMPUS SAFETY AT 3333 FROM A CAMPUS PHONE OR 330-287-3333 FROM AN OFF-CAMPUS PHONE OR CELL PHONE.

WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

Power Outage

In the event of a power outage, some campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building.

To report a power outage, call Campus Safety at 3333.

BE PREPARED:

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

IN THE EVENT OF A LARGE-SCALE POWER OUTAGE:

- Remain calm.
- Follow directions provided by Campus Safety through the established campus communications systems.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact Campus Safety, at 3333 (campus phone) or 330-287-3333 from an off-campus or a cell phone.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not use candles or other open flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

IF PEOPLE ARE TRAPPED IN AN ELEVATOR:

- If you are able to communicate with them, let the passengers know help has been summoned.
- Call Campus Safety at 3333 from any campus phone or 330-287-3333 from a cell phone or off-campus phone.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

Tornado and Weather Emergencies

Tornado Watch means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.

Tornado Warning means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to your pre-designated place of safety immediately!

Severe Thunderstorm Watch means severe thunderstorms are possible in your area.

Severe Thunderstorm Warning means a severe thunderstorm is imminent or has been indicated by Doppler radar or reported by storm spotters. Tornado sirens are sounded for those areas in the path of the tornado throughout Wayne County. These sirens are intended to be heard outside of buildings and are not designed to be heard inside every building.

WHAT TO DO DURING A TORNADO WARNING:

When the tornado sirens sound or a tornado has been sighted, go to a safe shelter immediately.

1. Move to a pre-designated shelter, such as a basement. Assist those with special needs in getting to the shelter area.
2. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
3. If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.
4. In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible. Do not call 911 unless you need to report an emergency, such as a fire, medical emergency, or severe building damage. 911 lines need to be kept open for emergency calls.
5. Get out of vehicles, trailers, and mobile homes immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.
6. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
7. Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
8. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Fire

IF YOU DISCOVER A FIRE:

1. Immediately activate the building's fire alarm system.
2. Evacuate the building, closing doors and windows behind you.
3. **DO NOT USE THE ELEVATORS.**
4. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
5. Report to your department's designated gathering point to be accounted for.
6. Call 911.

IF YOU HEAR A FIRE ALARM:

1. Walk quickly to the nearest exit. Do not use the elevators.
2. If you are able, help those who need special assistance.
3. Notify fire personnel if you believe someone may still be in the building.
4. Gather away from the building and emergency responders at a pre-designated location.

DO NOT re-enter the building until the fire department has cleared the scene.

IF CAUGHT IN SMOKE:

1. Drop to your knees and crawl to the closest safe exit. (The air is clearer near the floor.)
2. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

IF TRAPPED IN A BUILDING:

1. Close all doors and windows.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

Crime Prevention and Resources

IF YOU WITNESS A CRIME:

- If you witness a crime or become the victim of a crime, call 3333 from a campus phone, or 330-287-3333 from off-campus or a cell phone to report the incident to Campus Safety.
- If you observe a perpetrator commit a crime, do not block his avenue of escape. Instead, get a good description of the perpetrator, note his direction of travel, and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let him leave the scene. If followed, the perpetrator may panic and cause you harm.

PERSONAL SAFETY TIPS:

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call Campus Safety.
- In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact Campus Safety immediately.
- Always keep the door to your room locked when you are working alone.
- Don't investigate a suspicious person or noise by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert and confident manner, and pay attention to your surroundings.
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course.

RESOURCE INFORMATION:

- Off-campus Emergency: 911
- Campus Safety Emergency: 3333 or 330-287-3333 from a cell phone
- Safe Rides/Escort: 2590

Hazardous Materials – Pollutants Incident

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel, or oil) spill or release for which assistance is needed:

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area, call 3333 from a campus phone or 330-287-3333 from a cell phone or off-campus phone.
- Be prepared to provide the following information regarding the spill or release:
 1. Name of the material
 2. Quantity of material
 3. Time of the incident
 4. Location of the incident
 5. If anyone is injured or exposed to material
 6. If a fire or explosion is involved
 7. Your name, phone number, and location
- Follow instructions provided by the emergency responders.
- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.
- Present the Material Safety Data Sheet (MSDS) of involved substances to emergency responders if this information is available.

Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:

- Clear the area immediately if instructed to do so by the emergency responders, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.

If you observe what you believe to be an unauthorized release of any pollutants to the environment, call Campus Safety immediately at 330-287-3333.

Flooding

IN CASE OF IMMINENT OR ACTUAL FLOODING:

1. If you can do so safely:
 - Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
 - Shut off all non-essential electrical equipment.
 - Wait for instructions from Campus Safety or Facilities personnel.
2. Move all personnel to a safe area, away from the building in danger. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
3. Do not return to the building until instructed to do so by Campus Safety or Facilities personnel.
4. Call the Environmental Safety coordinator at 2282 for assistance with flood clean-up.

Medical Emergencies

Call 3333 from any campus phone, 330-287-3333 from a cell phone or off-campus phone, or dial 911.

If you suspect a head or spinal injury, DO NOT MOVE the victim unless there is an immediately life-threatening emergency.

CARDIOPULMONARY RESUSCITATION (CPR)

1. Assess the situation:

- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake his shoulder and ask loudly, "Are you OK?"
- If the person doesn't respond, follow the steps below and call 3333 from a campus phone or 330-287-3333 from a cell phone or off-campus phone. Have someone else call if possible, while you proceed.

2. To perform CPR if you are trained:

- Position the person so you can check for signs of life by laying the person flat on their back on a firm surface and extending the neck.
- Open the person's mouth and airway by tilting the head back and lifting the chin forward.
- Determine whether the person is breathing by simultaneously listening for breath sounds, feeling for air motion on your cheek and ear, and looking for chest motion.
- If the person is not breathing, pinch his or her nostrils closed, make a seal around the mouth and breathe into his or her mouth twice in no more than 10 seconds.
- Begin chest compressions immediately. Place the heel of one hand over the center of the chest between the nipples, place the other hand on top and interlock your fingers. Keep your elbows straight and position your shoulders directly above your hands to make the best use of your weight.
- Push down at least 2 inches at a rate of 100 times a minute. The pushing down and letting up phase of each cycle should be equal in duration. Don't jab down and relax. After 30 compressions, breathe into the person's mouth twice.
- After every four cycles of 30 compressions and two breaths, recheck for signs of life. Continue the rescue maneuvers as long as there are no signs of life.

3. To perform CPR on a child:

- Give two breaths for every 30 chest compressions.
- Compress the chest 1/3 to 1/2 the depth of the chest 100 times a minute.

TO CONTROL BLEEDING:

1. **Have the injured person lie down.** If possible, position the person's head slightly lower than the trunk or elevate the legs. This position reduces the risk of fainting by increasing blood flow to the brain. If also possible, elevate the site of bleeding.
2. **Remove any obvious dirt or debris from the wound.** Don't remove any large or more deeply embedded objects. Don't probe the wound or attempt to clean it at this point. Your principal concern is to stop the bleeding.
3. **Apply pressure directly on the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.
4. **Maintain pressure until the bleeding stops.** When it does, bind the wound tightly with a bandage (or even a piece of clean clothing) and adhesive tape.

CHEMICAL BURNS:

If a chemical burns the skin, follow these steps:

1. **Remove the cause of the burn** by flushing the chemicals off the skin surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.
2. **Remove clothing or jewelry** that has been contaminated by the chemical.
3. **Wrap the burned area** with a dry, sterile dressing or a clean cloth.
4. **Rinse the burn** again for several more minutes if the victim complains of increased burning after the initial washing.

Minor chemical burns usually heal without further treatment.

BURNS:

To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissues. These three classifications will help you determine emergency care:

First-degree

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin hasn't been burned through. Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks or a major joint.

Second-degree

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed second degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling.

If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin, or buttocks or over a major joint, get medical help immediately.

Minor burns

Including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

Cool the burn.

Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Don't put ice on the burn.

Consider a lotion.

Once a burn is completely cooled, applying an aloe vera lotion, a triple antibiotic ointment, or a moisturizer prevents drying and makes the victim feel more comfortable.

Cover the burn with a sterile gauze bandage.

Don't use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

Take an over-the-counter pain reliever.

These include aspirin, ibuprofen (Advil, Motrin, others), naproxen (Aleve) or acetaminophen (Tylenol, others).

CAUTION:

Don't use ice.

Putting ice directly on a burn can cause frostbite, further damaging your skin.

Don't break blisters.

Fluid-filled blisters protect against infection. If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage. Clean and change dressings daily. Antibiotic ointments don't make the burn heal faster, but they can discourage infection. Certain ingredients in some ointments can cause a mild rash in some people. If a rash appears, stop using the ointment. If it's a major burn, don't apply any ointment at all (see below).

Third-degree

The most serious burns are painful and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

Major burns

Dial 3333 from a campus phone or 330-287-3333 from a cell phone or off-campus phone or call 911 for emergency medical assistance.

Nurses are available during academic year for assistance by phone at 330-263-2319 from **8 a.m. to 6 p.m. Monday to Friday and 8 a.m. to 12 p.m. Saturday and Sunday.**

Until an emergency unit arrives, follow these steps:

1. Don't remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
2. Make sure the burn victim is breathing. If breathing has stopped or you suspect the person's airway is blocked try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR).
3. Cover the area of the burn. Use a cool, moist sterile bandage or clean cloth.

For additional first aid information on the web:

Mayo Clinic Burns: First aid

mayoclinic.org/first-aid/first-aid-burns/basics/art-20056649



Bomb Threat

IF A BOMB THREAT IS RECEIVED:

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information, and have that person call 3333 from any other campus phone, 330-287-3333 from a cell phone, or dial 911. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to complete the **Bomb Threat Check Sheet** located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area if requested.
- Provide for an orderly evacuation only when ordered by emergency personnel.

Do not pull fire alarm; signal from system could detonate bomb.

Bomb Threat Check Sheet

Exact time of call:

Exact words of caller:

QUESTIONS TO ASK:

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

CALLER'S VOICE:

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

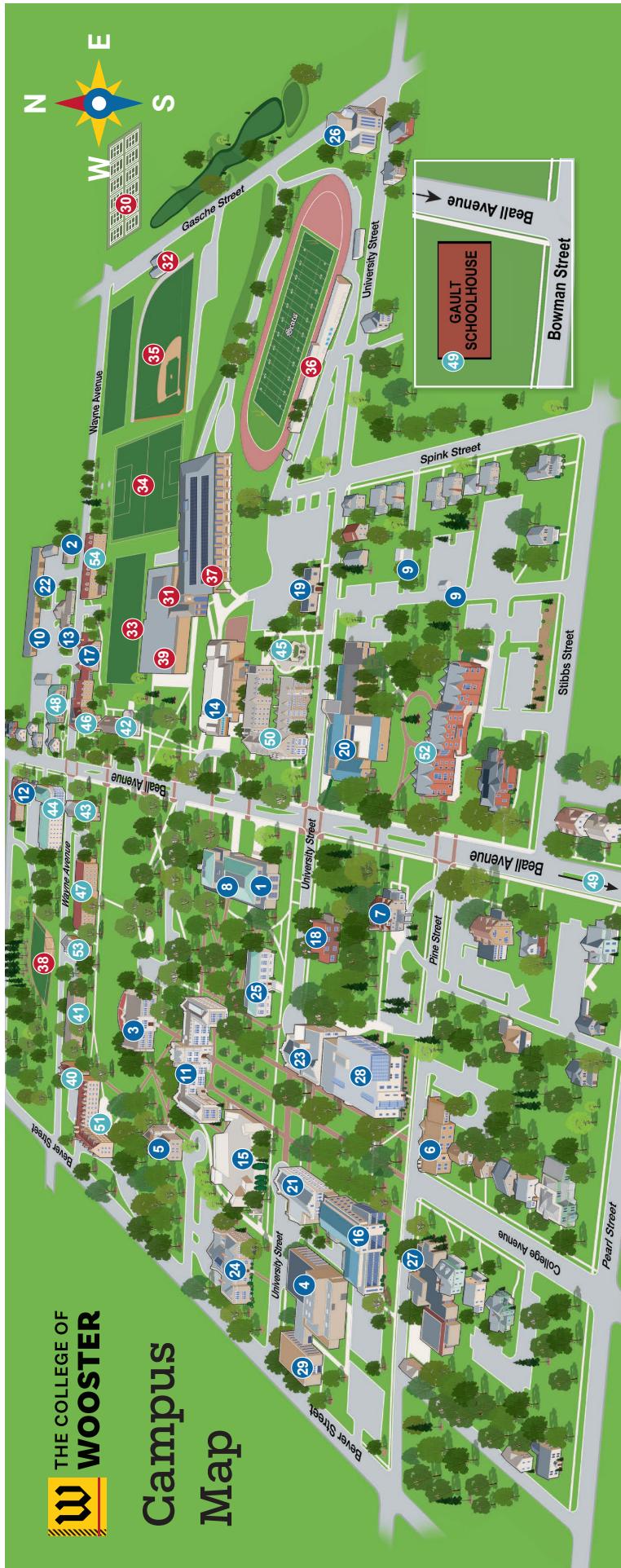
If voice is familiar, whom did it sound like?

Were there any background noises? Remarks:

Person receiving call:

Telephone number call received at:

Date:



Academic and Administrative Buildings

- 1 **Andrews Library***  • APEX – Advising, Planning, Experiential Learning
- 2 **Culbertson/Slater Complex***  • Keys and IDs
- 3 **Security and Protective Services**
- 3 **Ebert Art Center***  • Art History
- 4 **Freedlander Theatre***  • Studio Art
- 5 **Galpin Hall**  • CW Art Museum
- 6 **Gault Admissions Center***  • Digital Communications Lab
- 7 **Gault Alumni Center***  • Development Offices
- 8 **Gault Library for Independent Study***  • APEX – Advising, Planning, Experiential Learning
- 8 **Gault Library**  • Academic Resource Center
- 9 **Grounds Crew Garages**
- 10 **Human Resources***  • Global Engagement Office
- 11 **Kauke Hall***  • Registrar
- 12 **Lilly House***  • Humanities
- 13 **Longbrake Student Wellness Center***  • Social Sciences
- 14 **Lowry Student Center***  • Dining Hall
- 15 **McGaw Chapel***  • Financial Aid
- 16 **Burton D. Morgan Hall***  • Mail & Package Center
- 17 **Kittredge Hall***  • The Alley
- 18 **President's Home**
- 19 **Rubbermaid Center**  • Residence Life
- 20 **Scheide Music Center***  • Residence Life
- 21 **Scovell Hall***  • Center for Belonging and Intercultural Dialogue
- 22 **Service Center**  • Student Affairs
- 23 **Severance Hall*** • Chemistry
- 24 **Taylor Hall*** • Computer Science
- 25 **Timken Library in Frick Hall*** • Mathematics
- 26 **Westinghouse Memorial Power Plant**
- 27 **Westminster Church House*** • Physics
- 28 **Williams Hall of Life Science*** • Statistical and Data Sciences
- 29 **Wishart Hall*** • Communication
- 30 **Tennis Courts**
- 31 **Armington Physical Education Center*** • Freedlander Speech and Hearing Clinic
- 32 **L.C. Boles Golf Course**
- 33 **Cindy Barr Field**
- 34 **Carl W. Dale Soccer Field**
- 35 **Murray Baseball Field**
- 36 **Papp Stadium*** • Mathematics
- 37 **Scot Center*** • Physics
- 38 **Softball Diamond**
- 39 **Timken Gymnasium***

Residence Halls

- 40 **Andrews Hall**  • Science Library
- 41 **Armington Hall**  • Business Economics
- 42 **Babcock Hall**  • Economics
- 43 **Bissman Hall**  • Education
- 44 **Bornhauser Hall**  • Information Technology
- 45 **Brush Hall***  • Psychology
- 46 **Compton Hall**  • Biology
- 47 **Douglas Hall**  • Biochemistry & Molecular Biology
- 48 **Gault Manor***  • Environmental Studies
- 49 **Gault Schoolhouse***  • Neuroscience
- 50 **Holden Hall**  • Communication
- 51 **Kenarden Lodge**  • Freedlander Speech and Hearing Clinic
- 52 **Luce Hall**  • Theatre and Dance
- 53 **Stevenson Hall**  • Student Affairs
- 54 **Wagner Hall**  • Residence Life

Athletic Facilities

- 30 **Tennis Courts**
- 31 **Armington Physical Education Center***  • Chemistry
- 32 **L.C. Boles Golf Course**
- 33 **Cindy Barr Field**
- 34 **Carl W. Dale Soccer Field**
- 35 **Murray Baseball Field**
- 36 **Papp Stadium***  • Mathematics
- 37 **Scot Center***  • Physics
- 38 **Softball Diamond**
- 39 **Timken Gymnasium***





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