



**EMERGENCY  
RESPONSE PLAN**

## Table of Contents

General Information .....	4
Campus Information.....	4
Introduction.....	4
Roles and Responsibilities .....	4
Faculty, Staff, and Students .....	5
Training .....	5
Plan Location.....	5
Alarm Systems.....	5
Important Addresses and Phone Numbers .....	5
Emergency.....	5
Law Enforcement Non-Emergency.....	5
Toledo Police Online Citizens Reporting System .....	5
Fire Stations Non-emergency.....	6
Utility Services .....	6
Emergency Response Plan – Detailed Procedures.....	7
Active Shooter .....	7
Notification Requirements .....	7
What to Expect from Police/Law Enforcement.....	8
Bleeding.....	9
Bomb Threat .....	9
Notification Requirements.....	10
Bomb Threat Checklist.....	11
Building Evacuations .....	12
Notification Requirements.....	12
Evacuation Drills .....	12
Burns .....	13
Thermal Burns .....	13
Dry Chemical Burns.....	13
Earthquake.....	13
Epidemic/Pandemic .....	14
Notification Requirements .....	14
Minimizing Disease Transmission .....	15
Preventing the Spread of Diarrheal Diseases .....	15

Preventing the Spread of Respiratory Diseases .....	15
Supply Recommendations .....	15
Hand Washing .....	15
Disinfecting .....	15
Extreme Heat .....	16
Notification Requirements .....	16
Recommendations .....	16
Fire.....	17
Notification Requirements .....	17
Location of Fire Extinguishers in Student Areas.....	18
Location of Fire Extinguishers in Non-Student Areas .....	18
Location of Fire Pull Down Alarms in Student Areas.....	18
Location of Fire Pull Down Alarms in Non-Student Areas .....	18
Using a Fire Extinguisher .....	19
Recommendations.....	19
Fire Drills.....	19
Flash Floods.....	19
Notification Requirements .....	19
Recommendations .....	19
Hazardous Materials Release.....	20
Evacuation.....	20
Notification Requirements.....	20
Recommendations.....	20
Heart Attack.....	21
Notification Requirements.....	22
Medical Emergency.....	22
Notification Requirements .....	22
Power Outage .....	22
Notification Requirements.....	22
Severe Thunderstorms .....	23
Notification Requirements .....	23
Recommendations .....	23
Sexual Violence .....	24
Student victims of domestic violence .....	24
Suicidal Threats/Attempts.....	24

Suspicious Activity .....	24
Notification Requirements .....	25
Signs of Suspicious Activity.....	25
Suspicious Package.....	25
Characteristics of A Suspicious Package.....	26
Tornado .....	26
Notification Requirements .....	26
Recommendations.....	27
Tornado Safety Areas.....	27
Unauthorized Visitors.....	27
Winter Weather .....	28
Notification Requirements .....	28
Recommendations.....	28
Workplace Violence .....	28
Notification Requirements .....	28
Signs of Workplace Violence.....	29
Summary.....	29

The information contained in this plan has been provided as a guideline for you in case of emergency. All individuals are ultimately responsible for their own safety and should make decisions accordingly.

## General Information

### Campus Information

1505 Holland Road  
Maumee, Ohio, 43537  
Phone: 419-720-6670  
Fax: 419-720-6674

**Ohio Registration Number: 84-11-0916B**

### Introduction

This Emergency Response Plan is to ensure a safe environment for students, faculty, and staff of Professional Skills Institute (PSI) and to provide policy and procedure relating to emergencies. PSI has the authority to enforce compliance with all local, state, and federal health and safety regulations thus ensuring a safe workplace.

The Occupational Safety and Health Administration (OSHA) requires emergency management planning in all workplaces. PSI is responsible for maintaining and implementing a written emergency response plan covering its facilities and operations. Emergency planning requires a written emergency response plan, a notification system, and training for PSI employees and students.

This plan includes the regular job titles of those who can be contacted for an explanation of assigned duties during an emergency. The plan should be kept in the workplace and made available for review by all employees.

### Roles and Responsibilities

The Campus Leadership Team, under the direction of the Campus President, oversees the Emergency Response Plan with assistance from Program Directors, Instructors, and the Facilities Manager. The Campus Leadership Team includes:

Campus President/Dean of Education: Susan Lippens  
Director of Admissions: Nikoll Orlow  
Director of Career and Student Services: Quinn Sonnenberg  
Senior Financial Aid Advisor: Nicole Erni

An additional point of contact is IT/Facilities Coordinator: Nico Symeou

This team, including the Facilities Manager:

- Approves and creates overall priorities and strategies
- Communicates with PSI's constituencies
- Interfaces with governmental and other external organizations
- Identifies work practices placing personnel, students, and the public at risk
- Identifies work practices and environments subject to regulatory control
- Identifies work practices and environments leading to the greatest number of injuries and other costs to PSI

## Faculty, Staff, and Students

Faculty and Staff outside the Campus Leadership Team are trained on the requirements of the plan and are expected to assist students in emergency situations.

## Training

Employees are trained to assist in a safe and orderly evacuation in an emergency. Those covered by this plan will be trained at the following times:

- Initially when the plan is developed
- Whenever employee responsibilities under the plan change
- Whenever the plan is changed
- Initially when first hired or assigned to the department
- During regularly scheduled emergency drills and exercises

## Plan Location

The full Emergency Response Plan (Plan) is located at the front desk. The Plan is also provided to employees upon hire and in electronic format in the PayChex system.

## Alarm Systems

Methods have been established and employed throughout PSI for alerting employees and students in the event of any emergency.

## Important Addresses and Phone Numbers

### Emergency 911

### Law Enforcement Non-Emergency

Maumee Police Department – PSI’s location

419-897-7040

109 E. Dudley Street, Maumee, OH 43537

Toledo Police Department

419-245-3340

525 N. Erie Toledo OH 43604

### Toledo Police Online Citizens Reporting System

To file a Crime Report online:

<https://coprs.rloh.org/Disclaimer.aspx?AgencyCode=TOLPOL>

Lucas County Sheriff

419-213-4735, 1622

Toledo, Ohio 43604

State Highway Patrol - Lucas County Patrol Post

419-865-5544

Fax: 419-865-0772

10391 Airport Highway

Swanton, OH 43558

## **Fire Stations Non-emergency**

Maumee Fire Station

419-897-7057

220 Illinois Avenue

Maumee, OH 43537

## **Utility Services**

### **Toledo Edison - First Energy**

Outages - 888-LIGHTSS (888-544-4877)

General - 800-447-3333

### **Columbia Gas**

Leaks - 1-800-344-4077

### **Maumee City Water Department**

419- 897-7185

456 West Dussel Dr.

Maumee, OH 43537

# Emergency Response Plan – Detailed Procedures

## Active Shooter

### Prevention

Active shooters plan their actions in advance. They often exhibit signs before the event. If you observe or become aware of concerning or unusual behavior, reporting this information can save lives. Here are some pre-indicators that someone may be planning a shooting:

- Leakage: when the shooter shares his/her plans with others – by posts on social media, creating drawings, writing out their plans, or by sharing plans and recruiting others
- Increasing belligerence and/or outbursts of anger
- Ominous specific homicidal or suicidal threats
- Hypersensitivity to criticism
- Recent acquisition or fascination with weapons
- Obsession with classmates, staff, or personal grievance
- Preoccupation with violence themes
- Interest in recent published violent events
- Noticeable changes in behavior

### Active Response

If you witness a shooter in the building, immediately implement **RUN, HIDE, FIGHT**:

This plan is not meant to be sequential, it may be best to hide first or even fight first, depending on the situation and your proximity to the shooter.

### Notification Requirements

- On Campus - PA System – Use the PAGE ALL on the closest phone and RAVE alert
- As soon as possible, call 911 and tell the dispatcher:
  - Type of incident
  - Subject's physical description
  - Weapon information
  - Location and movement
  - Stay on the phone until released by the dispatcher
  - IF YOU CANNOT SPEAK, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location
- Students/ Staff Off Campus – RAVE Alert Text Message
- General/ Media - Handled by Crisis Communications and Local Law Enforcement

### RUN

- Run to safety away from the attacker
- If an escape path is available, attempt to evacuate whether others agree or not
- Leave personal belongs behind
- Help others escape if possible
- Prevent others from entering the area
- If you believe you're being shot at, run in a zig-zag pattern
- Once you reach safety, respond to RAVE alert marking yourself as safe



## HIDE

- If you cannot run, HIDE
- Take shelter in the nearest room, office, closet
  - Preferably somewhere with a lockable inward opening door
- Lock and/or barricade the door with anything you have available
  - Desks, file cabinets, other furniture
- Cover any windows in or near the door
- Do not answer the door for anyone
- Do not hide directly behind the door unless you have no other option. If the shooter cannot gain access to the room, he/she may shoot into the door and not all doors are bulletproof
- Hide behind large objects
- Do not huddle together as this makes as easier target for the shooter
- Remain quiet
- Silence all cell phones
- Do not wait to be a victim, respond immediately and look for alternate escape routes
  - Windows, additional doors, etc.
  - Jump from a window if it is a safe or viable option
  - Break the window if necessary
- Make an improvised rope from clothing, belts, etc
  - If necessary, hang by your hands to minimize the distance you will fall
- Stay low to the ground and remain as quiet as possible

## FIGHT

- If RUNNING OR HIDING is not possible, your last resort is to FIGHT for your life
- Confronting or acting against the shooter is a serious decision ONLY YOU can make - you must maintain a survival mindset
- Prepare yourself to attack the shooter should they enter by identifying improvised weapons
- If the shooter enters your room, position yourself in a location will allow for the element of surprise
- Attempt to incapacitate the shooter
- Act with swift physical aggression using whatever improvised weapons are available
  - This could be chairs, fire extinguishers, books, or computers
- COMMIT TO YOUR ACTIONS
- This works best when more than one person is aggressively and simultaneously attacking the shooter
- Throw items at the shooter's face to cause a distraction and disrupt aim
- Attack from multiple directions
- As you advance, STAY OUT OF THE LINE OF FIRE – do not get in front of the barrel of the weapon
- This action can overwhelm the shooter allowing you to quickly advance, control, and disarm the shooter
- Once the shooter is incapacitated, call 911 and advise the police
- If you do remove the weapon from the shooter, move it away from the shooter and use a trash can or another container to control it
- Do not pick up the weapon – be aware that you may be mistaken for the shooter by law enforcement, and they may direct fire towards you

## When law enforcement arrives

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment but may also arrive on the scene in plain clothes

- Officers may be armed with rifles, shotguns, and handguns
- Remain calm
- Follow officers' directions
- Put down any items in your hands (i.e., bags, jackets)
- Raise your hands, spread your fingers and keep hands visible at all times
- Avoid pointing and yelling
- Do not make any quick movements
- Officers are trained to bypass the injured and move directly to the threat. Depending on the circumstances, they may pass you by to reach the shooter. If you can direct them to the shooter, do so, but do not attempt to halt their movement.
- Officers may point weapons at you and shout commands as they attempt to identify the shooter
- You may be pushed or told to get on the ground, or restrained

## Bleeding

Use gloves and other protective gear

Apply firm, gentle pressure to the wound with a clean cloth, quick clot kit, or tourniquet

Immobilize the wound

If you physically encounter blood or bodily fluids, wash with soap and water, then seek medical attention.

## Bomb Threat

### Telephone Threat

Remain calm

Do not hang up; keep the caller on the line if possible, and listen carefully

Obtain as much information as possible and use the bomb threat checklist (enclosed)

Ask questions such as:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it? What does it look like?
- What will cause it to explode? Why did you place the bomb? What is your name?

Take notes about the call, such as:

- Identity: Male, female, age
- Voice: Loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
- Background noise: Office, factory, street, traffic, train, airplane, animals, party, music
- Speech: Accented, deliberate, fast, slow, lisp, slang, taped/recorded, stuttered, slurred
- Manner: Calm, angry, rational, irrational, coherent, incoherent
- Time of call
- Exact words
- Phone number (Caller ID)

- Any other pertinent information

Call or have someone else call Police at 911 using a LANDLINE phone NOT mobile and notify your supervisor or Campus President.

State your location and report the information you noted.

If unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation.

### **Written Threat**

Immediately notify your supervisor or Campus President so they may contact Police (emergency) or local police (non- emergency) depending on the situation.

When contacting 911:

- State your location and report the information in the written threat.
- Stay on the phone until released by the dispatcher.
- Don't touch or move the letter; it should NOT be altered or destroyed.

Preserve the scene for the Police.

Prevent others from handling or going near the letter.

### **Notification Requirements**

- On Campus - PA System – Use the PAGE ALL on the closest phone and RAVE alert
- As soon as possible, call 911 and tell the dispatcher the information gathered on the bomb threat checklist
- Students/ Staff Off Campus – RAVE Alert Text Message
- General / Media - Only if the activity impacts our ability to hold classes

<b>Bomb Threat Call Record Check List</b>	<b>Professional Skills Institute</b>		
	<b>1505 Holland Rd</b>		
	<b>Maumee, OH 43537</b>		
	<b>419-720-6670</b>		
	<b>Date:</b>		<b>Time:</b>
<b>QUESTIONS TO ASK CALLER:</b>			
Exact location of bomb			
Time set for detonation			
Explosive Type			
What does it look like			
Why was it placed			
<b>CHARACTERISTICS OF CALLER:</b>			
Sex	Accent	Age	Background Sounds?
<b>NOTIFY IMMEDIATELY: On Site Campus Leadership 911 Tell operator you want to report a school/office bomb threat 0</b>			
<b>PERSON RECEIVING THREAT</b>			
Name	Address/Location	Threat Received by Phone / In Person / Email/Text/Other	
If Other Explain			
<b>THREAT MESSAGE AS RECEIVED</b>			
<b>EVACUATION</b>			
<input type="checkbox"/>	<b>YES</b>	If yes, who made the decision to evacuate?	
		Name	Job Title
<input type="checkbox"/>	<b>NO</b>	Address/Location	
		Telephone	Extension
<b>SEARCH</b>			
Premises searched by:		Agencies on the scene	
<b>EXPLOSIVES</b>			
Were Explosives Found?		If yes, description of explosives:	
Yes	No		
Name		Title	

## Building Evacuations

In the case of a fire or emergency requiring evacuation of the building, use the PAGE ALL on the phone to announce the fire/emergency/evacuation and pull the fire alarm.

When a fire alarm is activated or a campus announcement for evacuation is made, evacuation of the building is mandatory.

Students or staff members who believe they may need assistance evacuating the building in the event of an emergency should alert campus leadership.

Evacuation routes are posted near the door of each classroom in the facility.

- Know the evacuation routes in the building, especially those closest to your classroom or office.
- Go to the nearest emergency exit for the classroom or area of the building and remain at the designated outside location to be counted for attendance.
- PSI has three outside designated meeting areas that are at least 500 feet away from the campus:
  - The front parking lot
  - The area at the end of the ramp at the student entrance
  - The driveway at the back of the building

Instructors will make sure all students have evacuated the classroom

Once outside:

- Move to one of the designated meeting areas
- All students and staff will receive a “Check-In” text from the RAVE alert system, to mark themselves as one of these options:
  - On campus and marked SAFE
  - On campus and marked NOT SAFE
  - Off campus
- Any student or staff members determined missing will be reported at once to the emergency personnel on the scene.
- Classes and staff members at designated meeting areas should remain in their group until they receive further instructions from the campus safety officer at the scene.
- The safety officer will alert students and staff members when emergency personnel permit a return to the building.
- Do not re-enter the building until you are directed to do so by the PSI campus safety officer.

## Notification Requirements

- On Campus –PA System – Use the PAGE ALL on the closest phone and RAVE alert
- Students/ Staff Off Campus - RAVE Alert Text Message
- General/ Media - Handled by Crisis Communications and Local Law Enforcement

## Evacuation Drills

The campus will conduct one evacuation drill each calendar year to be scheduled in advance.

The results of the evacuation drill will be recorded to include any problems or issues with the process and recommendations for improvement.

An electronic record of the drill, results, and recommendations to be kept on file.

## Burns

Remove the victim from the source of burn.

Be careful not to contaminate or injure yourself.

### Thermal Burns

Flush the wound area with cool water.

DO NOT use ice.

DO NOT apply any creams or lotions.

### Dry Chemical Burns

Brush the chemical from the skin using gloves.

After brushing chemical off the skin, flush the area with cool water.

## Earthquake

### If Indoors During an Earthquake

DROP to the ground.

TAKE COVER by moving under a sturdy table or other piece of furniture.

HOLD ON until shaking stops.

If you cannot take cover under a piece of furniture, tuck your head into your knees and cover your head with your arms.

Evacuate only after shaking has stopped and it is safe to do so. If evacuating, follow evacuation procedures.

DO NOT USE ELEVATORS.

### If Outdoors During an Earthquake

Remain outdoors; DO NOT enter a building.

Move away from buildings, trees, streetlights, and utility wires.

Drop to your knees and into fetal position, close your eyes, and cross your arms over the back of your neck for protection. Remain in this position until the shaking stops.

Stay in an open area; the greatest danger exists directly outside buildings, at building exits, and alongside exterior walls.

### If in a Vehicle During an Earthquake

Stop as quickly as safety permits and stay in the vehicle.

Avoid stopping near or under buildings, trees, overpasses, and utility wires.

Proceed cautiously once the shaking has stopped.

Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

#### After Shaking Stops:

- DO NOT USE MATCHES/LIGHTERS OR OTHER SOURCES OF IGNITION
- Power outages may occur; fire alarms and sprinkler systems may be activated
- If possible, provide aid to persons with disabilities who may need it or alert emergency responders to their location
- Do not enter any building that has been deemed or appears to be unsafe Leave the area if you smell gas or chemical fumes
- Be prepared for aftershocks
- If you are properly trained and able, provide first aid to victims
- DO NOT move the seriously injured unless they are in immediate danger of further injury
- Open doors carefully
- Watch for falling objects
- Avoid using telephones unless reporting an emergency

Depending on the severity of the incident, contact your supervisor or Campus President OR call 911, request medical assistance, and tell the dispatcher:

- Your location
- Status of the victim (conscious, breathing, bleeding) Any visible injuries
- Stay on the phone until released by the dispatcher

#### **If Trapped in a Building**

DO NOT USE MATCHES/LIGHTERS OR OTHER SOURCES OF IGNITION.

Cover your nose and mouth with cloth to protect against dust.

If you are properly trained, provide first aid to victims.

Do not move about or kick up dust.

Signal for help by whistling or tapping on the building.

Shout out only as a last resort.

### **Epidemic/Pandemic**

Epidemic - New cases of a disease, in each population, that exceed normal expectations.

Pandemic - Epidemic of infectious disease that is spreading through human populations across a large region (i.e. a continent or worldwide).

#### **Notification Requirements**

- On Campus - Only if the activity impacts our ability to hold classes
- Students / Staff Off Campus - Only if the activity impacts our ability to hold classes
- General / Media - Only if the activity impacts our ability to hold classes

#### **Minimizing Disease Transmission**

- Wash hands often with soap and water
- Wash before eating or drinking, applying makeup, inserting contact lenses
- Wash after you sneeze or cough
- Wash after touching frequently touched surfaces (i.e. doorknobs, phones, etc.)
- Stay home; avoid crowded areas or public gatherings if possible
- Stay home when you are sick

- Get plenty of rest, eat a balanced diet, exercise regularly, and drink fluids. Avoid tobacco products.
- Cover all new and existing cuts and grazes with waterproof dressing

### **Preventing the Spread of Diarrheal Diseases**

- Wash hands regularly with warm soap and water for at least 20 seconds
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available
- Maintain a clean-living environment
- Maintain good personal hygiene, including:
  - Follow good hygienic practices when preparing food
  - Do not share eating utensils or drinking containers
  - Do not share items such as toothbrushes or towels
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.)
- Wipe surfaces with a disinfectant such as diluted household bleach

### **Preventing the Spread of Respiratory Diseases**

- Wash hands regularly with soap and warm water for at least 20 seconds
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available
- Cover your cough and sneeze
  - Cough and sneeze into the crook of your arm
  - If you use a tissue, immediately place the used tissue in a waste basket
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.)
  - Wipe surfaces with a disinfectant such as diluted household bleach

### **Supply Recommendations**

- Tissues
- Hand sanitizing gel/foam/wipes
- Disposable gloves to wear while disinfecting areas or attending to someone who is sick
- Aspirin, acetaminophen or other analgesics
- Disposable masks (for your protection, as well as others')

### **Hand Washing**

When washing hands with soap and water:

- Wet your hands with clean, warm, running water and apply soap
- Rub hands together to make lather and scrub all surfaces
- Continue rubbing hands for 20 seconds (imagine singing "Happy Birthday" twice)
- Rinse hands well under running water
- Dry hands using a paper towel or air dryer (If possible, use paper towel to turn faucet)

When should you wash your hands?

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after attending to someone who is sick
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

### **Disinfecting**

Diluted household bleach (1/4 cup of bleach to a gallon of clean water) may be substituted if disinfectants are



not available.

Use only unscented products.

## Extreme Heat

**Heat cramps** - Muscle pains or spasms due to heavy exertion. Although heat cramps are the least severe, they are usually the first signal the body is having trouble with heat.

**Heat exhaustion** - Occurs when people exercise or work in a hot, humid place where body fluids are lost via heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to vital organs, which can result in a form of mild shock. If left untreated the victim's body temperature will keep rising and he may suffer heat stroke.

**Heat stroke (sunstroke)** - Occurs when the victim's temperature control system, which produces sweat, stops working. The body temperature can rise high enough to cause brain damage or death, if the body is not cooled quickly.

## Notification Requirements

- On Campus - Only if the storm impacts our ability to hold classes.
- Students/ Staff Off Campus - Only if the storm impacts our ability to hold classes.
- General/ Media - Only if the storm impacts our ability to hold classes.

## Recommendations

If possible, avoid strenuous outdoor activities.

Stay indoors and limit exposure to the sun.

If outside, apply sunscreen uniformly to cover all exposed areas 15 minutes before exposure.

Sunscreen should be applied every two hours.

Drink plenty of water.

If you are epileptic or have a heart, kidney, or liver disease consult your doctor first.

Stay on a building's lowest floor, out of the sun if air conditioning is not available.

Eat well-balanced meals; avoid using excess salt.

Limit your intake of alcoholic beverages.

Dress in loose-fitting, lightweight, and light-colored clothes that cover as much of your body as possible

Protect face and head by wearing a hat

NEVER leave children or pets alone in closed vehicles or extremely hot environments

Consider scheduling outdoor events for cooler times of the day

Depending on the severity of the incident, contact your supervisor or Campus President OR call 911 if you or a victim is experiencing the following symptoms:

- Heavy sweating
- Paleness Muscle cramps Tiredness
- Dizziness Headache

- Nausea
- Weakness
- Vomiting
- Fainting

Tell the dispatcher:

- Your location
- Victim's type of injury or illness
- Victim's status: (conscious, breathing, or bleeding) Victim's age
- Stay on the line until released by the dispatcher

## Fire

In the case of fire requiring evacuation of the building, use the PAGE ALL on the phone to announce a fire and evacuation and pull the fire alarm.

### Notification Requirements

- On Campus - PA System – Use the PAGE ALL on the closest phone and RAVE alert
- Students/ Staff Off Campus – RAVE Alert Text Message
- General/ Media - Handled by Crisis Communications and Local Law Enforcement

When a fire alarm is activated or a campus announcement for evacuation is made, evacuation of the building is mandatory.

Students or staff members who believe they may need assistance evacuating the building in the event of an emergency should alert campus leadership.

Evacuation routes are posted near the door of each classroom in the facility.

- Know the evacuation routes in the building, especially those closest to your classroom or office.
- Go to the nearest emergency exit for the classroom or area of the building and remain at the designated outside location to be counted for attendance.
- PSI has three outside designated meeting areas that are at least 500 feet away from the campus:
  - The front parking lot
  - The area at the end of the ramp at the student entrance
  - The driveway at the back of the building

Instructors will make sure all students have evacuated the classroom

Once outside:

- Move to one of the designated meeting areas
- All students and staff will receive a “Check-In” text from the RAVE alert system, to mark themselves as one of these options:
  - On campus and marked SAFE
  - On campus and marked NOT SAFE
  - Off campus
- Any student or staff members determined missing will be reported at once to the emergency personnel on the scene.
- Classes and staff members at designated meeting areas should remain in their group until they receive further instructions from the campus safety officer at the scene.
- The safety officer will alert students and staff members when emergency personnel permit a return to

the building.

- Do not re-enter the building until you are directed to do so by the PSI campus safety officer.

Extinguishers are to be used at the user's discretion as time and safety allows, and only after the area is evacuated.

### **Location of Fire Extinguishers in Student Areas**

#### North Corridor

Student Resource Center wall across from RM101

RM107 wall across from RM104

RM116 wall

#### South Corridor

Student Resource Center wall across from RM114

RM110 wall across from RM112

RM115 wall across from RM117

Corridor from classrooms near entrance to Student Lounge

RM119 wall across from Women's restroom

RM116 wall across from Unisex ADA restroom

Emergency corridor off Lobby Corridor to Student Lounge

### **Location of Fire Extinguishers in Non-Student Areas**

Electrical room at rear of future renovation area

Faculty corridor wall across from Front Desk office

Faculty area wall of Registrar's office

Electrical rooms in RM111

### **Location of Fire Pull Down Alarms in Student Areas**

Entrance/Exit doors at Main Entrance

Emergency exit door across from Library/RM105 entrance

Emergency exit door in Student Lounge

Emergency exit door across from Unisex ADA restroom

Emergency exit off corridor from Lobby Corridor by Student Lounge

### **Location of Fire Pull Down Alarms in Non-Student Areas**

Emergency exit door outside Registrar's office

Emergency exit in future renovation area

Upstairs: top of main open stairway from Lobby

Upstairs: top of stairway near Faculty restrooms

## Using a Fire Extinguisher

If the fire is small, and you are properly trained, use a fire extinguisher to control the fire, if you truly believe it can be extinguished with the application of only one extinguisher.

Always keep your back to the exit; never place the fire between you and the exit

Discharge the entire extinguisher on the base of the fire

Remember PASS

P = pull the pin

A = aim the nozzle at the base of the fire

S = squeeze the trigger

S = sweep the fire extinguisher from side to side

## Recommendations

**If you catch on fire:** DO NOT run. STOP, DROP, and ROLL.

**If you are caught in smoke:** Drop to your hands and knees; crawl toward an exit; stay low; hold your breath as much as possible; breathe slowly through your nose; and use a shirt or towel as a filter.

**If you are forced to go through the flames:** Hold your breath; move quickly; cover your head and hair; and keep your head down and eyes closed.

**If you are trapped and cannot evacuate:** Wedge wet towels or other cloth material along the bottom of the door to keep smoke out; close any doors between you and the fire; hang a towel or cloth material from the window to signal firefighters you are trapped.

**If you are trapped and need air:** Break the window but only as a last resort.

**If you are disabled and cannot use the stairs:** Notify emergency personnel of your exact location.

## Fire Drills

The campus will conduct one fire drill each calendar year to be scheduled in advance.

## Flash Floods

Flash flood watch - Issued by the National Weather Service when conditions are favorable for flash flooding in the area

Flash flood warning - Issued by the National Weather Service when flash flooding is in progress, imminent, or highly likely

## Notification Requirements

- On Campus - Only if the storm impacts our ability to hold classes
- Students/ Staff Off Campus - Only if the storm impacts our ability to hold classes
- General/ Media - Only if the storm impacts our ability to hold classes

## Recommendations

DO NOT walk or drive through flooded areas

Avoid downed power lines

## **Flood-prone Areas on Campus Include**

Areas lying near or along creek beds, and both natural and manmade drainage courses

Geographically low-lying areas

Construction sites

Parking areas

## **Hazardous Materials Release**

### **Building Evacuation**

Follow the building evacuation procedures.

Keep others away from the affected area.

STAY UPSTREAM, UPHILL, AND UPWIND OF THE ACCIDENT.

Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.

Turn off all ignition and heat sources.

Try not to inhale gases, fumes, or smoke.

Cover mouth with a cloth while leaving the area.

### **Notification Requirements**

- On Campus - Only if the activity impacts our ability to hold classes.
- Students / Staff Off Campus - Only if the activity impacts our ability to hold classes.
- General / Media - Only if the activity impacts our ability to hold classes.

Depending on the severity of the incident, contact your Program Director, Campus President or call 911, and tell the dispatcher:

- Location of the leak or spill
- Type of substance
- Amount spilled/leaking
- Any injuries

### **Recommendations**

Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance.

### **Wet Chemicals**

Flush with water and soap, if possible, being sure not to rub the chemical into your skin.

### **Dry Chemicals**

Using gloves, brush from skin.

Remove all contaminated clothing.

Once the chemical is removed, flush the skin with cool water.

Those with information on the chemical should leave the immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area.

Assist with providing information about the incident, chemical involved, Safety Data Sheets (SDS), and chemical's common use.

Follow evacuation instructions from emergency personnel.

Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles.

Return to the spill/leak site only when permitted by emergency officials.

If you are unable to evacuate, or if you are instructed to stay indoors, shelter in place.

### **Shelter in Place**

Close and lock all exterior doors and windows.

Close vents and as many interior doors as possible.

Turn off air conditioners and ventilation systems.

In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building.

If this is not possible, ventilation systems should be turned off.

Go to a pre-selected shelter room above ground; select a room that has the fewest openings to the outside.

Seal gaps under doorways and windows with wet towels, plastic sheeting and duct tape.

Use material to fill cracks and holes in the room, such as those around windows and air conditioning units.

If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel.

Avoid eating or drinking any food or water that may be contaminated.

Call Police at 911 to report your location.

### **Heart Attack**

Check to see if the victim's airway is open, if he is breathing, and if he has a heartbeat.

If the person is NOT breathing, perform rescue breathing techniques.

If the person HAS a heartbeat, DO NOT perform chest compressions. If the person does NOT have a heartbeat, perform chest compressions or LOCATE AND USE AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED). It is located on the wall by the front desk in the main lobby.

Depending on the severity of the incident, contact your supervisor or Campus President OR call 911, request medical assistance, and tell the dispatcher:

- Your location
- You have a suspected heart attack
- Victim's status (conscious, breathing)
- Age of victim

- Stay on the phone until released by the dispatcher

DO NOT attempt to give ANY medical advice unless properly trained.

DO NOT move the victim unless in immediate danger.

DO NOT jeopardize your health or the health of the victim.

The reporting person must fill out an Incident Report within 24 hours of the incident.

### Notification Requirements

- Fill out an Incident Report, located at the front desk, for ANY medical incidents – no matter how small.

### Medical Emergency

A First Aid Kit, including rubber gloves, blood pressure cuff and stethoscope is available in the reception area of the campus and in the PTA lab and Nursing labs.

Depending on the severity of the incident, contact your supervisor or Campus President OR call 911, request medical assistance, and tell the dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Age of victim
- Stay on the phone until released by the dispatcher

Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid.

DO NOT attempt to give ANY medical advice unless properly trained.

DO NOT move the victim unless in immediate danger.

DO NOT jeopardize your health or the health of the victim.

The reporting person must fill out an Incident Report within 24 hours of the incident.

### Notification Requirements

- Fill out an Incident Report, located at the front desk, for ANY medical incidents – no matter how small.

### Power Outage

Remain calm and move to a lighted area if possible.

Evacuate ONLY if instructed to do so by PSI staff or emergency personnel.

### Notification Requirements

- On Campus - Only if the storm impacts our ability to hold classes
- Students/ Staff Off Campus - Only if the storm impacts our ability to hold classes
- General/ Media - Only if the storm impacts our ability to hold classes

## Severe Thunderstorms

Severe thunderstorm - A storm capable of producing wind gusts over 55 mph and/or hail 3/4" or larger in diameter.

Severe thunderstorm watch - Issued by the National Weather Service when severe weather conditions are possible in the area.

Severe thunderstorm warning - Issued by the National Weather Service when severe weather has been sighted in the area.

### Notification Requirements

- On Campus - Only if the storm impacts our ability to hold classes
- Students / Staff Off Campus - Only if the storm impacts our ability to hold classes
- General / Media - Only if the storm impacts our ability to hold classes

### Recommendations

Find a safe shelter.

Monitor local news media and PSI's website for closings/delays.

DO NOT call 911 unless there is an emergency, or you need immediate assistance.

DO NOT handle any electrical equipment.

Use a cordless or cell phone. Only in case of emergency should you use a corded phone as lightning can travel through telephone lines.

Cancel/relocate outdoor activities.

Secure all objects that could blow away or cause additional damage.

Keep all exterior doors closed and stay away from windows.

Close all windows and blinds.

### Avoid the Following

Open areas with tall trees as trees are natural lightning rods.

Hilltops, open fields, the beach, or a boat on water.

Isolated sheds or other small structures in large, open areas.

Metal objects - motorcycles, golf carts, golf clubs, bicycles, etc.

### If Outside

Immediately find a safe indoor shelter or a hard-top automobile.

If you are unable to find a safe shelter and are trapped outdoors, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter

Rubber-soled shoes and rubber tires provide NO protection from lightning.



## Sexual Violence

Depending on the severity of the incident, contact your supervisor or Campus President OR call 911, request medical assistance, and tell the dispatcher:

- Your location
- Type of injury or condition of victim
- Victim's status (conscious, breathing, or bleeding)
- Age of victim

Stay on the phone until released by the dispatcher.

Be prepared for virtually any type of emotional reaction by victims. Be supportive and permit victims to express their emotions, which may include crying, angry outbursts, or screaming.

Avoid interpreting the victim's calmness or composure as evidence a sexual assault did or did not occur. The victim could be in shock.

Approach the victim calmly. Showing your outrage or emotion at the crime may cause the victim even more trauma.

DO NOT attempt to give ANY medical advice unless properly trained.

DO NOT move the victim unless he/she is in immediate danger.

DO NOT jeopardize your health or the health of the victim.

Communicate the incident to the campus community via email to all staff, faculty, and students.

### Student victims of domestic violence

If in immediate danger, call 911.

If not in immediate danger, Email Susan.Lippens@proskills.edu with the message: "I need help with my syllabus."

Add a statement describing how you would like to be contacted IE: text me@ or email me@. The Dean of Education or Campus President will contact you for a confidential meeting to discuss available resources.

### Suicidal Threats/Attempts

Do not leave the person alone - speak calmly and listen carefully; being positive is extremely critical.

Do not make sudden movements.

Immediately notify a faculty member or campus administrator for them to contact 911 as necessary

When professionals arrive, follow their instructions

### Suspicious Activity

Remain calm.

DO NOT let anyone into a locked room or building without proper authority.

DO NOT engage in a physical confrontation with the person.

DO NOT block the person's exit.

## Notification Requirements

- On Campus - Only if the activity impacts our ability to hold classes.
- Students/ Staff Off Campus - Only if the activity impacts our ability to hold classes.
- General/ Media - Only if the activity impacts our ability to hold classes.

**Immediately notify your supervisor or Campus President and provide the following information out of eye or hearing range of the person exhibiting the behavior:**

- Your location
- Person's behavior
- Person's physical description
- Person's location and direction of travel What you saw
- Where and when it happened

## Signs of Suspicious Activity

Anything out of the ordinary.

A person(s) running or leaving quickly - as if he or she were being watched or chased.

A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location.

A person(s) going door to door in a neighborhood or office.

A person(s) pulling on multiple doorknobs or trying to open building doors or office rooms.

A person(s) pulling on car door handles or looking in multiple vehicles.

A person(s) forcibly entering a locked vehicle or door.

Car or person(s) repeatedly circling an area.

A person(s) being forced into a vehicle.

Strange(s) noises - arguing, yelling, gunshots, etc.

A person(s) exhibiting unusual mental or physical symptoms - person may be injured or under the influence of drugs.

A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.

A person(s) who doesn't belong, gaining, or trying to gain access to a restricted area.

## Suspicious Package

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a package is dangerous.

Remain calm.

Stay away from the package.

DO NOT allow anyone to handle or go near the package.

If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement;

gently set the package down in a secluded area that has been evacuated.

DO NOT use any cell phones, radios, or other wireless devices around the package.

Immediately notify your supervisor or the Campus President so they may contact Police at 911 or local police (non-emergency) depending on the situation.

State the location of the package and provide a description.

Stay on the phone until released by the dispatcher.

If you touch the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes.

### **Characteristics of A Suspicious Package**

Package or envelope with suspicious powdery substance.

Poorly written or typed address.

Misspelling of familiar words or names.

Outdated postmarks.

No return address or one that can't be identified as legitimate.

Return address not consistent with postmark.

Unusual weight, given package size; loaded; or oddly shaped.

An unusual amount of tape, string, or other wrapping material.

Marked with restrictive labels like fragile, personal, confidential, or rush-do-not-delay.

Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.)

Appears to contain electrical wire-or aluminum foil.

Mailed from foreign country unfamiliar to recipient.

### **Tornado**

**Tornado watch** - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area.

**Tornado warning** - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area.

### **Notification Requirements**

- On Campus - Only if the storm impacts our ability to hold classes.
- Students / Staff Off Campus - Only if the storm impacts our ability to hold classes.
- General / Media - Only if the storm impacts our ability to hold classes.

## Recommendations

Inside each classroom, next to the door, the safe areas are posted along with the evacuation routes to be used in case of a tornado warning.

If authorities announce a tornado warning, students and staff must proceed to safe areas in the building.

Immediately move to an interior hallway on a lower level in the middle of the building.

Stay away from all windows and glass doors.

Close and lock all windows and exterior doors.

Close all window shades, blinds, or curtains.

Do not leave the building in the event of a tornado warning until the "all clear" is given by the authorities.

## Tornado Safety Areas

PN Learning Lab      Room 114

PTA Lab              Room 117

Admissions area

Main student restrooms

## Unauthorized Visitors

All authorized visitors must sign in at the front desk and receive either a visitor's badge or visitor sticker.

Immediately notify your supervisor or Front Desk of an unauthorized visitor - include as much description as possible and last seen location.

PSI Staff will locate the individual to determine their purpose on campus.

If a legitimate purpose is found, escort the visitor to the front desk to sign in and obtain a visitor's badge.

If a legitimate purpose is not found, escort the visitor to an exit and ask them to leave the premises.

If the unauthorized visitor mentions names, report those names to your supervisor in the event law enforcement needs to be notified, as those persons may be in danger.

Contact Campus President to review situation.

If the individual will not leave the premises, contact 911.

## Winter Weather

**Winter storm watch** - Issued by the National Weather Service when a winter storm is possible in the area.

**Winter storm warning** - Issued by the National Weather Service when a winter storm is occurring or will soon occur in the area.

**Freezing rain** - Rain that freezes upon hitting the ground by creating a coating of ice on roads, walkways, trees, and power lines.

**Sleet** - Rain that turns to ice pellets before reaching the ground. Sleet can create moisture on the roads that freezes, becoming slippery.

**Frost/Freeze warning** - Issued by the National Weather Service when below freezing temperatures are expected in the area.

### Notification Requirements

- On Campus – If the campus closes early, students and staff will be notified in person by going to the classrooms.
- Students / Staff Off Campus - Only if the storm impacts our ability to hold classes, RAVE alerts and notification to WTOL will occur.
- General / Media - Only if the storm impacts our ability to hold classes.

### Recommendations

Monitor ALERT messages via email and text.

Monitor local news media for weather reports and emergency information.

Stay clear of dropped or sagging power lines.

Avoid areas with many trees; snow or ice may cause tree limbs to fall.

Stay inside if possible.

Use extreme caution when walking outside or driving.

If you must travel:

- Travel during the day
- Stay on main roads; avoid back-road shortcuts
- Carry emergency supplies or kits
- Dress warmly to prevent frostbite or hypothermia

## Workplace Violence

Remain calm.

Notify supervisor immediately.

### Notification Requirements

- On Campus – Only if the activity impacts our ability to hold classes
- Students / Staff Off Campus - Only if the activity impacts our ability to hold classes
- General / Media - Only if the activity impacts our ability to hold classes

Depending on the severity of the incident, contact your supervisor or Campus President OR call 911, request medical assistance, and tell the dispatcher:

- Your location
- Person's behavior
- Person's physical description
- Person's location and direction of travel
- What you saw
- Where and when it happened
- Stay on the phone until released by the dispatcher

### **Signs of Workplace Violence**

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence.

- Threats, threatening behavior, displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Verbal abuse of coworkers and/or customers, or harassment via phone/e-mail
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

## **Summary**

Use your common sense and your best judgment always. Contact the Campus President or other Campus Leadership immediately if you are unsure what to do.