



Youngstown State University

# CAMPUS EMERGENCY

## *Procedures*



[www.cc.ysu.edu/eohs](http://www.cc.ysu.edu/eohs)

For questions regarding information in this booklet, contact the  
Department of Environmental & Occupational Health & Safety at ext. 3700.

## GENERAL INFORMATION ON REPORTING EMERGENCIES

Emergency situations can be triggered by a variety of factors, which in most instances cannot be anticipated. Knowing what to do and perhaps more importantly what not to do is paramount in dealing with the crisis at hand. In many instances its just a question of notifying the proper individuals or campus department. Sometimes, however, certain immediate action on your part may be necessary. Whichever the case, it is important to remain calm and not panic. Take a few seconds to compose yourself to avoid acting irrationally. Those first few seconds are important, since most injuries and deaths occur because of irrational or illogical first response. This easy to use guide has been developed to help you deal with most emergency situations that might occur on campus. Rest assured that there are many trained individuals to give you direction and to assist, but they need to be notified and supplied with the proper information. Keep this **CAMPUS EMERGENCY PROCEDURES GUIDE** nearby to assist you in dealing with emergency situations. Also, remember that people with disabilities may need special assistance. Preplan the assistance needed if a disabled individual is part of your department or in your class.

The following general information is important when reporting emergencies on campus. Remember—**STAY CALM, DON'T PANIC, HELP IS ON THE WAY. NEVER PUT YOURSELF AT RISK!**

To report an emergency on campus, pick up any University phone and contact YSU Police by dialing 911. If you are using a cell phone or a non-university phone, you must dial 330-941-3527.

If fire or ambulance response is needed, dial 911 on a campus phone; this will connect you to the University Police Emergency number.

If you dial 911 on a non-university phone you will be connected to **Youngstown City's** 911 Emergency Response Center.

**WHEN POSSIBLE USE A UNIVERSITY PHONE AND GO THROUGH THE YSU POLICE DEPARTMENT.**

When reporting an emergency be sure to speak in a clear voice and be sure to give the following information.

1. Your name and your location
2. A brief description of the emergency situation
3. If there are people injured
4. Any additional information which might be beneficial

**DO NOT HANG UP UNTIL INSTRUCTED TO DO SO BY THE DISPATCHER**

**General Information**

## **EVENING/WEEKEND FACILITIES PROBLEMS**

For heating/air conditioning, water, electricity or other utility problems encountered in buildings after 5:00 pm on weekdays and on weekends contact YSU Police at ext. 3527.

Inform YSU Police of the problem, they will dispatch maintenance personnel to the area.

**Weekend/Evening Building Problems**

## **WATER LEAKS**

From 7:30 am to 5 pm weekdays contact Facilities Maintenance at ext. 3232.

After hours or on weekends contact YSU Police at ext. 3527.

Give the location of the leak, the severity and any damage that can be seen.

Remove from the area any equipment that can be moved safely or cover equipment with plastic.

Do not attempt to move items that are plugged into an electrical outlet and are already wet. These items will be removed once the power is shut down to the area.

Evacuate the area if there is a threat that the water could cause harm, such as falling wet ceiling tiles, or if an electrocution hazard is present.

**Water Leaks**

## MEDICAL EMERGENCIES

If someone is ill or injured and requires assistance:

Call YSU Police at ext. 911. If an ambulance is needed, tell the dispatcher at the beginning of your conversation.

Give the dispatcher the following information:

1. The location of the person. Include the building and the room number.
2. The illness or injury of the person.
3. Whether the person is conscious.
4. Any other information that is known, such as existing health conditions.

Don't hang up until you are told to do so by the dispatcher.

Administer first aid if you have the proper training.

Do not move the person.

Assure the person that help is on the way.

Remain on the scene until the Police arrive to give any further information they may require.

**Medical Emergencies**

## CHEMICAL RELEASE

1. Sound the fire alarm to evacuate the building if deadly fumes are present.
2. Contact **YSU Police** by dialing **911**.
3. Give YSU Police a complete description of the incident.  
*Describe the type of accident:* fire, explosion, chemical spill, leaking drum. If the incident is a chemical spill, and you know the name of the chemical, inform YSU Police.
4. Identify the building where the incident occurred and the room number or location of the incident.
5. If the incident involves a chemical spill, give the approximate amount of the spill.
6. Give your name and the telephone number from which you are calling.
7. Note any injuries: Are you or anyone else in the building injured? Tell YSU Police of the injuries.
8. Don't hang up until told to do so by the dispatcher.
9. At a safe distance, await the arrival of YSU Police. Provide any additional information that they may require.

**Chemical Release**

# POWER OUTAGE

## **PREPLAN:**

Departments should have flashlights available that are tested periodically to assure that they work. Flashlights can be obtained from Central Stores at ext. 3248.

In the event of a power outage in your building, initiate the following:

- Remain calm
- Between the hours of 7:30 am and 5 pm call Facilities Maintenance at ext. 3232. After 5 pm, call YSU Police at ext. 3527.
- If you have a flashlight, go to an area of the building that is lighted or has emergency lighting.
- Provide assistance to those in your area who do not have a flashlight and/or may be unfamiliar with the area.
- Remain calm. In most instances power will be restored in a short matter of time. However, if you are instructed to evacuate the building, proceed cautiously to the nearest exit.

**Note:** Disabled individuals may need assistance.

Exit signs are on emergency power and should remain lit during an outage.

**Power Outage**

## INCLEMENT WEATHER

On occasion, during the winter months, the University may be forced to close, delay opening, or cancel classes due to severe weather conditions. If weather conditions are severe, listen to **WYSU-FM (88.5)** radio. The station is the only official source regarding closing or canceling of classes. **WYSU-FM** will provide the local media with a statement regarding the closing or cancellation of classes. Make sure that you understand the University's closing procedures so that you will know when you are to report to work.

All departments should have in place a **telephone tree** listing the names, office phone numbers and home phone numbers of all individuals in the department. This telephone tree can be activated by the department head when he/she is notified of any changes to the normal work schedule due to closings. Update this tree yearly or when any changes are necessary due to new employees in your department.

For complete information regarding the University's *Cancellation of Classes Procedure* and the *Contingency Closing Procedure*, contact the Department of Human Resources.

**Inclement Weather**

## REPORTING A CRIME

If a crime or disruptive behavior occurs on campus (assault, robbery, theft, etc.), contact YSU Police immediately. Dial ext. 3527 for the dispatcher, or if immediate police response is essential, dial 911 from any campus phone, or use any emergency phone on campus.

Furnish any pertinent information:

1. Location
2. Nature of incident
3. Description/identity of those involved
4. Whereabouts of perpetrators
5. Whereabouts of victims
6. Description of what transpired
7. Any related information

When reporting an incident of crime on campus, all information will be treated with appropriate confidentiality. Please identify yourself to YSU Police. *Your identity will be afforded all due confidentiality.* We encourage members of our campus community to report any criminal activity promptly. Safety and security on campus is a cooperative effort.

Upon receipt of notification of a crime occurring on campus, YSU Police officers will respond immediately and investigate.

# MOTOR VEHICLE ACCIDENT

If you are involved in an accident, do the following:

- Stop at once! Check for personal injuries and request an ambulance if needed. Do not leave the scene. Ask for the assistance of a bystander.
- Protect the scene. Set emergency flashers to prevent further injury or damage.
- Secure assistance of a police officer when possible. Record the name and badge number of the officer. If accident occurs on or near campus, call YSU Police at ext. 3527.
- Record names and addresses of all witnesses and occupants of involved vehicles. Record the vehicle license number.
- Do not argue! Make no statement except to proper authorities. Sign only official police reports. Do not plead guilty or admit fault.
- If you are driving a **University-owned vehicle** fill out the “ON THE SPOT” ACCIDENT REPORT which is found in the glove box of every University-owned vehicle.
- If you are driving a **rental vehicle**, these reports can be obtained from the Department of Environmental and Occupational Health and Safety (EOHS) located in room 2046 Cushwa Hall or at ext. 3700.
- As soon as possible report the accident to EOHS at ext. 3700.

**Motor Vehicle Accident**

# EVACUATION

- PREPLAN:**
1. Know at least 2 exits out of the building. Also, know at least 2 different ways of leaving the University should streets and intersections be blocked off.
  2. Have a pre-designated meeting place for all those in your office.
  3. Know who is not present for the day so that they can be accounted for at the designated meeting place.

The building can be evacuated either by the fire alarm being sounded or by verbal indication to leave by YSU Police or other emergency response personnel.

1. Remain calm. Leave your area quickly by **WALKING** to the nearest exit of the building. **DO NOT USE ELEVATORS!!! Individuals with disabilities may need assistance.**
2. Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter the building.
3. Close doors behind you when leaving. Check to make sure everyone is out of the room before closing the door.
4. Go to your department's pre-designated meeting place at least 200 feet from the building.
5. Await further instruction from YSU Police or other emergency response personnel.
6. If a building is going to remain closed, you will be given instructions as to where to go to obtain information regarding the closing.
7. If instructed to leave campus, follow the instructions given by YSU Police. You will be told if certain roads are going to be closed and if you need to exit in a certain direction.

# EXPLOSION

Explosions can occur from natural gas leaks, chemicals, boilers or other items that are under pressure.

If an explosion occurs and you are in the immediate area, take cover under a sturdy object such as a desk. Be prepared for further explosions.

Try to remain calm.

Stay away from windows, objects that may fall on you, and electrical equipment.

Evacuate the building as soon as you feel it is safe to do so. Watch for falling objects while you are evacuating the building.

**Note:** Individuals with disabilities may need assistance.

## **DO NOT USE ELEVATORS**

Do not move seriously injured victims unless they are in immediate danger such as fire or the building collapsing.

Contact YSU Police to inform them of the explosion.

Give YSU Police all pertinent information regarding the explosion.

1. Location
2. If anyone is injured and the extent of the injuries
3. Your name

Await the arrival of YSU Police.

## ELEVATOR MALFUNCTION

### **If you are trapped in a stalled elevator initiate the following:**

- STAY CALM
- If the elevator is equipped with an emergency phone, pick it up and you will be connected to YSU Police who will dispatch a maintenance person to the area to assist.
- If no phone is present in the elevator press the **RED EMERGENCY** button and let it ring until you hear someone respond to the alarm.
- In most instances individuals confined in elevators are assisted within 15 minutes.
- Remember: You cannot suffocate in a stalled elevator nor will the elevator fall to the bottom.

### **If you hear an emergency alarm ring in an elevator do the following:**

- Go to the elevator door on the floor that you are on and shout to the individual that is confined in the elevator to assure them that you have heard the alarm and are going to dispatch help for them.
- From 7:30 am to 5 pm call Facilities Maintenance at ext. 3232.  
After 5 pm call YSU Police at ext. 3527.
- Report the problem by giving the name of the building and the location of the elevator (Example: north end of building, second floor).
- Go back to the door of the elevator and reassure the person in the elevator that help is on the way.

# EARTHQUAKES

Keep in mind that most earthquakes are of a short duration and that injury usually occurs from falling objects. With that in mind, the following procedures can assist you in the case of an earthquake.

## If inside a building:

- Remain calm.
- Stay inside the building.
- Find cover under a sturdy object such as a desk or in a door frame.
- Watch for falling objects.
- Stay away from windows and any other objects that might fall on you.

## If you are outside:

- Go to an open area free of trees and power lines and away from buildings.
- Cover your head and watch for falling objects.

## After the earthquake is over:

- Expect aftershocks, so remain protected.
- Remain calm.
- Follow the instruction of YSU Police and evacuate the building if told to do so.
- When evacuating, watch for falling objects and walk carefully as the floor or steps may be damaged.
- **DO NOT USE ELEVATORS!!!**

**Note:** Individuals with disabilities may need assistance.

Do not move seriously injured persons unless there is danger from fire or building collapse.

Do not re-enter the building.

Do not light cigarettes, matches, or lighters or use cellular phones, as this may cause an explosion if natural gas is present in the immediate area.

# TORNADO/SEVERE WEATHER

- PREPLAN:**
1. Know that a *CONTINUOUS* alarm signals a tornado.
  2. **Identify the appropriate place in your building to seek shelter should a tornado occur.**

**Stay indoors**, be alert to falling objects.

Immediately **WALK** to the designated tornado shelter area. The location of the shelter in each building on campus has been selected based on tornado safety criteria.

**Note:** Individuals with disabilities may need assistance.

If you are in a building you are unfamiliar with, go to the lowest level of the building, find an interior area (e.g., interior hall, closet, or bathroom). Seek refuge under a table or desk kneeling face down with your hands covering your head to reduce injury. If available, cover yourself with a coat or other such material.

- Avoid areas that have a large roof span that may collapse: auditoriums, gymnasiums, etc.
- Stay away from windows and glass, and unsecured objects such as filing cabinets or bookcases.
- **DO NOT USE ELEVATORS.**
- If you are outside, lie flat on the ground in a depression and cover the back of your head and neck with your hands.
- Do not seek cover in an automobile or under a tree.
- If driving a vehicle, get out and seek shelter in a building or low area; never try to outrun a tornado.
- Remain in the safe area until you receive an “all clear” message from YSU Police or their designees.

# FIRE

- PREPLAN:**
1. Know that an *INTERMITTENT* alarm signals a fire.
  2. Know the location of the fire alarm pull stations.
  3. Know the closest exit out of the building and at least 2 other means of exiting the building.
  4. Leave the building immediately when the fire alarm is sounded.
  5. Have a pre-designated meeting place for all those in your office.
  6. Know who is not present for the day so that they can be accounted for at the designated meeting place.

## If you should spot a fire:

1. Sound the fire alarm to get everyone out of the building.
2. **Dial 911** from a campus phone to contact YSU Police. If dialing from a cellular phone, contact YSU Police by calling 330-941-3527.
3. Give your name, the name of the building and the location of the fire within the building.
4. Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter the building.
5. Close all doors behind you if you are the last one out of the room.
6. **WALK!!!** to the nearest exit. **DO NOT USE ELEVATORS!!!** Note: Individuals with disabilities may need assistance.
7. Go to your department's pre-designated meeting place at least 200 feet from the building.
8. Cooperate with emergency personnel and YSU Police. Follow all instructions when given.
9. Do not re-enter the building until you are told to do so by YSU Police or other emergency personnel.

Never fight a fire if fighting it could block your escape route!

If the fire is small and your safety is not compromised and you know how to use a fire extinguisher, you should attempt to put out small fires.

## Remember the word **PASS**:

- P** Pull the pin
- A** Aim low at the base of the fire
- S** Squeeze the handle
- S** Sweep from side to side at the base of the fire

# CRIME PREVENTION

Here are a few suggestions for what you might do to prevent a crime in your area.

## **In Your Office:**

- Lock your door, even if you are just going down the hall. It takes a thief ten seconds or less to enter an open room and steal your property.
- Do not leave messages on your door indicating that you are away and when you will be back.
- If someone asks to use your phone for an emergency call, offer to place the call for them instead of allowing them access.
- Do not put your address on your key ring.
- Do not leave keys in hiding places.
- Call YSU Police at ext. 3527 to report suspicious persons or activity.

## **When Walking:**

- Avoid walking alone at night unless absolutely necessary.
- Walk purposefully, know where you are going, project a no-nonsense image.

## **Protecting Your Auto or Bicycle:**

- Always lock your car.
- Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

## **Protecting Yourself When Driving:**

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone or call assistance for them.
- Raise the hood, then lock yourself into your car if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.

# BOMB THREAT REPORT

**INSTRUCTIONS: Be Calm. Be Courteous. Listen. Do Not Interrupt the Caller. Notify Supervisor Immediately.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exact words of person placing call: \_\_\_\_\_

## QUESTIONS TO ASK:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of a bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_

## TRY TO DETERMINE THE FOLLOWING (circle as appropriate)

**Caller's Identity:** Male Female Adult Juvenile Age \_\_\_\_\_ years

**Voice:** Loud Soft High pitch Deep Raspy Pleasant Intoxicated

**Accent:** Local Not local Foreign Region

**Speech:** Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

**Language:** Excellent Good Fair Poor Foul Other \_\_\_\_\_

**Manner:** Calm Angry Rational Irrational Coherent Incoherent  
Deliberate Emotional Righteous Laughing Intoxicated

**Background Noises:** Office Machines Factory Machines Bedlam (Confusion)  
Trains Animals Music Quiet Voices Mixed  
Airplanes Street Traffic Party Atmosphere

**Additional Information** \_\_\_\_\_

**ACTION TO TAKE IMMEDIATELY AFTER CALL:** Notify your supervisor. Talk to no one other than instructed by your supervisor.

Receiving Telephone Number: \_\_\_\_\_

Person Receiving Call: \_\_\_\_\_