



# EMERGENCY RESPONSE PLAN

# INTRODUCTION

Emergencies can happen at any time and at any location. Preparing for an emergency is an important aspect of mitigating its impact and is the job of every employee and each member of the Stark State College community. This emergency response plan is prepared in the hopes it will be used to familiarize and prepare the reader in the case of an emergency on College grounds. You are encouraged to become familiar with the content of this plan and your particular classroom or work areas and the emergency exits, options, tools and resources available to you in an emergency.

While no response plan can prepare for every possible emergency, all SSC community members are encouraged to review this material, become familiar with our main and satellite locations and enroll in our free RAVE notification system which provides campuswide emergency and school closing notifications through text and email. In addition, the Stark State College Reach Out app has resources to assist people in crisis. These resources are offered at no cost but they do require you to opt in to RAVE and to download the Reach Out app through your app provider.

A safe campus requires cooperation and partnership with all stakeholders and you are invited to become a safety partner with us by reviewing this plan and making us aware of any safety or security concerns you become aware of.

**Greg Boudreaux**  
Chief of Security  
Title IX Coordinator  
Stark State College

## **FORWARD**

No plan can prepare for or cover all possible emergency situations thus this manual was established to act as a guideline for emergency situations which might occur in, on, or near Stark State College. In all situations of an emergency nature, the best procedure is to be familiar with the established plan of action and carry it out in a calm manner. Your rational judgment may save your life or someone else's life. This manual should be used as a ready reference at all times.

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## EMERGENCY CONTACT INFORMATION

9-1-1 is the primary emergency phone number for all emergencies in all jurisdictions. These additional resources are provided as extra contact resources as well as to provide campus resources. Calling 9-1-1 should be your first option to call in an emergency. In addition, the college has “E-9-1-1” on all in-house phones. E-9-1-1 allows for calls made to 9-1-1 to also be received by campus security. Callers can also call campus security direct. 9-1-1- should only be used for emergency calls and needs.

### OTHER EMERGENCY AND NON-EMERGENCY NUMBERS

#### *Local Law Enforcement / Fire Emergency / Emergency Services*

Campus Location	Law / Fire Department	Phone Number
Main Campus	Jackson Township Police	330-834-3960
Main Campus	Jackson Township Fire	330-834-3951
Auto Tech – Whipple Ave.	Stark County Sheriff	330-430-3800
Auto Tech – Whipple Ave.	Plain Township Fire	330-492-2411
SSC Akron and Welding	Akron Police Department	330-375-2552
SSC Akron and Welding	Akron Fire Department	330-375-2411
Downtown Canton Satellite	Canton Police/Fire Dispatch	330-649-5800
CDL Satellite	Springfield Township Police	330-784-1609
CDL Satellite	Springfield Township Fire	330-784-7210

### EMERGENCY AND NON-EMERGENCY CAMPUS NUMBERS

***Campus / Satellite Locations – Note, the general SSC phone number is 330-494-6170. Extension numbers can be dialed direct from any on-campus phone.***

Main Campus	Security Hub – S Building	ext.4367 or 4911
SSC Akron	Security Office – Akron	ext.5758
Downtown Canton Satellite	Security Office – Canton	ext.4024

NOTE: Satellite locations that do not have a security office should call Main Campus Security

**OTHER EMERGENCY CONTACT NUMBERS**  
*College Officials*

Following is a list of school officials to be notified in case of an emergency:

Dr. Para Jones	President	x4204
Kevin Gardner	CFO / VP of Business	x4681
Greg Boudreaux	Chief of Security	x4512
Ken Brown	Assistant Director of Security	x4424
Steve Spradling	Director Physical Plant	x4226

**EMERGENCY AFTER-HOURS CONTACT NUMBERS**

**In case of an after-hours emergency, please notify the emergency resources in the jurisdiction where the campus or satellite is located or dial 9-1-1 to report the emergency.**

Following is a list of school officials who can be notified in case of an after-hours emergency:

<b>James Welch, SSC Security</b>	<b>330-605-5634</b>
<b>Ken Brown, Assistant Director of Campus Security</b>	<b>330-316-3367</b>
<b>Greg Boudreaux, Chief of Campus Security</b>	<b>330-418-6392</b>
<b>Mark Miller, Maintenance Supervisor</b>	<b>330-418-2615</b>
<b>Kevin Gardner, CFO / VP of Business</b>	<b>330-418-0352</b>

**GENERAL POLICE MATTERS**

In all cases of burglary, theft, criminal damaging, assault or any other situation which falls within the scope of a security function, contact the Security Office ext. 4911 or 330-704-2582. The Officer on duty will make the decision as to the appropriate action to be taken. When in doubt, contact security to discuss the matter.

**CAMPUS FIRST AID STATIONS / EYE WASH STATIONS / AED AND NALOXONE STATIONS:**

First Aid / Eye Wash /and AED and Naloxone (NARCAN) Stations are located throughout Main Campus and Satellite locations. You should for familiarize yourself as to where these stations are located and familiarize yourself on how to use these safety stations in case of an emergency.

## **EVACUATIONS:**

### **EMERGENCY EVACUATION SIGNS**

Emergency evacuation signs are posted in every classroom and office area. Every member of the college community should make themselves familiar with the evacuation route from every classroom or office area they use. This will help to reduce or eliminate much of the confusion if there is an evacuation.

**IF YOU ARE ABLE, PLEASE ASSIST INDIVIDUALS WITH DISABILITIES DURING AN EVACUATION.**

### **AREA EVACUATION**

The senior college official or the authority having jurisdiction will authorize evacuation of a particular area. If the situation is of such gravity, the security officer present at the scene may order an evacuation to maintain order, save lives, and save college or personal property.

### **EVACUATION PROCEDURE FOR INDIVIDUALS WITH DISABILITIES**

**IT IS EVERYONE'S RESPONSIBILITY TO ASSIST INDIVIDUALS WITH DISABILITIES DURING EVACUATIONS.**

The need for a formal plan for the emergency evacuation of persons with disabilities on our campus is obvious. As more and more individuals with disabilities become a part of Stark State College as faculty, staff, and students, the need for an effective rescue plan becomes a very high priority to ensure safety. This plan must be fully implemented, regularly practiced, and continually updated. This evacuation plan is sound in theory but requires diligent and careful attention and implementation to be effective.

Much of the responsibility of the evacuation procedures rests on the shoulders of the individual with a disability, however, these people are not on their own, this is a team effort.

#### **A. Pre-Emergency Preparation**

1. Contact the Security Office and Coordinator of the Disability Support Services to discuss your situation with them to be sure they are familiar with you and your needs.
2. Become familiar with the location of the exits in the buildings you use.
3. Become familiar with the fire alarm signals and their locations.
4. Know the safest and most efficient method people could use to assist you. Know how many people you need to provide that assistance.

5. Discuss the evacuation procedure with your classmates/co-workers who may assist you in the event of an emergency.
6. Carry a loud whistle, or similar device, that you can operate to alert people of your location, if necessary.

**B. During an Emergency**

1. Remain calm.
2. DO NOT USE AN ELEVATOR in an emergency situation.
3. Treat every alarm as an actual emergency.
4. In a fire emergency, your first choice should be evacuation.
5. Leave all possessions where you are to avoid wasting time.
6. Follow signs to exits.
7. If you use a wheelchair (manual or electric), be prepared to abandon it if necessary.
8. Avoid smoky halls or stairwells.
9. If assistance is needed but not readily available, wait at a stairwell landing (do not block the path of travel).
10. If you cannot go down the stairs, wait near the stairwell until the main flow of people has passed, then move into the stairwell landing and wait for assistance.
11. Continually attempt to communicate your situation to those around you and emergency personnel.
12. For emergencies, never re-enter the building until permitted by emergency personnel.
13. When you are safely away from the building, alert security personnel that you are out of the building so they do not spend time looking for you.

Be aware that there are members of the college community who do have disabilities which could make it difficult or impossible for them to exit the College during an evacuation. The fact that elevators cannot be used during evacuation makes it impossible for some people to get to the lower levels and to exit doors.

During an evacuation watch for individuals who may be stranded or having problems negotiating stairways and ask them how you can assist. The individual with the disability can advise you the best way you can help them.



From time to time we will be conducting practice evacuation drills. These drills are a training device and prior notification will be given. During practice drills it will not be necessary for individuals with disabilities to evacuate the College. However, during the drills they should go to stairwells or staging areas they would use during a real evacuation.

## **FIRE EVACUATION**

**All buildings are equipped with audio and visual fire alarms, which would be activated.** In case of a fire, follow this procedure for notifying the Fire Department:

Go to the nearest Fire pull Station and activate this device. If possible, follow up by calling 9-1-1 and reporting details and exact location of the fire. As soon as possible, advise the Security Office Ext. 4911 or 330.704.2582 or the information desk by dialing "0". Exit the building via emergency exits.

After the emergency is over, re-entry to the building will be approved by a school official or the authority having jurisdiction.


State law requires the chief of the fire department having jurisdiction to investigate and establish the cause of all fires. Therefore, any investigative work will be handled by the chief of the fire department or appointed designees. The Campus Security and College Officials will assist in whatever manner possible.


## **FIRE EXTINGUISHERS**

**Fire extinguishers are located throughout the campus buildings. Please note their locations when moving through the campus. If safe to do so, you may attempt to extinguish the fire with a fire extinguisher.**

## **USE OF FIRE EXTINGUISHERS**

The easiest way to remember how to fight a fire with a fire extinguisher is to remember the acronym, **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.

 **PULL** the pin at the top of the extinguisher. This allows the handle to be compressed and the extinguisher to be discharged.

 **AIM** the extinguisher nozzle toward the base of the fire. You should be 6-8 feet from the fire.

- ✚ **SQUEEZE** the handle to discharge the extinguisher. Releasing the handle causes the discharge to stop.
- ✚ **SWEEP** from side to side, beginning from a safe distance from the fire and move slowly forward.



## TOTAL BUILDING OR COLLEGE EVACUATION

The senior college official or the authority having jurisdiction will authorize evacuation of a single building or the entire college. If the situation is of such gravity, the security officer at the scene may order evacuation to maintain order, save lives, and save college or personal property. In event an evacuation is ordered, signs have been posted in all classrooms and work areas, identifying the area you are in and showing the quickest way to proceed to exit. In any emergency self-control is extremely important. During an evacuation, walking calmly in most situations is the quickest, surest way to your destination. Do not use elevators in any evacuation situation.

## BOMB THREAT EVACUATION / PROCEDURE:

To ensure the safety of the students, faculty, staff, and visitors, when a bomb threat is received, or a suspicious item located.

### A. COMMUNICATIONS

1. When a telephoned bomb threat is received for Stark State College, the employee receiving the call should attempt to keep the caller on the line to elicit all available information from the caller, for example:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?

- Why did you place the bomb?

Please refer to the Threatening phone call form on Page 22.

2. The person receiving the threat will immediately notify Campus Security by dialing ext. 4911 or the Security cell phone at 330.704.2582.
3. Security will notify the following persons:
  - a. Chief of Security (if not already advised)
  - b. CFO / VP for Business and Finance
  - c. College President
  - d. The law enforcement authority having jurisdiction
  - e. Satellites/KSU Cell Phone

#### 4. **Threat Received in Writing**

Save the letter or note. Handle as little as possible, and give it to security immediately. **DO NOT ALLOW LETTER OR NOTE TO BE TOUCHED OR PASSED AROUND BY PEOPLE AT SCENE.**

### **B. EVACUATION DUE TO BOMB THREAT**

1. The Chief of Security, Assistant Director of Security, the Security Officer on duty will consult with the CFO/VP for Business to determine whether to evacuate. The decision will normally be made by the CFO / VP for Business or the College President. Security may order an evacuation if a suspicious item has been located, or if there are other factors that indicate an immediate threat.
2. If the building is to be evacuated, the Security Department and authorized Maintenance personnel will conduct the evacuation. A public address announcement and an SSC text alert notification may be made to alert the college community. All occupants should immediately leave the building. Faculty and other employees who are conducting classes or otherwise have students or visitors in their area should ensure those persons leave as well.
3. If the building is evacuated, the entire college community except for authorized personnel will be moved at least 300 ft away from the building perimeter. Consideration should be given to the fact that secondary explosive devices may also be a

threat which could be placed in trash cans, shrubbery, and vehicles outside of buildings. Building entrances will be secured against re-entry by posting officers and/or maintenance personnel, signage, or barricade tape as appropriate and available. Evacuation leaders will assist Security where possible in ensuring that a complete evacuation was conducted, and in preventing re-entry to the building by students or visitors within their area.

### **C. RADIOS & CELL PHONES**

1. No radio transmissions will be made within fifty feet of the area or building involved. Radio transmissions may cause an improvised explosive to detonate.
2. Cellular phones will be turned off before approaching within fifty feet of the area or building involved. Cellular phones which are turned on transmit periodically even when a call is not in progress.

### **D. BUILDING SEARCH**

1. The area or building will be searched by Security, law enforcement resources, and with the assistance of authorized college employees and/or maintenance as requested by a law enforcement official. Each search team will consist of two persons, preferably an officer paired with an employee familiar with the area to be searched. It is voluntary to assist with the outcome of this situation and the employee can decline if they feel a threat to their safety. The Chief of Security, Assistant Director of Security, or the Officer on duty will maintain a fixed command post with the college administration.
2. A complete and thorough search is generally not feasible due to the size of the building, and the difficulty in identifying a concealed or disguised explosive device. The search personnel should check for an "open" or obvious device, as well as for any suspicious items or packages.
3. If a deadline was given by the caller, the search will cease and all searchers will evacuate the area fifteen minutes before the deadline. No one will re-enter the area until thirty minutes after the deadline has expired.
4. Upon completion of the search, searchers will report

to the command post and/or Chief of Security.

#### **E. SUSPICIOUS PACKAGES/SUSPECTED EXPLOSIVE DEVICE LOCATED**

1. Suspected devices will be left where found. The area around the device will be cordoned off, and all personnel evacuated from the area.
2. Nothing will be placed directly contacting the suspected device. The use of bomb blankets and other items to cover the suspected device increase the risk to EOD personnel who must remove them.
3. If a device or suspicious package is located, it should not be touched. The Chief of Security should be immediately notified of the location of the suspicious item.

***Refer to page 24 for the Protocol on handling suspicious Substances.***

#### **BODILY INJURY:**

All injury cases should be reported to the Security Office as soon as possible. When notifying anyone of an injury, identify yourself and your location; relay the location and nature of the injury; give any additional information that may be relative. Speak slowly and clearly. The fastest way to receive help is to be understood and accurate with your information.

##### **A. Degree of Injury**

If the injury is minor, and assistance is needed, call the Security Office Ext. 4911 or 330.704.2582.

If the injury is moderate, call the Security Office Ext. 4911 or 330.704.2582.

If the injury is severe, call an ambulance at once by dialing 9-1-1 from any phone on the campus. As soon as possible contact the Security Office Ext. 4911 or 330.704.2582.

##### **B. Circumstances Calling for the Administration of First Aid**

Circumstances calling for the administration of first aid can be numerous. There are some things one can and should do when another is injured. In serious cases, the following general procedures, properly carried out, will make the injured more comfortable.

1. Keep the injured person lying down.
2. Keep the person warm and comfortable.
3. Do not allow others to crowd or excite the injured person.
4. Do not allow a person to see their injuries. Make no comments as to the extent of the injuries.
5. Avoid aggravating the injury by moving the person. Move only if necessary to avoid further injury or at the direction of a qualified medical officer.
6. If possible, apply first aid and/or stop the bleed methods for any wounds with excessive bleeding.

## **MASS BODILY INJURIES**

If this type of situation is evident, notify:

1. **Emergency resources by calling 9-1-1**
2. **Security Office ext. 4911 or 330-704-2582**
3. **College Officials**

To the best of your ability report the exact location, number of persons involved, what caused the incident and type of help needed.

## **POTENTIAL FOR EXPLOSION:**

In the event you discover a situation which you consider to be dangerous and which might cause an explosion (gas leak, noxious fumes, spilled fuel/accelerant, etc.) you should clear the area and **CALL:**

1. **Emergency resources by calling 9-1-1**
2. **Campus Security ext. 4911 or 330-704-2582**

## **CHEMICAL SPILL – Major Spill**

In the event of a spill which involves the release of a type or quantity of a chemical that poses an *immediate* risk to health; or involves an uncontrolled fire or explosion:

- Evacuate the building by P.A. notification, text alert system, and college monitor
- Call **911** and give details of the accident including location, types of hazardous materials involved, and whether there is personal injury.
- Then call Security Office **ext. 4911** or **330-704-2582**.

If the accident involves personal injury or chemical contamination, follow the above steps as appropriate and at the same time:

- Move the victim from the immediate area of fire, explosion, or spill (if this can be done without further injury to the victim or yourself).

- Locate nearest emergency eyewash or safety shower. Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of water for 15 minutes.
- Move the victim from the immediate area of fire, explosion, or spill (if this can be done)
- Administer first aid as appropriate and seek medical attention immediately.

## **PLANE CRASH:**

Due to the proximity of the Akron/Canton airport to the Main Campus, a provision for airplane crash is included.

- 1. Notify the Jackson Township Fire Department (9-1-1). Even if no fire evident, the danger of fire is extreme in aircraft accidents.**
- 2. Call the Security Office ext. 4911 or 330-704-2582. State that a plane is down. Try and identify the type, i.e., commercial, private, small, military, cargo, etc.**
  - a. Security will notify the Ohio Highway Patrol, which has responsibility for all plane crash investigations within the State of Ohio 330-433-6200 (Stark County – Canton Post), 614-466-2660 Columbus, Ohio.
  - b. Security will notify the Federal Aviation Authority (FAA) at the Akron/Canton Airport and the control tower at the field 330-499-4059 or 1-888-434-2359.
  - c. If the plane is identified as military, the security officer will contact the Ohio National Guard at the Akron/Canton Airport 330-690-5619 or the U.S. Air Force Unit at Youngstown, Ohio 330-609-1000. No one should release any information concerning this type of incident. This will be done by the Ohio Highway Patrol.

## **COLLEGE EQUIPMENT AND PERSONAL PROPERTY:**

If an item of College or personal property is discovered missing or lost, notify the Security Office ext. 4911 or 330-704-2582. For items that are found, each campus/satellite location with a security office maintains a lost and found and the final disposition of any unclaimed lost and found property is guided by Policy 3357:15-16-14.

The following information is needed for the report:

- 1. Name of reporting person**
- 2. Time and date reported**
- 3. Time and date of discovery**
- 4. Location of incident**

5. Value of item(s)
6. Any pertinent information such as: last place or time it was seen, name of last person to have it, etc.
7. Property that is recovered must be identified by the owner prior to being released.

## **WEATHER CONDITIONS AND WARNINGS:**

### **A. Tornado**

Several times in recent years schools have been hit by tornadoes. In most instances, fortunately, classes were not in session. In some other instances where students were present, only the prompt action on the part of the school officials safeguarded the students before the tornado hit.

#### **1. Warnings**

- a. Tornado Watch Signal. It means there is a chance of dangerous weather later with damaging winds.
- b. Tornado Warning. It means a tornado has been sighted and you should go at once to a designated shelter area.

Warning to evacuate to a shelter will be made over the P.A. system and via RAVE Emergency notification. Immediate action is paramount!!

### **B. Weather Warnings**

The Security Officer on duty or school officials will try and supply everyone in the building with current threatening weather conditions and what precautions could or should be taken. These would, for example, include the following:

1. **Severe Electrical Storms**  
Stay indoors; disconnect as much electrical equipment as possible.
2. **Severe Wind and Rain**  
Do not drive unless absolutely necessary. Be extra careful if you must use the highways.
3. **Flash Flooding**  
Avoid low-lying areas. If forced to take shelter, go to high ground.

### **C. Tornado Shelters**

Red signs with white lettering stating "Tornado Shelter Area" are



posted throughout the college. Make yourself aware of these locations while moving about the college. In the event of a tornado warning on campus, move to the shelter nearest to your location. Please assist individuals with disabilities during extreme weather conditions.

## **CAMPUS CLOSINGS PROCEDURE:**

In the event that Stark State College should need to delay or cancel classes due to an emergency or inclement weather, students, faculty and staff should check the sources below for official notifications.

Notifications indicating “closed” will represent the cancellation of both day and evening classes, unless otherwise specified in the notification, *e.g., morning classes cancelled*.

### **Cancellation notifications will be posted via**

- **Stark State College student email**
- **College switchboard: 330-679-8975 or 1-800-79-STARK (1-800-797-8275)**
- **College website: [starkstate.edu](http://starkstate.edu)**
- **[Cantonrep.com](http://Cantonrep.com) school closings page**
- **SSC ALERT text notifications (alerts are for main campus and all satellite center locations) \*Current students, sign up for SSC Alerts via RAVE on [mySSC](http://mySSC).**
- **Area television stations (see table below)**
- **The most current official postings can be found on the College switchboard at 330-679-8975 and the College website at [starkstate.edu](http://starkstate.edu). If you have any questions or concerns, especially during inclement weather, *please check there frequently for updates.***

**Cancellation** of classes applies to main campus (Frank Avenue), the Advanced Technology Center, the Automotive Technology Center, all satellite center locations and applies to students, faculty and staff, unless otherwise noted.

If an SSC satellite location is in a school district that closes due to severe weather, but Stark State’s main campus remains open, the administration will assess conditions and determine whether or not to close the satellite location. In that event, an SSC alert text notification will be sent out to students and information also will be posted on the College website, the main College switchboard and local news media.

Stark State policy defines

- morning classes begin before noon
- afternoon classes begin at or after noon.
- evening classes begin at or after 5 p.m.

A delay of classes means the opening of campus facilities is delayed. Classes

that begin prior to the announced start time are cancelled. The normal schedule of classes will resume at the announced start time. Example: A two-hour delay means classes that start at 10 a.m. would be held at 10 a.m. and classes that begin between 7:30 a.m. and 9:59 a.m. would be cancelled.

**SCHOOL CLOSING NOTIFICATION RESOURCES: RADIO AND TELEVISION STATIONS**

<p><b>iAlert Stations:</b></p> <ul style="list-style-type: none"> <li>› WKYC-TV CHANNEL 3</li> <li>› WOIO-TV CHANNEL 19/CHANNEL 9</li> <li>› WUAB-TV CHANNEL 43</li> </ul>	<p><b>Additional Cleveland Stations:</b></p> <ul style="list-style-type: none"> <li>› WEWS-TV CHANNEL 5</li> <li>› WJMW-TV CHANNEL 8</li> </ul>
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**RADIO STATIONS**

<ul style="list-style-type: none"> <li>› WHBC 1480 AM / 94.1 FM</li> <li>› WJER 1450 AM / 101.7 FM</li> <li>› WAKR 1590 AM</li> <li>› WONE 97.5 AM</li> </ul>	<ul style="list-style-type: none"> <li>› WQMX 94.9 FM</li> <li>› WNIR 100 FM</li> <li>› WDPN 92.5 FM</li> </ul>
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In addition, the college uses the RAVE Mobile Communication system for use of college closing announcements and other emergency notifications. RAVE is an “opt-in” system



*Current students, faculty, and staff can sign up for SSC Alerts via RAVE on [mySSC](#).*

**Suspicious Person(s):**

Report a suspicious looking individual or activity immediately to the Security Office at ext. 4911 or 330-704-2582. Be prepared to give your location, name, and reason for calling. Security will ask for a physical description of the individual so please be sure to pay special attention to details such as age, weight, hair color and length, clothing, facial hair and any other distinguishing features. If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.

If you suspect the person is armed or see a weapon, do not attempt to approach a suspect individual yourself. Contact Security as quickly as possible while monitoring the location of the person if feasible.

### Weapons / Firearms on Campus:



Notify Security **IMMEDIATELY** if you become aware of the presence of a weapon on campus.

1. If a weapon is found unattended, contact Security immediately. Do not attempt to pick up or handle any firearm as it could be loaded and discharge unexpectedly. If possible, stay with the weapon until Security responds.
2. No student, faculty or staff member should use, possess or distribute any object or device that has the appearance of a weapon or any device that is a facsimile of a real weapon.
3. Any firearm found or confiscated on campus will be referred to the law enforcement having jurisdiction for criminal investigation.

A “weapon” means any objects, devices or instruments designed or capable of producing bodily harm or that may be used to inflict self-injury. Weapons of all type and description are prohibited from the Stark State College campuses and satellite centers.

**Items defined as weapons include but are not limited to:** Firearms, whether loaded or unloaded, pellet guns, BB guns, air guns and stun guns -- this includes antique and curio weapons, ammunition, poisons, knives, chains, and arrows and any object that has been modified to serve as a weapon.

The use, possession or carrying of a firearm or other weapon on property owned or leased by the College, by any person other than a College Security officer or qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law. PLEASE SEE SSC POLICY 3357:15-14-17 BELOW.

## STARK STATE COLLEGE POLICIES AND PROCEDURES MANUAL

### CONCEALED WEAPONS

Effective:

10/15/2009 Policy No. 3357:15-14-17

Revised: 02/22/2015 Page 1 of 1

#### POLICY:

Except as provided in paragraph 1 below, the use, possession or carrying of a firearm or other weapon on property owned or leased by the College, by any person other than a College Security officer or qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law.

#### PROCEDURE:

- (A) Pursuant to Ohio Revised Code Section 2923.26(B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the College ONLY if it is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.
- (B) Students enrolled in the Stark State Police Officer Basic Training Program may possess UNLOADED firearms on campus when specifically directed to do so for training purposes. Weapons must be removed from campus immediately upon conclusion of the training session for which a weapon was required.
- (C) Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately, and will be subject to discipline up to and including termination for employees or dismissal for students. Any person violating this policy may be subject to arrest or criminal prosecution.

## **Active Shooter / Campus Shooting**

If you witness an armed individual on campus at any time, contact Security **IMMEDIATELY** at **ext. 4911, 330-704-2582**. If the behavior of the individual is hostile or belligerent, contact 911 and then call Security.

#### **ACTIVE SHOOTER- OUTSIDE BUILDING:**

- Turn off all the lights, close and lock (if possible) or barricade all windows and doors.
- If you can do so safely, get all students out of the line of fire.
- Move away from all windows if safe to do so and remain there until an "all clear" instruction is given by security or law enforcement personnel.

## **ACTIVE SHOOTER- INSIDE BUILDING:**

- If it is possible to flee the area safely and avoid danger, do so.
- Dial 911 and contact Security (ext. 4911, 330-704-2582) with your location if possible.
- If flight is impossible, lock or barricade all doors and secure yourself in a safe area and remain silent.
  - Wait for the “all clear” instruction by security or law enforcement personnel.

## **ACTIVE SHOOTER- INSIDE CLASSROOM or OFFICE:**

- There is no one procedure the authorities can recommend in this situation.
- Consider all of your options: **Run if you can, Hide if you must, Barricade if possible, and Fight as a last option!** Attempting to overcome the individual with force is a last resort and should only be initiated in the most extreme circumstances.
- Attempt to get the word out to other staff if possible, and call 911 if that seems practical or possible.
- Keep in mind that there **may be more than one active shooter**.
- Wait for the “all clear” instruction by security or law enforcement personnel.
- In a shooting situation, the Stark State College Security Department is in charge until law enforcement officers are on the scene.
- After the incident, do not make any changes to the scene since law enforcement authorities will need to utilize it for investigate purposes.
- Please aid victims if possible.
- If you must flee, get as far away from the shooting scene as possible and then contact authorities.

**ADDENDUM MATERIAL:**

**THREATENING PHONE CALL FORM**

Date of received call: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of received call: \_\_\_\_\_ AM PM

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 bomb is it?
4. What does it look like?
5. Why did you place the bomb?

**DESCRIPTION OF CALLER'S VOICE:**

MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

YOUNG \_\_\_\_\_

MIDDLE AGE \_\_\_\_\_

ELDERLY \_\_\_\_\_

TONE OF VOICE \_\_\_\_\_

ACCENT? YES \_\_\_\_\_ NO \_\_\_\_\_

BACKGROUND NOISE \_\_\_\_\_

Is the voice familiar? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, who did it sound like?

\_\_\_\_\_

EMPLOYEE RECEIVING CALL \_\_\_\_\_

EXTENSION \_\_\_\_\_

**DO NOT PUBLICIZE THE CALL!!!!**  
**CONTACT SECURITY IMMEDIATELY 330-704-2582**

# Handling Suspicious Mail or Substance

## Additional Information and Guidelines

Employees' concerns over recent threats of anthrax infection have prompted local officials to provide the following information for the community. For anthrax to cause illness, it must be rubbed into broken skin, swallowed, or inhaled as a fine mist. Disease can be prevented by early treatment with appropriate antibiotics. Anthrax is not spread from one person to another.

In an office environment, specific personnel should be authorized to handle and open business mail and should maintain an awareness of the possibility of anthrax threat letters. Anthrax threat letters have featured common characteristics:

- No return address
- Hand written or poorly typed addresses
- Misspelling of common words
- Marked with "personal" or "confidential"
- Excessive weight and/or a feel of a powdery substance
- Return address is different from postmark
- Wrong postage, or excessive postage

If a letter received at home or in an office has any of these warnings clues, follow these procedures:

- If the letter is unopened, **DON'T OPEN IT.**
- If a return address is available, attempt to contact the sender by telephone or e-mail for verification.
- If no contact can be made with a sender, and no powder or other material is present, place the unopened mail in double plastic bags, seal, and dispose in regular trash. Inform your supervisor and call the Health Department.
- If you open a letter that contains a threat of anthrax or contains a powder, remain calm and follow this procedure:
  - Don't clean up the powder
  - Cover the spill and the letter and envelope with anything handy (paper, clothes, trash can)
  - Call 9-1-1. They will inform health department officials.
  - Notify your supervisor and Security (Ext. 4367/4512/0/4911)
  - Do not make other telephone calls
  - All personnel in that room leave the area and close the door if possible
  - Immediately wash hands with soap and water
  - Have names of people who were in the room when the letter was opened.
  - Be available to emergency responders when they arrive

People in the same building but not in the room of the opened letter are at no risk. Those present in the same room are at a small risk. Even if the powder actually contained anthrax spores, treatment for exposure is very effective. The 9-1-1 emergency responders will inform you of any other procedures for you and/or your office personnel.

For any additional information regarding anthrax threats, contact the Stark County Health Department.

**Note: A limited number of exam gloves are available in the Security Office. It is suggested that employees responsible for opening mail use gloves. It is further suggested each department order powder free, latex free exam gloves to issue their employees who request them.**