

Policy Statement

A crisis situation is defined as any circumstance or event having a real or potential major impact on the campus community as a whole. Each crisis or emergency will require a unique public information response dependent on the nature of the crisis. This plan is not intended to change the way emergencies are reported. Campus Safety and Security should be called immediately upon an emergency and 911.

Procedures

1. All employees of the college have the responsibility for knowledge of approved procedures to be followed for any type of emergency situation, illness, or injury that may occur during their working hours, and to respond and aid accordingly.
2. All accidents and/or injury's, no matter how slight, must be reported to the appropriate supervision day or night and to campus safety & security at 419-559-2253.
3. All employees are requested to place on file in the Human Resource Office, the name(s) of the person(s) to be contacted in case of emergency illness or injury.
4. All employees are required to cooperate in route emergency drills.
5. Any employee seeing fire or heavy smoke during working hours shall contact 911 immediately and then campus safety & security department at 419-559-2253
6. Any employee shall inform campus safety & security in the event he/she is aware of any emergency situation at 419-559-2253, and 911 immediately.

BOMB THREAT

1. If a bomb threat is received by telephone, alert the nearest administrator in some way, BUT TRY TO KEEP THE CALLER ON THE LINE until such time as information is gathered to assist the appropriate administrator in determining the extent and location of the threat. The majority of bomb threats are received by telephone. This places a great importance on the first and possibly the only contact that will be had with the bomber. It is imperative that the person receiving the call obtain as much information as possible.
2. Never disregard any call relative to a bomb scare. A threat is often used to disrupt normal activities but the danger involved is too great to discount any threat.
3. Attempt to record details of the conversation using the attached check list seen below or can be found on Terra State employee sharepoint under campus safety & security, especially if the caller is willing to reveal the placement and type of bomb. Use responses such as "I'm sorry, there is some noise behind me. Would you repeat your message?"
4. In addition to the conversation, listen for background noises that might provide a clue as to the origin of the call.
5. If possible, listen to the caller's voice for quality, accents, speech impediments and any other indicators of

the caller's identity.

Persons receiving a phone call bomb threat should remain calm and ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why did you place the bomb?
- Where are you calling from?
- What is your name?
- What is your address?

The more detailed and specific a threat is the more likely the threat is real.

Keep talking to the caller as long as possible and try to ascertain and record the following:

- Exact Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.
- If you have caller ID, record the displayed number.
- Exact wording of the threat

Post Bomb Threat Phone Call Procedures

- Hang up only **after** the caller hangs up.
 - Immediately notify Campus Safety and Security by dialing "2253".
 - Remain at your reported location until the arrival of Campus Safety and Security.
 - Make note of the caller's exact words and other observations.
 - Follow the Building/Campus bomb threat procedure.
6. A person receiving a bomb threat call should immediately inform the nearest administrator and Campus Safety and Security and give them the notes jotted down regarding the threat.
 7. The administrator and/or Campus Safety and Security will evaluate the threat and inform the President of the situation. If there is even the slightest possibility that a bomb exists the President or designee shall direct Campus Safety and Security to:
 - (A) Call the Police, and /or Fire Department (calling 911 will notify both)
 - (B) Conduct an orderly evacuation if needed.
 8. The President will cause notifications to be made to Executive Team, Leadership Team, Department Heads and Building Coordinators.
 9. Depending on the nature of the threat the decision will be made by the College President or her designee as

to the appropriate response after consulting with emergency personnel (Police and Fire).

10. Some options are: Occupant team search: perform a low key "covert" search using campus personnel assisting the trained emergency responders. Doing a search with campus personnel has the advantage of the fact that they are familiar with which items should and should not be present. Suspicious items may be apparent to Terra State Community College Personnel where they might not be to Police and Fire. Designated College officials shall be available to provide assistance as requested. Safety and Security personnel shall provide needed items to searchers such as a two-way radio, and pass keys. Keep in mind that two-way radios could possibly set off an explosive device. If the caller indicates a detonation time, the search will be called off 30 minutes prior to that time and all personnel evacuated.
11. Conduct an immediate evacuation by activating REBOUND System or Terra Alert (campus emergency notification system). Instruct evacuees to take all personal items with them when leaving the building. Be aware of the fact that if an actual explosive device is being used that that odds of a secondary device in the parking lot is great. Open areas would be safer than the cars in the parking lots. People should be directed to stay at least 400-600 feet from the building (beyond the parking lots).
12. If a bomb or suspicious item is discovered DO NOT TOUCH IT OR ATTEMPT TO MOVE IT UNDER ANY CIRCUMSTANCES! At that point all personnel will be evacuated and the Police will request an Explosive Disposal Unit to handle it.
13. Notify those persons who are attempting to enter the target facility of the threat. No one other than emergency personnel should enter. See notification form to be posted on all entrances. If possible secure and lock all entrances to prevent anyone from entering.
14. Once evacuations are made, no one shall be allowed to re-enter the buildings unless instructed to do so by a college, Fire, or Police Official. After the all clear is given, building re-entry will be approved by the President or her designee.
15. Terra State Community College Safety and Security and other personnel will assist the Fremont Police to investigate thoroughly all incidents of actual or attempted bombing incidents and/or terroristic threats
16. In the case of a bomb threat employees are requested to make a cursory inspection (brief look around) of their area for suspicious objects and to report the location to Campus Safety. DO NOT TOUCH ANY SUSPICIOUS OBJECT!
17. Do not close doors to offices or classrooms! If there is an actual explosive device, leaving doors and windows open will minimize the damage due to blast overpressure waves. They should not open drawers, cabinets unless these are areas under their sole control and they know for a fact that there is nothing out of the ordinary in them. If so, leaving them open will facilitate the search procedure. Do not turn lights on or off, leave them as they are.
18. Campus Safety and Security will forward a report to the President once the incident is resolved.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees for responding to a bomb threat in an orderly and controlled manner

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

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- **If possible, signal other staff members to notify 911 and Campus Safety & Security at 419-559-2253**
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911 and Campus Safety & Security at 419-559-2253



BOMB THREAT CHECKLIST

DATE: _____	TIME: _____
TIME CALLER HUNG UP: _____	PHONE NUMBER WHERE CALL RECEIVED: _____

Ask Caller:

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

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<input type="checkbox"/> Animal noises <input type="checkbox"/> House noises <input type="checkbox"/> Kitchen noises <input type="checkbox"/> Street noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance	<input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped message <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
OTHER INFORMATION: _____ _____ _____ _____		

TERRA STATE COMMUNITY COLLEGE BOMB THREAT NOTICE

NOTICE OF BUILDING CLOSING

**THIS BUILDING HAS RECEIVED A BOMB THREAT.
BUILDING CLOSED AT: _____**

BUILDING WILL REOPEN AT: _____

AUTHORIZED BY: _____

Date & time _____

**Terra State Community College
Campus Safety & Security Department
419-559-2253**

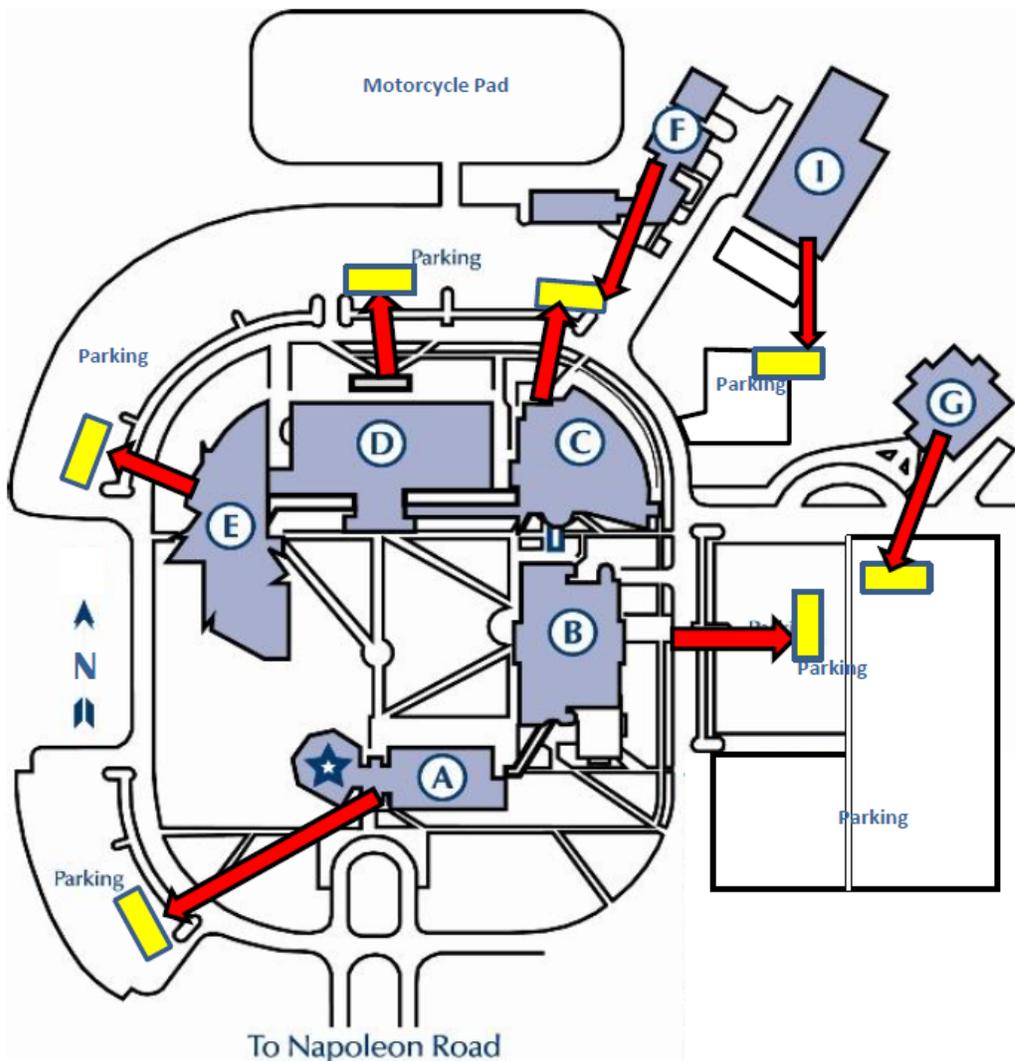
EVACUATION PROCEDURES

CAMPUS EVACUATIONS TO PARKING LOTS

- (A) All building evacuations will occur when an audible alarm goes off with a warning that is issued via text over the phone text with the REBOUND System or TerraAlert (campus emergency notification system) upon notification by campus safety and security responders or college personnel. Individuals are asked to take all personnel items with them when they leave.

- (B) In the event of a campus-wide evacuation, all individuals, with the exception of those who are a part of the Chain of Command, will be directed to designated rally points.

- (C) **SEE EVACUATION RALLY POINTS LOCATED ON THIS MAP:**

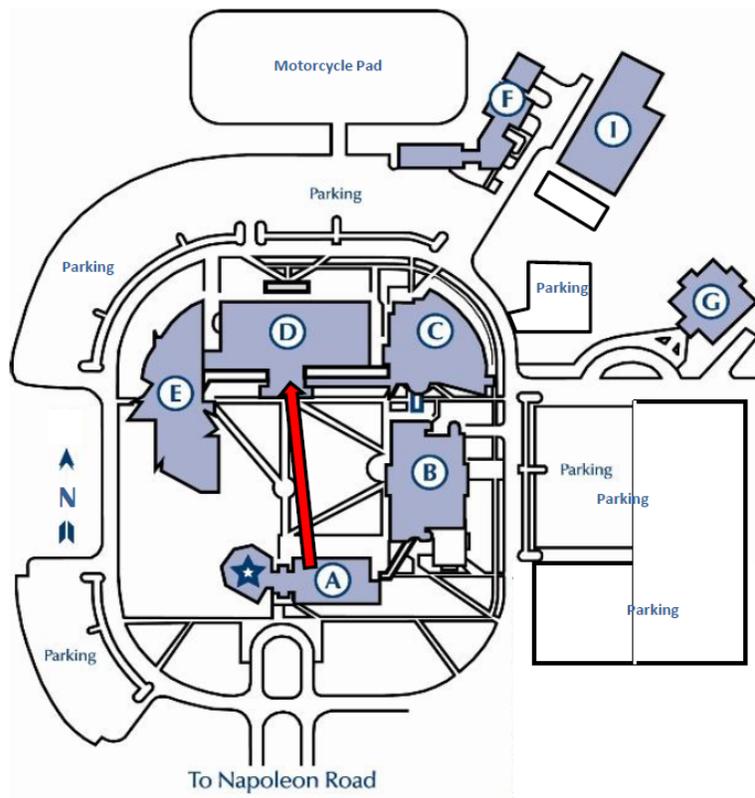


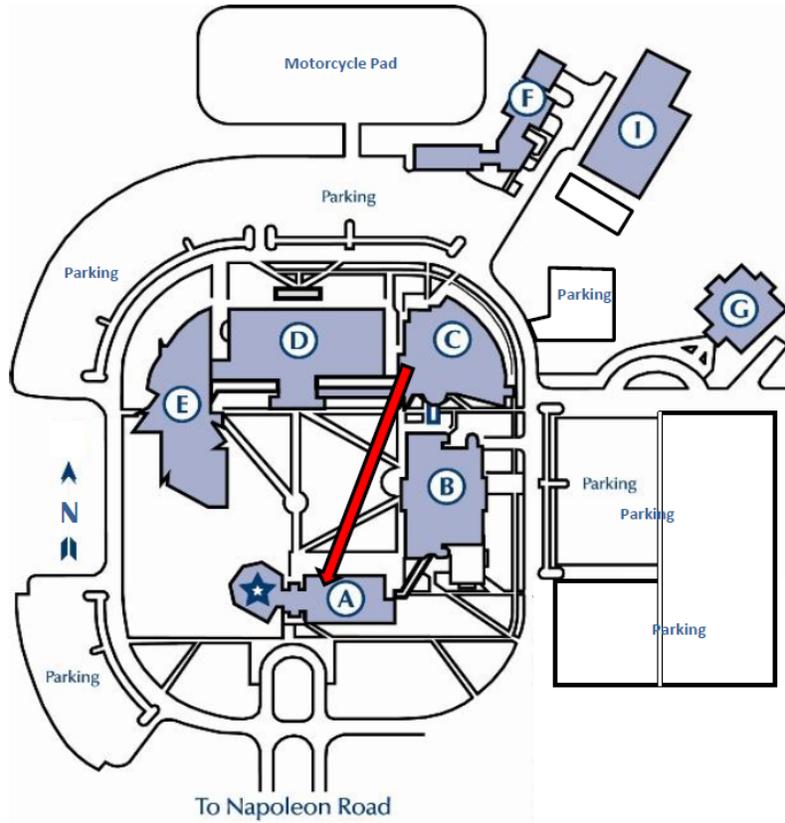
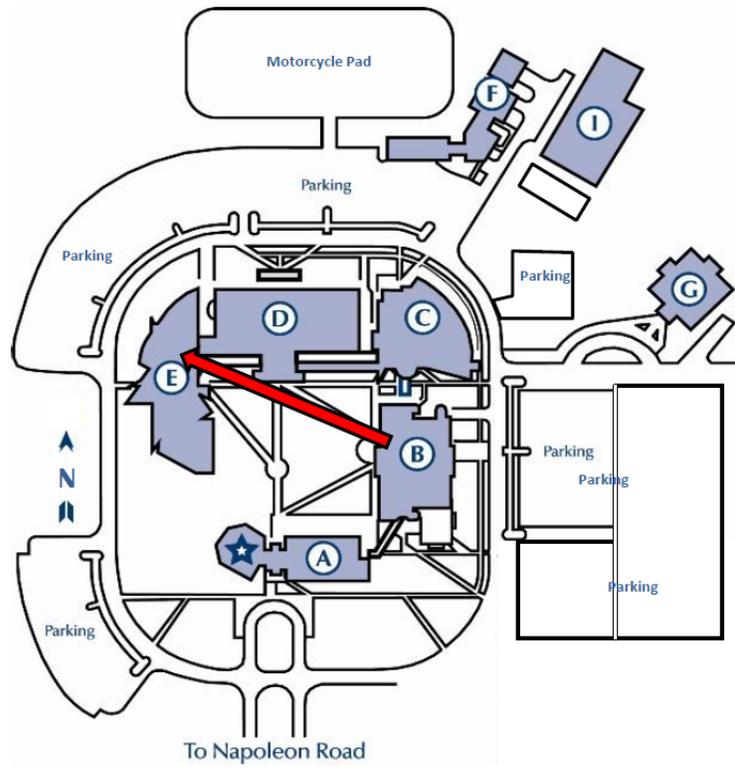
BUILDING EVACUATIONS TO ANOTHER BUILDING

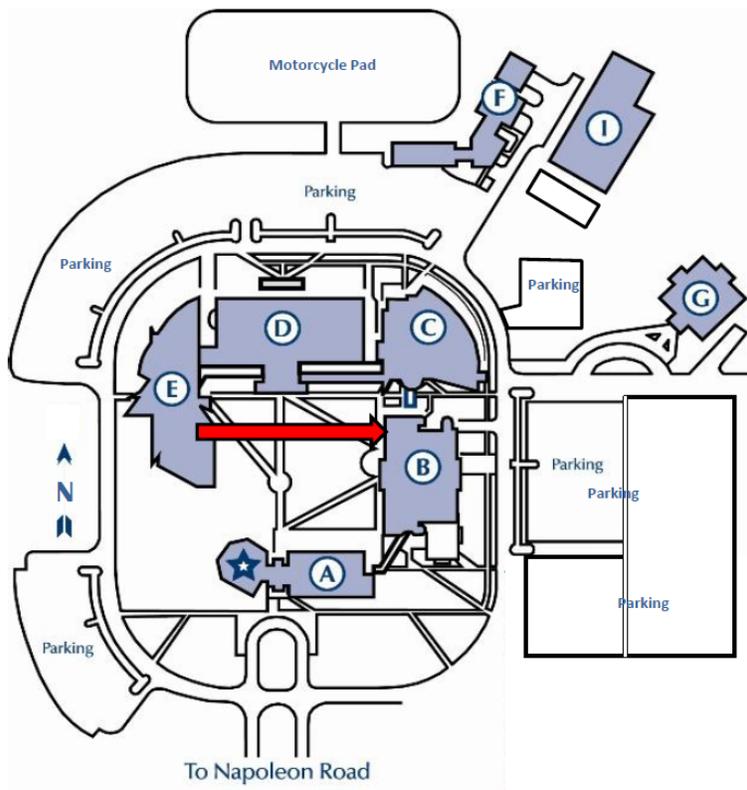
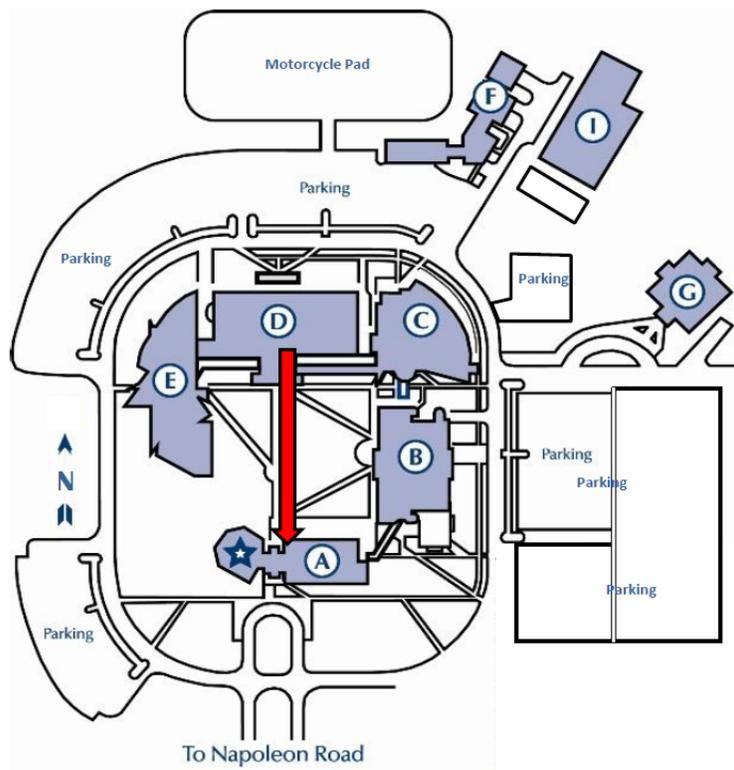
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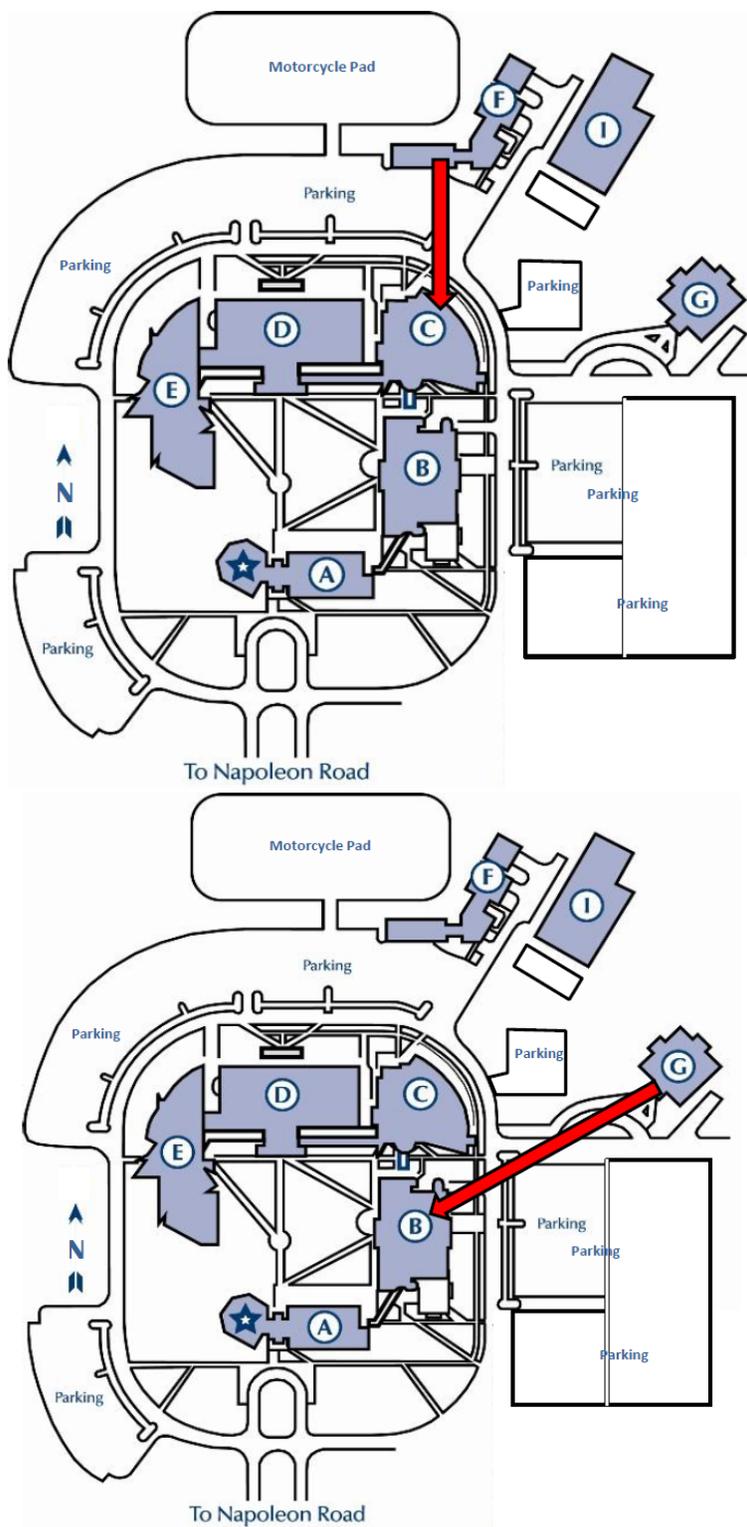
notification by Campus Safety and Security Responders or College Personnel. Individuals are asked to take all personal items with them when they leave.

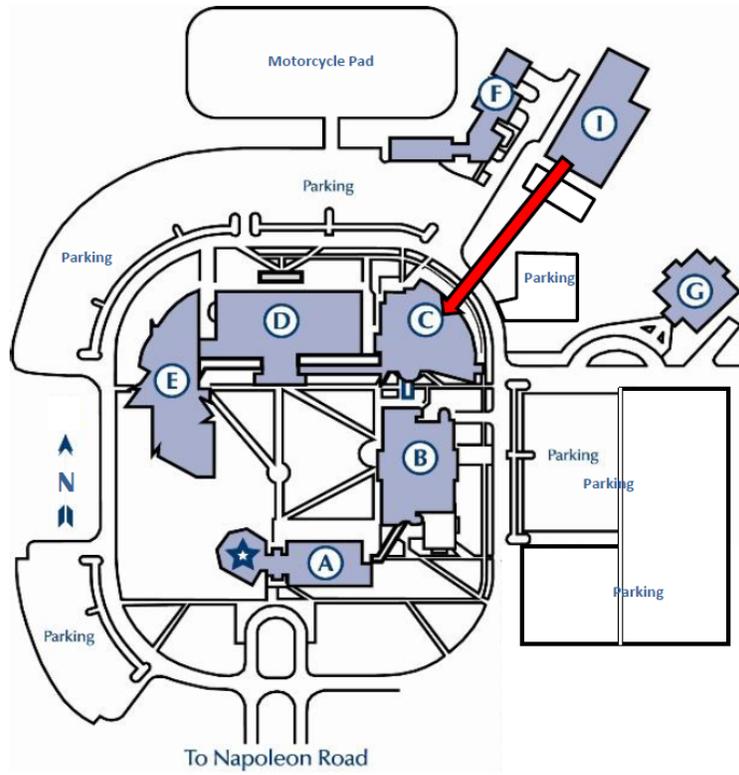
- (B) When a building evacuation occurs, leave by the nearest marked exit and alert others to do the same. The last one out of a room should close the door (except for bomb threats). Do not lock it. If you work in a building with multiple stories, a stairway will be your primary escape route if you are not on the first floor. Do not panic, descend stairs slowly and carefully. Once in a stairwell, proceed down to the first floor; never go up.
- (C) Assist persons with disabilities in exiting the building. If you are unable to assist, notify Campus Safety and Security immediately and identify the person and their location. Campus Safety and Security will facilitate their evacuation if necessary.
- (D) Faculty members and staff supervisors should be the last persons to leave a room. Report any persons not evacuating and their location to Campus Safety and Security.
- (E) Once outside, proceed to the designated evacuation area. **(SEE MAPS FOLLOWING PARAGRAPH (F) OF THIS SECTION.)**
- (F) DO NOT return to an evacuated building until you are notified that the building is reopened.





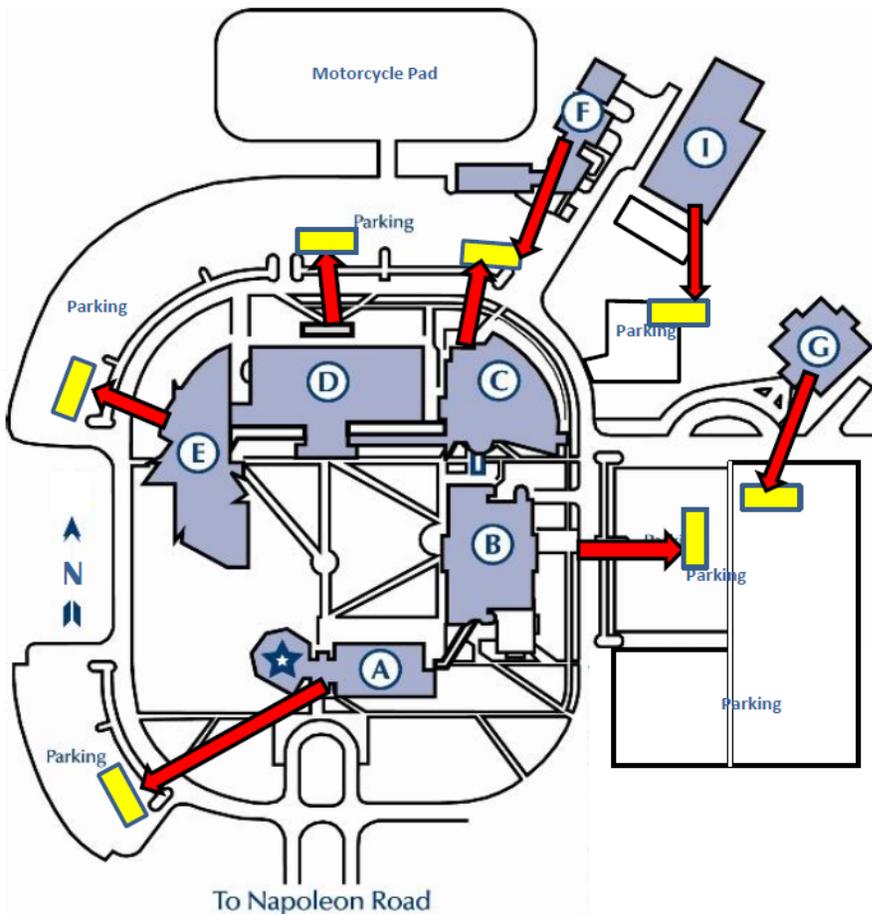






EVACUATIONS FOR FIRE

- (A) If a fire alarm sounds, all persons should gather their belongings, use the nearest stairway and proceed to leave the building. All persons shall exit the building in an orderly fashion, according to the procedures followed during a routine fire drill.
- (B) When exiting building proceed to designated rally points. **(SEE MAP BELOW.)**
- (C) Elevators should never be used during a fire alarm.
- (D) Persons with mobility issues should wait at the stairwell until emergency personnel can assist them to the ground floor. An attempt should be made to notify Campus Safety and Security of their location. In cases of imminent danger, others should immediately assist mobility-impaired people to reach safety.
- (E) Possible fire emergency(s) shall be reported to Campus Safety and Security. Campus Safety and Security will investigate and take charge of the situation until the fire department arrives. The same evacuation procedures apply **for Explosions, Environmental explosions, Hazardous spills, Natural disasters, Mechanical failures, bomb threats, weapons of mass destruction and plane crashes.**



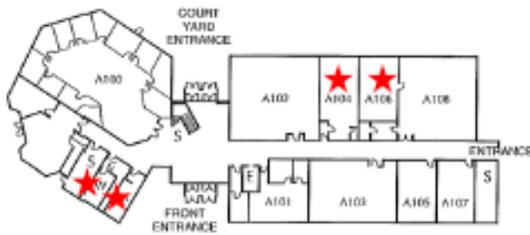
EVACUATIONS FOR TORNADO WARNINGS

- (A) If a tornado drill is issued by authorities or if tornado warning sirens are sounded, all people will be advised to move quickly to a designated tornado shelters on campus.
- (B) Campus notification will be completed by the REBOUND System or TerraAlert (campus emergency notification system) or by personal notification by Campus Safety and Security.
- (C) If appropriate tornado shelters are not available people should use protected stairwells or sit in the first-floor hallways with their backs against the wall away from all glass.
- (D) Areas with glass windows or skylights should be avoided. Flying glass is responsible for many of the injuries resulting from tornado strikes on buildings.
- (E) People should remain in their shelters until the all clear is given by Campus Safety and Security. Campus Safety and Security personnel will go through the buildings to make sure everyone is informed of the all clear.

SEE FOLLOWING PAGE FOR STORM SHELTER LOCATIONS ACROSS CAMPUS.

Storm Shelter Locations

Locations marked with a ★



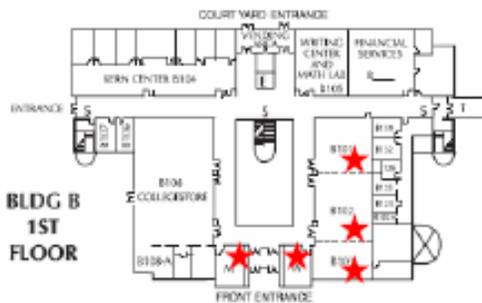
A-Building

- Room 104
- Room 106
- Restrooms (First Floor Only)



D-Building

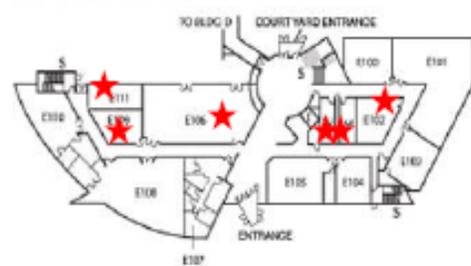
- Room 102
- Room 104
- Restrooms (First Floor Only)



B-Building

- Room 101
- Room 102
- Room 103
- Restrooms (First Floor Only)

BLDG E-1ST FLOOR



E-Building

- Room 102
- Room 109
- Room 111
- Restrooms (First Floor Only)

BUILDING C, Student Activities Building (SAC)
Bldg C-1st Floor



- Restrooms (First Floor Only)
- Room C-114



I-Building

- Room 103
- Restrooms



F-Building

- Restrooms

WEATHER EMERGENCIES**In case of inclement weather in the morning**

- Maintenance personnel will be on campus clearing the lots. The Facilities and Plant Operations Director and maintenance personnel will communicate via cell phone to discuss weather conditions here on campus and in the surrounding areas.
- The Facilities and Plant Operations Director will call the President on his cell phone by 5:30 a.m. to discuss delaying or closing. If the President is unavailable, The Facilities and Plant Operations Director will contact the administrator in charge to discuss with them.
 - If Sandusky County is on a level 2 snow emergency, The Facilities and Plant Operations Director and the President will look at the current conditions and weather updates to determine if it will be necessary to delay or close.
 - If Sandusky County is on a level 3 snow emergency, the College will be closed.
- Once the decision has been made to either delay or close, the President will send a group text out to members of the Executive Team to start the process of notifying the necessary media outlets and campus. Every effort will be made to have the decision made by 6:00 a.m.
- Organizations utilizing Terra space (Ex: Townshend School, NAMI) have been directed to watch Terra's website and social media channels for messages.
- The President or Executive Team members will send out texts to the people responsible for setting up alerts for students and the community (Marketing Associate, Director of Learning Resources, Dean of Student Success, Director of Human Resources, Director of Campus Safety, Manager of The Landings, Athletic Director, Coordinator of Event Services, Executive Director of the Kern Center, AVI Foodsystems Resident/Director/TSCC. These notifications need to be made within 30 minutes of being notified of a delay or closing.
 - Media, websites and social media – Marketing Associate or designee
 - Canvas – Director of Learning Resources or designee
 - Current students – Dean of Student Success or designee
 - Faculty and staff – Director of Human Resources or designee
 - Terra Alert – Director of Campus Safety and Security
 - Residents – Manager of The Landings
 - Student athletes and coaches for affected games – Athletic Director
 - Contacts for affected outside rentals – Coordinator of Event Services
 - Community Education or contract training classes - Executive Director of the Kern Center
 - Contacts for affected outside rentals – AVI Foodsystems Resident Director/TSCC

In case of inclement weather in the afternoon before 3:00 p.m.

- Every effort will be made to make a decision by 3:00 p.m. as to whether or not the College will close early. The Facilities and Plant Operations Director will be in contact with the President and if the decision is made to close early, a text will be sent to members of the Executive Team to begin the process of notifying the media outlets and individuals on campus.
 - If Sandusky County is on a level 2 snow emergency, The Facilities and Plant Operations Director and the President will look at the current conditions and weather updates to determine if it will be necessary to delay or close.

- If Sandusky County is on a level 3 snow emergency, the College will be closed.

In case of inclement weather in the afternoon after 3:00 p.m.

- If the weather turns inclement after 3:00 p.m., The Facilities and Plant Operations Director will work with Campus Safety and Security to determine whether or not to cancel classes.
- Campus Safety and Security will keep updated on road conditions by following the snow emergency levels in the counties in our service district.
- The Facilities and Plant Operations Director will contact the President. If the President is unavailable, The Facilities and Plant Operations Director will contact the administrator in charge.
- If the decision is made to close, the President will send a group text to members of the Executive Team to begin the process of notifying the media outlets and individuals on campus.
 - If Sandusky County is on a level 2 snow emergency, The Facilities and Plant Operations Director and the President will look at the current conditions and weather updates to determine if it will be necessary to delay or close.
 - If Sandusky County is on a level 3 snow emergency, the College will be closed.

Delay Time

- The decision to delay and open at a later hour will be decided by the President or the administrator in charge.

Food Supplies for Residents of The Landings

- The Landings Housing Manager is required to coordinate with AVI to stock food and perishables for anticipated inclement weather.

Armed Intruder

1. Upon notification of an armed intruder, Campus Safety and Security will contact the Fremont Police Department. The Police Department will coordinate the actual response and apprehension of the intruder.
2. Terra State Community College Safety and Security will attempt to notify staff and students on campus as quickly as possible. Security will attempt to quarantine the affected building and attempt to evacuate where practical. Time permitting the REBOUND System or TerraAlert (campus emergency notification system) will be used to expedite the campus response.
3. Faculty and staff will take charge of their classes and assist students in evacuating or they will direct the classes to "shelter in place" until notified by Emergency personnel that all is safe.
4. As soon as possible or practical, Terra State Community College Safety and Security will notify the College President or designee of the incident. Campus emergency notification protocols will be followed.
5. The College President and the Administration will make arrangements to set up an offsite command post for disseminating information to the media, parents, students, etc. Sufficient parking area must be available to accommodate the expected crowds.
6. The College President or his/her designee will take charge of the offsite command post as soon as possible. From this site they will give regular briefings and press conferences to the families and media as information becomes available. If possible, press notices may be coordinated with the Police Department. It will be the

College's responsibility to provide information to students and families, not the Police. If necessary, the President or designee will make arrangements for next of kin of victims on campus to be notified, if not handled by the police. Press Releases will be immediately prepared and forwarded to television and radio stations by fax or telephone requesting people to keep away from campus. They will also see that proper notices are placed on the Terra State Community College web site advising people to keep away. Campus Safety and Security will attempt to provide the Administration with up to date information as time permits.

7. The campus will need to be closed off to all entering traffic. If extra Campus Safety and Security personnel are available, officers will be stationed at the south entrance at Napoleon Road to turn away all vehicular or pedestrian traffic. No traffic other than emergency personnel will be allowed entry. People seeking entrance or information will be directed to the off-site command center. If all Campus Safety and Security officers are occupied helping control the situation, Grounds and Maintenance personnel will handle traffic control at Napoleon Road.
8. Terra State Community College Campus Safety and Security will assist the Police in any manner possible in securing the crime scene and controlling crowds until the incident is resolved and the crime scene released by the Police.
9. Once the crime scene has been released by the Police, Grounds and Maintenance will make arrangements for hazardous waste removal specialists to remove any biological matter and debris resulting from the incident. Decontamination and clean-up will be completed before the affected buildings are reopened for normal activity.
10. Once the situation is resolved, the Administration will make arrangements to have mental health professionals available for counseling for all affected personnel. Critical Incident de-briefings will be made available for anyone who requests it.

Campus Armed Intruder Response

If you witness any armed individual on campus (other than Police or Safety and Security Responders), or if an individual is acting in a hostile or belligerent manner, immediately contact Terra State Community College Safety and Security at extension 2253 from any campus telephone, or 419-559-2253 from a cell phone. Fremont Police can be called by dialing "9-911" from a Campus telephone or "911 [Send]" from a cell phone. Try to talk calmly and slowly and give as much detail as you can. Safety and Security will notify the Police Department as well. Terra State Community College Safety and Security will help the police as much as possible, but the police will dictate the response..

What to Report:

- Has anyone been hurt or killed?
- Is the shooting still going on?
- Have you heard any gunshots?
- Have you heard any explosions separate from gunshots?
- Specific location of shooter (s)
- Do you recognize the shooter?
- What's his or her name?
- Your location
- Number of assailant (s)
- Race and Gender of assailant (s)
- Their clothing color and style
- Their physical features – height, weight, facial hair, glasses

- Type of weapons being used or carried (rifle/shotgun, handgun)
- Are they carrying a Backpack?

If the subject begins shooting you must take action quickly. Almost every active shooter situation in America has lasted less than 10 minutes. In almost every case, the killing was over before the first police officer arrived.

YOU will have to take immediate action to save yourself or others. You must quickly assess your options and act.

Your Options?

Remember one word: OUT!

Get Out Evacuate (Run) - If there is a reasonably safe escape route.

Your best option may be to run, get out, get away. Think in advance about how you'd get out, including the possibility of breaking out windows and jumping.

Keep Out (Lock down) - If locking the room is practical and evacuating is not safe.

If you can't get out, then lock or barricade the door. Make sure the barricade stays in place, holding it from a safe position if necessary.

Hide Out (Play Dead)- If you're not able to get out, find a safe place to hide.

If there's no way to get out or hide, playing dead could save your life. If you are hiding when the police come, realize that they will not know if you're a victim or a shooter. Identify yourself and follow their instructions.

Take Out (Attack the Attacker!)

Blind-side him/her, use an aggressive attack using anything within your reach as a weapon. Hit him/her hard and fast and hit until he stops being a threat. Don't worry about hurting him/her.

Fight or Flight? Running, getting out, may be your preferred option, but if flight is removed as an option, your only choice may be to fight back, and to try to stop the shooter.

Attacking the shooter may be your only option. Use whatever you can to hit him/her. Hit him/her hard, fast, and until he stops moving and stops being a threat.

Call Out (Take care of your safety first.)

Run first, hide first, barricade or lock the door first, then call 911. If it's safe, stay on the line and give the police the best continuing information you can.

Armed Intruder on the Campus

When a person(s) is shooting people or threatening to shoot people, the following procedures are recommended:

- (A) Instructors need to try to remain as calm as possible and guide their students to a proper response. Establish a "rally point", a safe place outside where the class can meet and account for everybody if an evacuation is necessary. Bear in mind that the responding police officers may take control of your actions and you might not all be able to get to your rally point.
- (B) If possible, Safety and Security Responders will attempt to notify all people on campus and evacuate or lock down the areas. They will coordinate a response with the Police Department.

- (C) Run away from the threat if you can do so safely, leading others if possible.
- (D) If it is obvious that the armed individual is a safe distance away you may decide to leave the building in the opposite direction. Move quickly, ducking low as you run. Do not run in a straight line but “zigzag” back and forth periodically (harder target to hit). Try to get large objects (trees, light poles, cars) between you and the suspect for more protection. Run with your body low and your hands open, fingers spread apart, and at about head level. If police officers see you running towards them, it will be obvious that you do not have a weapon in your hand and do not pose a threat to them. Don’t do anything the police might interpret as threatening.
- (E) As soon as you are clear and in a safe location, call for help and warn others. Call 911 and Campus Safety and Security. You can call the Fremont Police by dialing 911 on any campus phone or “911 [Send]” on your cell phone. Practice this (with your phone off) so you can do it under stress. You can call Campus Safety and Security by dialing “2253” on any campus phone. If you are using a cell phone call 419-559-2253. If Security is not in their office the calls will be automatically forwarded to their cell phone.
- (F) If getting out is not a safe option, the instructors should place everyone in the nearest safe classroom, lock the door, or barricade the door. Many doors open out into the hall and cannot be barricaded from inside. Most Terra State Community College classrooms can’t be locked without a key and without going into the hallway so you will need to find an alternative way to keep the door closed or prevent entry. You can pile desks, tables, chairs, etc. in front of the door opening. Use any available large or heavy items to barricade or block the doorway. If entry is too difficult the intruder may give up and move on to easier targets.
- (G) Turn off all lights.
- (H) Turn off all audio and video equipment and silence all cell phones. Be as quiet as possible. Try to calm and re-assure panicky students.
- (I) Get everyone on the floor and out of the line of sight and the line of fire. Stay away from windows and doors. If the subject is outside the building, sit with your back against the wall on the side below the windows so you will not be visible from the outside. If the subject is inside your building, sit with your back against the wall along the hallway side of the building so that you are not visible through door windows. Placing something over the doorway window leading into the hallway will prevent him/her from seeing inside as well.
- (J) Cards are placed in each class room’s windows, facing the outside, indicating the room number (ex. “A-316”) so emergency personnel can locate your room easily from the outside.
- (K) Do not sound the fire alarm. A fire alarm will result in people leaving their classrooms and offices, causing them to enter the danger zones instead of escaping them. It may place others in further danger from the shooter. It will also cause more confusion when the Police do come in to stop the violence.
- (L) If you are caught in an open area such as a hallway or atrium area, you must decide what action to take. One option is to run away as explained above. You can try to hide, but make sure you pick a well-hidden space or you may be found if the intruder moves through the building searching for victims.
- (M) Use common sense. If hiding or fleeing is impossible, one option is to try to be as inconspicuous as possible. Do not draw attention to yourself. If the person(s) is causing death or serious physical injury to people around you and you cannot hide or flee you may want to “play dead” if other victims are on the

ground around you. The subject might not go back if he thinks you are already dead. Some victims have saved their lives this way, and others have been killed anyway. There are no guarantees.

- (N) If people are being shot and killed around you, your only option to survive might be to attack him/her. When they get close enough hit them hard, hit them fast, and keep hitting them until they stop being a threat. This is a dangerous chance to take but it might be your only chance to live. Remember that waiting for rescue may be waiting your turn to die. Do not be concerned about hurting them. You are fighting to survive!
- (O) If you have decided to "shelter in place", do not leave your secure area until notified by Campus Safety and Security or the Police Department. If people are injured you may have to cover the wounds with a cloth and hold pressure on them to slow the bleeding.
- (P) Once the Police arrive, obey all their commands and let them know what you observed. You may be searched or even handcuffed until the Police figure out what is going on. For your safety in this very tense and dangerous situation do not resist or argue with the Police. Do not make any moves towards the arriving Police that they might interpret as threatening. Remember they are under a lot of stress also, and at this point they don't know who the "good guys" or the "bad guys" are.

Police Response

- (A) When the Police come in they will be moving to stop the shooter. That *has* to be their first priority. The police will probably pass you by if the shooting is still going on. It may seem like they're ignoring your injuries or your need to find safety. Until the threat is stopped they cannot stop to treat the injured or begin your evacuation. They are not ignoring you. They are stopping the shooter. You may need to explain this to others in an attempt to calm them.
- (B) Do exactly what you are told by the Police. Don't argue! Don't do anything threatening. Try to breathe slowly and deeply to help calm yourself and lower your heart rate.
- (C) Once the shooter has been stopped, officers will begin treatment and evacuation. Safety corridors will be established. This may be time consuming but they will help you as soon as they possibly can.
- (D) Remain in secure areas until instructed otherwise.
- (E) Be careful not to make any unnecessary changes to the scene of the incident since law enforcement authorities will investigate the area later as a crime scene.
- (F) You may be instructed by police to keep your hands on your head or up in the air. Don't argue or make any moves that might seem threatening. They don't know who is who yet. As far as they know, you might be a "bad guy". Remember, they are in a very stressful situation as well.
- (G) You may be searched and handcuffed.
- (H) You will be escorted out of the building by law enforcement personnel.
- (I) You will probably be questioned as to what you saw. At first you may not remember everything but tell them what you can. You will probably remember more details after calming down, getting some rest and some sleep. This is a natural phenomenon. As you begin to remember more don't be afraid to correct or add to what you first told the Police. Any information you can give will help their investigation.

Be responsible for your own safety and that of those around you.

- (A) Always be aware of threats, verbal or otherwise. Take any threats seriously!
- (B) Be aware of your surroundings and anybody who seems to be following you or stalking you. Never be afraid or embarrassed to ask Campus Safety and Security or other students or staff to walk you to your car, day or night.
- (C) Pass along your fears or concerns to those in authority. Problems off campus could follow you to campus as well.
- (D) If the worst happens, do whatever is necessary to survive.
- (E) Once it is over, and you have survived physically, seek counseling from mental health professionals so you can recover emotionally as well. Terra State Community College will try to provide mental health counseling, and "crisis debriefing" sessions. Take advantage of them. You have survived physically; make sure you survive emotionally as well.

Warning Signs

If you encounter any individual(s) on campus whose behavior causes you concern, alarm, or fear, please contact Campus Safety and Security or notify a staff member or instructor immediately. Terra State Community College maintains a Behavioral Intervention Team (BIT) to proactively identify and address potential threats before they escalate.

While the following list is not exhaustive, behaviors that may warrant attention include:

- A.** Expressing threats of harm or making statements about killing or injuring students, faculty, or staff. These threats may be direct or implied and may appear in written assignments, emails, or other communications. All threats should be taken seriously.
- B.** Initiating or engaging in physical altercations, or attempting to intimidate others physically or verbally.
- C.** Demonstrating frequent loss of temper or difficulty maintaining self-control.
- D.** Exhibiting inappropriate, disruptive, or concerning language or behavior.
- E.** Regular use of profanity or vulgar language in a manner that is aggressive or intimidating.
- F.** Creating, possessing, or sharing artwork, writings, or materials that depict graphic violence or death in a concerning context.
- G.** Repeatedly engaging in physically or verbally abusive behavior toward others.
- H.** Illegally possessing weapons on campus (including firearms or edged weapons) or demonstrating an unusual or concerning preoccupation with weapons.
- I.** Displaying extreme frustration that escalates into uncontrolled verbal outbursts or physical aggression.

J. Exhibiting an intense or concerning preoccupation with violent media or entertainment, particularly when accompanied by other warning signs.

K. Wearing heavy outer garments inappropriate for the weather and refusing to remove them when reasonably requested, particularly if such behavior raises safety concerns.

Please note that these warning signs do not necessarily indicate that an individual will engage in violent behavior. However, they may signal a potential risk. If you observe concerning behavior, report it promptly to Campus Safety and Security, a staff member, or an instructor. All reports will be handled appropriately and in accordance with established campus safety protocols.

Resources

Definitions: NA



EMERGENCY



FOR EMERGENCIES, DIAL 9-1-1

To contact the Campus Safety & Security Department
call extension 2253 from any campus phone
or call (419)-559-2253 24 hours a day/7 days a week

Always give as much information as possible to the responder about your location and description of incident.



FIRE

- Leave the building – pull fire alarm on the way out.
- Use stairs – NOT the elevator!
- Alert others as you leave and provide assistance if you can.
- Do NOT return until given all clear by CS&S or Fire Department.



ACTIVE SHOOTER/ HOSTILE INTRUDER

- Try to safely escape the area.
- Hide and barricade if you cannot escape; stay low and spread out.
- Call 9-1-1 if it is safe to do so – set cell phones to silent.
- If you encounter police: follow their commands and keep your hands visible.



HAZARDOUS MATERIALS

- Evacuate the area immediately; assist others if possible.
- Confine the spill/release: close doors as you leave if safe to do so.
- Call 9-1-1 or CS&S as soon as possible; provide as much information about the hazardous material as possible.
- Follow the direction of CS&S or Fire Department personnel.



SEVERE WEATHER/ TORNADO

- Monitor local weather.
- Move away from windows.
- Seek shelter; find a designated refuge area if possible.
- Assist persons with disabilities.
- Do NOT pull the fire alarm.
- Wait for the all clear message.



POWER OUTAGE

- Remain calm and offer assistance if you can.
- Move to areas of natural light in the event power is restored quickly.
- Move to the nearest exit if necessary; do not panic or push others while exiting.
- Follow the direction of Emergency Responders or CS&S employees.
- Secure hazardous materials or equipment prior to evacuation.



MEDICAL EMERGENCY

- Stay calm – make sure the scene is safe before rendering aid.
- Call 9-1-1 or CS&S as soon as possible.
- Do not move the injured person, unless in danger.
- Provide first aid and/or CPR if properly trained.
- Have a bystander get an AED in the event it is needed.



TERRA STATE ALERT SYSTEM: THE TERRA STATE ALERT SYSTEM NOTIFIES STUDENTS, FACULTY, STAFF AND THE PUBLIC ABOUT ANY EMERGENCIES INVOLVING TERRA. SIGN UP OR CHECK YOUR INFORMATION BY GOING TO [HTTPS://TERRA.EDU/LIFE_AT_TERRA_STATE/STUDENT_SERVICES/CAMPUS_SAFETY_AND_SECURITY/ALERT_NOTIFICATION_SYSTEM.PHP](https://terra.edu/life_at_terra_state/student_services/campus_safety_and_security/alert_notification_system.php)



Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
2006	Created		
4/10/2023	Policy/Procedure	Updated and Revised	President
1/3/2024	Policy & Procedure	Reviewed	Director of Campus Safety & Security
4/3/24	Procedure for Weather	Added procedure for weather emergencies	Director of Campus Safety & Security
1/6/2025	Entire Document	Title Changes Updated	Director of Campus Safety & Security
1/6/2026	Entire Document	New Charts inserted, bomb threat, and weather emergencies updated	Director of Campus Safety & Security

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2006

Next Review Date: 2-27-2027