

# KENT STATE UNIVERSITY AT STARK

Emergency Response Plan (ERP)

## All Campus Facilities



6000 Frank Avenue N. W.  
North Canton, Ohio 44720

**Table of Contents**

|   |           |
|---|-----------|
| <b>Section 1: Introduction</b>                                    | <b>4</b>  |
| 1.1 Before the Emergency (Pre-Plan)                               | 4         |
| 1.2 Protective Measures / Actions                                 | 5         |
| 1.3 Fire and Life Safety System                                   | 6         |
| 1.4 Emergency Notification and Mass Notification System           | 6         |
| 1.5 Flash Alerts  | 7         |
| 1.6 Emergency Occurrences After Hours                             |           |
|   |           |
| <b>Section 2: Coordination</b>                                    | <b>8</b>  |
| 2.1 Purpose   | 8         |
| 2.2 Scope   | 8         |
| 2.3 Coordination with other Emergency Plans                       | 8         |
| 2.4 KSU Emergency Management Plan                                 | 8         |
| 2.5 Coordination with Departmental Business Continuity Plans      | 8         |
| 2.6 Plan Differences and Purposes                                 | 9         |
|   |           |
| <b>Section 3: Expectations for Departments and Employees</b>      | <b>10</b> |
| 3.1 Faculty, Staff Students, Visitors and Third-Party Contractors | 10        |
| 3.2 Special Positions   | 10        |
| 3.3 Building Curator Duties (If applicable)                       | 10-11     |
| 3.4 Evacuation Coordinator Duties (if applicable)                 | 11-12     |
| 3.5 Evacuation Assistant (Buddy)                                  | 12        |
| 3.6 Classroom Instructor (Faculty) Responsibility                 | 12-13     |
|   |           |
| <b>Section 4: Evacuation Guidance</b>                             | <b>14</b> |
| 4.1 When to Evacuate  | 14        |
| 4.2 When Not to Evacuate  | 14        |
| 4.3 What to do if You Must Evacuate                               | 14-15     |
| 4.4 Evacuation Terms  | 15        |
| 4.5 Evacuation Options  | 15-16     |
| 4.6 Accountability of Employees and Occupants                     | 16-17     |
| 4.7 Return to the Buildings / Classroom Policy                    | 17        |
| 4.8 Evacuation Location and Maps                                  | 17-18     |

|  |           |
|--|-----------|
| <b>Section 5: Evacuations for Persons with Mobility Issues and/or Disabilities</b> | <b>19</b> |
| 5.1 Mobility Impaired - Wheelchair   | 19        |
| 5.2 Mobility Impaired – Non-Wheelchair   | 19        |
| 5.3 Hearing Impaired   | 20        |
| 5.4 Visually Impaired  | 20        |
| 5.5 Persons with Functional Needs  | 20        |
|  |           |
| <b>Section 6: General Emergency Procedures</b>                                     | <b>21</b> |
| 6.1 Active Threat / Active Shooter / Workplace Violence                            | 21-23     |
| 6.2 Bomb Threat  | 23-24     |
| 6.3 Chemical Spills or Release (Indoors)   | 24        |
| 6.4 Classroom Disruption   |           |
| 6.5 Earthquake   | 25-26     |
| 6.6 Elevator Emergencies   | 26        |
| 6.7 Explosion  | 26-27     |
| 6.8 Fire and Fire Alarm Activations  | 27-29     |
| 6.9 Flooding and Water Damage  | 29        |
| 6.10 Hazardous Materials Incident (Outdoors)                                       | 30        |
| 6.11 Medical Emergencies (Mental Health Emergencies)                               | 31-32     |
| 6.12 Pandemic / Epidemic   |           |
| 6.13 Robbery   |           |
| 6.14 Severe Weather Emergencies  | 32-33     |
| 6.15 Suspicious Packages, Letters and Substances                                   | 34-35     |
| 6.16 Utility or Technology Outages   | 35-36     |
|  |           |
| <b>Section 7: Plan Updates and Review</b>  | <b>37</b> |
| 7.1 Employee Orientation   | 37        |
| 7.2 Review of the Emergency Response Plan  | 37        |
| 7.3 Training   | 37        |
|  |           |
| <b>Section 8: Training and Exercises</b>   |           |
| 8.1 Employee Orientation   |           |
| 8.2 Emergency Response Team  |           |

|   |              |
|---|--------------|
| <b>APPENDIX A: Emergency Action Sheets</b>          | <b>A1-8</b>  |
| <b>APPENDIX B: Building Evacuation Maps</b>         | <b>B1-33</b> |
| <b>APPENDIX C: Campus Evacuation Plan</b>           | <b>C1-2</b>  |
| <b>APPENDIX D: Bomb Threat Checklist Card</b>       | <b>D1</b>    |
| <b>APPENDIX E: Campus Resource List</b>             | <b>E1-2</b>  |
| <b>APPENDIX F: Facility and Utility Information</b> | <b>F1-2</b>  |
| <b>APPENDIX G: Critical Activity and Services</b>   | <b>G1-25</b> |
| <b>APPENDIX H: Revision and Change Log</b>          | <b>H1</b>    |

## Section 1: Introduction

This is the Emergency Response Plan (ERP) for the Stark Campus. This document is meant to provide emergency information pertaining to emergency actions, such as evacuation, and shelter in place. The primary goals are to protect lives, property and the facility, prevent or minimize the impact of emergencies and maximize an effective response from the campus community while helping provide for the continuity of campus operations. For questions regarding this document please contact the KSU Stark Public Safety Manager, James Biehl at 330-244-3227 or [jbiehl4@kent.edu](mailto:jbiehl4@kent.edu)

This plan was developed to provide for the safety of the occupants of the Campus. This plan is required by university policy (KSU Policy 5-14.1); the Ohio Fire Code – 1301:7-7-04 (D); Section 404 Fire Safety & Evacuation Plans; and the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38 as required by the Ohio Revised Code, Chapter 4167 (Public Employees Risk Reduction Act). This plan is intended for use by departments that occupy university facilities and should be completed as a building plan that includes all departments and areas of the building. This plan is managed and coordinated through the Dept. of Public Safety, Division of Emergency Management and Campus Safety and Security.

It is expected each facility or campus will customize the appendices and complete this plan to meet their specific needs, operations, and locations. Additional appendices can be added to customize the plan for building or department specific needs.

The ERP is an adjunct to the larger Kent State University at Stark Emergency Management Plan (KSUS EMP) for campus operations during large scale or campus-wide emergencies and departmental specific Continuity of Operations Plans for departmental operations during campus emergencies.

Emergency actions at a university level presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in university facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc. It is difficult to know at any given time the exact number of occupants in any university facility. Timely and responsible evacuation often becomes the responsibility of a few key individuals.

Different emergencies require different protective actions to keep people safe. The unpredictable nature of emergencies requires quick action and clear thinking to avoid injury. This document contains building specific information for protecting yourself during most emergencies but will not provide an absolute solution for every circumstance. During an actual emergency university personnel and first responders may supplement these plans with detailed instructions via our emergency communications protocols. Any specific instructions given during an incident are to take precedence.

**Command Structure:** The Emergency Management Plan is based upon the concept that all emergency operations will begin with the resources and response of KSU; external assistance

will be requested when an emergency exceeds institutional capabilities. All incidents within KSU begin with an initial level of response and then escalate in accordance with the requirements of the incident.

An emergency is managed by an Incident Commander at a determined command post. If the Incident Commander believes the need to acquire services and resources beyond the efforts of their operations, the University's Emergency Operations Center (EOC) can be activated to support the efforts of the emergency operations or coordinate efforts outside the operational area that is still affected by the emergency event.

All Kent State University campuses use the National Incident Management System's (NIMS) Incident Command System (ICS) to coordinate on-scene and all-hazards emergencies and incidents. This allows for uniformity of language and organization of all resources across multiple jurisdictions and with multiple entities. The adoption of the ICS concepts and operational constructs is mandatory among all first responders at KSU conducting emergency operations within all KSU campus EOCs.

### **1.1 Before an Emergency (Pre-Plan)**

- a. Know how to get help.
- b. Know where the fire alarm pull stations are in your area and how to use them.
- c. Know where the exits/stairways are in your given area and how to access them.
- d. Know where fire extinguishers are in your area. Ensure they are not blocked and that you feel confident using them.
- e. Always keep the exits clear of obstructions
- f. If you may need any special assistance during an evacuation, notify and discuss it with Student Accessibility Services or Campus Security. Do not wait until an actual emergency occurs.
- g. Faculty and staff should advise their students how to respond to alarms and where evacuation routes are from their classrooms, labs, or offices. They should also participate in planning for assisting any student who may have difficulty during an evacuation.
  - 1) Emergency Action Sheets are posted in each classroom and throughout campus in common spaces. These sheets contain important evacuation information.
  - 2) Electronic copies are available, and faculty are encouraged to add this information to their syllabus or provide it on their learning management system (Canvas, Blackboard, etc.)
  - 3) The most current version of this plan is always maintained on the Stark Campus Safety and Security web page at [www.kent.edu/stark/campus-safety](http://www.kent.edu/stark/campus-safety)

## **1.2 Protective Measures/Actions: (not all encompassing)**

- a. **Evacuations:** For some emergencies, the best option is to leave the building or area. For example, the safest place away from a fire or hazardous materials spill (occurring inside the building) would be outside of that building.
- b. **Shelter in Place:** For some emergencies, evacuation will NOT be the appropriate immediate response. Evacuation during a tornado or for an outdoor hazardous materials leak may place people in greater danger than if they were to stay inside.
- c. **A.L.I.C.E.:** This is a proactive, options-based training to empower individuals to act, build infrastructure and to have communication options to increase their chance of survival in a violent intruder incident. A.L.i.C.E. training courses are available each semester for Faculty, Staff and Students.
- d. **CARES Team:** The CARES Team at Kent State University at Stark provides a way for the campus community to share information about students who exhibit concerning, destructive or unusual behavior. When appropriate, the team provides supportive, positive interventions to prevent a situation or behavior from escalating.
- e. **Stop the Bleed:** Stop the Bleed is a national awareness campaign and call-to-action. Stop the Bleed is intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives. Stop the Bleed training sessions are available annually to Faculty and Staff.

## **1.3 Fire and Life Safety System**

- a. The preferred method to notify the occupants in campus buildings is the Fire and Life Safety System. The system may alarm because of the detection of smoke, detection of water flow through sprinkler heads or standpipes or the detection of heat.
- b. The system can also alarm when a building occupant activates a pull station.
- c. When activated, the system will sound an audio alert and message giving occupants instructions to evacuate. There are also visual strobe lights that will flash.

## **1.4 Emergency Notifications / Mass Notification System**

- a. Kent State University utilizes building speaker systems and Cisco IP Phones to make voice announcements in Kent Campus facilities. The Mass Notification System (MNS) is connected to speakers in the buildings and designated Cisco Phones so that Campus Safety and Security can deliver a voice message to the campus community in emergency situations. For those facilities that do not have a speaker system, phones have been designated and activated in key locations to receive a message.

- b. Designated Cisco Phones have also been programmed to deliver written messages on the phone screen in the system is activated.



- c. The MNS is a “local” system meaning it is only heard or effective for those who are in or near campus buildings.

## **1.5 Flash ALERTS**

- a. The Flash ALERTS system is a text notification system designed to inform faculty, students, staff and parents of potential emergencies. It expands the University’s ability to send critical information to the community, whether on campus or off, in a timely manner.
- b. Flash ALERTS are delivered via text and email to the cellphones of the subscribers.
- c. Flash ALERTS may take a few minutes to have a message sent out. They generally provide information and updates to the incident being reported. Mass email may also be sent out.
- d. The Flash ALERTS website is [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts) . Campus Safety and Security encourages the campus population to sign up for this service.

## **1.6 Emergency Occurrences After Hours**

- a. There is a significant chance an emergency may occur outside regular university office hours. While the structure of this plan remains the same, its implementation may vary depending upon available resources and manpower. Until that time, the individual(s) assuming the most responsibility should attempt to follow the guidelines of the plan while making the appropriate notifications.

## **Section 2: Coordination**

### **2.1 Purpose**

- a. This plan establishes procedures and duties, promotes planning, and provides training information for building/facility emergencies.

### **2.2 Scope**

- a. This plan applies to all staff, faculty, students, visitors, contractors and all other property occupants.

### **2.3 Coordination with other Emergency Plans**

- a. This ERP document is a key component to departmental and/or building safety planning. However, it is not intended to replace the university Emergency Management Plan, Business Continuity Planning or other emergency planning required by university policy or regulatory agencies, such as Public Employment Risk Reduction Program (PERRP).
- b. This ERP must be coordinated with these and other emergency/safety documents.

### **2.4 KSU Emergency Management Plan**

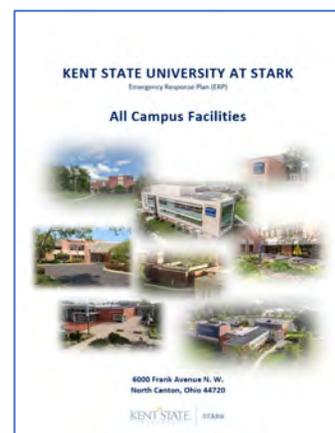
- a. The Kent State University Emergency Management Plan (KSU-EMP) serves as the foundational framework of emergency response to incidents and disasters at the university.
- b. As an emergency operations plan, the KSU-EMP provides an all-hazards framework for emergency response that enables the implementation and application of emergency management best practices during emergency operations. The Department of Public Safety, Emergency Management Services manages the KSU-EMP.
- c. The KSU Stark Emergency Management Plan (KSUS-EMP) outlines procedures and duties for a coordinated response to emergencies occurring on the Stark Campus. Campus Safety and Security manages the KSUS EMP.

### **2.5 Coordination with Departmental Continuity of Operations Plans**

- a. Business Continuity Plans (Continuity of Operations Plans) outline procedures to be followed in case of catastrophic incidents affecting normal operations at Kent State University at Stark.
- b. This ERP is not a replacement for departmental business continuity planning. It should be included as an attachment to Continuity of Operations Plans and reviewed/updated on an annual basis or when there is a change to an annex, such as personnel.

**2.6 Plan Differences and Purposes**

| <b>Plan</b>                                | <b>Purpose</b>   |
|--|--|
| Kent Emergency Management Plan (KSU-EMP)   | This plan outlines how Kent would respond on an administrative and operational level to an emergency.  |
| Stark Emergency Management Plan (KSUS-EMP) | This plan outlines how KSU Stark would respond on an administrative and operational level to an emergency. This plan integrates with the Kent Emergency Management Plan if assistance from Kent is needed. |
| Stark Emergency Response Plan (ERP)        | This plan outlines guidance for KSU Stark Faculty and Staff on how to identify, report and react to an emergency.  |
| Emergency Action Sheets (EAS)              | This is an abbreviated version of the most often encountered emergencies that is posted in classrooms and office areas. It is a companion to the Stark Emergency Response Plan and                         |
| Stark Continuity of Operations Plan (COOP) | This plan identifies critical functions that KSU Stark departments are responsible for, and how to complete those functions under emergency situations until a resumption of normal operations.            |



## Section 3: Facility Occupant Responsibilities

Kent State University holds in high regard the health and safety of faculty, staff, students, and visitors. Policy 5-14.1 purpose is to prepare the university to effectively plan for, respond to, and recover from a major emergency and to delegate the coordination of emergency management and public safety initiatives on all university campuses and locations through the Director of Public Safety.”

### 3.1 Faculty, Staff, Students, Visitors, Third Party Contractors

- a. Be familiar with the ERP procedures, mainly it’s application in the areas you work.
- b. Have the knowledge and the ability to report an emergency from your location.
- c. Know where to direct visitors, students, faculty and third party contractors to safety.
- d. Participate in training and emergency preparedness in your facility or area of responsibility.
- e. Inform students, visitors, contractors, and new employees of these procedures and what to do in the case of a building alarm or emergency.
- f. When the fire alarm sounds, evacuate the building and report to the designated evacuation rally point.
- g. Observe and direct safety concerns to Campus Safety and Security.
- h. If interested, volunteer for special positions such as the Building Curator or an Evacuation Coordinator.

### 3.2 Special Positions (if applicable)

- a. Building Curator or Alternate or Designee, Emergency Coordinator and/or Evacuation Coordinator(s) are employees (usually are occupants of the building) and have either volunteered or been appointed to serve in these positions.

### 3.3 Building Curator (if applicable)

- a. The Building Curator acts as the liaison with responding emergency services and others if a building emergency occurs. In their absence, the alternates are responsible for carrying out the requirements. If an emergency occurs when these individuals are not available, the most qualified person will act in this role. The Building Curator should ensure evacuation coordinators (if applicable) are assigned and designated.
- b. Specific guidelines for Building Curators are outlined in the University Building Curator Guidebook found here: [https://www-s3-live.kent.edu/s3fs-root/s3fs-public/file/BuildingCuratorGuideBook\\_0.pdf](https://www-s3-live.kent.edu/s3fs-root/s3fs-public/file/BuildingCuratorGuideBook_0.pdf)

- c. Each Building Curator is to aid in coordinating the communication of safety, security, maintenance, custodial, energy usage and other needs of their respective building with the various Kent State University offices responsible for those functions. The Building Curator also aids with scheduling the use of their designated building.

### **3.4 Evacuation Coordinator (If applicable)**

- a. Become familiar with this ERP. It contains the function and activities of building faculty and staff during emergencies, how these activities mesh with responding emergency personnel, information about the building and its protection systems and who may be responsible for filling special position duties as part of the plan.
- b. Make sure this plan is available to all building or department occupants. This does not necessarily mean print out and pass out, just make them aware that it is available for their viewing.
- c. Know where persons with disabilities are located and what their needs may be in an emergency. Persons with mobility disabilities may use areas of refuge (stairwells) or individual rooms during an evacuation. The Areas of Refuge may be identified on evacuation plans found in Appendix B. Report the location(s) of persons with disabilities to emergency responders.
- d. Coordinate with other Evacuation Coordinators to avoid duplication of tasks.
- e. Become familiar with primary and secondary evacuation routes and rally points.
- f. Know where hazardous materials (i.e., flammable, radioactive, etc.) are located in your area and provide this information to emergency responders.
- g. Know where the fire alarm pull stations are and how to report an alarm.
- h. Know how the alarm system responds. Persons with physical disabilities should respond utilizing one of the evacuation options they have previously researched and discussed with the Evacuation Coordinator, Building Curator or Campus Safety and Security.

### **3.5 Evacuation Assistant (Buddy)**

- a. An Evacuation Assistant or “Buddy” is someone who should be someone familiar with the person with a disability, specifically knowing how to aid. It is good practice to assign 2 or more buddies to assist in the event a buddy is absent.
- b. Buddies should go to an agreed meeting place to look for the person with a disability. They may be a student or students in the same class. They could also be someone assigned on the spur of the moment, in the event to buddy is absent. If the person is not found, the buddy should then immediately vacate the building.

- c. Buddies will help guide the person with a disability to an exit or area of refuge. In the event the person can not navigate the stairwell, the buddy should assist with making a telephone call to Campus Safety and Security and report where they are staged. Campus Safety and Security will relay this information to first responders to arrange for trained evacuation assistance. Campus Safety and Security can also provide information and direction to the buddy and person with the disability.
- d. Not all persons with disabilities will want to have an evacuation buddy formally assigned, but it is suggested that buddies are available informally.

### **3.6 Classroom Instructor's (Faculty) Responsibility**

- a. The Instructor (Faculty) may be perceived as an authoritative figure and may influence how the student responds in an emergency. Calm collected and clear directions by the instructor (faculty member) will have a calming effect on how the students respond.
- b. For the instructor to exhibit this controlled persona they must be prepared for emergencies by:
  - 1. Provide the class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Note any posted information for emergency procedures that may be located by the door(s).
  - 2. Add emergency information to the classroom syllabus. Campus Security can provide you electronic copies of the Emergency Action Sheets that you can post on your sites, such as Blackboard / Canvas.
  - 3. Know how to report an emergency from the classroom being used. Program Campus Security's phone number as a "favorite" into your cell phone for quick dial access.
  - 4. Know where to direct visitors and students with disabilities so they are able to create a safety plan for themselves. (Student Accessibility Services SAS)
  - 5. Be prepared to response to and direct others to follow emergency procedures in order to guide them and yourself to safety.
  - 6. Understand that there may be more than one way to evacuate from your classroom.
  - 7. Keep a class roster or attendance sheet available in the event of an evacuation to help account for all students in class as you evacuate. Accounting for all students can be very difficult, particularly with a large class. However, an attempt should be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count or have students see if the students seated next to them are at the rally point.

8. Identify any student who may need an evacuation buddy and plan accordingly.
9. Collaborate with Campus Safety and Security if there are any questions or special circumstances where assistance or guidance is needed.

## **Section 4: Evacuation Guidance**

Evacuation is the method by which individuals can leave an area or site quickly and calmly, therefore minimizing the risk of possible injury or death. All individuals, regardless of location, should always have a plan of how and when to evacuate.

### **4.1 When to evacuate**

- a. Anytime you hear the fire alarm in your building. (Evacuation is MANDATORY during fire alarms)
- b. If you smell smoke, or know an actual fire is burning.
- c. If you can safely escape an active threat situation in accordance with A.L.i.C.E. training. If you do not feel it is safe to evacuate, then you need to take additional protective action (lock and barricade the door, etc.)
- d. When instructed to do so by Campus Safety and Security or Law Enforcement.

### **4.2 When not to evacuate**

- a. When a tornado warning is given.
- b. When it is unsafe to do so, such as an active threat situation. If you cannot safely escape an active threat situation act in accordance with A.L.i.C.E. training. Take additional protective action (lock and barricade the door, etc.)
- c. During a power failure, unless otherwise advised.
- d. When instructed not to evacuate by Public Safety personnel.
- e. Certain circumstances may prevent safe evacuation. If this happens, move away from the danger, and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location via cell phone or hanging something out the window. These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.

### **4.3 What to do if you must evacuate**

- a. Listen carefully to instructions of the Mass Notification System or Fire Alarm System.
- b. Remain calm and quiet (keep talking to a minimum so instructions can be clearly heard).

- c. If the source of the emergency is present in the immediate area, leave all belongings and exit immediately. Otherwise, when the fire alarm sounds or evacuation is ordered quickly (i.e. a couple of seconds, not minutes) gather essential personal belongings only if it can be done safely (I.D., keys, purse, wallets, etc.) and proceed out of the building.
- d. If you handle money, checks or other negotiable items lock the door to that area as you leave or sweep the items into your desk draw and lock it, only if it can be done safely.
- e. Close all doors that you pass through as you leave.
- f. Exit via stairwells, DO NOT use elevators.
- g. Proceed to the buildings evacuation rally point unless instructed to an alternate location by your Emergency Coordinator or Public Safety personnel.
- h. Alert emergency personnel of the location of anyone who may need assistance evacuating.

#### **4.4 Evacuation Terms**

- a. Evacuation Routes – Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit. Evacuation routes may lead occupants horizontally into another wing to an additional exit route.
- b. Evacuation Assembly or Rally Points - After the occupants leaves the alarmed building or area, it is important for them to go to a pre-determined area where they can be accounted for. This will be a designated Evacuation Assembly or Rally Point where the occupants will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.
- c. Inclement Weather Shelter – In the event an evacuation takes place during foul weather (moderate rain, snow, extreme cold, etc.) it may be advantageous for building occupant to move from their Evacuation Assembly or Rally Points to a temporary shelter to get out of the foul weather elements.
- d. Area of Refuge – Areas of refuge have been identified by building architects as a safe location in a building that offers protection from a threat, such as a Tornado.
- e. Shelter-In-Place – This strategy encourages building occupants to stay at their current location unless danger is imminent.
- f. Campus Evacuation – In the event the entire campus needs to be evacuated, occupants will be directed to evacuate on foot or by vehicle. See **Appendix C** for information on campus evacuation.

#### **4.5 Evacuation Options**

- a. Stairway Evacuation: This is the most common and often thought of evacuation option. In times of evacuation, stairwells are used to move people from top/bottom floors to a floor that allows them to exit the building.
- b. Horizontal Evacuation: Some buildings may be connected to other buildings via ramps or bridges. If this is the case moving to an unaffected adjacent building may be the safest or fastest option before looking to enter a stairwell to evacuate.
- c. Individuals that are unable to use the two above options have the following options:
  1. Shelter in Place: unless danger is imminent, remaining at your current location may be an option. Ensure there is an exterior window, telephone access and a solid or fire-resistant door.
    - i. With this approach, make sure someone who is evacuating knows your current location and that they relay this location to on site emergency personnel once outside.
    - ii. You should contact emergency personnel by dialing 9-1-1 and report your location directly. Public Safety personnel will determine the necessity for evacuation. If required, they will assist.
    - iii. The Shelter in Place approach may be more appropriate for sprinkler protected facilities or facilities where an “area of refuge” is not nearby or available.
    - iv. A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1-3/4-inch-thick solid core wood doors hung on a metal frame also offer good fire resistance.
  2. Area of Refuge - are safe areas in a building due the way it was constructed / designed examples include fire rated stairwells, rooms or pressurized areas. If your current location does not offer protection for the given emergency moving to a safer and temporary staging location should occur.
    - i. Usually, the safest areas of refuge are:
      - a) Pressurized stair enclosures common to high-rise buildings,
      - b) Open air exit balconies or Fire rated corridors/ vestibules adjacent to exit stairs,
      - c) Many campus facilities feature fire rated corridors next to the stair which is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

- d) The Lobby area for the large elevator in Main Hall has special call buttons. (See image to the right.) These buttons should be used to summon help by those who need evacuation assistance. When pressed, these buttons connect directly to the Jackson Township Dispatch Center.

- ii. For assistance in identifying Areas of Refuge, contact Campus Safety and Security.



#### **4.6 Accountability of Employees and Occupants**

- a. The ever-changing number of occupants in a facility poses a large challenge to account for all the employees and occupants. As people are evacuating, they should group together at a rally point to try and make it easier to account for people. If someone is known to be unaccounted for, share the information with public safety or Campus Safety and Security.
- b. As people are evacuating, they should group together by department or class section at the Evacuation Rally Point. They should determine who is present and who is unaccounted for. If someone is unaccounted for this information should then be shared with Campus Safety and Security.
- c. It is encouraged that your department create a roster or perform a head count of those that work in the building or department. It should then be distributed among the rest of your group and referenced during an emergency.

#### **4.7 Return to the Buildings / Classroom**

- a. When an evacuation occurs, Facilities and Campus Safety and Security coordinate with local law enforcement and/or fire officials to investigate the cause of the incident to ensure it is safe to return to the buildings and identify an action plan to remedy the situation.
- b. Evacuees will return to the facility once Campus Security personnel communicate that local Law Enforcement or Fire Officials issue an all clear.
- c. Campus Safety and Security will communicate via email with all faculty and staff after the situation is resolved so all campus occupants will be aware of what took place and how it is being remedied.

#### **4.8 Evacuation Locations and Maps**

- a. See **Appendix B** for Evacuation Maps. See the following table for listings of **Rally Points** and **Inclement Weather Shelter**:

| Building            | Rally Point #1     | Rally Point #2  | Inclement Weather Shelter |
|---------------------|--------------------|-----------------|---------------------------|
| Main Hall           | Parking Lot 102    | Flagpole Circle | Library                   |
| East Wing           | Parking Lot 104    | Flagpole Circle | Library                   |
| Library             | Flagpole Circle    | Parking Lot 106 | Main Hall/East Wing       |
| Fine Arts           | Parking Lot 107    | Parking Lot 201 | Campus Center             |
| Campus Center       | Parking Lot 201    | Parking Lot 107 | Fine Arts                 |
| Science and Nursing | Parking Lot 104    | Parking Lot 106 | Library                   |
| Conference Center   | Grass Area @ Track | Parking Lot 102 | Main Hall                 |
| Rec and Wellness    | Parking Lot 102    | Parking Lot 100 | Main Hall                 |

b. See the following table for **Tornado Shelter** Locations:

| Building            | Tornado Shelter Location  |
|---------------------|---|
| Main Hall           | <ul style="list-style-type: none"> <li>• Lower Level: Classroom 14, Restrooms, Maintenance area back hallways.</li> <li>• Floor 1: Classrooms, Restrooms, Offices or Hallways without windows (Center Core)</li> <li>• Floor 2: 203, 205, 209, Restrooms, Interior Halls</li> <li>• Floor 3: 301, 306, Restrooms, Interior Halls</li> <li>• Floor 4: Move to a lower floor, find shelter in locations described above.</li> </ul> |
| East Wing           | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Floor: Restrooms and Interior windowless rooms (E110, 112)</li> <li>• 2<sup>nd</sup> Floor: Move to a lower floor and find shelter in locations described above. Also, Utilize Main Hall Locations.</li> </ul>  |
| Library             | <ul style="list-style-type: none"> <li>• Lower Level corridor near elevator.</li> <li>• Lower Level classrooms and restrooms.</li> </ul>  |
| Fine Arts           | <ul style="list-style-type: none"> <li>• Lower Level restrooms, hallways adjacent to classrooms, Music Practice Rooms</li> <li>• 1<sup>st</sup> Floor: Theater, restrooms</li> <li>• 2<sup>nd</sup> Floor: Move to a lower level, find shelter in locations described above.</li> </ul>   |
| Campus Center       | <ul style="list-style-type: none"> <li>• Lower Level: service corridor/receiving area or restrooms</li> </ul>   |
| Conference Center   | <ul style="list-style-type: none"> <li>• Hoover-Maytag Room</li> <li>• Overflow in Service Corridor and Restrooms</li> </ul>  |
| Rec and Wellness    | <ul style="list-style-type: none"> <li>• Locker Rooms.</li> <li>• Never stay on the Gym floor due to wide, free-span roof</li> </ul>  |
| Science and Nursing | <ul style="list-style-type: none"> <li>• Lower Level: Restrooms, Rooms 025 and 027</li> <li>• 1<sup>st</sup> Floor: Restrooms, Rooms 125 and 127</li> <li>• 2<sup>nd</sup> Floor: Move to a lower level, find shelter in locations described above.</li> </ul>  |

## **Section 5: Evacuations for Persons with Mobility Issues and/or Disabilities**

Several options are available if evacuation is required. Choosing the correct option is key during these times. It is important to know where all the given evacuation routes are in your given area and how to access them. The following are general guidelines for evacuation procedures for persons with disabilities. Faculty, staff, students, and visitors who may need additional assistance should develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use. Campus Safety and Security will work with each person who has a concern regarding evacuation to assist them in developing an individualized evacuation plan.

Most KSU Stark buildings have accessible exits at the ground level floor that can be used during an emergency. However, if you are located on floors that are above or below the ground level you may need to access a stairwell in order to reach the buildings exits. Elevators cannot be used during an emergency because they have been shown to be unsafe in emergencies and in some buildings; they are automatically recalled to a predetermined floor.

### **5.1 Mobility Impaired – Wheelchair**

- a. Persons using wheelchairs should stay in place or move to an area of refuge with an evacuation buddy when the alarm sounds.
- b. The evacuation buddy should then proceed to the evacuation rally point outside the building and tell Campus Safety and Security or First Responders their location. If alone, he/she should call 9-1-1 with their location and the area of refuge they are headed to or already in.
- c. If the stair landing is chosen as the area of refuge, please note that campus buildings may have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.
- d. Trained Public Safety personnel should conduct stairway evacuation of wheelchair users.
- e. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair downstairs is never safe.

### **5.2 Mobility Impaired - Non-Wheelchair**

- a. Persons with mobility impairments, who can walk independently, may be able to negotiate stairs in an emergency with minor assistance.
- b. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs.
- c. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person may choose to stay in the building, using the other options, until Campus Safety and Security or first responders arrive and determine if evacuation is necessary.

### **5.3 Hearing Impaired**

- a. Most areas of the buildings on campus are equipped with fire alarm strobe lights.
- b. Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Student Accessibility Services.

### **5.4 Visually Impaired**

- a. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.
- b. Their evacuation buddy should offer their arm/hand to the individual with a visual impairment and guide him or her through the evacuation route.
- c. During the evacuation, the evacuation buddy should communicate as necessary to assure safe evacuation.
- d. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person may choose to stay in the facility, using the other options, until Public Safety personnel arrive and determine if evacuation is necessary.

### **5.5 Persons with Functional Needs**

- a. Building occupants that may need assistance during a building emergency are encouraged to self-identify themselves.
- b. A functional need is defined as, “the needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.” Examples can include a person who walks with a walker or cane, may be temporarily on crutches or a person with asthma who gets short of breath walking quickly or long distances without rests.
- c. A special personal emergency action plan may be created. This may be coordinated with campus Student Accessibility Services and/or Campus Safety and Security.

## Section 6: General Emergency Procedures

Reporting an Emergency or Crime - If the faculty or staff needs emergency assistance, 9-1-1 should immediately be called, then Campus Safety and Security. For non-life-threatening situations, call Campus Safety and Security at 330-244-3333 or 5-3333 from a campus phone. Be prepared to provide the following information:

- a. Location of the Incident (Building, Floor, Room)
- b. Type of emergency (Medical, Violence, Disruption)
- c. Number of people involved/injured
- d. Any weapons used if known
- e. Description/direction of travel of suspect
- f. Always provide as much information as possible and follow all instruction given to the best of your ability.
- g. Some offices have a silent panic alarm button installed. Occupants of these areas are aware of the location and the operation of these devices. These types of alarms are only to be used in the rare incidents where a disruptive person is in the room, and staff believes that calling the police by telephone will incite the person more or create a dangerous situation. If a panic alarm is activated for any reason, staff members will call the police as soon as it is possible to notify them of the circumstances so that officers can respond accordingly.

### 6.1 Active Threat / Active Shooter / Workplace Violence

The KSU Campus Community may become aware of a violent act by the sounds of an explosion, gunfire, scuffling or by observation of events that could only be intentional acts of violence. These events can occur anywhere on campus. Individuals may receive notification of incidents by telephone, email, Mass Notification System, or Flash Alerts.

Life-threatening acts should be reported immediately by calling Jackson Twp. Police at 9-1-1.

- a. There can be many types of Workplace Violence or Active Threats that require we consider all hazards and have a response strategy in place. Different types of active threats or workplace violence require different actions:
  1. Explosion – If an explosion occurs in the building, occupants should evacuate using the same evacuation plan and procedures as they would for a fire.
  2. Physical Threat – If someone’s actions pose a physical threat to you, get away from the perpetrator, evacuate the area and call 9-1-1 or Campus Safety and Security from a safe location.

3. Toxic or Irritant Gas – Immediately evacuate the building using the same evacuation plan and procedures for fire. Acquire medical attention if necessary.
4. Hostage Situation – If possible, immediately vacate the area, take no chances to endanger the life of the hostage. Contact 9-1-1 and Campus Safety and Security.
5. Biological / Chemical Threats (Suspicious packages, letters or substances) – Biological or chemical threats targeting individuals or departments can be controlled by screening incoming materials and by following the procedures outlined in this document.
6. Active Shooter/Armed Aggressor – An active shooter/armed aggressor is a person who is actively threatening lives or apparently prepared to threaten lives in a populated area. These situations require immediate law enforcement resources to stop the shooting/aggression and mitigate harm to victims. The following is the training received as part of your Beyond Compliance or other required training, and should be utilized in these types of situations:

- i. **ALERT**— When you first become aware of the threat in your vicinity:

- 1) Recognize the signs of danger
- 2) Make quick, life-saving decisions
- 3) Take all alerts and notifications seriously until told otherwise

- ii. **LOCKDOWN**— If evacuation is not possible, barricade entry points:

- 1) If not in a lockable room, and it is safe to do so, proceed to a room that can be locked. If the room cannot be locked, try and barricade the door.
- 2) Close and lock all windows and doors and turn off all the lights.
- 3) Silence your cell phone. Even phones on “vibrate” can be heard if the environment is quiet.
- 4) Hide behind large objects. If possible, get down on the floor where you are not visible from outside the room. Do not huddle together. Your hiding place should be out of the shooter’s view but provide protection if shots are fired in your direction, but not trap or restrict your options if you must move quickly.
- 5) Identify items that you can use to counter the shooter if your location is discovered and breached.
- 6) Prepare to EVACUATE or COUNTER



- iii. **INFORM**— Communicate the intruder’s location and direction in real time:
  - 1) If safe to do so, continue communicating location and direction of travel of intruder. Information should be clear and in plain language.
  - 2) Modes of communication may include the Cisco phones, PA systems, text and email.
  
- iv. **COUNTER** – This should always be considered a strategy of last resort:
  - 1) If discovered, creating noise, banging, yelling and throw items at the head of the shooter. This will cause disruption to the shooter and may buy you a few seconds to react.
  - 2) You may have the opportunity to advance on the shooter and get them knocked to the ground or cause them to drop their weapon.
  - 3) If the shooter drops their weapon, do not pick it up. Police may mistake you for the shooter. Turn a trash can upside down and place it on top of it or kick it into a corner away from the shooter.
  
- v. **EVACUATE** – Removing yourself from the danger
  - 1) This should be the first option that you consider. It is best to be as far away from the shooter as possible as soon as you can, but you should do this only when it is safe for you to do so.
  - 2) It is possible your only way out may be a window that you must break. Hit the window in a corner, which is the weakest point.
    - a) Be aware of falling glass so you do not get injured. Clear the glass away with a hard object.
    - b) If evacuating from an upper floor, hang out the window from the lowest point possible putting your feet as close to the ground as possible and drop. This is the shortest fall possible.
  - 3) Evacuate the campus on foot. Using your car will clog roads that first responders need access to.
  
- vi. When Public Safety personnel arrives:
  - 1) Do not run toward police or try to hug them. Move swiftly with your hands visible so they can see you are not the active threat. Remember, they do not immediately know who the shooter is.

- 2) Remain calm and follow their instructions. Local law enforcement will need to conduct a complete building search for suspect(s). Be patient as this may take some time.
- b. If you dial 9-1-1 and you cannot speak, leave the line open so the dispatcher can listen to what is taking place because the dispatcher can often determine a location without a caller speaking. In the event someone is injured or there are other immediate dangers such as a fire, contact 9-1-1.
- c. The local Police Department will be the Incident Commander and will conduct a thorough search of the facility during an incident and will inform the occupants once the facility is cleared and individuals may return.

## **6.2 Bomb Threat**

- a. A person may become aware of a bomb threat by a telephone call, e-mail, letter, etc. They should gather as much information as possible once they become aware. Please see the information card in **Appendix D**. Once all the possible information has been gathered, notify Campus Safety and Security or local law enforcement by calling 9-1-1.
  1. Campus Safety and Security will work with the Dean to determine if a building evacuation(s) is warranted. If it is warranted, evacuation should take place as outlined in the fire emergencies section.
    - i. The general procedure will be to review each situation or circumstances as it presents itself. A decision to evacuate or not to evacuate will be reached by consensus among authorized building/facility officials, Campus Safety and Security and local police and fire officials.
    - ii. A key component of this process is that the considerations of people safety will take precedence over that of property.
  2. Occupants should not touch any suspicious or unfamiliar objects.
  3. Occupants should note the location and description of any suspicious, unusual, or out of place objects and report such observation to the emergency responders.
  4. Occupants should not conduct any type of search of the building unless asked to do so by Public Safety personnel. If building occupants are asked to conduct a search, Public Safety personnel will provide instructions on how to proceed. Usually, those individuals most familiar with the areas will be asked to conduct the search.
- b. If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
- c. **Bomb Threat Assessment (Evacuation) Procedure**

1. The general policy will be to review each situation or circumstances as it presents itself. A decision to evacuate or not to evacuate will be reached by consensus among authorized facility officials and members from Campus Security, or local PD.
2. A key component of this policy is that the considerations of people will take precedence over that of property.
3. In all aspects of this policy, as the situation allows itself or as is appropriate, the Public Safety Manager or their designee will communicate the nature of the situation and consult campus leadership.

### **6.3 Chemical Spills or Release (Indoors)**

- a. Qualified laboratory personnel who have been trained and are properly equipped to handle the situation may clean up small spills that do not endanger workers in the immediate area. Labs are required to have SDS manuals that include the chemical, safety, and clean up information.
- b. Lab supervisors should take into consideration the following:
  1. The hazards of the chemical(s) involved
  2. The amount of the chemical(s) involved
  3. Spill locations
  4. Availability of spill cleanup materials or kits
  5. Ability to safely manage the situation
- c. If the spill is large, if the chemical is not easily identified, if the chemical is extremely hazardous or if there has been a fire, explosion or personal injury involved, then:
  1. Evacuate all personnel from the area
  2. If the entire building requires evacuation, activate the building fire alarm system, and evacuate utilizing the fire evacuation procedure.
  3. Report the spill to Campus Safety and Security and dial 9-1-1 for local fire officials. Report any injuries.
  4. If possible, remain in the vicinity, but away from danger to assist or direct emergency responders. Provide information and assist as needed.
  5. Measures should be taken to prevent people from entering the contaminated area.

## 6.4 Classroom Disruption

- a. Class order and discipline are the responsibility of the instructor insofar as possible. Classroom disruption is the excessive and unreasonable interference with classroom instruction. Under no circumstance is a member of the faculty expected to take physical action to control a disturbance. Faculty should also make every effort to discourage students from taking physical action against disrupters.
- b. If a disruptive student is encountered, the instructor should:
  - a. Ask student(s) causing the disruption to cease and desist. Identification of the student(s) involved should be attempted.
  - b. Notify the disrupter(s) of possible suspension and/or dismissal from the class and of further possible actions of the Administrative Code (Code of Student Conduct).
  - c. If disruption does not cease, the instructor should order the disrupter(s) out of the classroom and inform those involved that failure to do so will subject the disrupter(s) to student conduct sanction and/or criminal arrest.
  - d. If the disruption continues, notify Kent State PD or Campus Security to deal with the subject. If needed, they will contact the local police.
  - e. If security is not available, the local police should be notified to resolve the problem.
  - f. The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.
  - g. The instructor should subsequently notify the proper administrator of the incident to coordinate and facilitate the referral of the student to the Office of Student Conduct.

## 6.5 Earthquakes

- a. Although earthquakes are rare in Northeast Ohio, they can occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action on their own and additional actions will be implemented after the quake stops.

b. If indoors:

1. Watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a corridor wall.
2. "Duck, Cover and Hold." If you are not near a strong desk or table, drop to the floor and cover your head and neck with your arms. Do not seek cover under laboratory tables or benches, chemicals could spill.
3. Do not try to exit the building during the earthquake. Many fatalities occur when people try to exit the building and are hit by falling debris.
4. Do not use elevators. Subsequent power outages could cause you to become trapped within.
5. If you use a wheelchair, lock the wheels and cover your head.

c. If outdoors:

1. Stay away from buildings: Falling debris can catch a wind gust and travel great distances.
2. Avoid power lines, trees, and other objects that can fall or do damage.
3. Move to a clear area if you can safely walk.

d. Once the earthquake is over:

1. Check the area around you for injuries, or unstable structures or objects. Do not move seriously injured people unless they are in immediate danger. Listen for people who may be trapped or unable to move from danger. Only attempt to help them if it is safe to do so. Report any injured or trapped people immediately.
2. Be cautious of fires, downed power lines, or structural damage. If you are trained how to use a fire extinguisher, then put out small fires as soon as possible.
3. Avoid cell phone usage unless you are reporting injuries. This helps to free the lines for people who may be trapped or injured.

e. If you are trapped:

1. If possible, use a flashlight to signal your location to rescuers.
2. Avoid unnecessary movement so you do not kick up dust.

3. Cover your nose and mouth with anything you have on hand. (cotton material can act as a good filter. Try to breathe through the material.)
4. Tap on a pipe or wall so rescuers can hear where you are. If possible, use a whistle to signal rescuers.
5. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust. Slow your breathing and do not panic.

## **6.6 Elevator Emergencies**

- a. In the event you become entrapped in an elevator on campus, remain calm and follow these steps:
  1. Use the elevator phone or cell phone to call Campus Safety and Security at 330-244-3333. If the elevator you are in has no phone, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.
  2. Provide the location (building) you are in and how many are in the elevator.
  3. Do not attempt to exit the elevator through a hatch or pry the doors open.
  4. Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
  5. Never attempt to exit an elevator that has stalled.
- b. Facilities will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.
  1. Campus Security of Facilities will remain on scene to monitor the occupants of the elevator. If at any time during the entrapment there is a life safety issue, KSU PD or Campus Security will call 9-1-1 for assistance.
  2. Facility services will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.
  3. Campus Security will stay on scene until extrication of occupants is completed.

## **6.7 Explosion**

- a. If an explosion occurs remain calm and follow these steps:
  1. Get under a sturdy table or desk if objects are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.

2. Evacuate the building as quickly as possible. As you exit from the building, be especially watchful of falling debris. Do not stop to retrieve personal possessions or make phone calls. Do not use elevators.
  3. Once evacuated, find a way to receive emergency communications from the University or other jurisdictional agency.
- b. Once you have safely evacuated:
1. Follow any instructions given by Security, Flash Alert communications or on scene emergency responders.
  2. Consider the possibility that the explosion was not an accident, be aware of your surroundings and note any suspicious behavior or objects.
  3. Gather away from the building near your evacuation rally point, if safe to do so.
  4. Do not stand in front of windows, glass doors, or other potentially hazardous areas.
  5. Move away from sidewalks or streets to be used by emergency personnel or others still exiting the building.
- c. If you are trapped in debris:
1. If possible, use a flashlight (phone) to signal your location to rescuers.
  2. Avoid unnecessary movement so you do not kick up dust.
  3. Cover your nose and mouth with anything you have on hand. (cotton material can act as a good filter. Try to breathe through the material.)
  4. Tap on a pipe or wall so Public Safety personnel can hear where you are.
  5. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust. Slow your breathing and do not panic.
- d. After an evacuation:
- e. Campus Safety and Security will provide updated information as soon as it becomes available.
- f. You may be required to provide witness statements or other information to aid in determining the cause of the explosion.
- g. You may be held at the scene for several hours until law enforcement deem it safe or appropriate to release individuals.

- h. You may have to be decontaminated in an outdoor shower by Hazmat personnel, depending on the nature of the incident.

## **6.8 Fire / Fire Alarm Activations**

- a. This section is to be used for fire alarm activations, discovery of a fire, or when a general evacuation is required.
- b. Be familiar with at least two evacuation routes from the assigned floor and plan to use the alternate route if the primary is not accessible during an evacuation emergency.
- c. When an alarm sounds, begin immediate evacuation – evacuation is mandatory. The fire alarm system when activated will produce an audio signal as well as visual strobes alerting building occupants to evacuate.
  - 1. Follow the evacuation plan as outlined in **Appendix B**.
  - 2. Close doors behind you. This helps prevent the fire from spreading rapidly.
  - 3. Do not use the elevators— when an alarm is sounded many of the elevators will automatically be recalled to a pre-determined floor and shut-off.
  - 4. Evacuate via the nearest stairwell or grade level exit. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Building occupants who are unable to evacuate should use one of the options detailed in Section 4.5 Evacuation Options.
  - 5. Go to your pre-determined Evacuation Rally Point as outlined in Appendix B. You may have more than one rally point depending on the size of the building.
  - 6. At the rally point, account for personnel and report to the Evacuation Rally Point. Advise if any occupants are unaccounted for and may be trapped. Report this to Campus Security who will relay this information to emergency personnel.
  - 7. If you are evacuating in foul weather (rain, bitter cold, etc.) move to your building’s designated inclement weather shelter. This will provide you with temporary shelter from the elements while remaining away from the danger area.
- d. If a fire is discovered, activate the nearest pull station, and call 9-1-1. If the fire alarm does not work, notify occupants verbally of the emergency and the need to evacuate.
  - 1. Use the acronym “R.A.C.E.” (Rescue – Alarm – Confine – Extinguish/Evacuate).
  - 2. Do not attempt to fight the fire yourself unless:

- i. You have already activated the fire alarm – alert others to seek shelter first
      - ii. You have been trained in the use of firefighting equipment. (Fire Extinguisher)
      - iii. It is safe to do so (The room is not filled with smoke and you have a clear escape path)
      - iv. You have an idea of what is burning and have the proper extinguisher.  
Hazardous equipment and processes should be shut down unless it is unsafe to do so.
    3. If the fire is too large or the proper use of a fire extinguisher is not familiar or uncomfortable, activate the fire alarm, close the door behind you and evacuate.
  - e. If you become trapped by smoke:
    1. Shelter in place, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, hang something out the window (if possible) to let Fire Department personnel know you are there
    2. Put something in cracks around the door to minimize smoke penetration
    3. Phone 9-1-1 to provide dispatchers with your location for first responders to locate you.

## **6.9 Flooding and Water Damage**

- a. Flooding and Water damage could come from internal events (broken water pipe, sewer back up, etc.) or from natural events such as heavy rainfall.
- b. In the event of flooding or water damage from a source inside a building:
  1. Notify Campus Security by calling 330-244-3333. Campus Security will alert facilities for assistance.
  2. Provide the location of the incident including building name, floor, and room number. Describe areas affected.
  3. Beware of any electrical sources present. Do not attempt to unplug or remove an electrical appliance from a flooded area.
  4. Protect objects in jeopardy by taking essential steps to avoid or reduce immediate water damage.
  5. Cover objects in plastic or move small or light objects out of danger.
- c. In the event of flooding or flash flooding from a source outside of the building:

1. Prepare for the possibility of widespread flooding from heavy rain by monitoring weather forecasts.
2. Adhere to advice relayed by the National Weather Service in Cleveland.
3. Be aware of Flash ALERTS for further and updated information.
4. Cover objects in plastic or move small or light objects out of danger.
5. If flash flooding begins and water excessively penetrates the lowest floor of a building, immediately seek refuge to a higher floor.
6. Contact Campus Security and advise of any flooding locations/areas and to obtain any additional direction.

#### **6.10 Hazardous Materials Incident (Outdoors)**

- a. This section should be implemented in the event of a major hazardous material incident that occurs outside the building (i.e., train derailment, tractor-trailer accident, etc.).
- b. Two basic strategies for protecting citizens during hazardous material emergencies are generally implemented. Campus Safety and Security will send out FlashALERTS with emergency procedure information following the policies and protocols in place.
- c. Shelter in Place: The first strategy First Responders may advise is Shelter-in-Place. Under this strategy, everyone in the building should stay in the building until the “all clear” is given. Employees will take the following actions:
  - a. Close all windows and doors.
  - b. Turn personal heating/cooling systems off, if possible. You want to avoid the movement or circulation of air that could spread any contaminant or fumes.
  - c. If you or someone becomes ill, they should call 9-1-1 immediately.
  - d. Main building systems will be adjusted or shut down by Facilities.
    - i. Campus Security should ensure these actions are completed.
    - ii. An “all clear” announcement will be made by Public Safety personnel through several avenues to include building PA systems, Flash ALERTS, and email

- iii. If advised by Public Safety personnel, the Emergency Coordinator will direct personnel to open doors and windows and allow the building to air out after the “all clear” is given.
- d. Evacuation: The second strategy that First Responders may advise is Evacuation. This action may include one of the following items:
  - a. Walking to a rally area to be given further instructions
  - b. Walk or drive away from the area using travel direction determined by Public Safety personnel.
  - c. Campus Safety and Security should ensure these actions are completed as directed by First Responder personnel. Campus Safety and Security will also ensure all personnel have evacuated the building.
  - d. If you or someone becomes ill, they should call 9-1-1 immediately.

#### **6.11 Medical Emergencies (Mental Health Emergencies)**

- a. Medical Emergencies are probably the most common situation you will encounter. Keep in mind that Mental Health Emergencies should be treated as a medical emergency. Campus Security should be contacted as they can enlist the appropriate level of support services.
- b. Medical emergencies may range from minor (a person with a cut on their finger) to major (someone experiencing a cardiac emergency) incidents.
- c. If you see or find a medical emergency keep these steps in mind:
  - 1. Check the area for your own safety. Be aware of unusual sights, smells, sounds, or behaviors.
  - 2. If there is anything unusual, do not attempt care, call Jackson Township Fire Department at 9-1-1, and report the situation. Then call Campus Security at 330-244-3333. Some patients may be embarrassed and not want the attention of a 9-1-1 response. In these cases, alert Campus Security and let them assist the patient.
  - 3. If the scene is safe, only then approach the patient. Move non-necessary persons from the area or the room. Provide as much privacy as possible for the patient.
  - 4. Determine if the patient is conscious and breathing. Did the patient pass out or lose consciousness? How long?
  - 5. Does the patient have a medical condition (diabetes, heart condition, pregnant, asthma, high blood pressure, etc.)? Look for a medical bracelet or necklace.
  - 6. If they are conscious, ask if they need assistance, and what the problem is.

7. Note any unusual behavior, bleeding, trouble breathing, or anything else that may indicate that that patient needs more assistance.
8. Give 9-1-1 and Campus Security the following information:
  - i. Your name,
  - ii. Type of emergency
  - iii. Location, Condition and age of the patient (or what is known)
  - iv. Any dangerous conditions (patient unconscious lying in water near an electrical appliance)
  - v. And any other information you have gathered during your assessment.
- d. Only attempt care if you are trained to do so. If you are not trained, then simply stay with the patient until help arrives. Practice universal PPE precautions to protect yourself from blood and bodily fluids.
- e. Comfort the patient and try not to move him or her until emergency medical personnel arrive. Practice universal precautions – protect yourself from blood or body fluid exposure.
- f. Have someone wait for arriving first responders' outside to guide them to the room or building where the patient is. Campus Security may already do this or may ask for someone to assist.
- g. If the patient is a staff member notify his or her supervisor if able.
- h. If applicable, an employee accident report should be completed. Campus Safety and Security can assist you with this process.

## **6.12 Pandemic / Epidemic**

Any of the topics in this section can occur at any time and without warning or enough time to react without the possibility of an outbreak that could disrupt campus operations for an extended period. However, we can plan to lessen the impact.

- a. Professional Planning:
  1. Have a bottle of hand sanitizer and Kleenex in your office.
  2. Clean your high touch office surfaces and phone frequently.
  3. If you utilize a laptop, you should take your laptop home nightly in the event you have to pivot to remote work with little notice.

4. Be familiar with the Campus Continuity of Operations plan and know how your department would plan to function in the event closes for an extended period.
- b. Personal Planning:
1. Understand the magnitude of what can happen during an outbreak and what actions you can take to help lessen the impact of a pandemic or epidemic on you and your family. This checklist will help you gather the information and resources you may need in case of an epidemic and/or pandemic.
  2. Store a two-week supply of water and food. If you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can also be useful in other types of emergencies, such as power outages and disasters.
  3. Periodically check your regular prescription drugs to ensure a continuous supply in your home.
  4. Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
  5. Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
  6. Volunteer with local groups to prepare and assist with emergency response.
  7. Get involved in your community with agencies familiar with tracking and knowledge of diseases.
- c. General Response (Professional and Personal)
1. Know your plan and how to mitigate contamination limiting contact with others yet planning to continue operating daily life for yourself, family, friends, and co-workers.
  2. Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
  3. If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
  4. Practice excellent personal hygiene. Cover your mouth and nose with a tissue when coughing or sneezing. Wash your hands often. If appropriate, consider wearing a face covering whenever around groups of individuals or indoors.

5. Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
6. Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

### **6.13 Robbery**

Robbery is generally defined as the taking of money or goods in the possession of another, from his or her person or immediate presence, by force or intimidation. Responding law enforcement agencies will provide information and direction.

The following are steps that should be followed in the event of a robbery:

- a. Do not resist or interfere. You should always comply with the demand of the perpetrator. Once the perpetrator has what they want, they generally look to escape quickly. Comply with the demands of the robber. Property can always be replaced more easily than your
- b. If it is safe to do so, call 9-1-1 and then Campus Safety and Security. Provide details on the exact location, what has taken place, if a person was seen or a threat made and the general direction of travel of the suspect. Provide as much descriptive information as possible.
- c. Go to a secure place and await police personnel. DO NOT attempt to follow the person. Do not discuss the description or the events with anyone until law enforcement personnel arrive.

### **6.14 Severe Weather Emergencies**

- a. Severe weather can include tornado, high wind, thunderstorms, flash flood or winter weather, such as snow, hail, and sleet. Severe weather is monitored by Campus Safety and Security. Usually no action is required when there is severe weather.
- b. If action is necessary, Campus Safety and Security will issue emergency alerts through all the emergency communications methods available.
- c. Consider downloading a Severe Weather Warning app to your Smartphone such as MyRadar, Weatherbug or a Local News Apps (WEWS, WKYC, Cleveland 19, Fox 8) and set customized weather warning alerts. You can choose what types of weather alerts you wish to receive a notification for.
- d. Severe Weather Alerts and Action: The National Weather Service has defined severe weather alerts. The primary ones you should be familiar with are on the following chart:

| <b>Alert</b>                | <b>Definition</b>   | <b>Action</b>   |
|-----------------------------|---|---|
| Winter Weather Advisory     | Issued when a low-pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.                        | Continue your normal activities, but stay alert to the radio or TV, and for FlashALERTS.  |
| Winter Storm Watch          | Issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.         | Continue your normal activities, but stay alert to the radio or TV, and for FlashALERTS.  |
| Winter Storm Warning        | Issued when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.                      | Consider avoiding unnecessary travel. Continue your normal activities, but stay alert to the radio or TV, and for FlashALERTS.  |
| Flash Flood Watch           | Issued to indicate current or developing hydrologic conditions that are favorable for flooding in and close to the watch area, but the occurrence is neither certain nor imminent.              | Continue your normal activities, but stay alert to the radio or TV, and for FlashALERTS.  |
| Flash Flood Warning         | Issued to inform the public, emergency management and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.  | Continue your normal activities, but stay alert to the radio or TV, and for FlashALERTS. Watch for signs of flooding in or around the lowest levels of the building.  |
| Severe Thunderstorm Watch   | Issued when conditions are favorable for the development of severe thunderstorms, which may produce large hail and/or high winds, in and close to the watch area.                               | Continue your normal activities but keep an eye to the sky and an ear to the radio or TV, and for FlashALERTS.  |
| Severe Thunderstorm Warning | Issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour. | Review this severe weather action plan. Stay away from windows and avoid going outside. Continue normal activities but be prepared to move to better shelter, if advised. Continue to stay alert for FlashALERTS.     |
| Tornado Watch               | Issued when conditions are favorable for the development of tornadoes in and close to the watch area.   | Review this severe weather action plan. Continue normal activities but be prepared to move to better shelter. Continue to stay alert for MNS messages or FlashALERTS. Stay away from windows and avoid going outside. |
| Tornado Warning             | Issued when a tornado is indicated by radar or sighted by trained weather spotters.   | In the event of a tornado, or tornado warning, do not wait for instruction. Move to your severe weather shelter. See additional information below.  |

e. Tornado Warning: Response Actions:

- a. Move Quickly to the lowest level possible, preferably to an interior windowless area. Review Severe Weather Refuge Areas on the maps located within **Appendix B**.

- b. If you cannot make it to the above location, try to move to the lowest level possible and find any interior area that does not have windows or glass (i.e. a bathroom).
- c. Close office doors as you leave, and if you have any emergency kit already prepared, bring it. The greatest threats from high tornado winds are roof failure, breaking glass, and flying debris.
- d. Do not use elevators and stay away from windows and doors with glass in them. Do not seek shelter in your vehicle or try to leave the building or campus.
- e. Sit or crouch in an inner hall or room.
- f. Do not leave the severe weather shelter area until the “all-clear” is given from Campus Safety and Security.
- g. If someone is trapped or injured, report it to Campus Safety and Security and 9-1-1 as soon as possible.

### 6.15 Suspicious Packages, Letters, or Substances

- a. A suspicious package is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.
- b. Typical signs that should trigger suspicion:

- 1. Packages that have a powdery substance on the outside.
- 2. Packages that are unexpected or from someone unfamiliar to you.
- 3. Packages that have excessive postage, handwritten or poorly typed address, incorrect titles, or titles with no name, or misspelling of common words.



Photo Credit: United States Postal Service

- 4. Have no return address or does not seem legitimate.
- 5. Are of unusual weight given their size or are oddly shaped.

6. Are marked with “personal” or “confidential.”
  7. Have strange odors or stains.
- c. What you should not do if you encounter a suspicious package:
1. Do not pass the letter or package to others to examine.
  2. Do not touch, smell, taste or try to analyze the substance.
  3. Do not disturb any contents in the letter or package. Handling the letter / package may only spread the substance inside and increase the chances of it getting into the air.
  4. Do not ignore the threat, it must be treated as real until properly evaluated.
  5. Do not leave the building until instructed to do so.
- d. If you find/receive a suspicious package:
1. Do not open the letter or package.
  2. Contact Campus Safety and Security at 330-244-3333 and/or 9-1-1.
  3. Move others out of the general area or room. Stay nearby to direct Campus Security to the area.
  4. If you inadvertently open, a suspicious package/letter or it is leaking a liquid or unknown substance:
    - i. Immediately set the item down gently at the location where it was opened.
    - ii. Contact Campus Safety and Security at 330-244-3333.
    - iii. All potentially exposed persons should wash exposed skin surfaces with soap and water.
    - iv. Facilities should shut down any fans, air conditioners, or heaters, if possible, to avoid fume or contaminant spread.
    - v. Move to an area within the building adjacent to the initial exposure and wait for arriving Public Safety personnel. Example: hallway outside original room.
    - vi. Do not allow others into the area.
    - vii. Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the

building. Based upon that risk assessment, further emergency measures may be implemented, as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

## **6.16 Utility or Technology Outages**

- a. Faculty, Staff and Students will become aware of utility interruptions by the obvious absence of that utility.
  1. Electric- No lights, computers desk phones not working.
  2. Water- Toilets will not flush, drinking fountains not working.
  3. Steam/Gas- No Heat.
  4. Electric/Chilled Water- No Air Conditioning.
  5. Technology Outage – Computers lose connection to the internet, email not working.
- b. In the event of a utility outage, Facilities or Security should be notified.
- c. While an interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. Campus Safety and Security in conjunction with Facilities will recommend an appropriate course of action to Administration based on the following:
  1. Estimated time of Utility Service Restoration
  2. Dangers from tripping and injuries due to lights being out.
  3. Person(s) trapped in elevators.
  4. Dangers from extreme heat or cold on employees.
  5. Inability to contact responders if telephones are not working.
  6. Sanitation problems due to no water, etc.
- d. Administration will decide regarding the continuance of work in the building(s) affected by the utility interruption and this will be communicated either Flash ALERT or by Security manually walking through the affected building providing information.

- e. If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Stop processes in a manner that would not cause additional problems.
- f. The buildings are not equipped with an emergency generator. However:
  - 1. Emergency lighting will activate via battery backup for a short period of time (approximately 30 minutes) to provide some illumination.
  - 2. The fire alarm system (which is on battery backup) will remain functional for four hour or more.

## **Section 7: Updates and Review**

### **7.1 Employee Orientation**

- a. New employees must be informed of the Emergency Response Plan (ERP) as part of their orientation as new employees. Department Managers are responsible to provide this information and review it with new employees.
- b. This initial plan and all significant revisions to the plan will be routed to all personnel via the Public Safety Manager. Faculty and staff will be reminded of the plan as necessary and encouraged to discuss with their staff, students, and visitors.

### **7.2 Review of the Emergency Response Plan (ERP)**

- a. On an annual basis, the Public Safety Manager will review the ERP to ensure employee listings, emergency phone numbers, and the Emergency Coordinators information is current.

## **SECTION 8: Training and Exercises**

### **8.1 Employee Orientation**

- a. Upon implementation of the ERP and periodically thereafter, all employees must be informed of the ERP and should attend training.
- b. Training is available either remotely, in-person sessions or arrangements can be made to have it reviewed with a department / team meeting by the Public Safety Manager.
- c. Types of training include:
  - a. **Seminar:** An informal discussion-based exercise used to teach or orientate to new or existing plans, policies, or procedures.

- b. **Workshop:** A formal discussion-based exercise used to develop new processes and procedures through coordinated activities, obtain consensus and collect or share information.
  - c. **Tabletop Exercise:** A gathering of key personnel in an informal group discussion centered on a hypothetical scenario with the goal to identify strengths and weaknesses, and test existing plans and procedures.
  - d. **Drill:** A supervised activity that tests a specific operation or function of a single agency or department. Drills test existing or new procedures, practice and maintain skills and prepare for more complex exercises.
  - e. **Functional Exercise:** A single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. Functional exercises help to evaluate management of emergency operations centers and command posts and assess the adequacy of response plans and resources.
  - f. **Full-Scale Exercise:** A multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. A full-scale exercise is intended to assess plans and procedures and evaluate coordinated responses under crisis conditions.
- d. Please send an email to [jbieh14@kent.edu](mailto:jbieh14@kent.edu) to set up an in-person training for your team or department. Employees may receive a copy of the plan by contacting Campus Safety and Security.

## **8.2 Emergency Response Team**

- a. Each Campus ERT should have input into the revisions and changes to their respective Emergency Response Plan (ERP), as the team is made up of campus leaders with the knowledge to carry out the tasks of the University's and Stark Campus' Emergency Management Plan (EMP) and Annexes.
- b. Each Campus ERTs must plan and conduct a yearly exercise based on the information in their ERP. This will better prepare them for emergencies and will help to make any changes to the plan that is not practical in a scenario, and therefore, real life.
- c. The Public Safety Manager can provide you more information about the Emergency Response Team upon request.



# Appendix A

EMERGENCY ACTION SHEETS

KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

**KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES**

|                      |  |  |
|----------------------|--|--|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 | CURRENT LOCATION INFORMATION<br><b>CAMPUS CENTER</b><br>6000 FRANK AVE. NW<br>NORTH CANTON, OH 44720 |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |  |



**MEDICAL EMERGENCY**

- » Call 9-1-1
- » Call Campus Security (they will direct squad to your location)
- » Provide location, nature of illness or injury and number of victims



**SUSPICIOUS PERSON(S)**

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



**SUSPICIOUS OBJECT/PACKAGE**

- » From an office phone, call Campus Security
- » Do not use cell phones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



**SUICIDE PREVENTION**

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**    **Crisis Text Line**  
1-800-273-TALK (8255)                      Text 4HOPE to 741-741



**CONCERNING/UNUSUAL BEHAVIOR**

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern via online form at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



**ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!**

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.



**FIRE**

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to Inclement weather shelter in foul weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way for emergency vehicles

**FIRE EVACUATION LOCATIONS:**

*Rally Point*\* #1: **PARKING LOT 201**  
*Rally Point*\* #2: **PARKING LOT 107**

**INCLEMENT WEATHER SHELTER LOCATION:**

**FINE ARTS BUILDING**

\* Rally Point - Group meeting place away from harm



**SEVERE WEATHER**

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building such as rooms, hallways and restrooms

**TORNADO SHELTER LOCATIONS:**

- » Lower level: service corridor/receiving area or restrooms



**ALICE Training:**  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)

Sign up for **Flash ALERTS**: [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)

**KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES**

|                      |  |  |
|----------------------|--|--|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 | CURRENT LOCATION INFORMATION<br><b>CONFERENCE CENTER</b><br>6000 FRANK AVE. NW<br>NORTH CANTON, OH 44720 |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |  |



**MEDICAL EMERGENCY**

- » Call 9-1-1
- » Call Campus Security (who will direct ambulance to your location)
- » Provide location, nature of illness or injury and number of victims



**SUSPICIOUS PERSON(S)**

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



**SUSPICIOUS OBJECT/PACKAGE**

- » From an office phone, call Campus Security
- » Do not use cellphones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



**SUICIDE PREVENTION**

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**      **Crisis Text Line**  
1-800-273-TALK (8255)                              Text 4HOPE to 741-741



**CONCERNING/UNUSUAL BEHAVIOR**

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern online at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



**ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!**

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.



**FIRE**

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to Inclement weather shelter in bad weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way of emergency vehicles

**FIRE EVACUATION LOCATIONS:**

*Rally Point\* #1: GRASS AREA BY TRACK*

*Rally Point #2: PARKING LOT 102*

**INCLEMENT WEATHER SHELTER LOCATION:**

**MAIN HALL**

\* Rally Point - Group meeting place away from harm



**SEVERE WEATHER**

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building, such as rooms, hallways and restrooms

**TORNADO SHELTER LOCATIONS:**

- » **1<sup>st</sup> Floor:** Hoover Seminar Room; overflow in service corridor and restrooms
- » **2<sup>nd</sup> Floor:** Move to a lower level and find shelter in locations described above



**ALICE Training:**  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)

Sign up for **Flash ALERTS:** [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)

**KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES**

|                      |  |   |
|----------------------|--|---|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 | <b>CURRENT LOCATION INFORMATION</b><br><br><b>EAST WING</b><br>6000 FRANK AVE. NW<br>NORTH CANTON, OH 44720 |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |   |



**MEDICAL EMERGENCY**

- » Call 9-1-1
- » Call Campus Security (they will direct squad to your location)
- » Provide location, nature of illness or injury and number of victims



**SUSPICIOUS PERSON(S)**

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



**SUSPICIOUS OBJECT/PACKAGE**

- » From an office phone, call Campus Security
- » Do not use cell phones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



**SUICIDE PREVENTION**

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**      **Crisis Text Line**  
1-800-273-TALK (8255)                      Text: 4HOPE to 741-741



**CONCERNING/UNUSUAL BEHAVIOR**

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern via online form at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



**ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!**

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.



**FIRE**

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to inclement weather shelter in foul weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way for emergency vehicles

**FIRE EVACUATION LOCATIONS:**

- Rally Point\* #1: PARKING LOT 104*
- Rally Point #2: FLAGPOLE CIRCLE*

**INCLEMENT WEATHER SHELTER LOCATION:**

**LIBRARY**

\* Rally Point - Group meeting place away from harm



**SEVERE WEATHER**

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building such as rooms, hallways and restrooms

**TORNADO SHELTER LOCATIONS:**

- » 1<sup>st</sup> Floor: Restrooms and interior windowless rooms (E110, 112)
- » 2<sup>nd</sup> Floor: Move to a lower floor and find shelter in locations described above. Also, Utilize Main Hall Locations.



**ALICE Training:**  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)

Sign up for **Flash ALERTS**: [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)

**KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES**

|                      |  |   |
|----------------------|--|---|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 | <p>CURRENT LOCATION INFORMATION</p> <p><b>FINE ARTS BUILDING</b></p> <p>6000 FRANK AVE. NW<br/>NORTH CANTON, OH 44720</p> |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |   |



**MEDICAL EMERGENCY**

- » Call 9-1-1
- » Call Campus Security (who will direct ambulance to your location)
- » Provide location, nature of illness or injury and number of victims



**SUSPICIOUS PERSON(S)**

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



**SUSPICIOUS OBJECT/PACKAGE**

- » From an office phone, call Campus Security
- » Do not use cellphones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



**SUICIDE PREVENTION**

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**      **Crisis Text Line**  
1-800-273-TALK (8255)                      Text 4HOPE to 741-741



**CONCERNING/UNUSUAL BEHAVIOR**

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern online at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



**ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!**

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.



**FIRE**

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to Inclement weather shelter  
In bad weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way of emergency vehicles

**FIRE EVACUATION LOCATIONS:**

*Rally Point\* #1: PARKING LOT 107*  
*Rally Point #2: PARKING LOT 201*

**INCLEMENT WEATHER SHELTER LOCATION:**

**CAMPUS CENTER**

\* Rally Point - Group meeting place away from harm



**SEVERE WEATHER**

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building, such as rooms, hallways and restrooms

**TORNADO SHELTER LOCATIONS:**

- » **Lower level:** Music practice rooms and music practice room hallway, restrooms, hallways adjacent to classrooms
- » **1<sup>st</sup> Floor:** The Mary J. Timken Theatre, Studio Theatre, restrooms
- » **2<sup>nd</sup> Floor:** Move to a lower level and find shelter in locations described above



**ALICE Training:**  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)

Sign up for **Flash ALERTS:** [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)

**KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES**

|                      |  |  |
|----------------------|--|--|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 | CURRENT LOCATION INFORMATION<br><br><b>LIBRARY</b><br>6000 FRANK AVE. NW<br>NORTH CANTON, OH 44720 |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |  |



**MEDICAL EMERGENCY**

- » Call 9-1-1
- » Call Campus Security (they will direct squad to your location)
- » Provide location, nature of illness or injury and number of victims



**SUSPICIOUS PERSON(S)**

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



**SUSPICIOUS OBJECT/PACKAGE**

- » From an office phone, call Campus Security
- » Do not use cell phones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



**SUICIDE PREVENTION**

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**      **Crisis Text Line**  
1-800-273-TALK (8255)                      Text 4HOPE to 741-741



**CONCERNING/UNUSUAL BEHAVIOR**

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern via online form at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



**ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!**

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.



**FIRE**

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to inclement weather shelter in foul weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way for emergency vehicles

**FIRE EVACUATION LOCATIONS:**

*Rally Point\* #1: FLAGPOLE CIRCLE*  
*Rally Point #2: PARKING LOT 106*

**INCLEMENT WEATHER SHELTER LOCATION:**

**MAIN HALL AND EAST WING**

\* Rally Point – Group meeting place away from harm



**SEVERE WEATHER**

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building such as rooms, hallways and restrooms

**TORNADO SHELTER LOCATIONS:**

- » Lower level corridor near elevator
- » Lower level classrooms and restrooms



**ALICE Training:**  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)

Sign up for **Flash ALERTS**: [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)

**KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES**

|                      |  |  |
|----------------------|--|--|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 | CURRENT LOCATION INFORMATION<br><br><b>MAIN HALL</b><br>6000 FRANK AVE. NW<br>NORTH CANTON, OH 44720 |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |  |



**MEDICAL EMERGENCY**

- » Call 9-1-1
- » Call Campus Security (they will direct squad to your location)
- » Provide location, nature of illness or injury and number of victims



**SUSPICIOUS PERSON(S)**

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



**SUSPICIOUS OBJECT/PACKAGE**

- » From an office phone, call Campus Security
- » Do not use cell phones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



**SUICIDE PREVENTION**

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**    **Crisis Text Line**  
1-800-273-TALK (8255)                      Text 4HOPE to 741-741



**CONCERNING/UNUSUAL BEHAVIOR**

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern via online form at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



**ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!**

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.



**FIRE**

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to inclement weather shelter in foul weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way for emergency vehicles

**FIRE EVACUATION LOCATIONS:**

*Rally Point\* #1: PARKING LOT 102*  
*Rally Point #2: FLAGPOLE CIRCLE*

**INCLEMENT WEATHER SHELTER LOCATION:  
LIBRARY**

\* Rally Point – Group meeting place away from harm



**SEVERE WEATHER**

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building such as rooms, hallways and restrooms

**TORNADO SHELTER LOCATIONS:**

- » **Lower Level:** Classroom 14, restrooms, maintenance area back hallways
- » **Floor 1:** Classrooms, restrooms, offices or hallways without windows (Center Core)
- » **Floor 2:** 203, 205, 209, restrooms, interior halls
- » **Floor 3:** 301, 306, restrooms, interior halls
- » **Floor 4:** Move to a lower floor and find shelter in locations described above



**ALICE Training:**  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)

Sign up for **Flash ALERTS:** [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)

**KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES**

|                      |  |
|----------------------|--|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |

CURRENT LOCATION INFORMATION  
**RECREATION AND WELLNESS CENTER**  
6000 FRANK AVE. NW  
NORTH CANTON, OH 44720



**MEDICAL EMERGENCY**

- » Call 9-1-1
- » Call Campus Security (they will direct squad to your location)
- » Provide location, nature of illness or injury and number of victims



**SUSPICIOUS PERSON(S)**

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



**SUSPICIOUS OBJECT/PACKAGE**

- » From an office phone, call Campus Security
- » Do not use cell phones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



**SUICIDE PREVENTION**

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**      **Crisis Text Line**  
1-800-273-TALK (8255)                      Text 4HOPE to 741-741



**CONCERNING/UNUSUAL BEHAVIOR**

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern via online form at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



**ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!**

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.

**ALICE**  
ALICE Training:  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)



**FIRE**

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to inclement weather shelter in foul weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way for emergency vehicles

**FIRE EVACUATION LOCATIONS:**  
*Rally Point\* #1: PARKING LOT 102*  
*Rally Point #2: PARKING LOT 100*

**INCLEMENT WEATHER SHELTER LOCATION:**  
**MAIN HALL**

\* Rally Point - Group meeting place away from harm



**SEVERE WEATHER**

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building such as rooms, hallways and restrooms

**TORNADO SHELTER LOCATIONS:**

- » Locker rooms
- » Never stay on the gym floor due to wide, free-span roof

**Sign up for Flash ALERTS: [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)**

## KENT STATE UNIVERSITY AT STARK EMERGENCY PROCEDURES

|                      |  |
|----------------------|--|
| <b>EMERGENCY</b>     | <b>DIAL 9-1-1</b><br>THEN CALL CAMPUS SECURITY<br>330-244-3333 or 5-3333 |
| <b>NON-EMERGENCY</b> | 330-244-3333 or 5-3333   |

CURRENT LOCATION INFORMATION  
**SCIENCE AND NURSING  
BUILDING**  
6000 FRANK AVE. NW  
NORTH CANTON, OH 44720



### MEDICAL EMERGENCY

- » Call 9-1-1
- » Call Campus Security (they will direct squad to your location)
- » Provide location, nature of illness or injury and number of victims



### SUSPICIOUS PERSON(S)

- » Call Campus Security
- » Do not confront the person or block their exit
- » Provide a description including what the person is wearing, driving or their direction of travel



### SUSPICIOUS OBJECT/PACKAGE

- » From an office phone, call Campus Security
- » Do not use cell phones or electronic devices
- » Do not touch or disturb it
- » Alert others and steer clear of the object/package



### SUICIDE PREVENTION

**Stark County Crisis Line**  
330-452-6000 // 800-956-6630

**National Suicide Prevention Lifeline**    **Crisis Text Line**  
1-800-273-TALK (8255)                      Text 4HOPE to 741-741



### CONCERNING/UNUSUAL BEHAVIOR

Report concerning behavior or threats to Campus Security or the CARES team at [starkcares@kent.edu](mailto:starkcares@kent.edu). You can also submit a concern via online form at [www.kent.edu/stark/cares-team](http://www.kent.edu/stark/cares-team).



### ACTIVE SHOOTER: ALERT, LOCKDOWN, INFORM, COUNTER AND EVACUATE!

- 1) Decide if you can safely evacuate. Run in a zig-zag pattern.
- 2) If you can't evacuate, find a place to hide. Lock and barricade door.
- 3) SILENCE your cellphone. Turn out lights.
- 4) Stay away from windows. Look for alternate escape routes.
- 5) Find a weapon. As a last resort and only when your life is in danger, fight back. Attack as a group.
- 6) Attempt to disrupt or incapacitate the shooter.
- 7) Dial 9-1-1 when safe to do so.



### FIRE

- » Pull fire alarm and close the door
- » Evacuate the area - check doors for heat before opening
- » Use stairs, not elevators
- » Exit and move to assembly area
- » Move to Inclement weather shelter in foul weather - see Severe Weather section below for shelter location
- » Watch for and move out of the way for emergency vehicles

#### FIRE EVACUATION LOCATIONS:

Rally Point\* #1: **PARKING LOT 104**  
Rally Point #2: **PARKING LOT 106**

#### INCLEMENT WEATHER SHELTER LOCATION: LIBRARY

\* Rally Point – Group meeting place away from harm



### SEVERE WEATHER

- » Seek shelter immediately
- » Stay away from windows and glass
- » Move to lowest level of building if possible
- » Move to windowless interior area of building such as rooms, hallways and restrooms

#### TORNADO SHELTER LOCATIONS:

- » **Lower Level:** Restrooms, Rooms 025 and 027
- » **1<sup>st</sup> Floor:** Restrooms, Rooms 125 and 127
- » **2<sup>nd</sup> Floor:** Move to a lower level and find shelter in locations described above.



**ALICE Training:**  
[www.kent.edu/stark/alice-training](http://www.kent.edu/stark/alice-training)

Sign up for **Flash ALERTS:** [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts)

# Appendix B

BUILDING EVACUATION MAPS

KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator - located on 1<sup>st</sup> floor

**Inclement  
Weather  
Shelter**

*Fine  
Arts*

**YOU  
ARE  
HERE**

**Evacuation  
Assembly**

**Parking Lot  
107**

**EXIT**

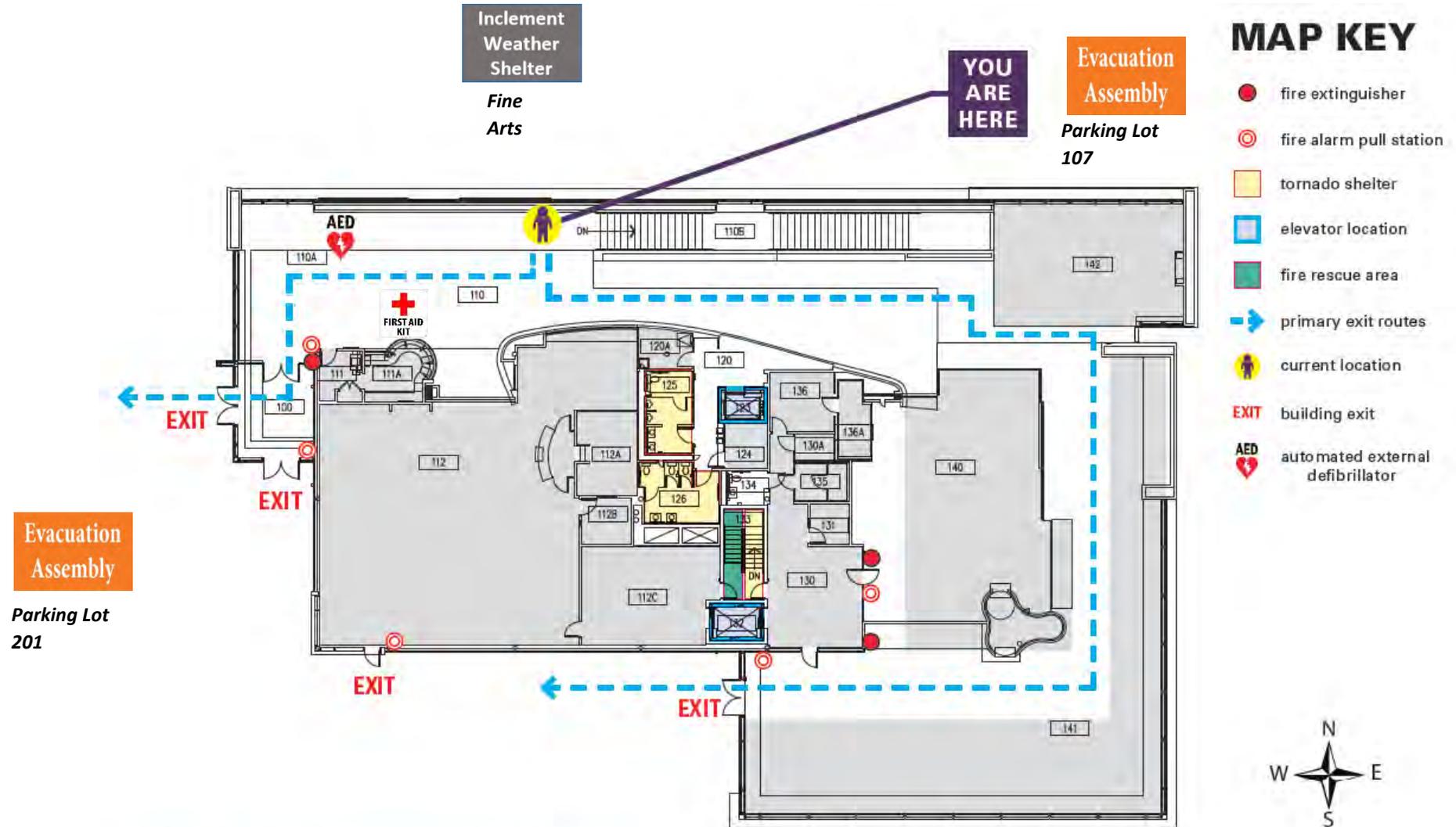


**Evacuation  
Assembly**

**Parking Lot  
201**



**IN THE CASE OF AN EMERGENCY CALL 911  
LOWER LEVEL IN CAMPUS CENTER**



**IN THE CASE OF AN EMERGENCY CALL 911**

**FIRST FLOOR IN CAMPUS CENTER**

Version 1.2

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  automated external defibrillator

Evacuation  
Assembly  
Parking Lot  
102

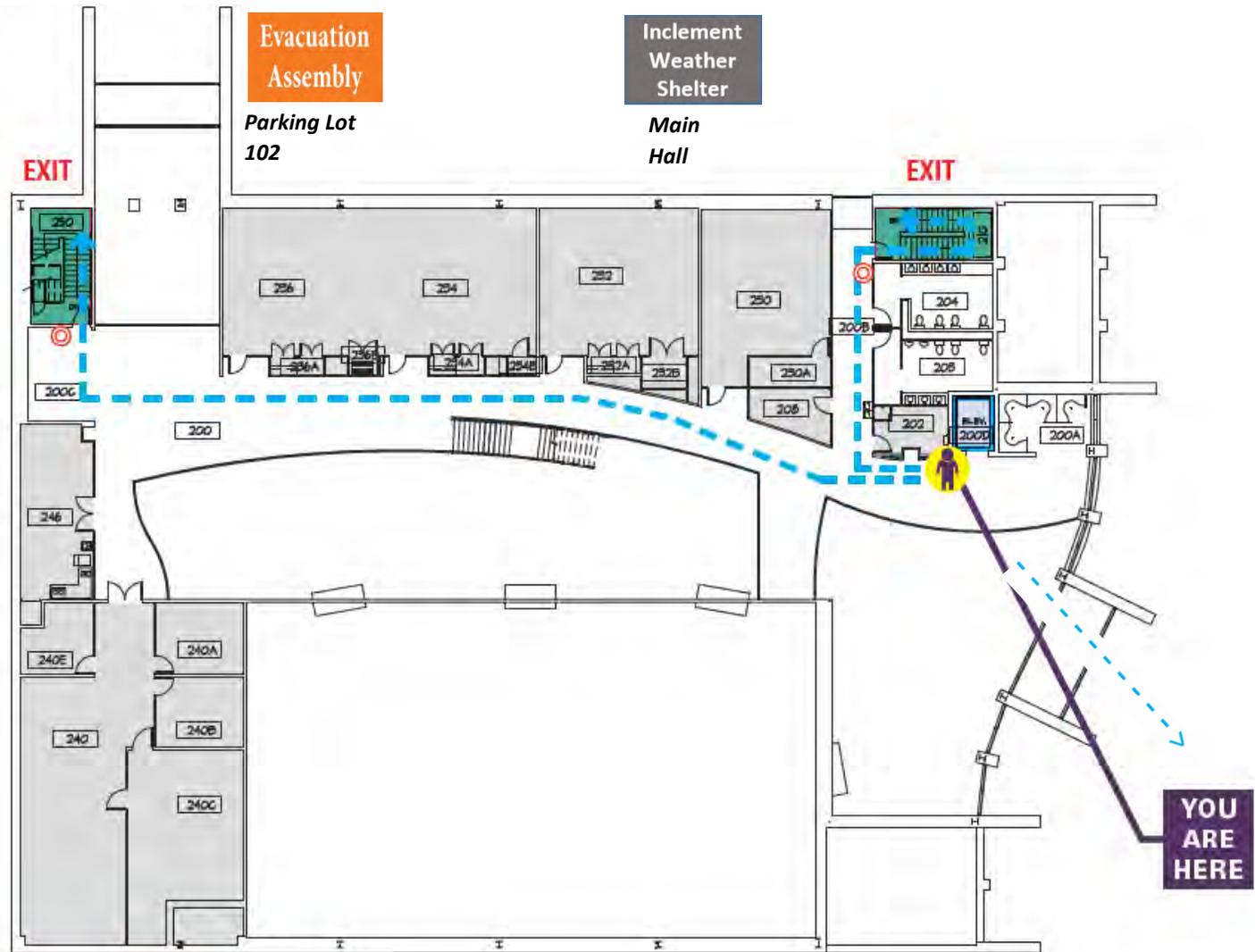


**IN THE CASE OF AN EMERGENCY CALL 911**  
**FIRST FLOOR IN CONFERENCE CENTER**

Evacuation  
Assembly  
Grass Area by the Track

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter - located on 1<sup>st</sup> floor
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator - located on 1<sup>st</sup> floor



**IN THE CASE OF AN EMERGENCY CALL 911**  
**SECOND FLOOR IN CONFERENCE CENTER**

**Evacuation  
Assembly**

*Grass Area by the Track*

**MAP KEY**

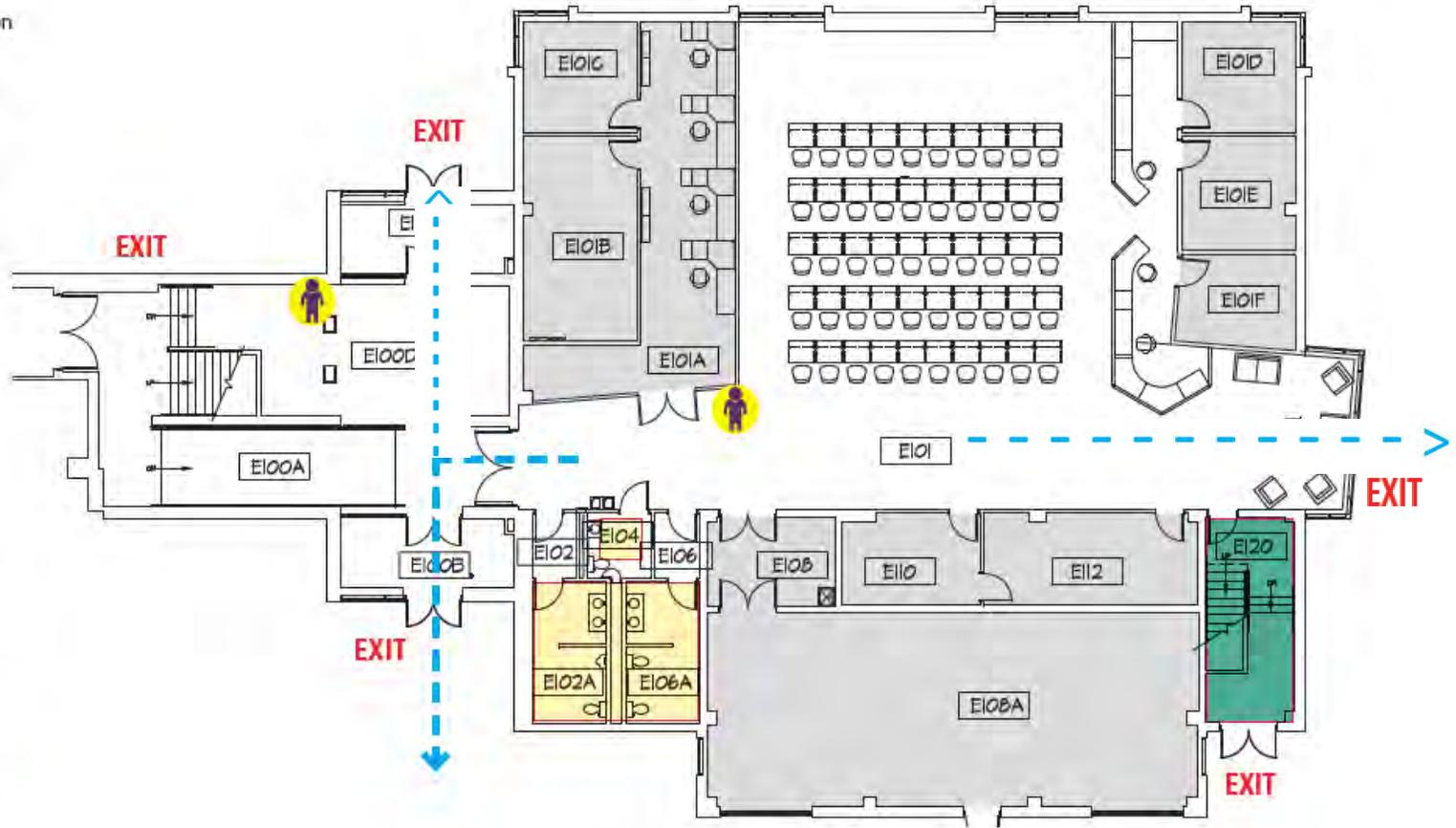
-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit



**YOU  
ARE  
HERE**

**Evacuation  
Assembly**  
*Flagpole Circle*

**Inclement  
Weather  
Shelter**  
*Library*



**Evacuation  
Assembly**

**Parking Lot  
104**

**IN THE CASE OF AN EMERGENCY CALL 911  
YOU ARE AT LOCATION 100 IN EAST WING**

**MAP KEY**

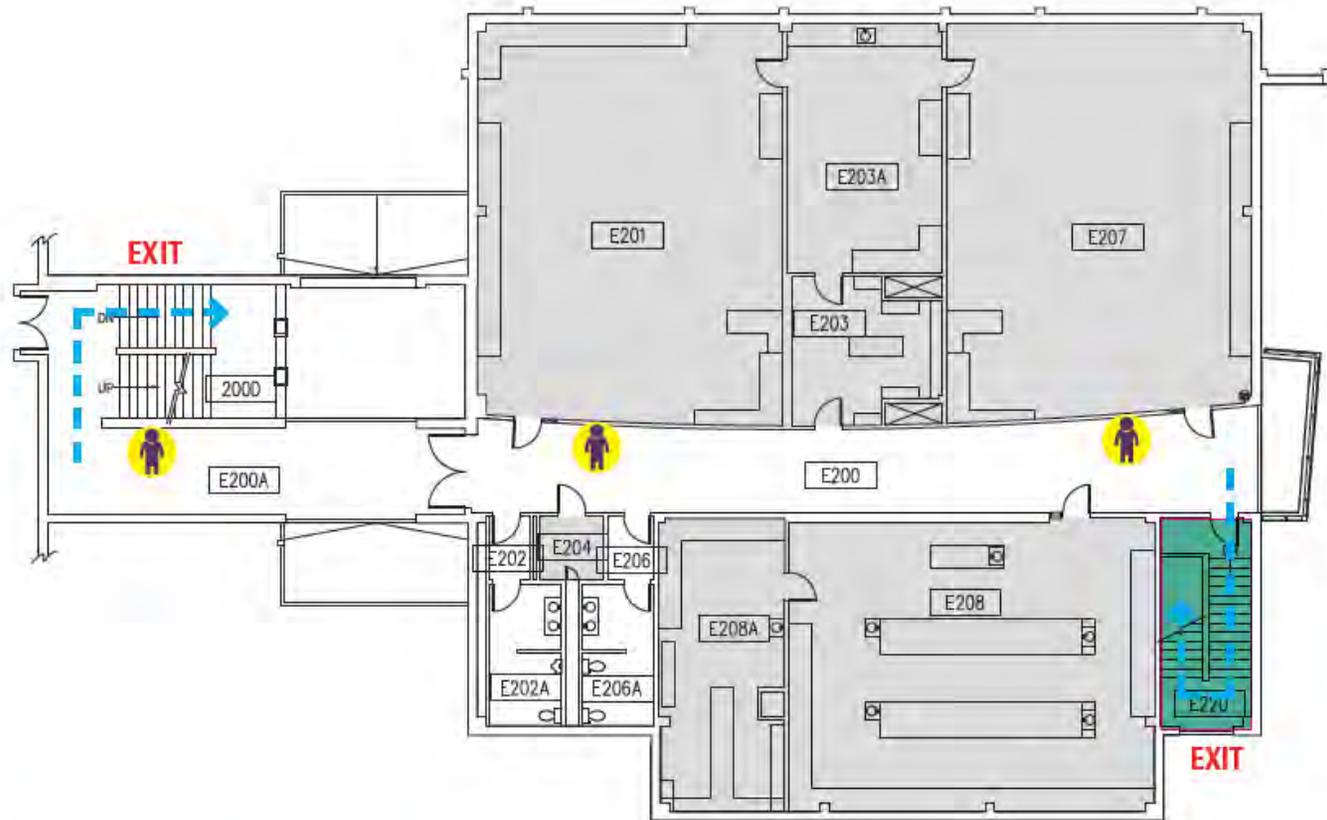
-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit



**YOU  
ARE  
HERE**

**Evacuation  
Assembly**  
*Flagpole Circle*

**Inclement  
Weather  
Shelter**  
*Library*

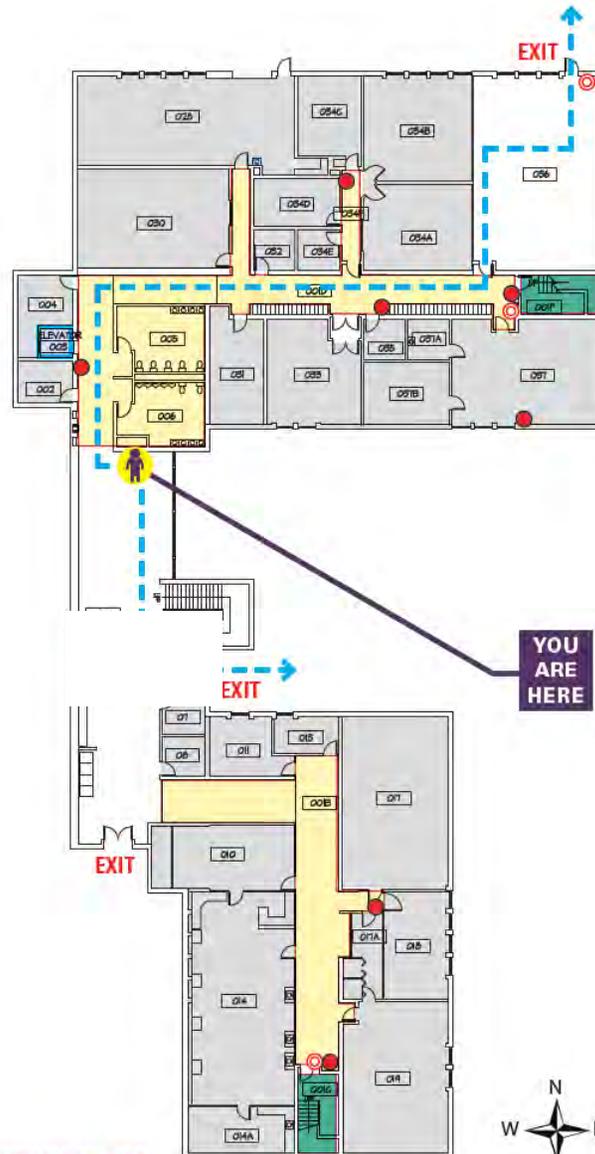


**IN THE CASE OF AN EMERGENCY CALL 911**  
**YOU ARE AT LOCATION 200 IN EAST WING**

**Evacuation  
Assembly**

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
-  building exit
-  automated external defibrillator - located on 1<sup>st</sup> floor



**Evacuation  
Assembly**

**Parking Lot  
107**

**Inclement  
Weather  
Shelter**

**Campus Center**

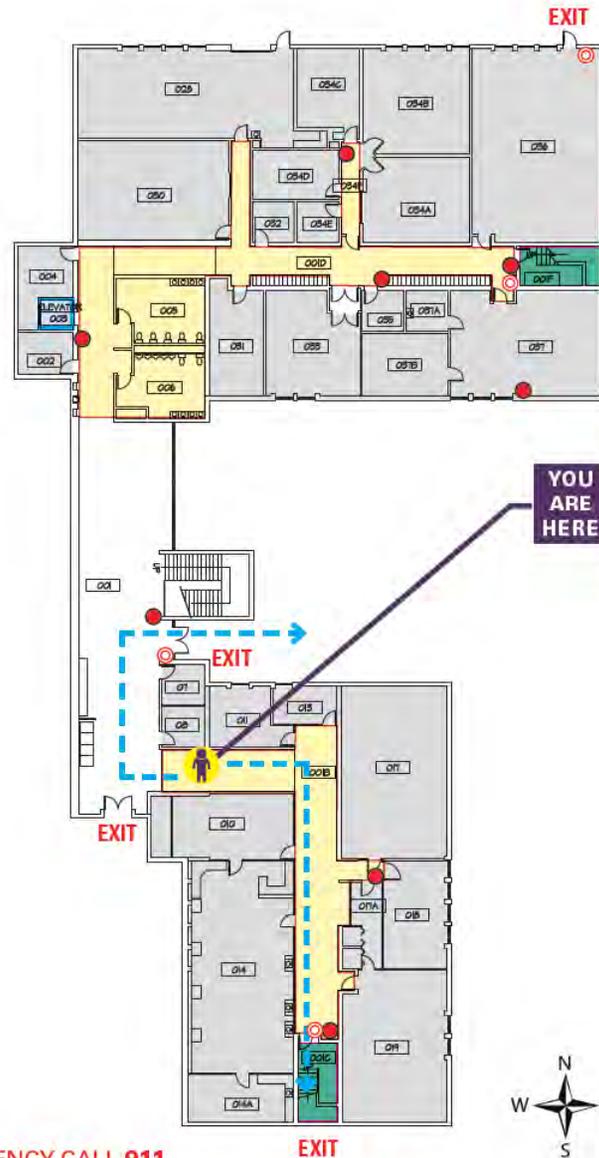
**Evacuation  
Assembly**

**Parking Lot  
201**

IN THE CASE OF AN EMERGENCY CALL 911  
**LOWER LEVEL IN FINE ARTS BUILDING**

**MAP KEY**

- fire extinguisher
- ⊙ fire alarm pull station
- tornado shelter
- elevator location
- fire rescue area
- ➔ primary exit routes
- 🧑 current location
- EXIT building exit
- AED automated external defibrillator - located on 1<sup>st</sup> floor



**Evacuation  
Assembly**

**Parking Lot  
107**

**Inclement  
Weather  
Shelter**

**Campus Center**

**Evacuation  
Assembly**

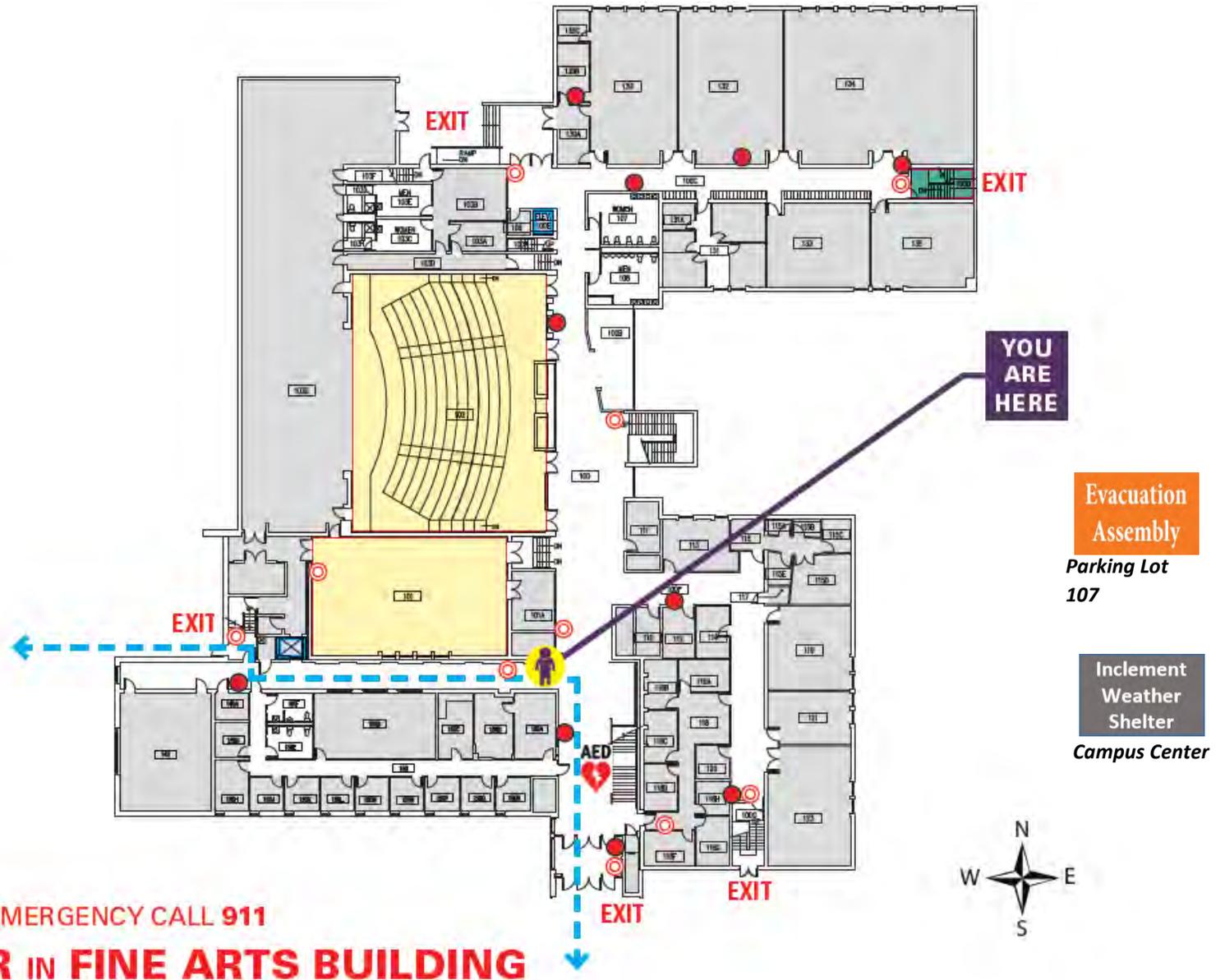
**Parking Lot  
201**

IN THE CASE OF AN EMERGENCY CALL 911

**LOWER LEVEL IN FINE ARTS BUILDING**

### MAP KEY

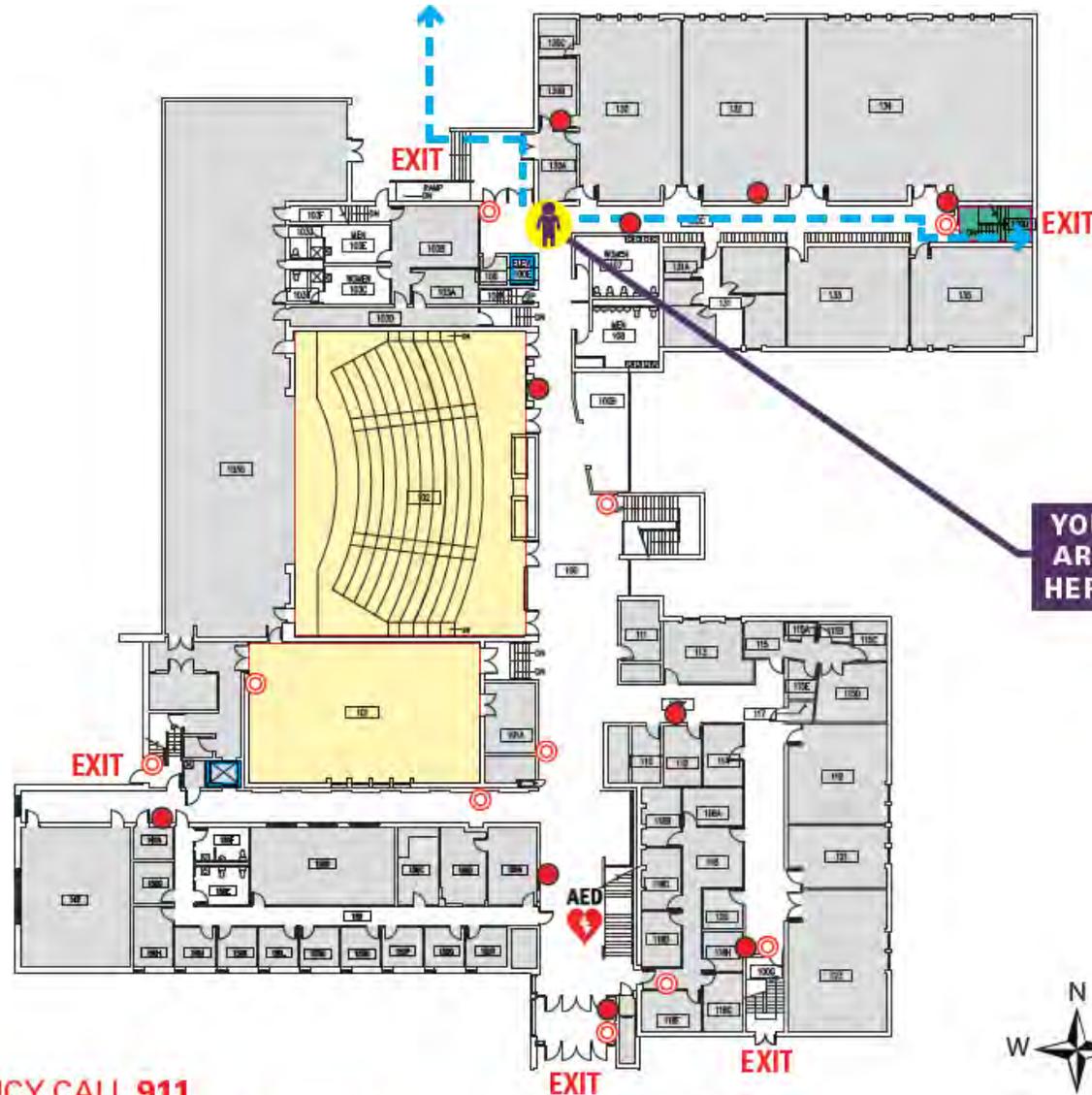
-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator



**IN THE CASE OF AN EMERGENCY CALL 911**  
**FIRST FLOOR IN FINE ARTS BUILDING**

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator



Evacuation  
Assembly

Parking Lot  
107

**YOU  
ARE  
HERE**

Inclement  
Weather  
Shelter

Campus Center

Evacuation  
Assembly

Parking Lot  
201

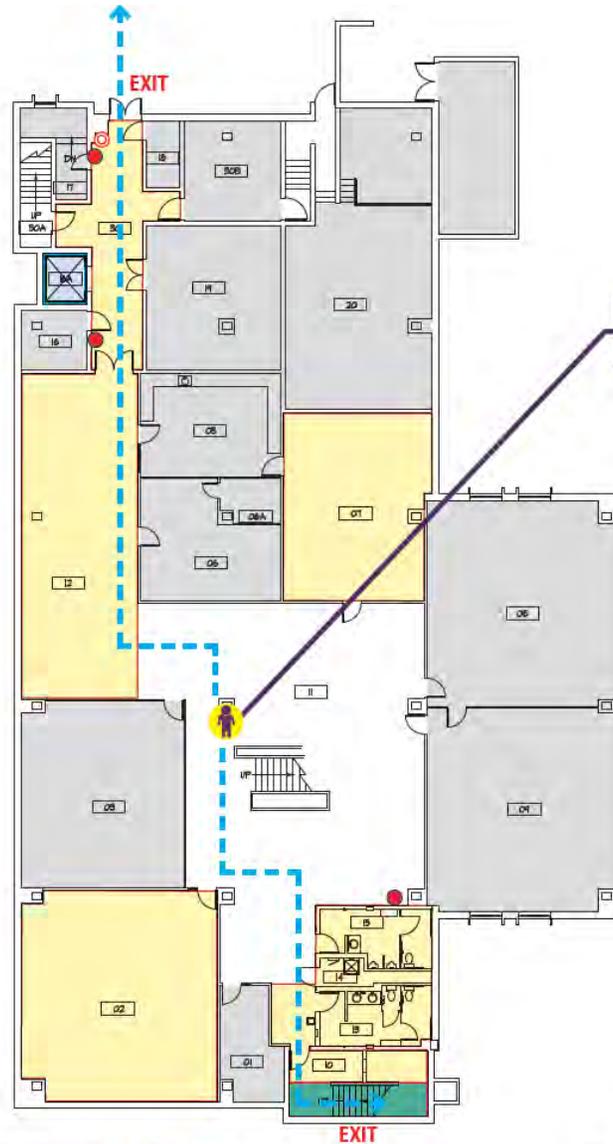
IN THE CASE OF AN EMERGENCY CALL 911

**FIRST FLOOR IN FINE ARTS BUILDING**



**MAP KEY**

- fire extinguisher
- ⊙ fire alarm pull station
- tornado shelter
- elevator location
- fire rescue area
- primary exit routes
- current location
- EXIT** building exit
- ♥ **AED** automated external defibrillator - located on 1<sup>st</sup> floor



**Evacuation  
Assembly**

*Flagpole Circle*

**Evacuation  
Assembly**

*Parking Lot 106 (East Side)*

**Inclement  
Weather  
Shelter**

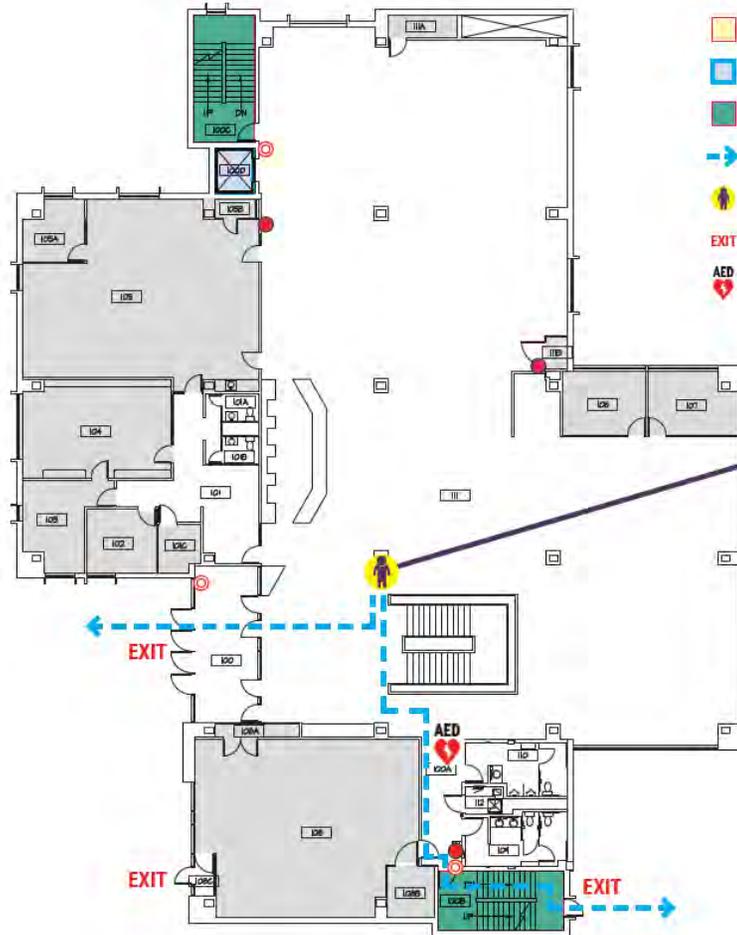
*Main Hall and East Wing*

**IN THE CASE OF AN EMERGENCY CALL 911**  
**LOWER LEVEL IN LIBRARY**



**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter - located basement
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator



**Evacuation  
Assembly**  
Flagpole Circle

**Evacuation  
Assembly**  
Parking Lot 106 (East Side)

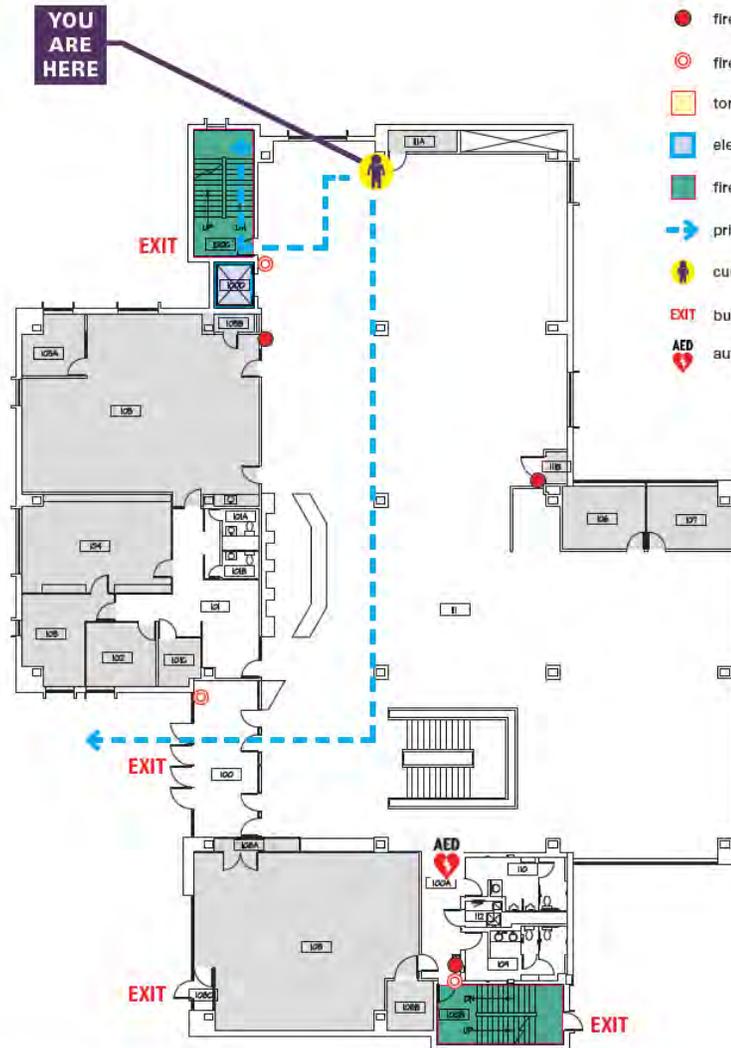
**Inclement  
Weather  
Shelter**  
Main Hall and East Wing

IN THE CASE OF AN EMERGENCY CALL 911  
**FIRST LEVEL IN LIBRARY**



**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter - located in basement
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
-  building exit
-  automated external defibrillator

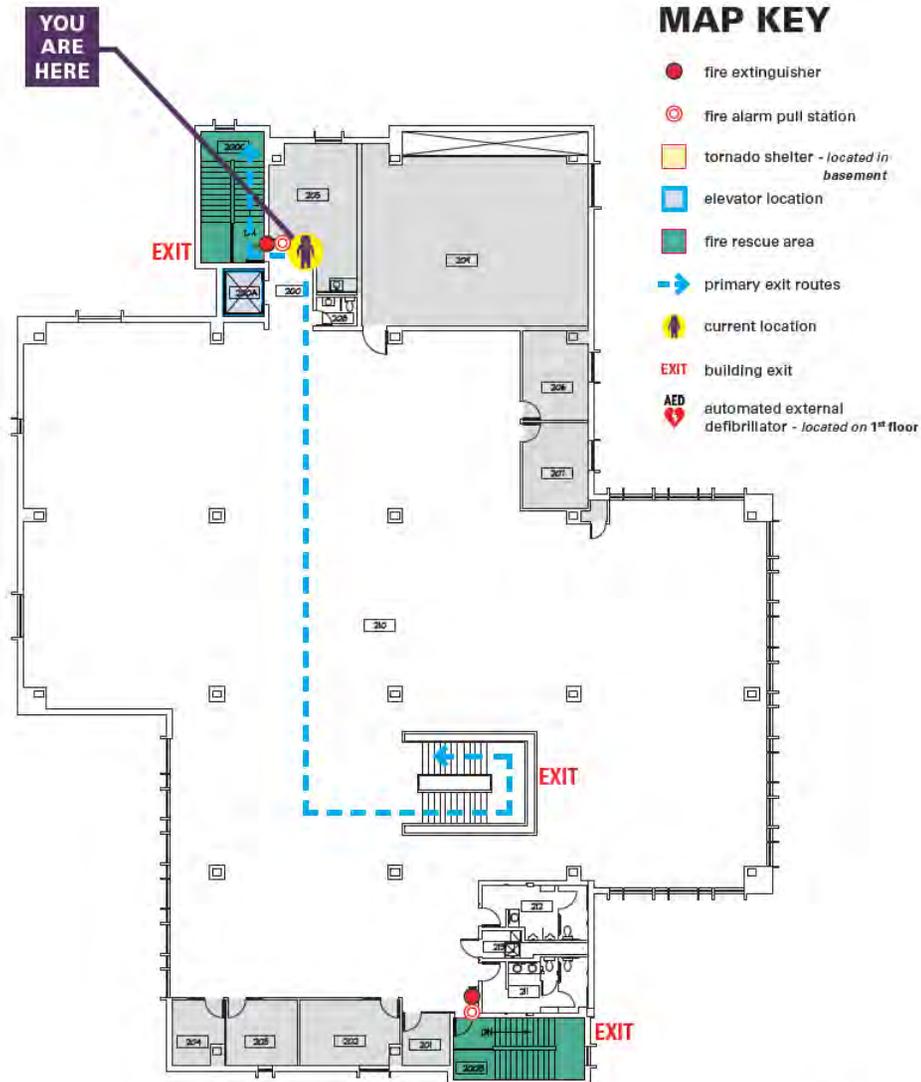


**Evacuation  
Assembly**  
Flagpole Circle

**Evacuation  
Assembly**  
Parking Lot 106 (East Side)

**Inclement  
Weather  
Shelter**  
Main Hall and East Wing

**IN THE CASE OF AN EMERGENCY CALL 911  
FIRST LEVEL IN LIBRARY**



Evacuation  
Assembly  
Flagpole Circle

Evacuation  
Assembly  
Parking Lot 106 (East Side)

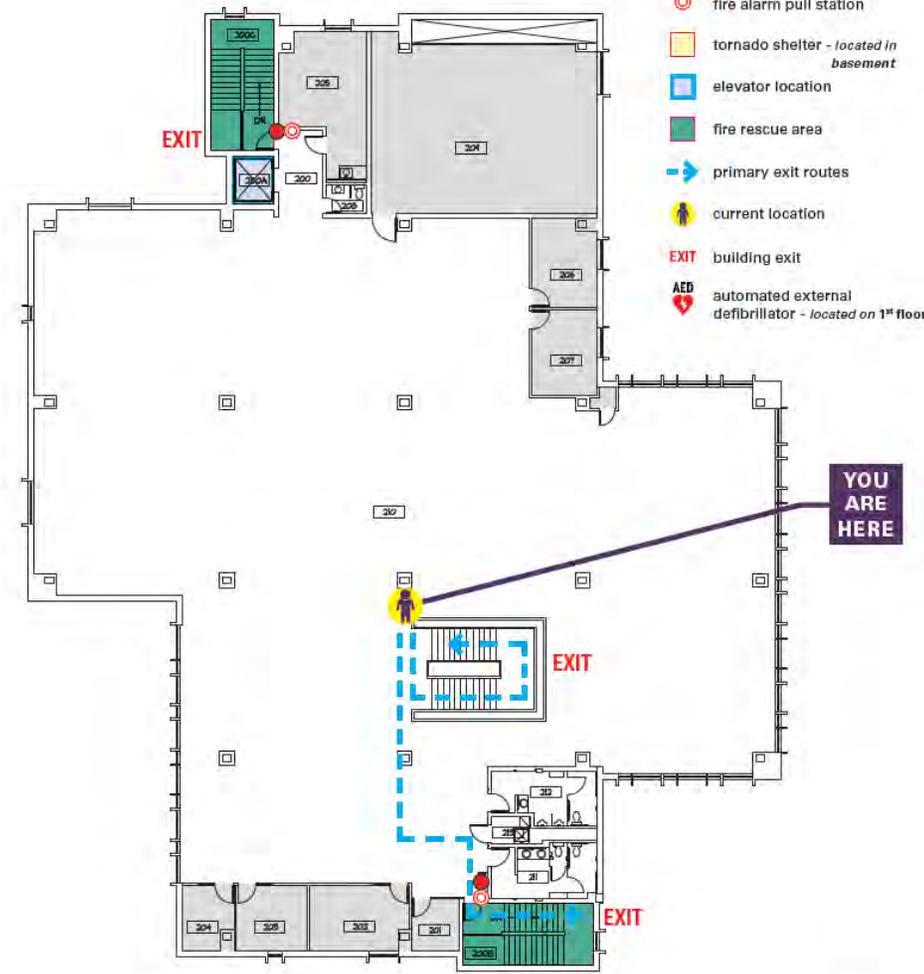
Inclement  
Weather  
Shelter  
Main Hall and East Wing

IN THE CASE OF AN EMERGENCY CALL 911  
**SECOND LEVEL IN LIBRARY**



**MAP KEY**

- fire extinguisher
- ⊙ fire alarm pull station
- tornado shelter - located in basement
- elevator location
- fire rescue area
- ➔ primary exit routes
- 🧑 current location
- EXIT building exit
- AED automated external defibrillator - located on 1<sup>st</sup> floor



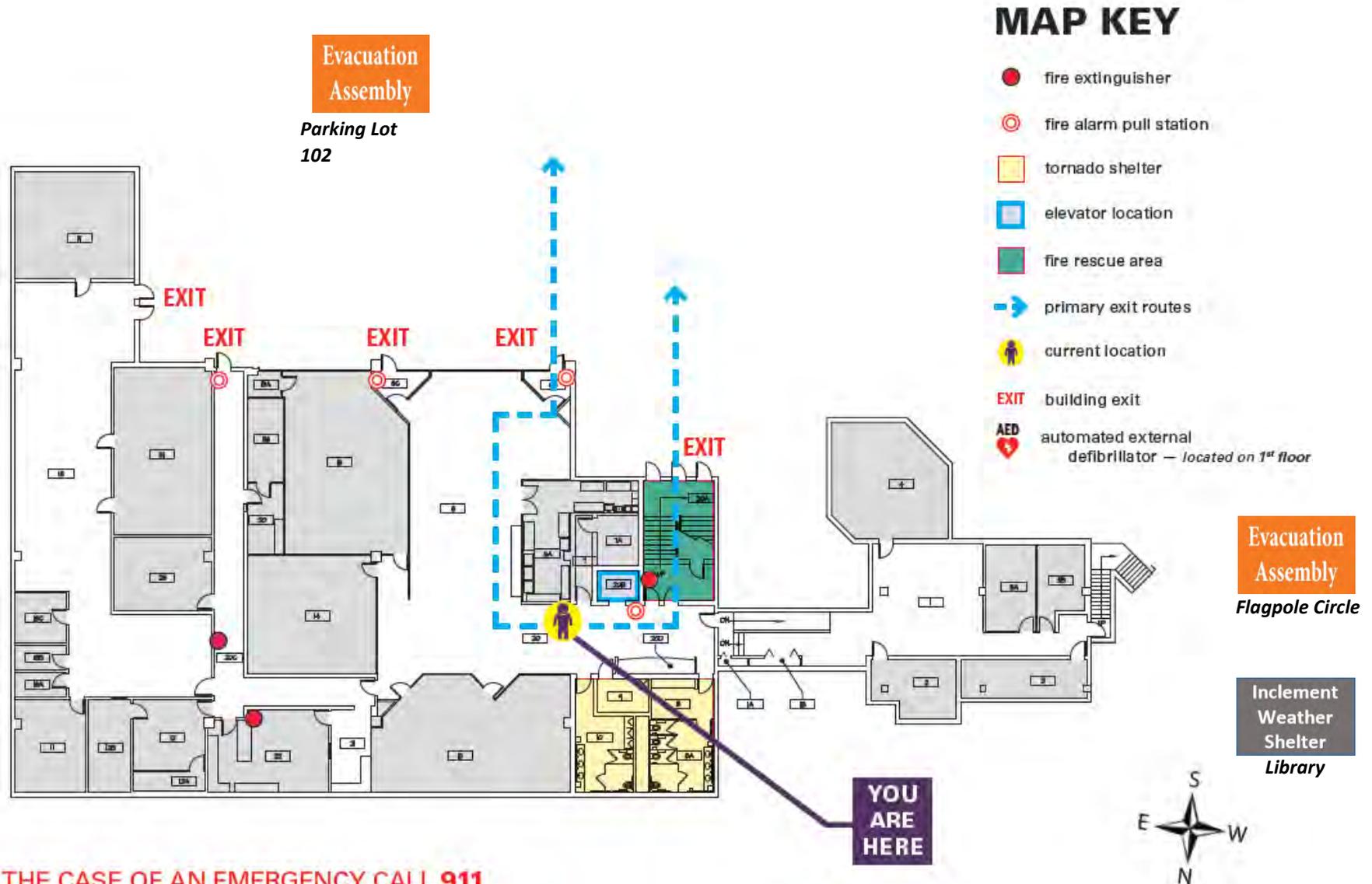
**Evacuation  
Assembly**  
*Flagpole Circle*

**Evacuation  
Assembly**  
*Parking Lot 106 (East Side)*

**Inclement  
Weather  
Shelter**  
*Main Hall and East Wing*

IN THE CASE OF AN EMERGENCY CALL 911  
**SECOND LEVEL IN LIBRARY**





IN THE CASE OF AN EMERGENCY CALL 911

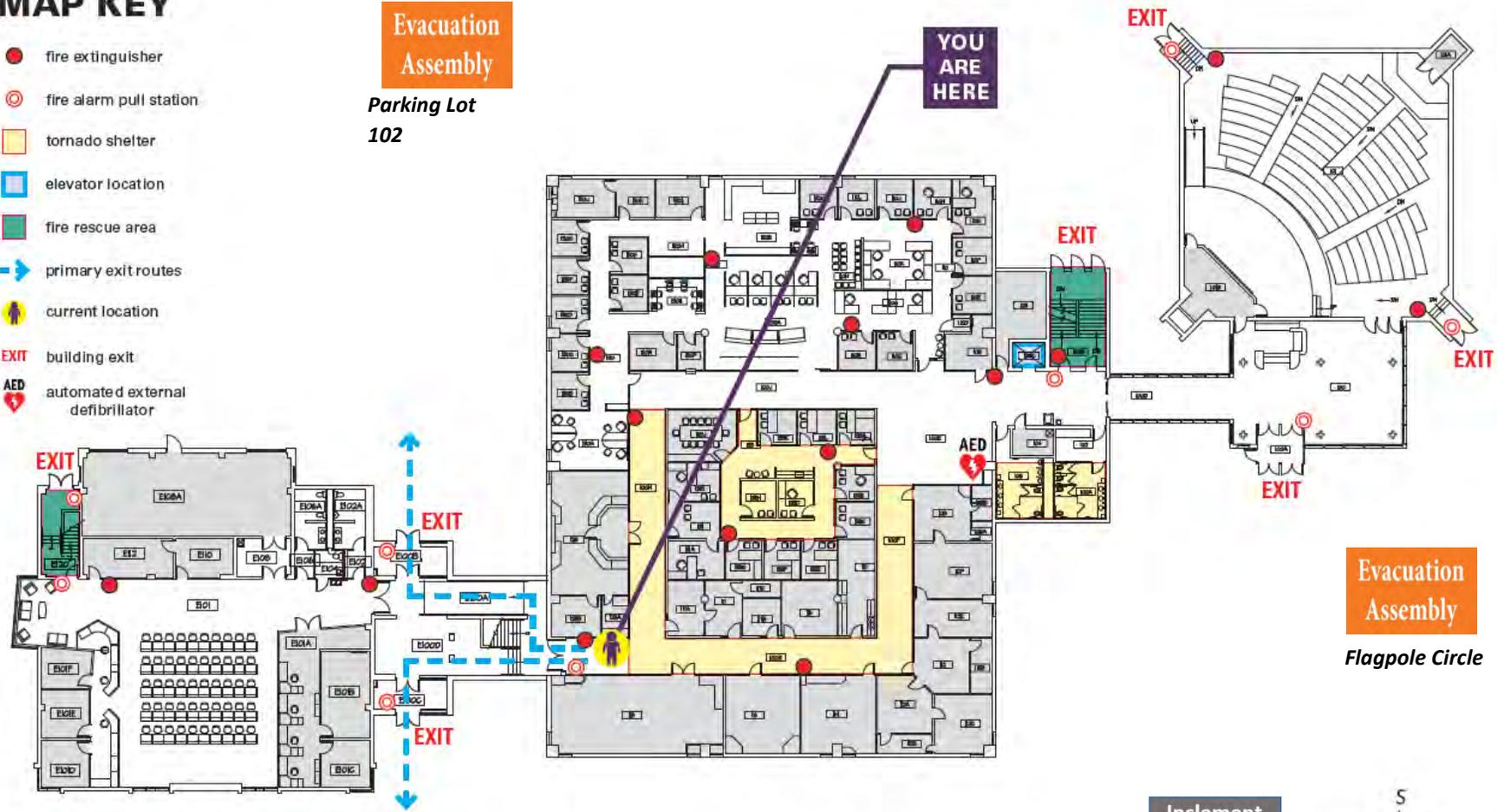
**LOWER LEVEL IN MAIN HALL**

Version 1.2

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  automate d external defibrillator

**Evacuation  
Assembly**  
*Parking Lot  
102*



**Evacuation  
Assembly**  
*Flagpole Circle*

**Inclement  
Weather  
Shelter**  
*Library*



**IN THE CASE OF AN EMERGENCY CALL 911  
FIRST FLOOR IN MAIN HALL**

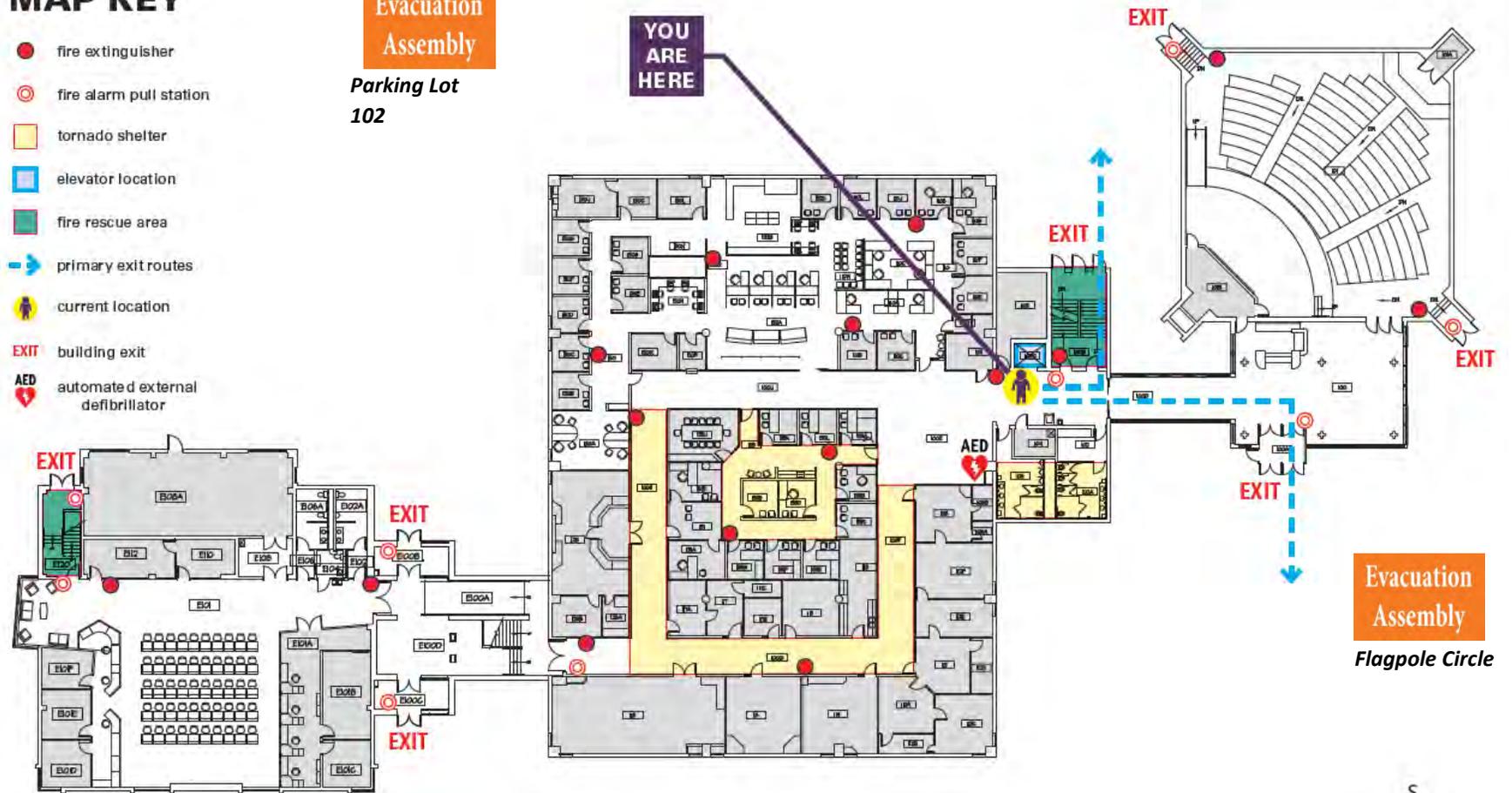
**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED  
automated external defibrillator

**Evacuation  
Assembly**

*Parking Lot  
102*

**YOU  
ARE  
HERE**



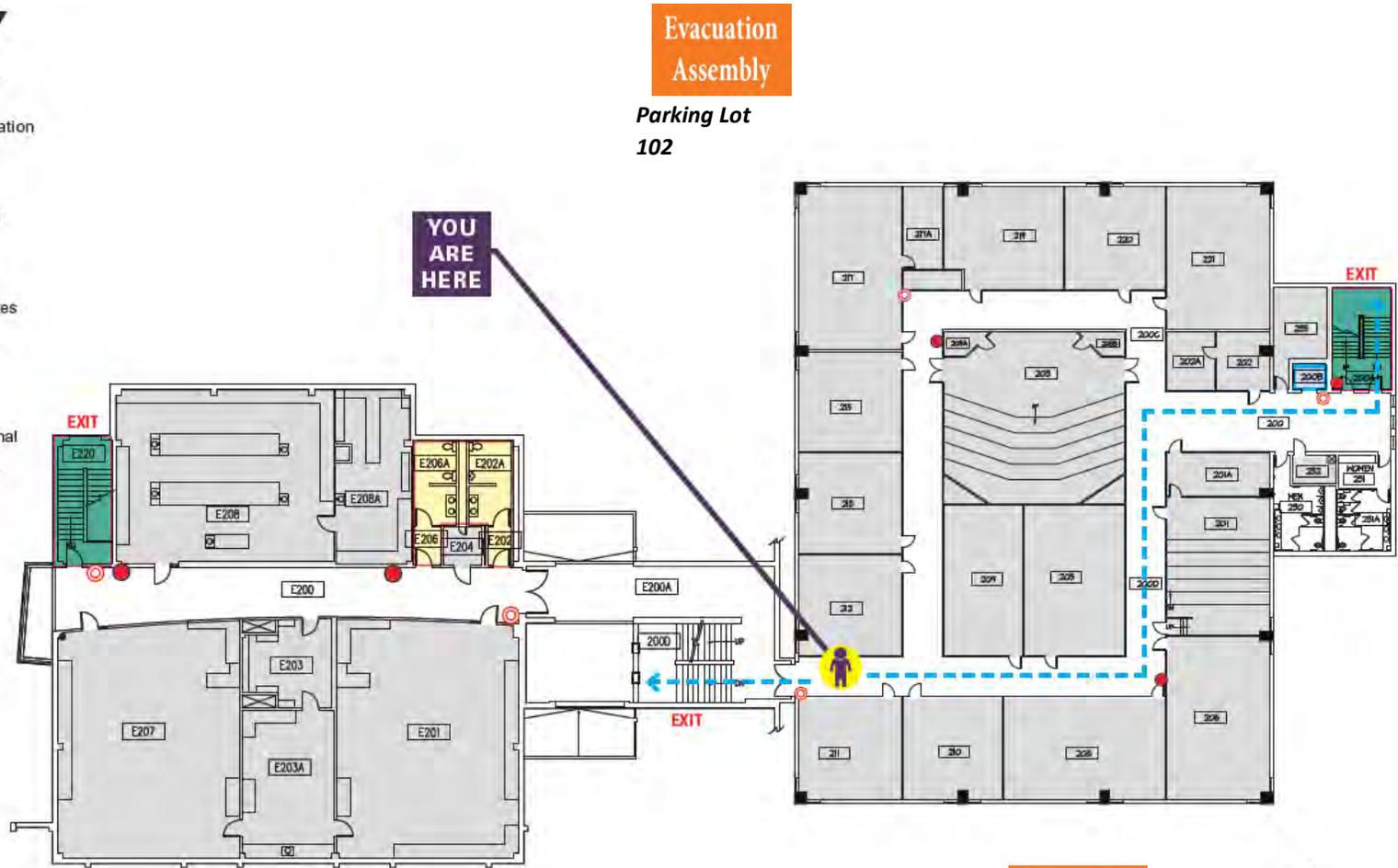
**IN THE CASE OF AN EMERGENCY CALL 911  
FIRST FLOOR IN MAIN HALL**

**Inclement  
Weather  
Shelter**  
*Library*



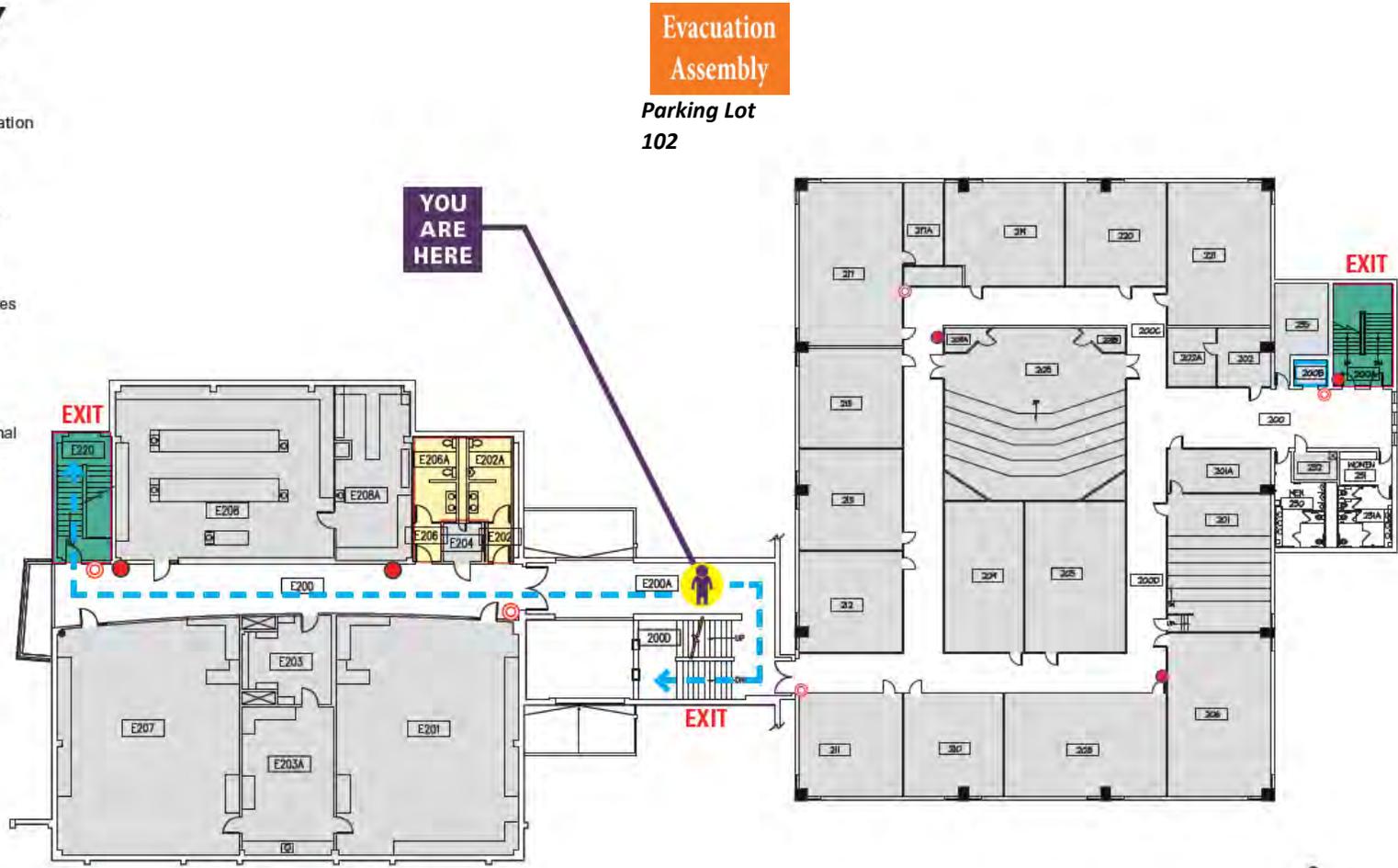
**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
- AED** automated external defibrillator — located on 1<sup>st</sup> floor



**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
- AED**  automated external defibrillator – located on 1<sup>st</sup> floor



**IN THE CASE OF AN EMERGENCY CALL 911**  
**SECOND FLOOR IN MAIN HALL**

**Inclement  
Weather  
Shelter**  
*Library*

**Evacuation  
Assembly**  
*Flagpole Circle*

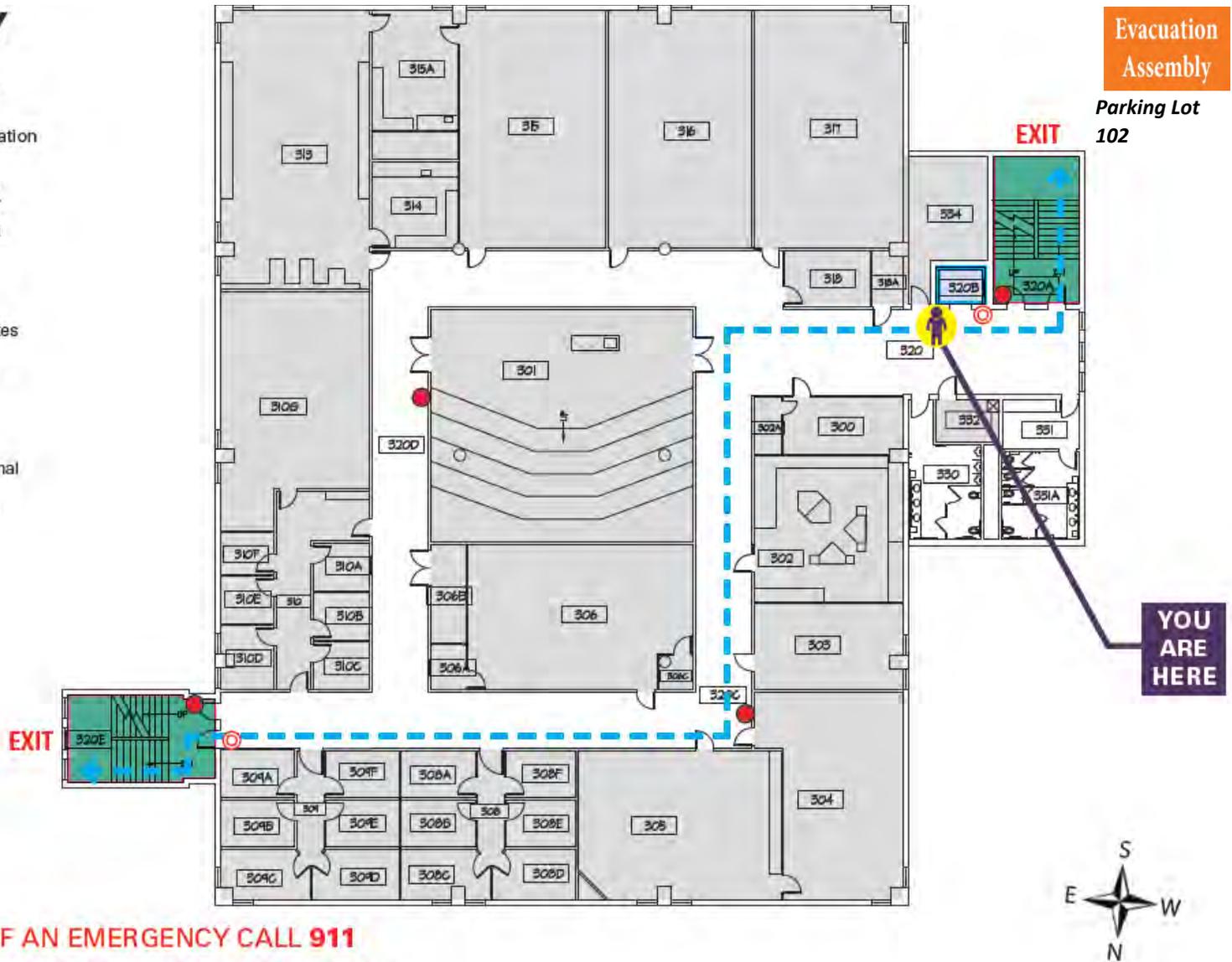


**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter -  
*located on 1<sup>st</sup> floor*
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED  
automated external  
defibrillator —  
*located on 1<sup>st</sup> floor*

**Evacuation  
Assembly**  
*Flagpole Circle*

**Inclement  
Weather  
Shelter**  
*Library*



**IN THE CASE OF AN EMERGENCY CALL 911**  
**THIRD FLOOR IN MAIN HALL**

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter -  
*located on 1<sup>st</sup> floor*
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  **AED** automated external  
defibrillator –  
*located on 1<sup>st</sup> floor*

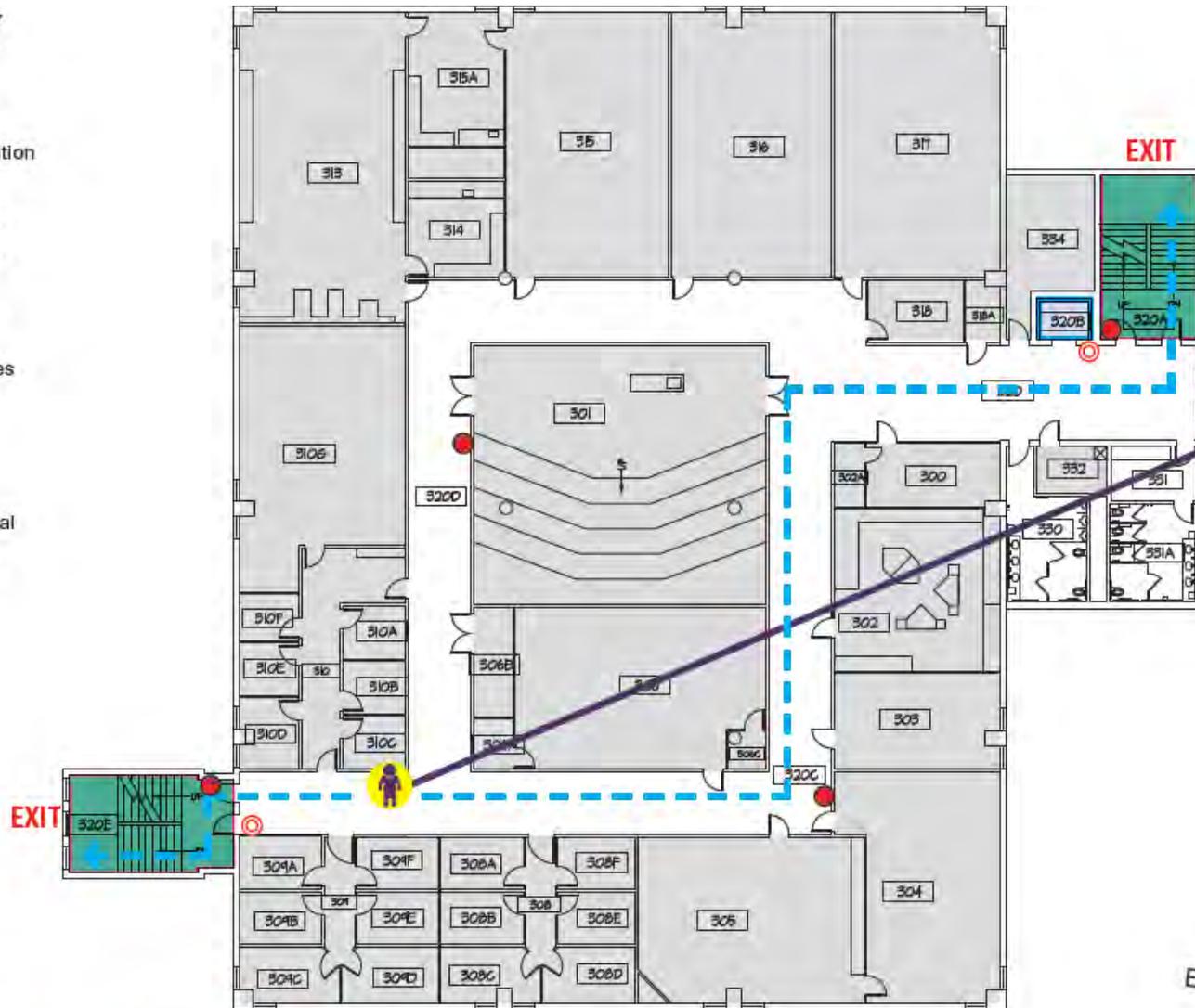
Evacuation  
Assembly

Parking Lot  
102

**YOU  
ARE  
HERE**

Evacuation  
Assembly  
*Flagpole Circle*

Inclement  
Weather  
Shelter  
*Library*



**IN THE CASE OF AN EMERGENCY CALL 911**  
**THIRD FLOOR IN MAIN HALL**

**MAP KEY**

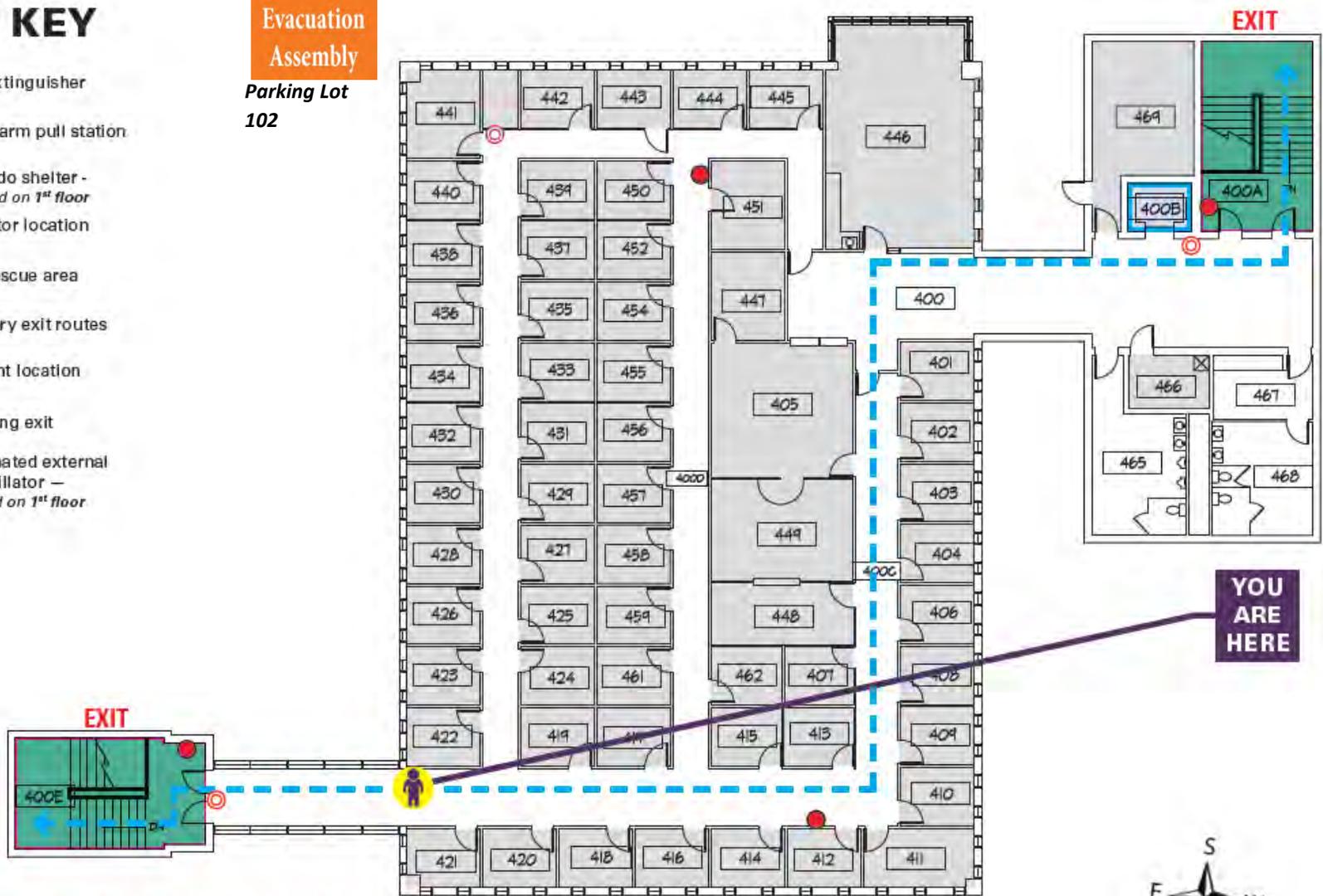
-  fire extinguisher
-  fire alarm pull station
-  tornado shelter - located on 1<sup>st</sup> floor
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator — located on 1<sup>st</sup> floor

**Evacuation  
Assembly**

**Parking Lot  
102**

**Evacuation  
Assembly**  
**Flagpole Circle**

**Inclement  
Weather  
Shelter**  
**Library**



**IN THE CASE OF AN EMERGENCY CALL 911**  
**FOURTH FLOOR IN MAIN HALL**

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter - located on 1<sup>st</sup> floor
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator — located on 1<sup>st</sup> floor

**YOU  
ARE  
HERE**

**Evacuation  
Assembly** Parking Lot  
102

**EXIT**



**Evacuation  
Assembly**  
Flagpole Circle

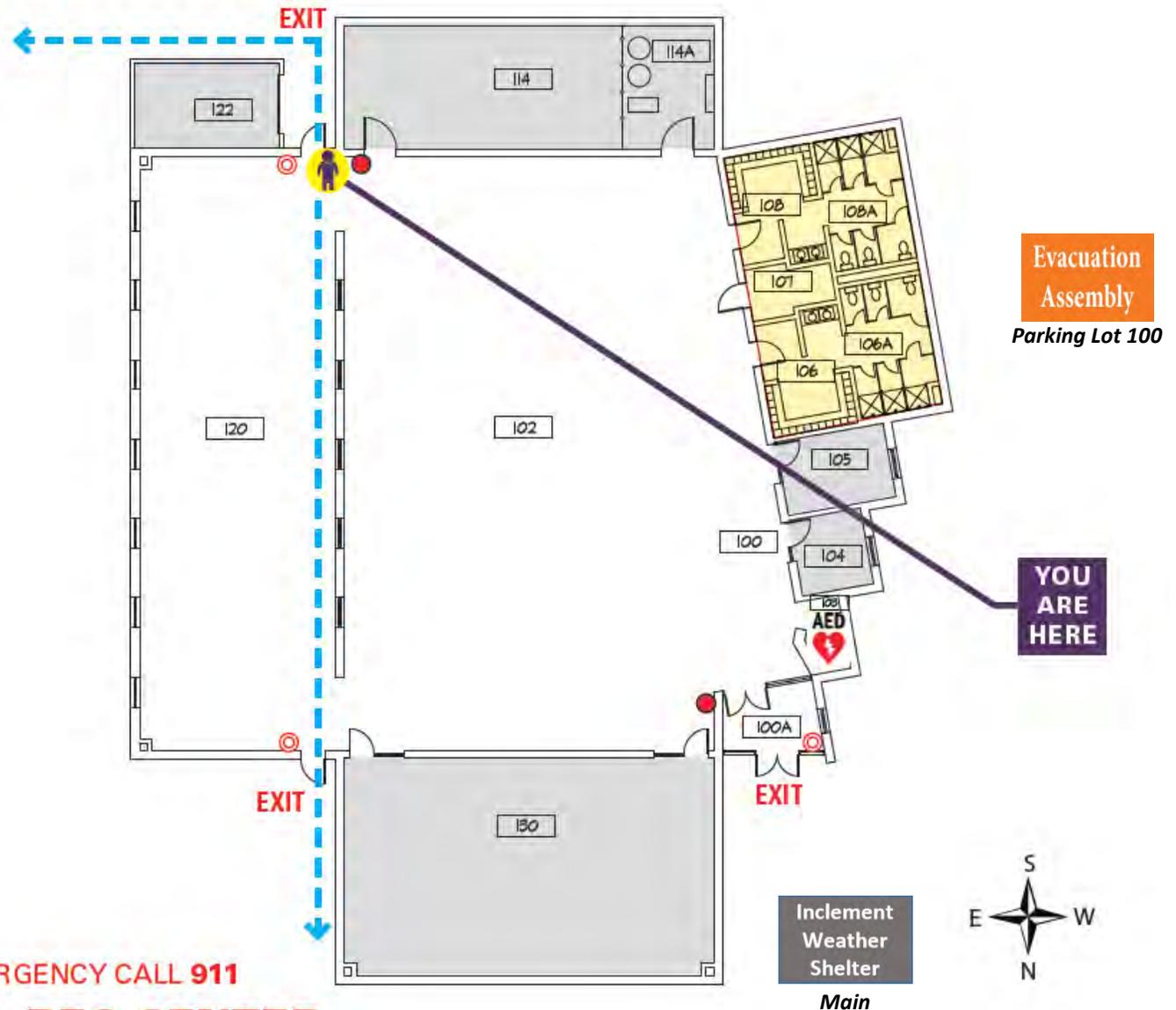
**Inclement  
Weather  
Shelter**  
Library

**IN THE CASE OF AN EMERGENCY CALL 911**  
**FOURTH FLOOR IN MAIN HALL**

Version 1.2

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  automated external defibrillator



**Evacuation  
Assembly**  
*Parking Lot 102*

**Evacuation  
Assembly**  
*Parking Lot 100*

**YOU  
ARE  
HERE**

**Inclement  
Weather  
Shelter**  
*Main*

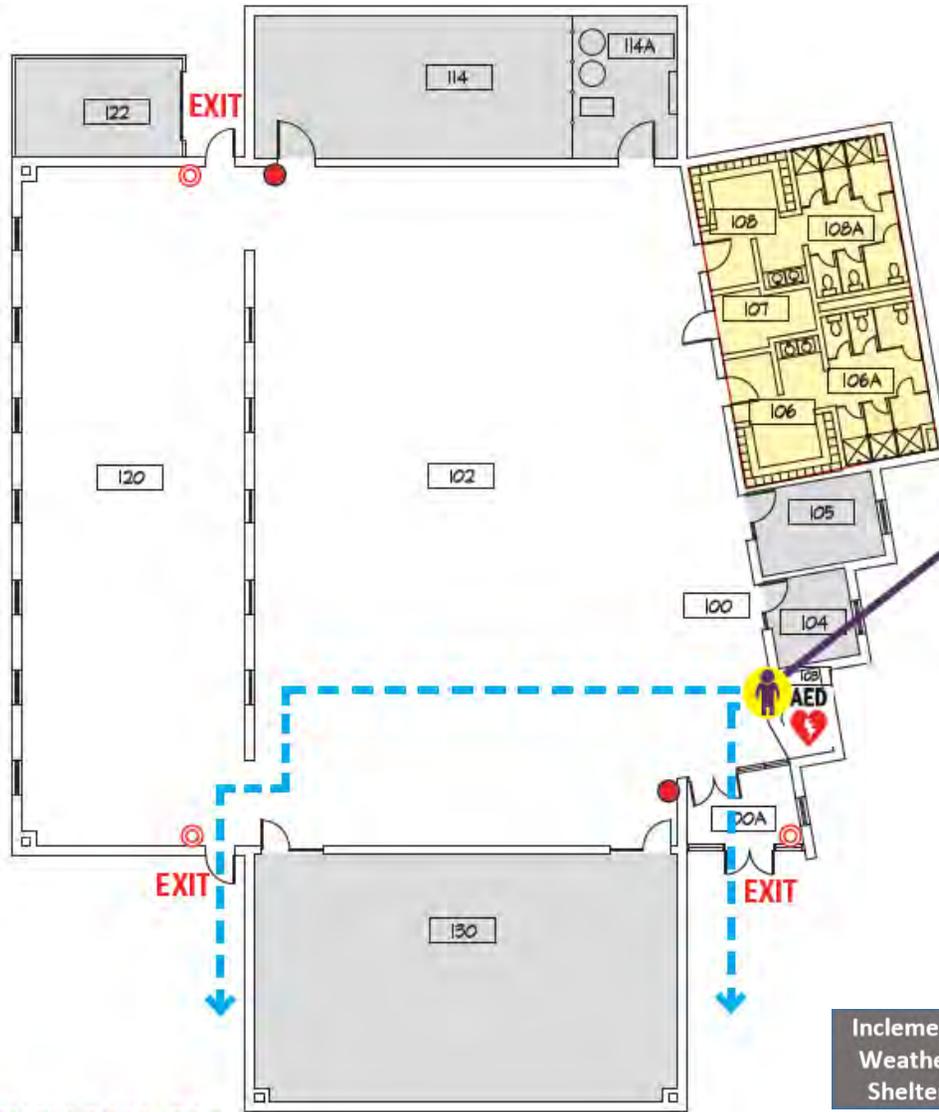


**IN THE CASE OF AN EMERGENCY CALL 911  
FIRST FLOOR IN REC CENTER**

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  automated external defibrillator

**Evacuation  
Assembly**  
*Parking Lot 102*



**Evacuation  
Assembly**  
*Parking Lot 100*

**YOU  
ARE  
HERE**

**Inclement  
Weather  
Shelter**  
*Main*

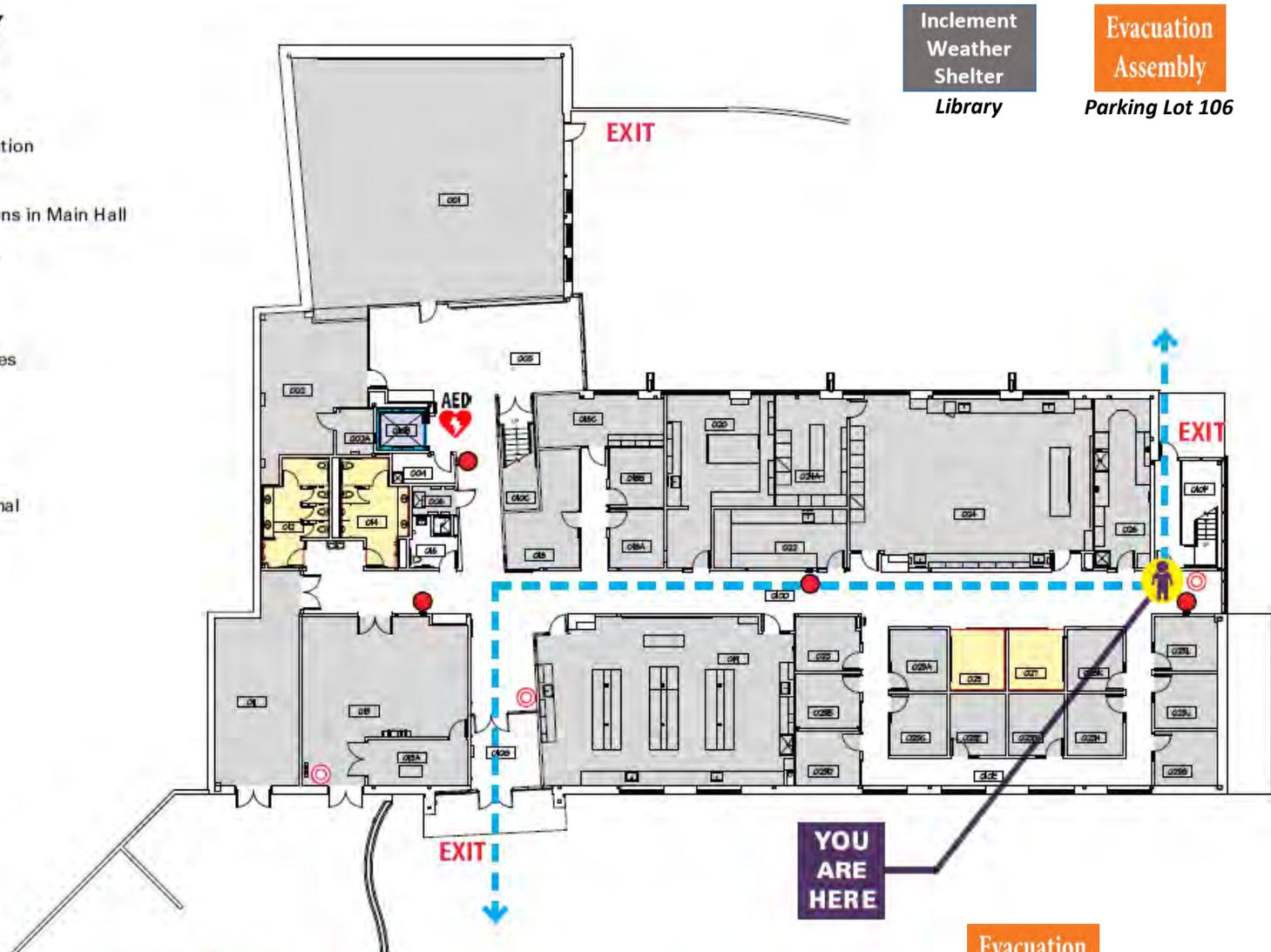


**IN THE CASE OF AN EMERGENCY CALL 911**  
**FIRST FLOOR IN REC CENTER**



**MAP KEY**

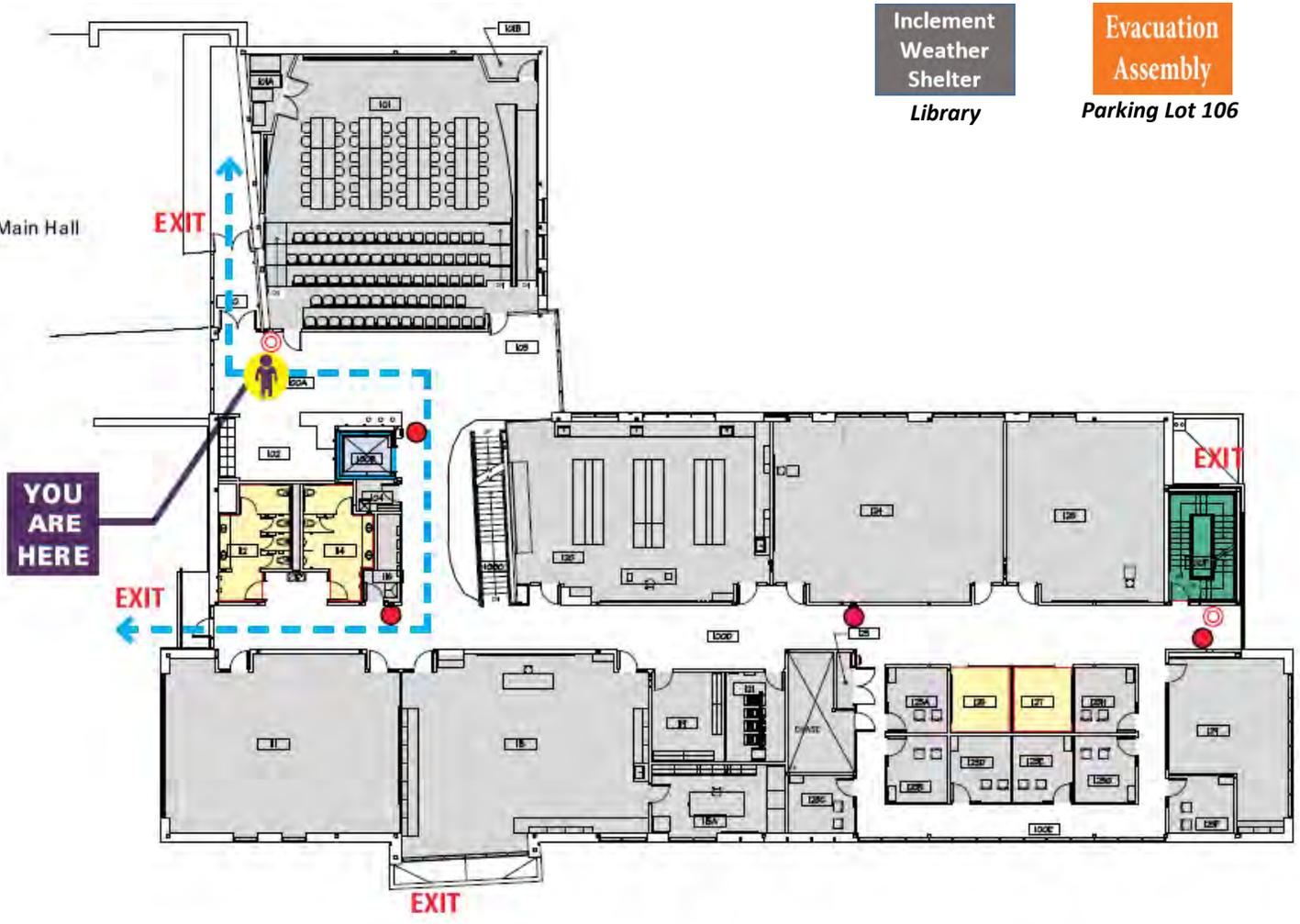
-  fire extinguisher
-  fire alarm pull station
-  tornado shelter  
additional locations in Main Hall
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  automated external defibrillator



**IN THE CASE OF AN EMERGENCY CALL 911**  
**YOU ARE AT LOCATION 010F IN SCIENCES BUILDING**

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter  
additional locations in Main Hall
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED  
automated external defibrillator



IN THE CASE OF AN EMERGENCY CALL **911**

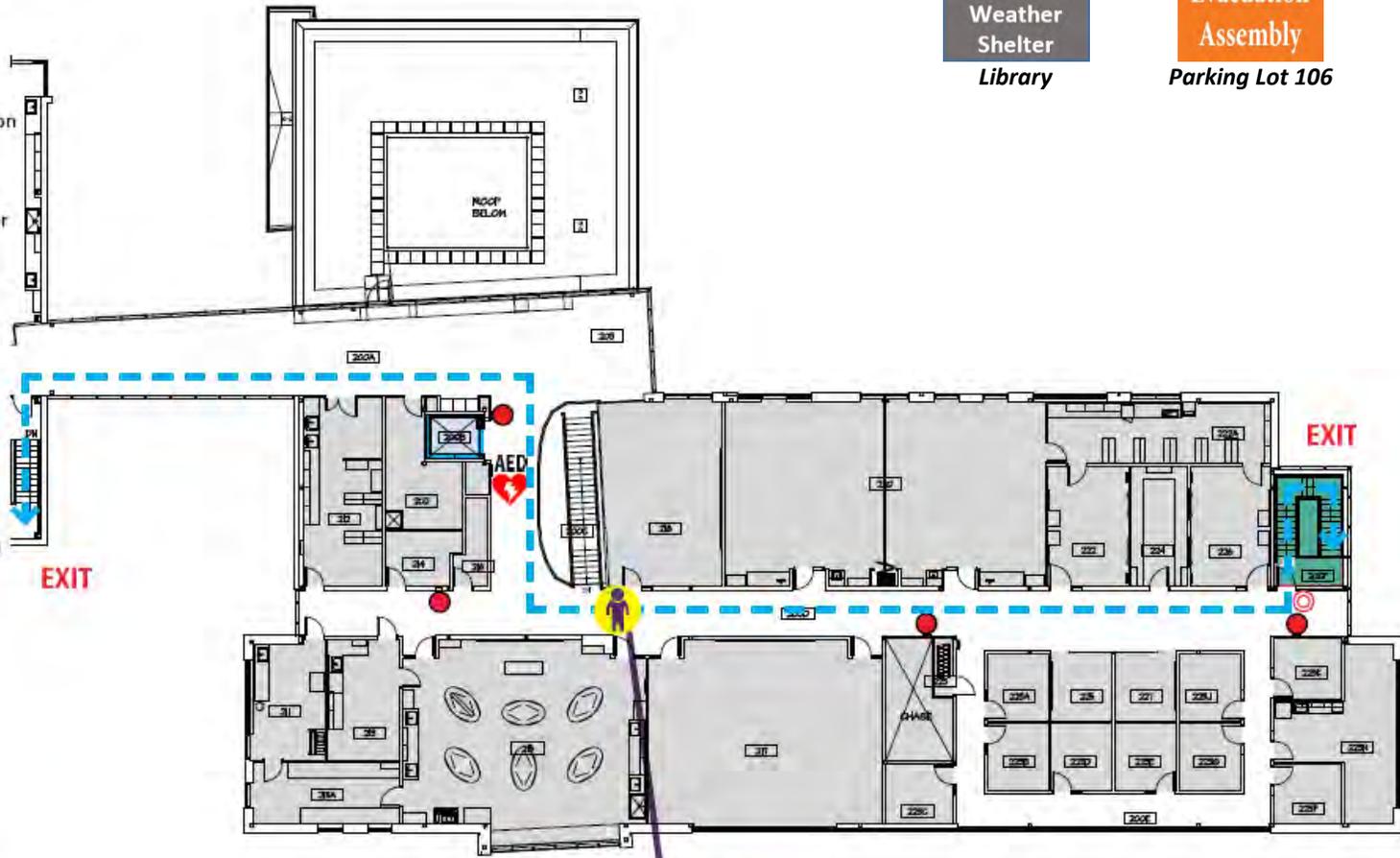
YOU ARE AT LOCATION **100A** IN **SCIENCES BUILDING**

**Evacuation  
Assembly**  
*Parking Lot 104*



**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter locations in basement, first floor and in Main Hall
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  automated external defibrillator



**Inclement  
Weather  
Shelter**  
*Library*

**Evacuation  
Assembly**  
*Parking Lot 106*

**YOU  
ARE  
HERE**

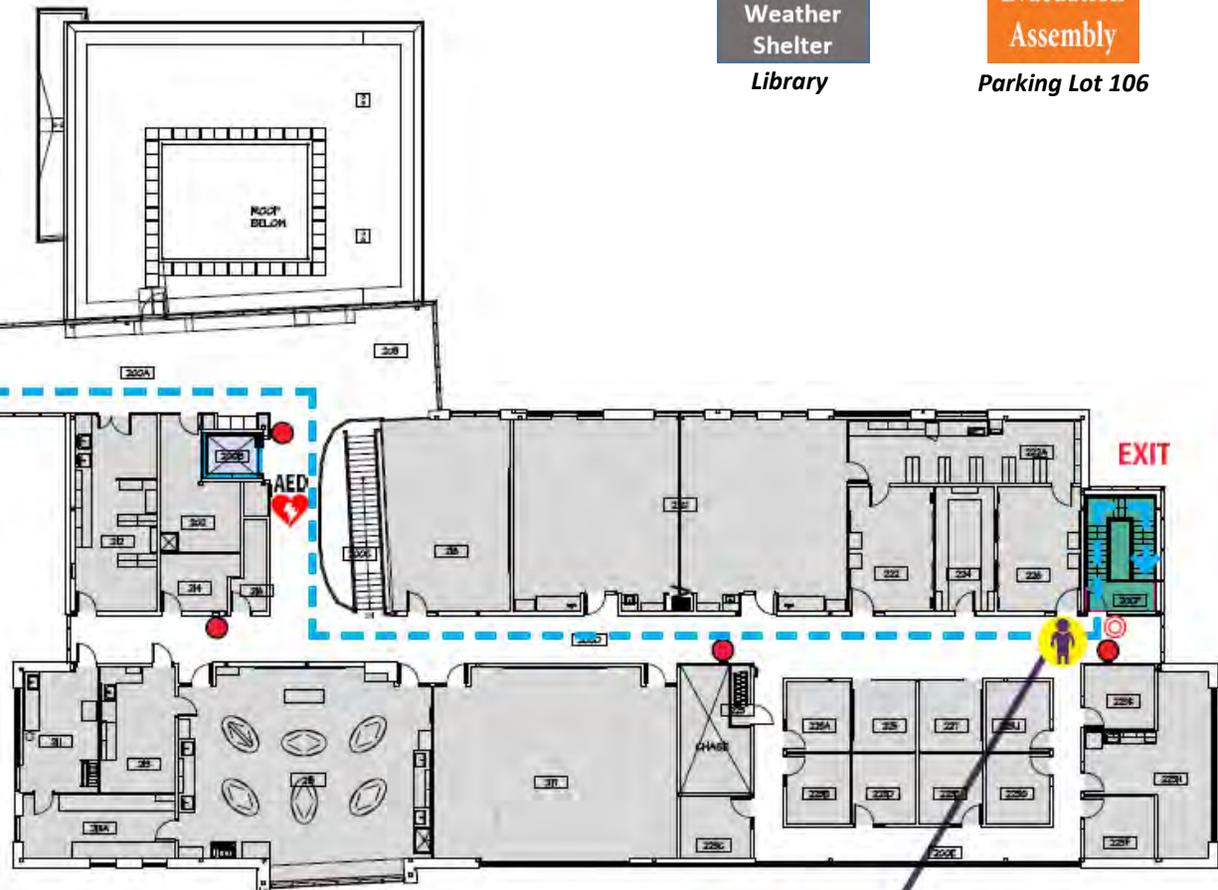
**Evacuation  
Assembly**

*Parking Lot 104*

**IN THE CASE OF AN EMERGENCY CALL 911  
YOU ARE AT LOCATION 200D IN SCIENCES BUILDING**

**MAP KEY**

-  fire extinguisher
-  fire alarm pull station
-  tornado shelter locations on basement, first floor and in Main Hall
-  elevator location
-  fire rescue area
-  primary exit routes
-  current location
- EXIT** building exit
-  AED automated external defibrillator



**Inclement  
Weather  
Shelter**  
*Library*

**Evacuation  
Assembly**  
*Parking Lot 106*

**YOU  
ARE  
HERE**

**Evacuation  
Assembly**

*Parking Lot 104*

**IN THE CASE OF AN EMERGENCY CALL 911**  
**YOU ARE AT LOCATION 200F IN SCIENCES BUILDING**



# Appendix C

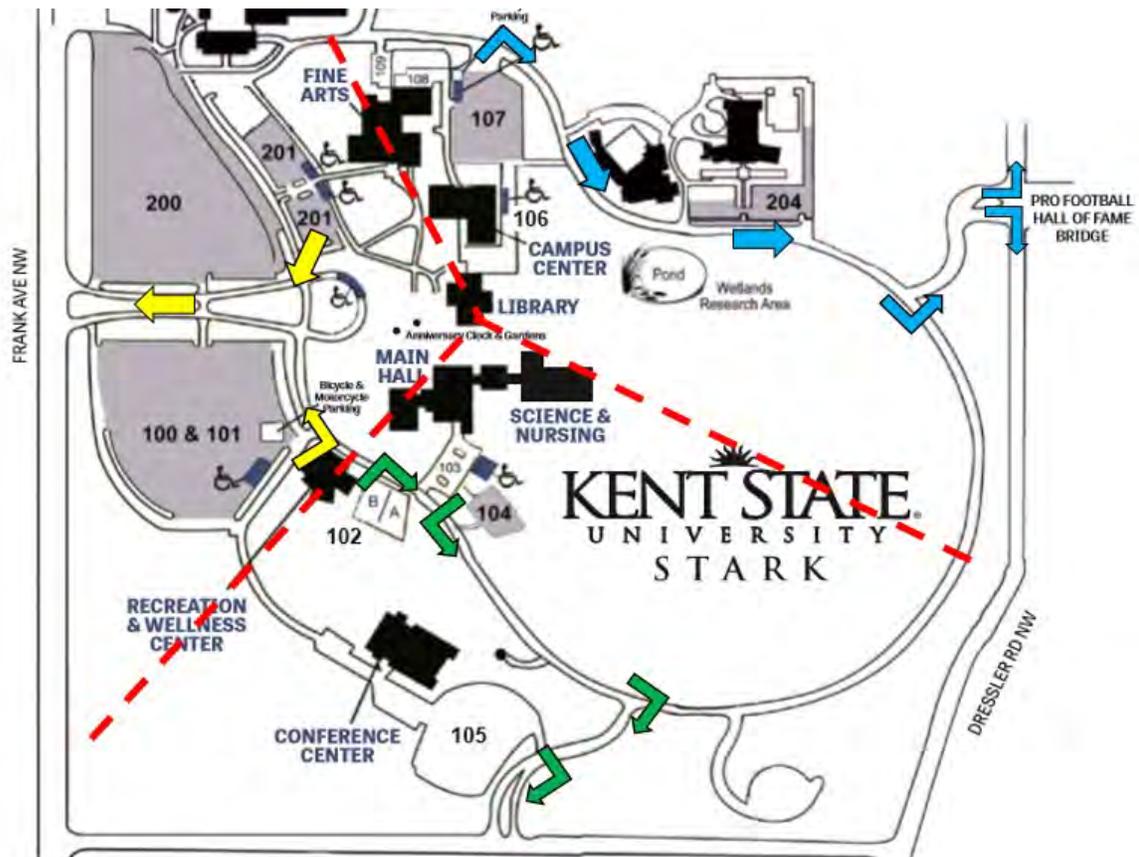
CAMPUS VEHICLE EVACUATION PLAN

KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

In the rare situation that it becomes necessary to evacuate the campus because of a dynamic situation, the following graphic should be used as an aid to remove vehicles as quickly as possible while trying to avoid overwhelming the capacities of local surface streets.

Many students and campus visitors do not realize there are alternate exits that may be less congested. Oftentimes people become accustomed to a routine, and when the routine is unexpectedly broken, the

The goal of this evacuation plan is to divide the campus into three sections and direct vehicles to one of the three campus exits. Your direction of travel should be dictated by where your vehicle is parked.



**Lots 106, 107, 108 and 109:**

Head east on Loop Road and exit campus on Dressler Rd. NW

**Lots 102, 103, 104 and 105:**

Head east on Loop Road and then south to exit campus on University St. NW

**Lots 100, 101 and 201:**

Head out the Main Campus Drive to Frank Ave NW. If this becomes too congested, and lots 102-105 have cleared, Security will work to direct cars to follow the plan for lots 102-105.

Security will do their best to position officers to route traffic in one of three routes off of campus to spread the traffic flow to utilize all three exits and minimize traffic jams. However, your knowing this plan will help reduce vehicular traffic trying to all head to Frank Ave NW.

**You may have to exit through an unfamiliar direction to move away from campus and take alternate streets or routes to get to your destination.**

You might not be able to exit and be routed in the most convenient route possible. In some cases, you may live south of campus but have to go a mile or two north to get away from the immediate area and traffic. then double back on an alternate and less congested route.



# Appendix D

BOMB THREAT CHECKLIST CARD

KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

**BOMB THREAT  
PROCEDURES**

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

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

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

**WHO TO CONTACT (Select One)**

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



**Homeland  
Security**

2014

**BOMB THREAT CHECKLIST**

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

**Ask Caller:**

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

**Exact Words of Threat:**

**Information About Caller:**

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

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



# Appendix E

CAMPUS RESOURCES

KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

| Department                      | Phone Number   | Web/Email if applicable)  |
|---------------------------------|--|---|
| KSU Stark Campus Security       | 330-244-3333   | kent.edu/stark/campus-safety  |
| Jackson Township Police         | 9-1-1<br>330-832-1553 (Dispatch)<br>330-834-3960 Non Emer    | Jacksontwp.com/police   |
| Jackson Township Fire           | 9-1-1<br>330-499-6666 (Dispatch)<br>330-834-3950 Non Emer    | Jacksontwp.com/fire   |
| Stark County Sheriff Department | 330-430-3800   | starkcountyohio.gov/sheriff   |
| Ohio Highway Patrol Post 76     | 330-433-6200   | Statepatrol.ohio.gov  |
| Stark County EMA                | 330-451-3900   | <a href="mailto:StarkEMA@starkcountyohio.gov">StarkEMA@starkcountyohio.gov</a>  |
| Stark County Health Department  | 330-493-9904   | starkcountyohio.gov/public-health   |
| James Biehl                     | 330-244-3227 (office)<br>330-806-4811 (wireless)             | <a href="mailto:Jbiehl4@kent.edu">Jbiehl4@kent.edu</a>  |
| Stark CARES Team                | <a href="mailto:Starkcares@kent.edu">Starkcares@kent.edu</a> | Submit Concern:<br>kent.edu/stark/cares-team-contact<br><br>24 Hour Crisis Hotline: 330-452-6000<br><br>9-1-1 for Immediate Medical Emergencies |
| Stark A.L.i.C.E. Training       |  | kent.edu/stark/alice-training   |

**KSU Stark Media Relations**

|                       |                                 |  |
|-----------------------|---------------------------------|--|
| Melissa Seeton        | 330-244-3262                    | <a href="mailto:mseeton@kent.edu">mseeton@kent.edu</a>   |
| Julie Spotts          | 330-244-3269                    | <a href="mailto:jspotts@kent.edu">jspotts@kent.edu</a>   |
| Eric Mansfield (Kent) | 330-672-7972 or<br>216-313-8292 | <a href="mailto:emnsfie@kent.edu">emnsfie@kent.edu</a>   |
| Emily Vincent (Kent)  | 330-672-8595 or<br>216-832-4491 | <a href="mailto:evincen2@kent.edu">evincen2@kent.edu</a> |

**KSU Stark Facilities Numbers**

|                                   |                                 |  |
|-----------------------------------|---------------------------------|--|
| Brian Gardner                     | 330-244-3270 or<br>330-933-4829 | <a href="mailto:bgardne4@kent.edu">bgardne4@kent.edu</a>             |
| Tech: Network Services            | 330-244-3490                    | <a href="mailto:helpdesk-stark@kent.edu">helpdesk-stark@kent.edu</a> |
| Electric: American Electric Power | 1-800-672-2231                  | aep.com  |
| Phone Outage                      | 330-672-4357                    | DCO 330-672-2552   |
| Gas: Dominion East Ohio           | 877-542-2630                    | dominionenergy.com   |
| Water: City of North Canton       | 330-499-5911                    | northcantonohio.gov  |
| Waste: Republic Waste             | 800-247-3644                    | republicservices.com   |

**Kent Campus Resources**

|   |              |  |
|---|--------------|--|
| KSU Police Dispatch                               | 330-672-3010 | <a href="http://kent.edu/publicsafety/police-services">kent.edu/publicsafety/police-services</a> |
| Emergency Management<br>Coordinator Shandra DeVoe | 330-672-3070 | <a href="mailto:sdevoe@kent.edu">sdevoe@kent.edu</a>   |
| KSU DeWeese Health Center                         | 330-672-2322 | <a href="http://kent.edu/uhs">kent.edu/uhs</a>   |
| COVID Response Team                               | 330-672-2525 |  |
| Environmental Health &<br>Safety                  | 330-672-1950 | <a href="mailto:dbaden@kent.edu">dbaden@kent.edu</a>   |
|   |              |  |

**Miscellaneous:**

|                              |                    |  |
|------------------------------|--------------------|--|
| SARTA Stark Public Transit   | 330-477-2782       | <a href="http://sartaonline.com">sartaonline.com</a>                               |
| Stark State College Security | 330-494-6170 x4367 | <a href="http://starkstate.edu/about/security/">starkstate.edu/about/security/</a> |



# Appendix F

FACULTY AND UTILITY INFORMATION

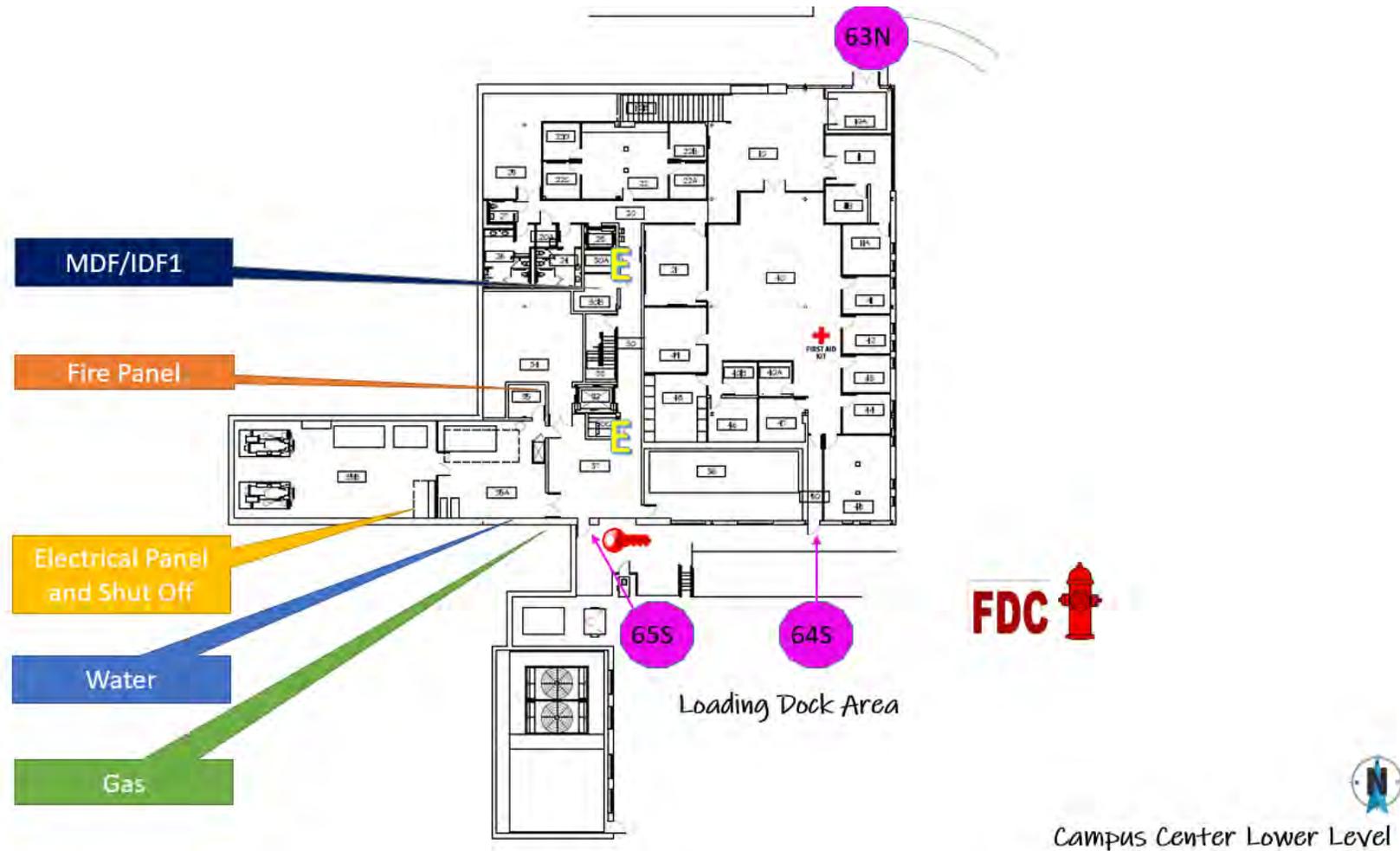
KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

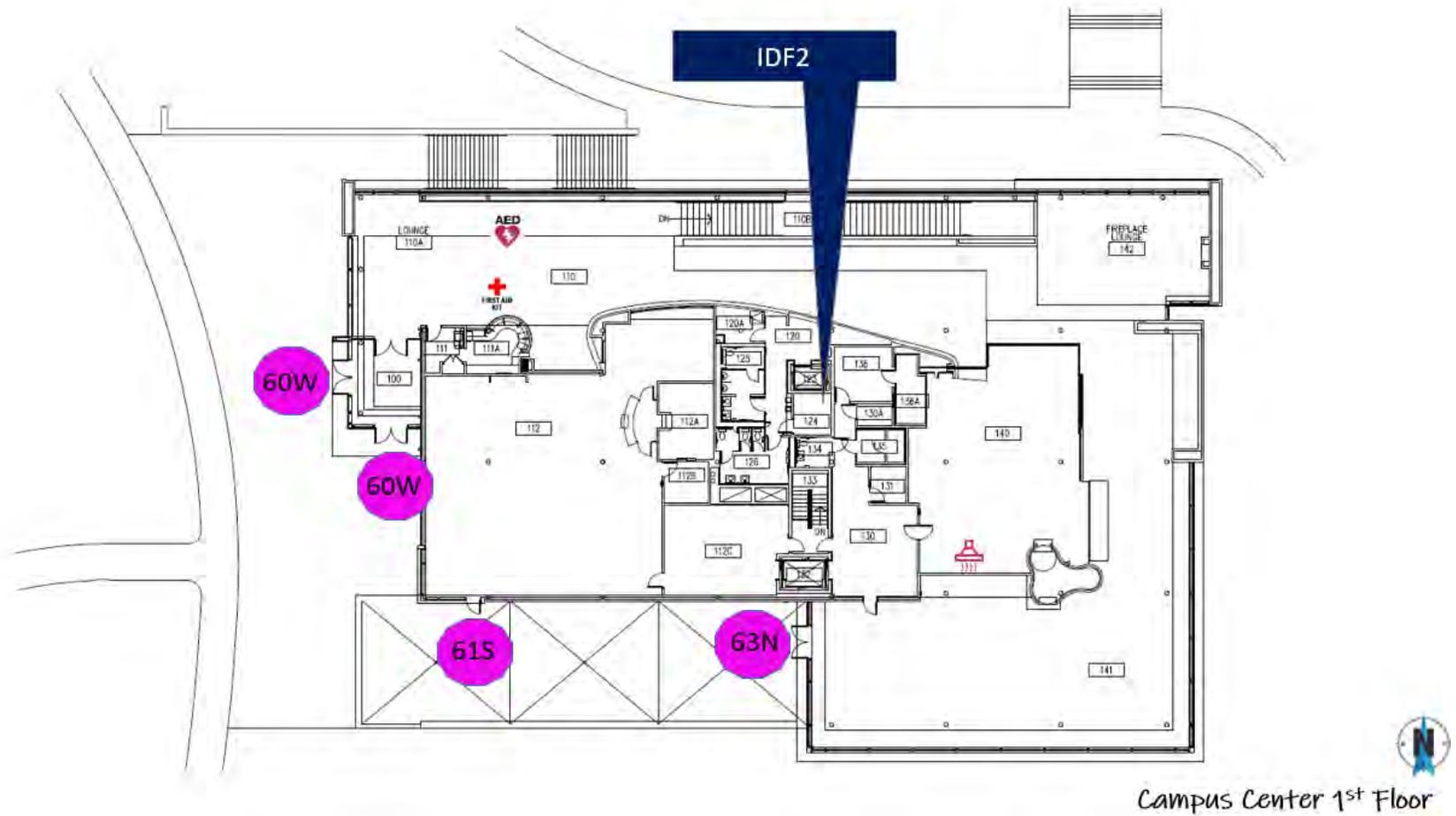
The attached maps will provide a visual reference of critical facility and utility equipment. Please refer to the legend below to assist in the location of these areas.

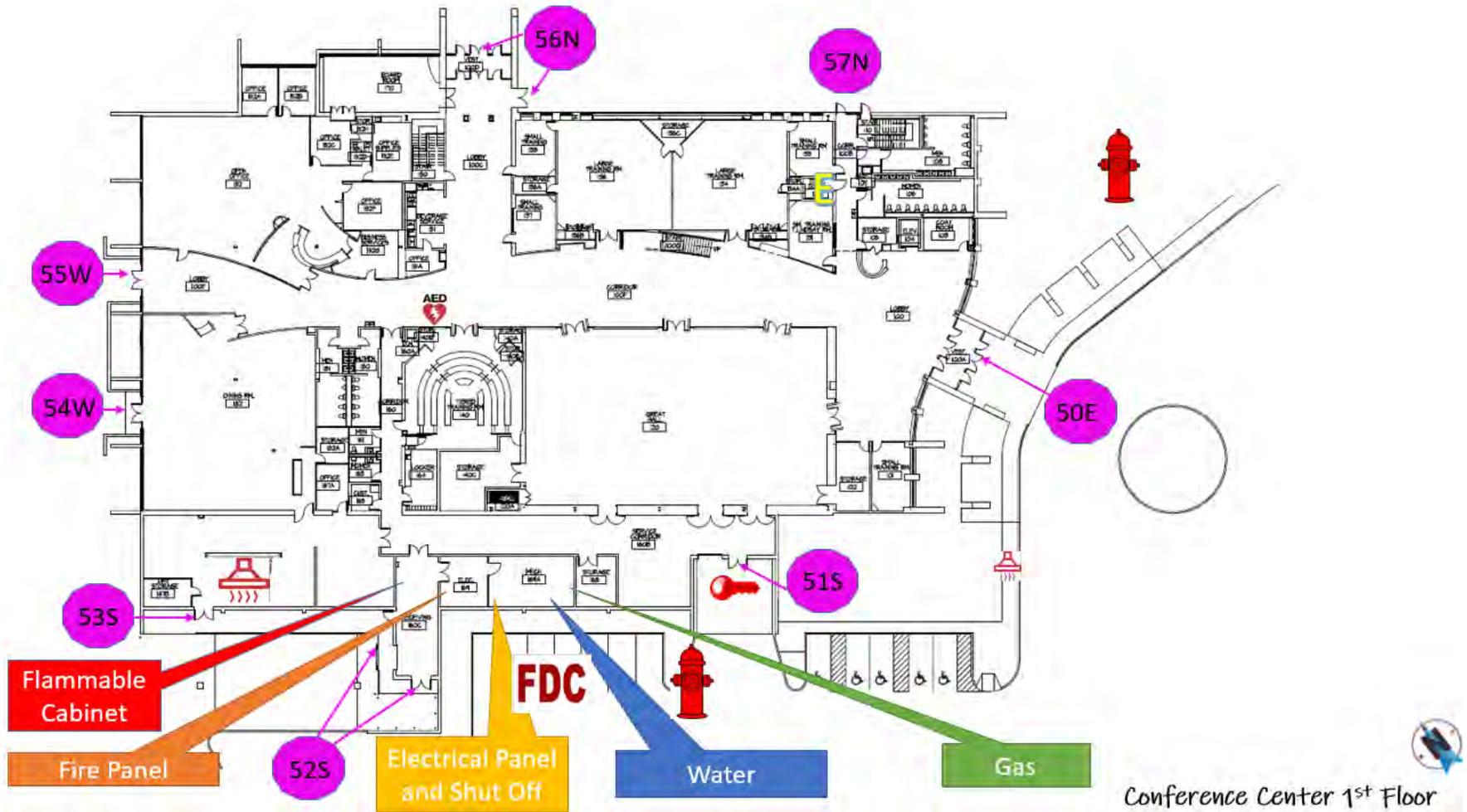
| Fire Equipment  |                                     |
|---|-------------------------------------|
|    | Fire Department Connection location |
|    | Fire Hydrant locations              |
|    | Fire Department Knox Box            |
|    | Kitchen Fire Hood System            |
|    | Flammable Storage                   |
|    | Exterior Fuel Storage               |
| Life Safety   |                                     |
|  | AED Location                        |
|  | First Aid Assistance                |

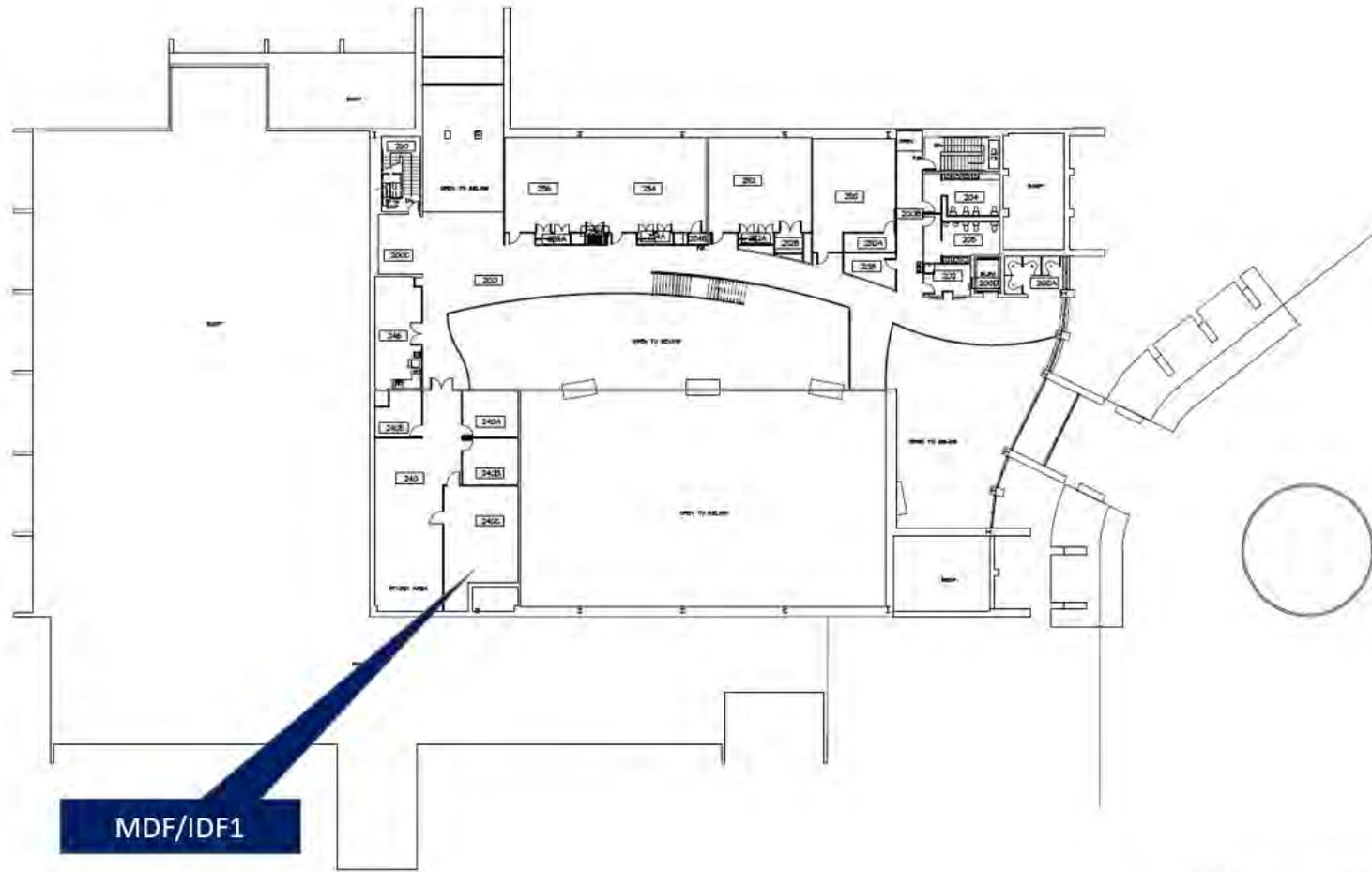
| Infrastructure  |                           |
|---|---------------------------|
|    | Fire Panel                |
|    | Electric Panel / Shut Off |
|    | Solar Panel Shut Off      |
|    | Gas Shut Off              |
|    | Gas Well                  |
|    | Domestic Water Shut Off   |
|   | MDF or IDF Closets        |
|  | Elevator Mechanical Room  |
|  | Door Numbers for Facility |

- Campus Facilities are not backed up by Generator. Campus is equipped with emergency canister lighting to allow for evacuation as needed.
- Fire Alarm Systems will retain power via batter back up for 4-8 hours.
- Main Hall is the only building without Sprinkler System. Standpipe was run in 2020. Upgrades will coincide with future renovations.

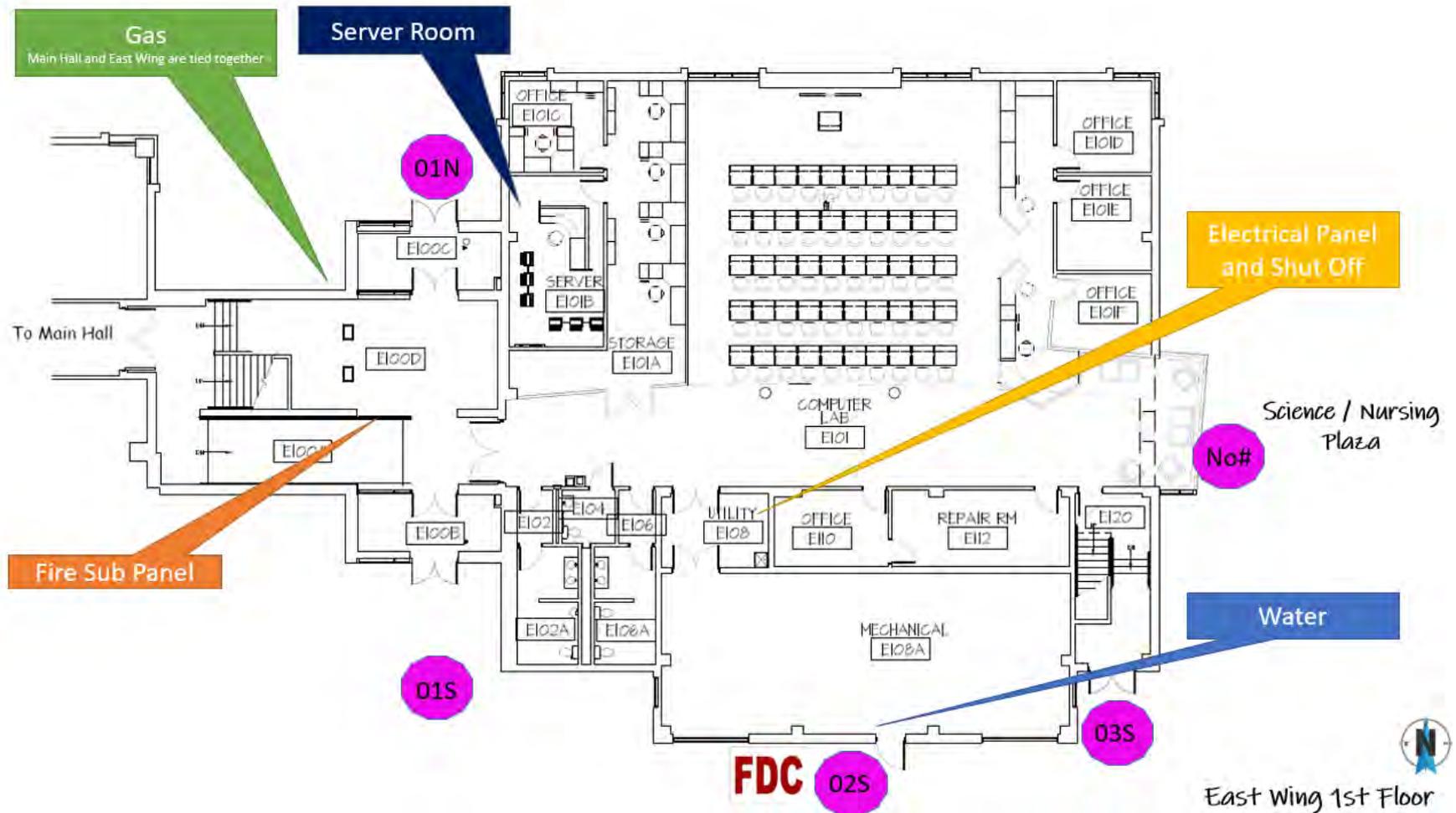


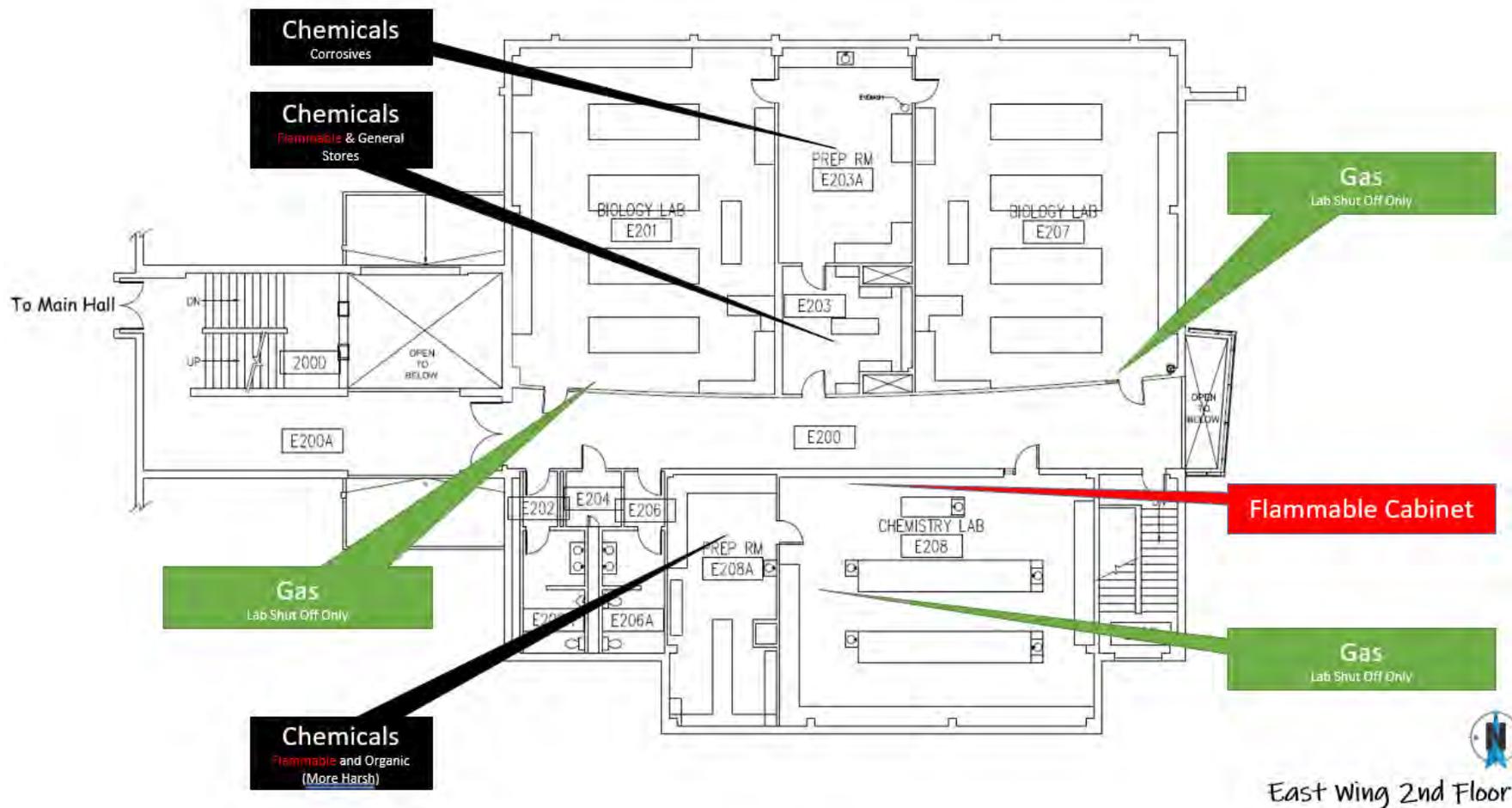


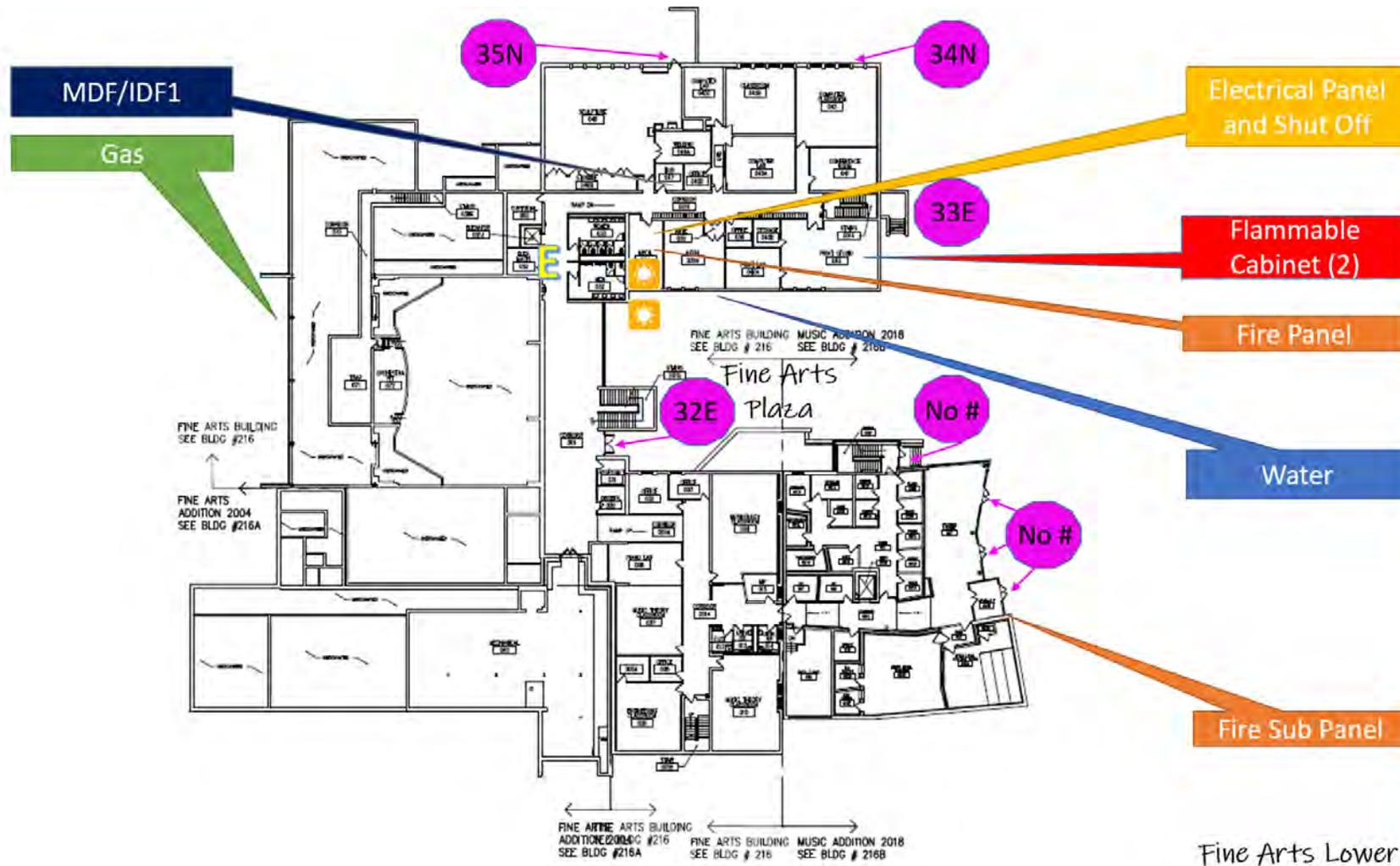


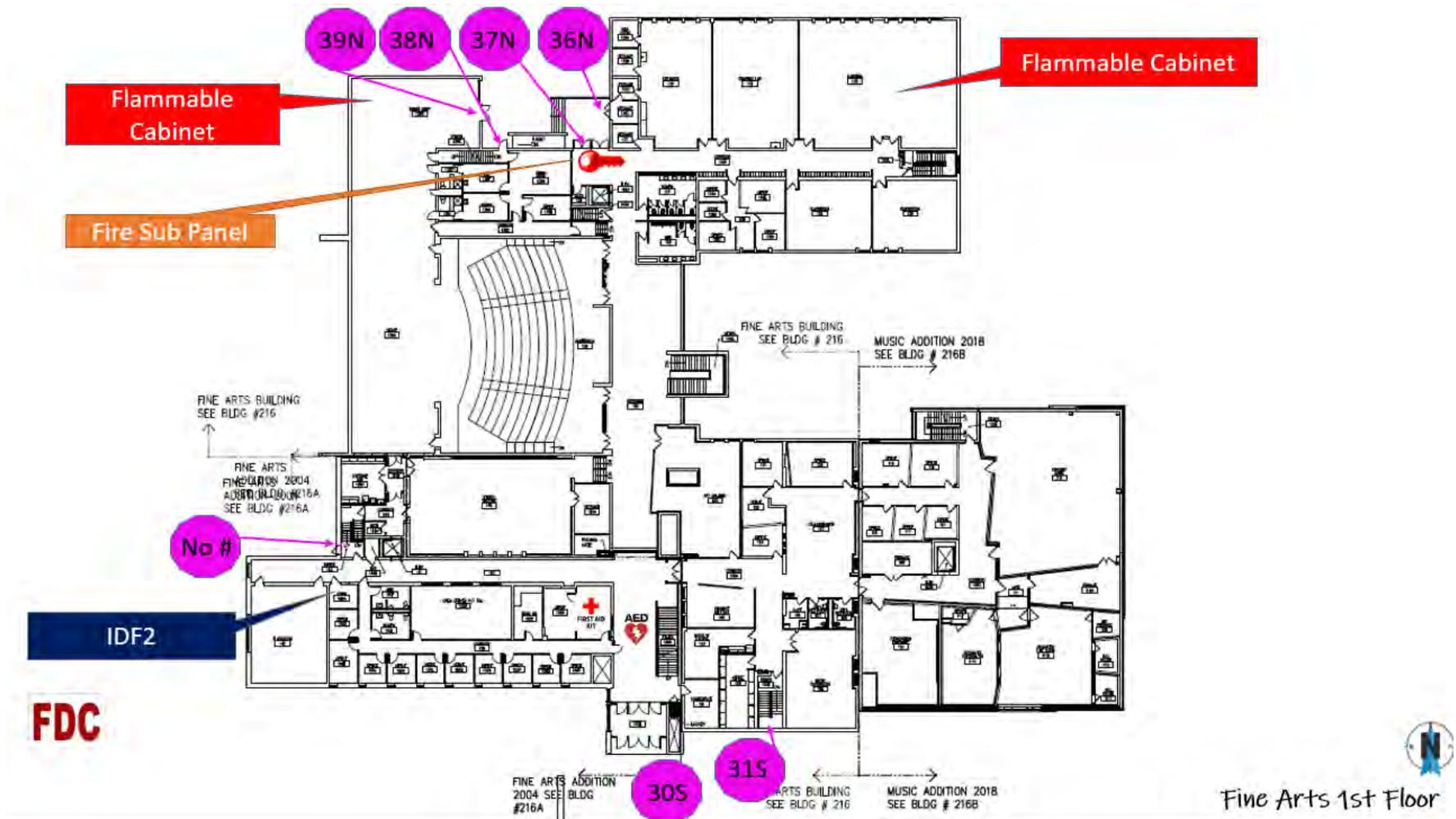


Conference Center 2nd Floor

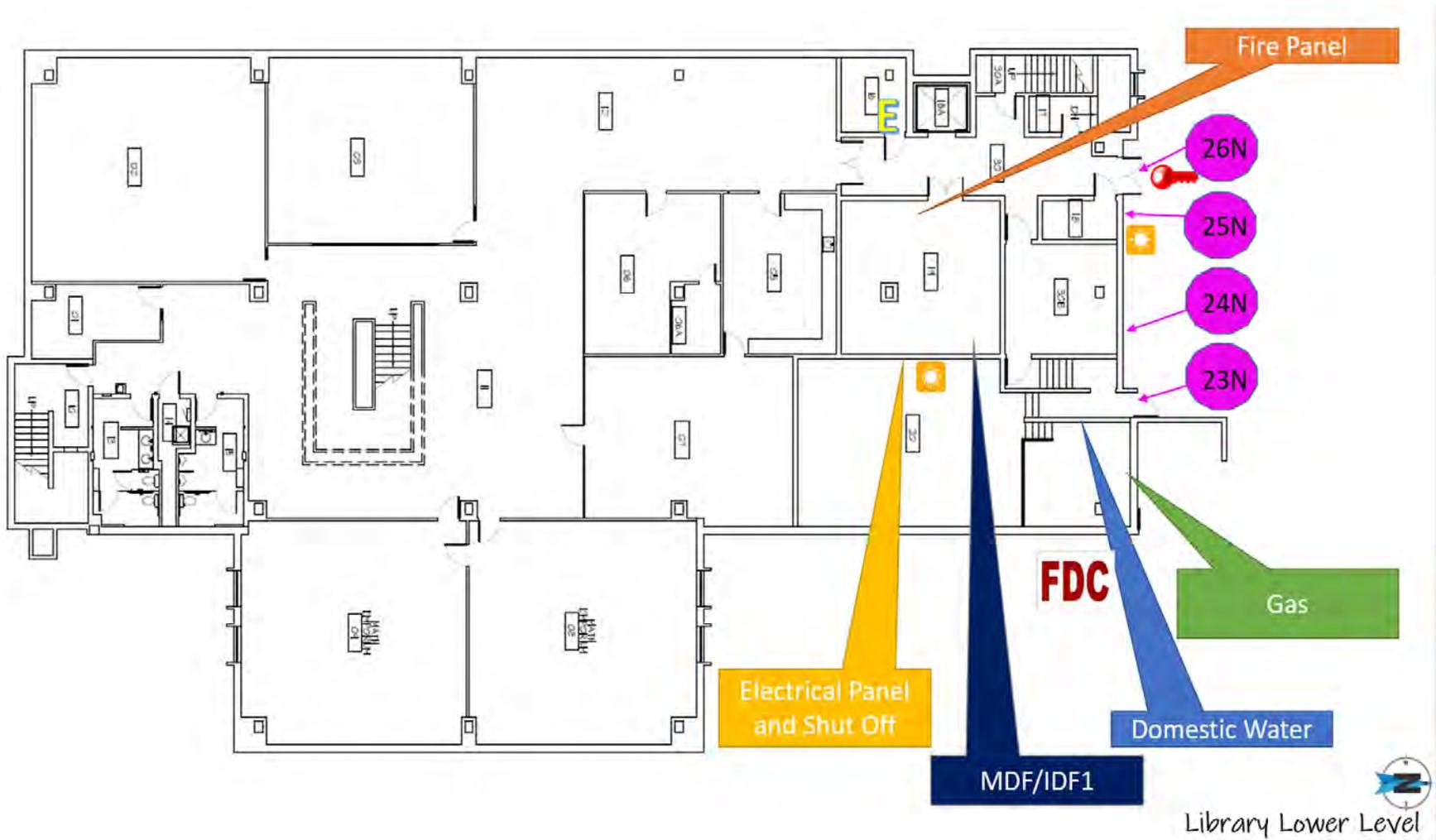


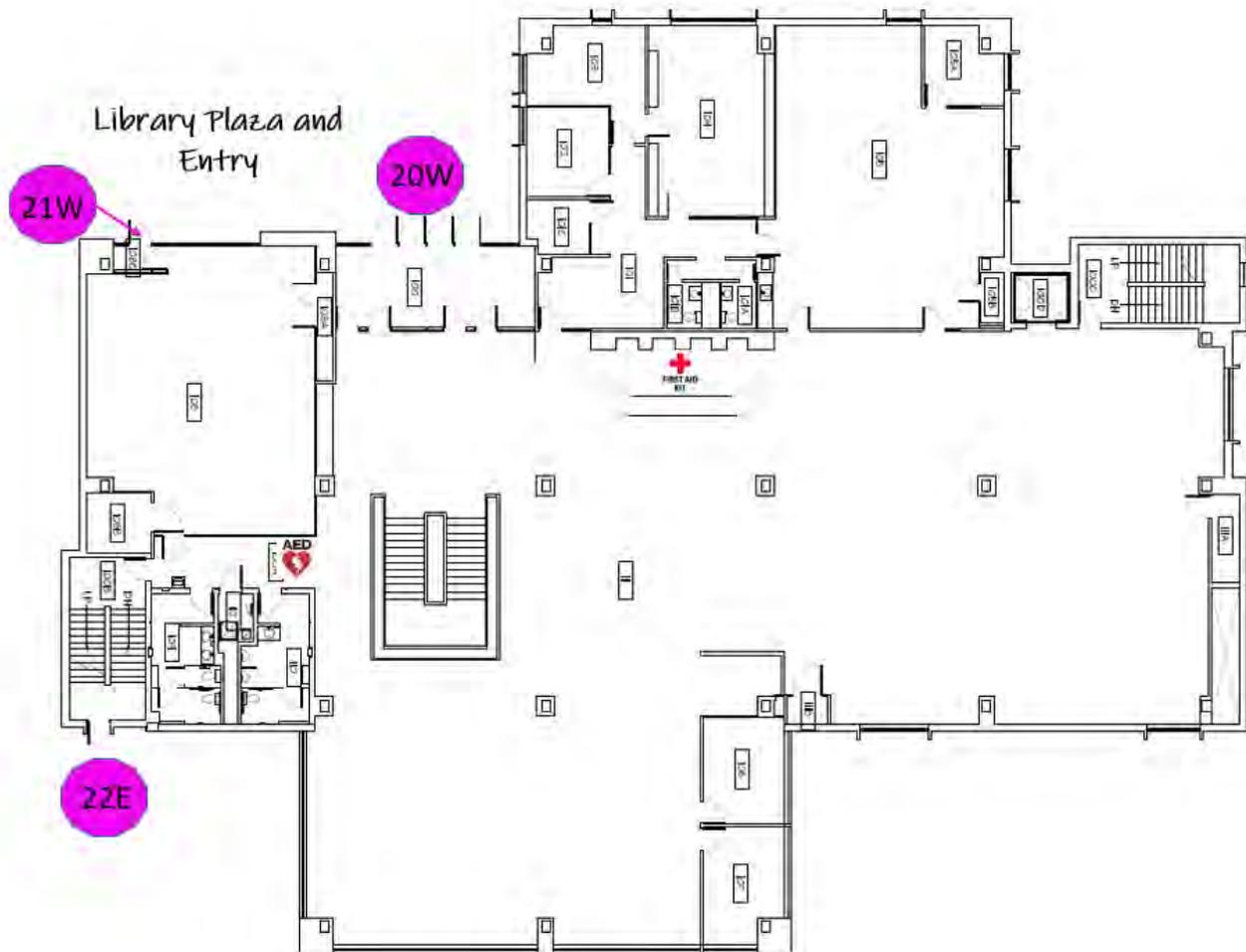




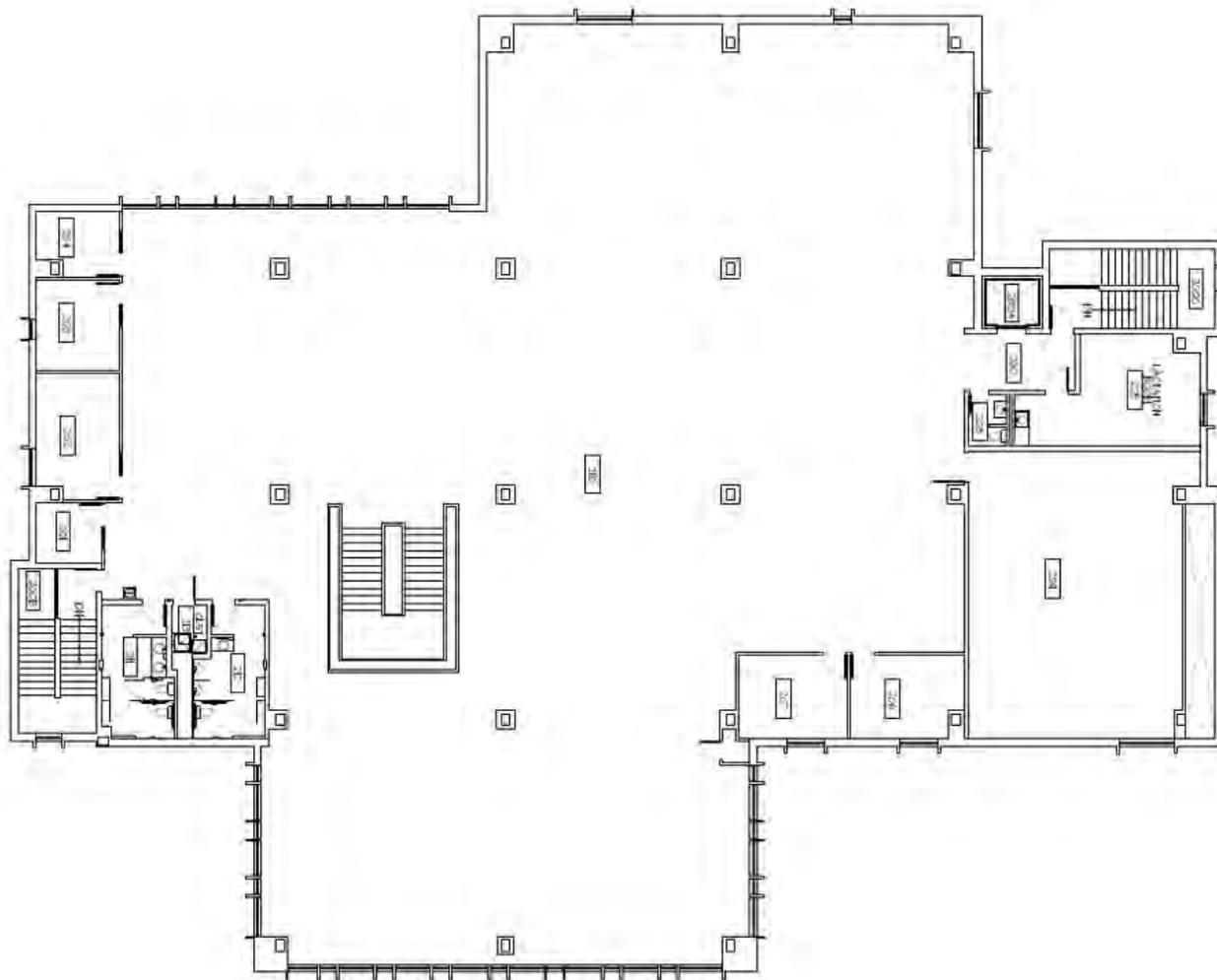




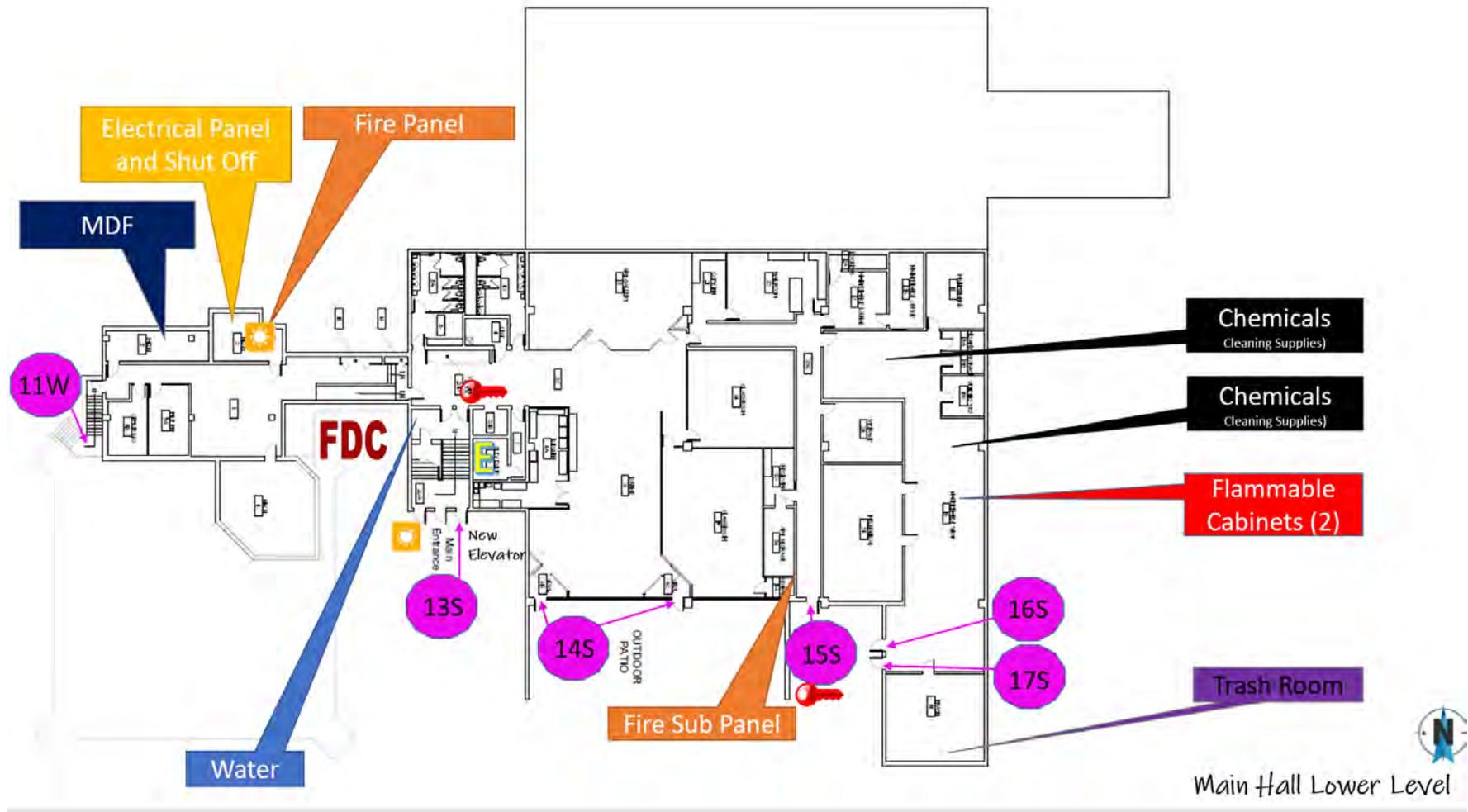


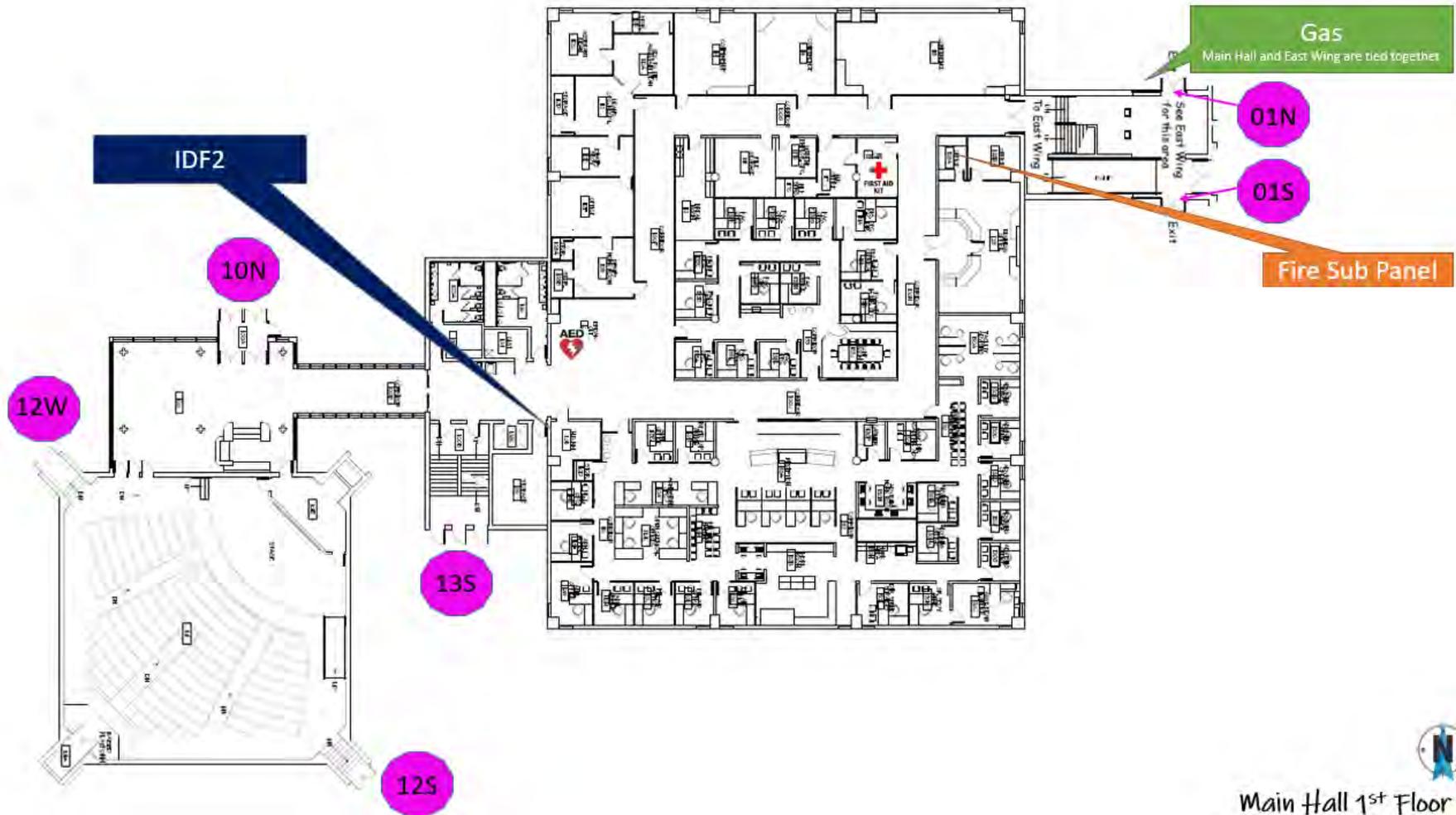


Library 1<sup>st</sup> Floor

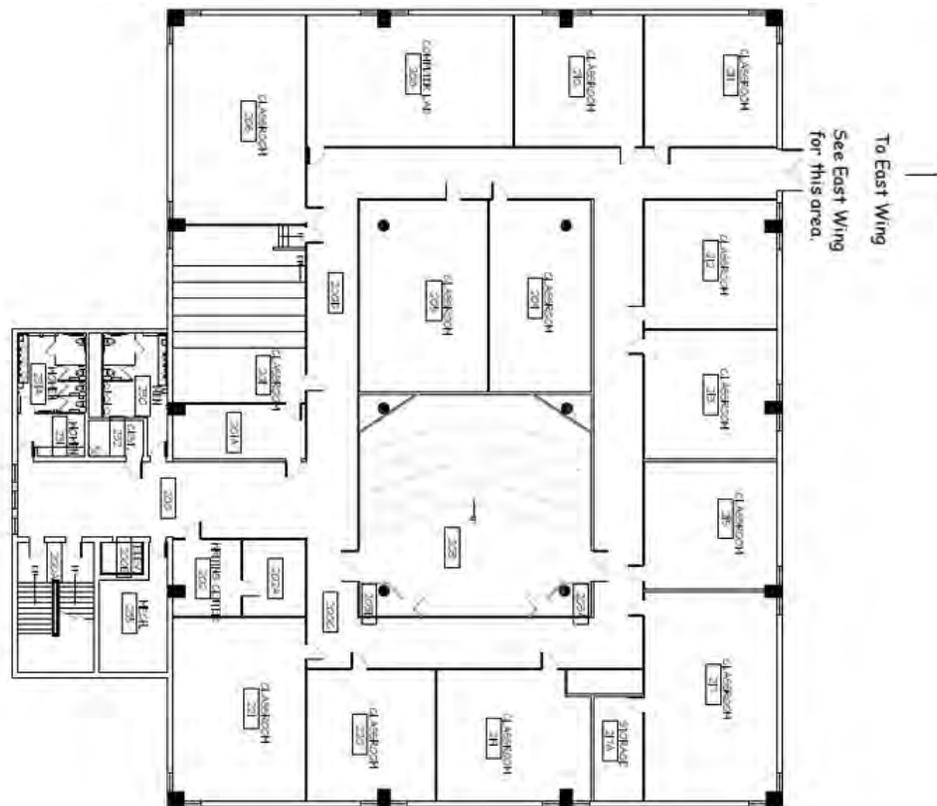


Library 2nd Floor





Main Hall 1<sup>st</sup> Floor



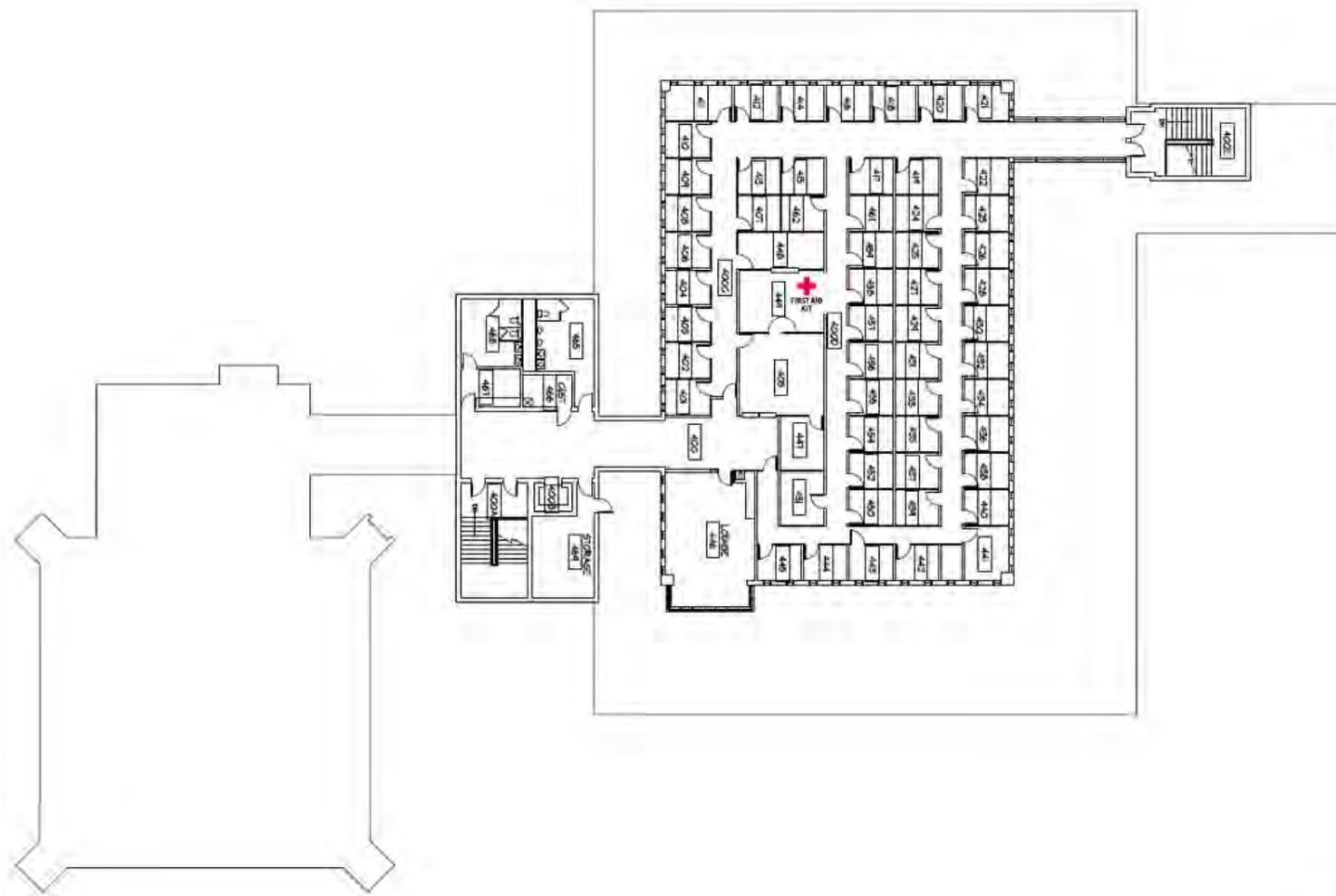
To East Wing  
See East Wing  
for this area.



Main Hall 2nd Floor

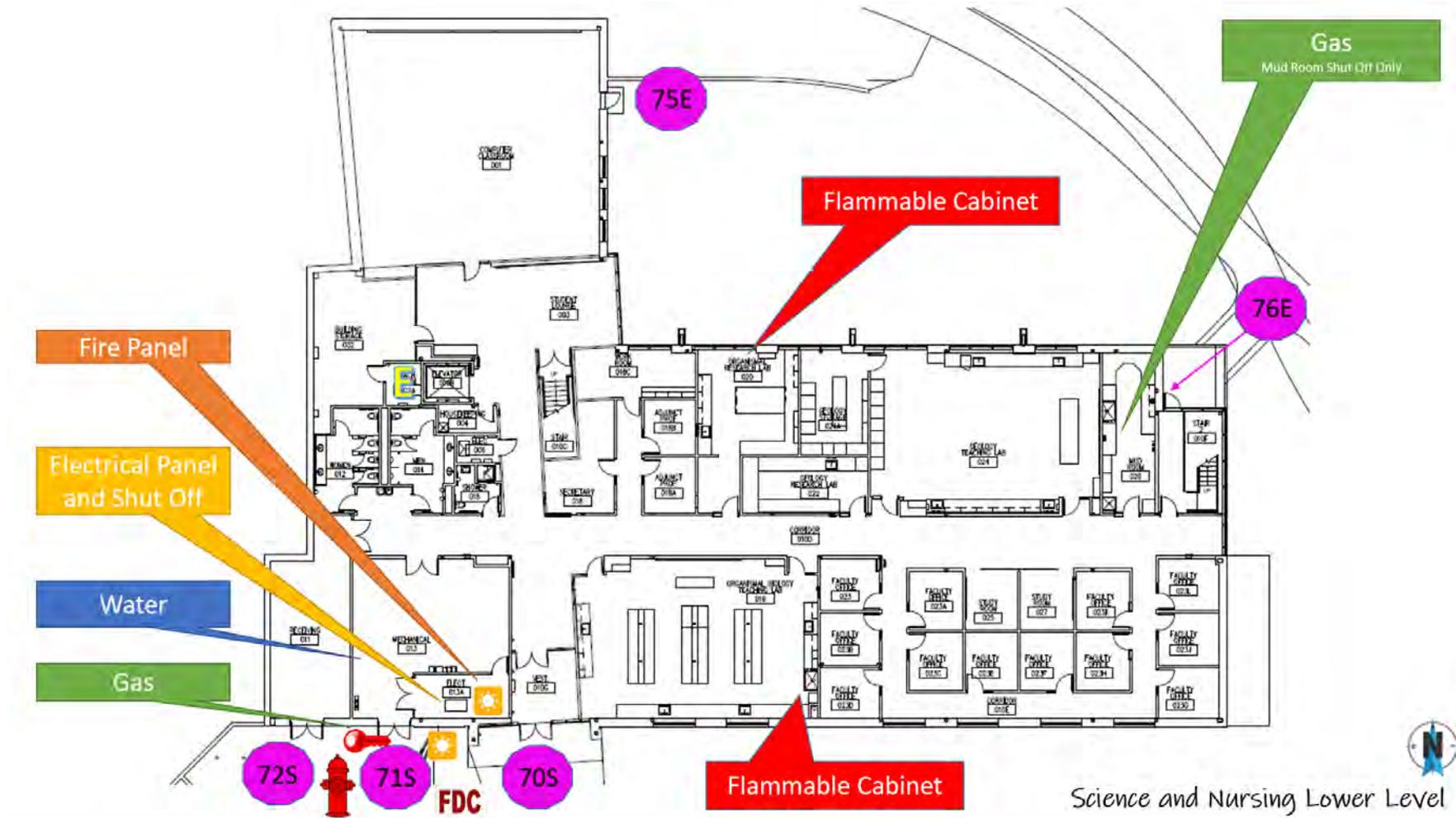


  
Main Hall 3rd Floor



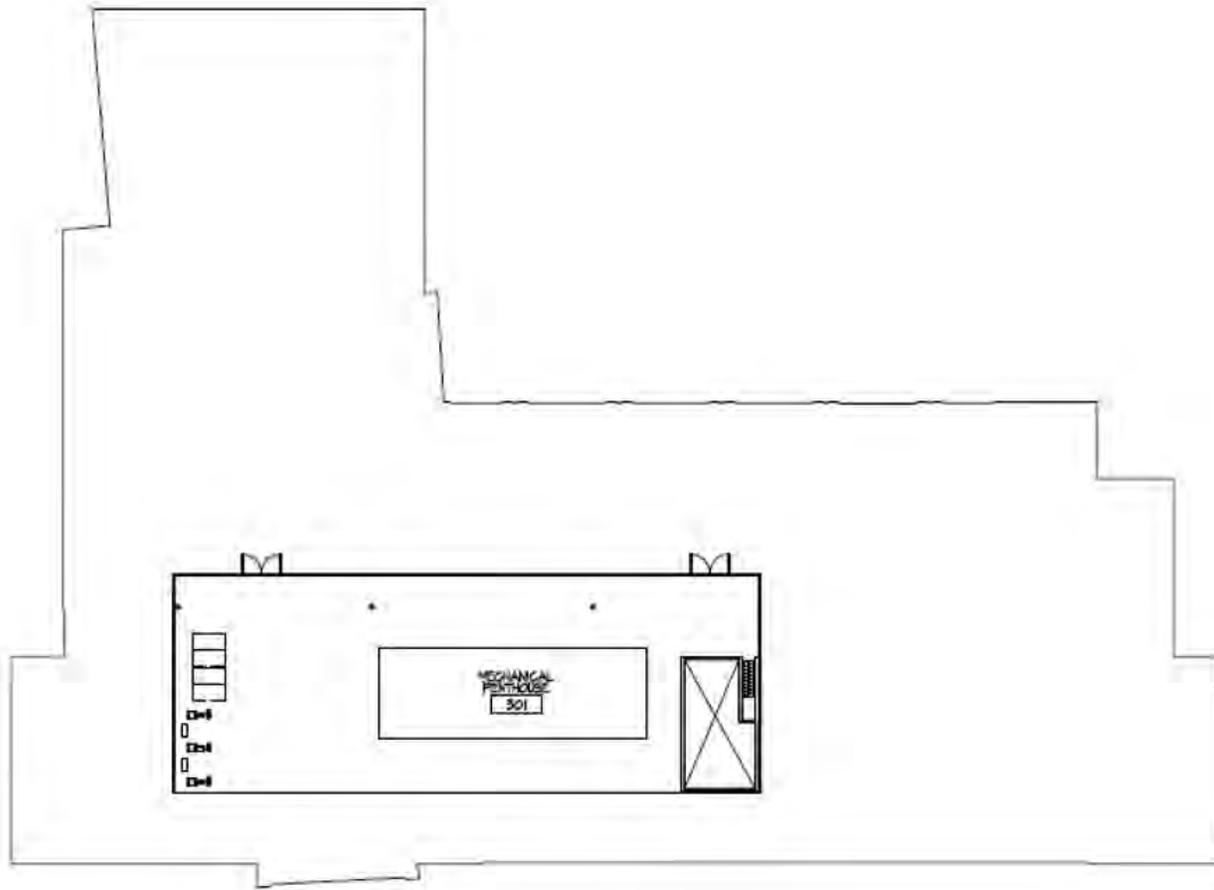
  
Main Hall 4th Floor



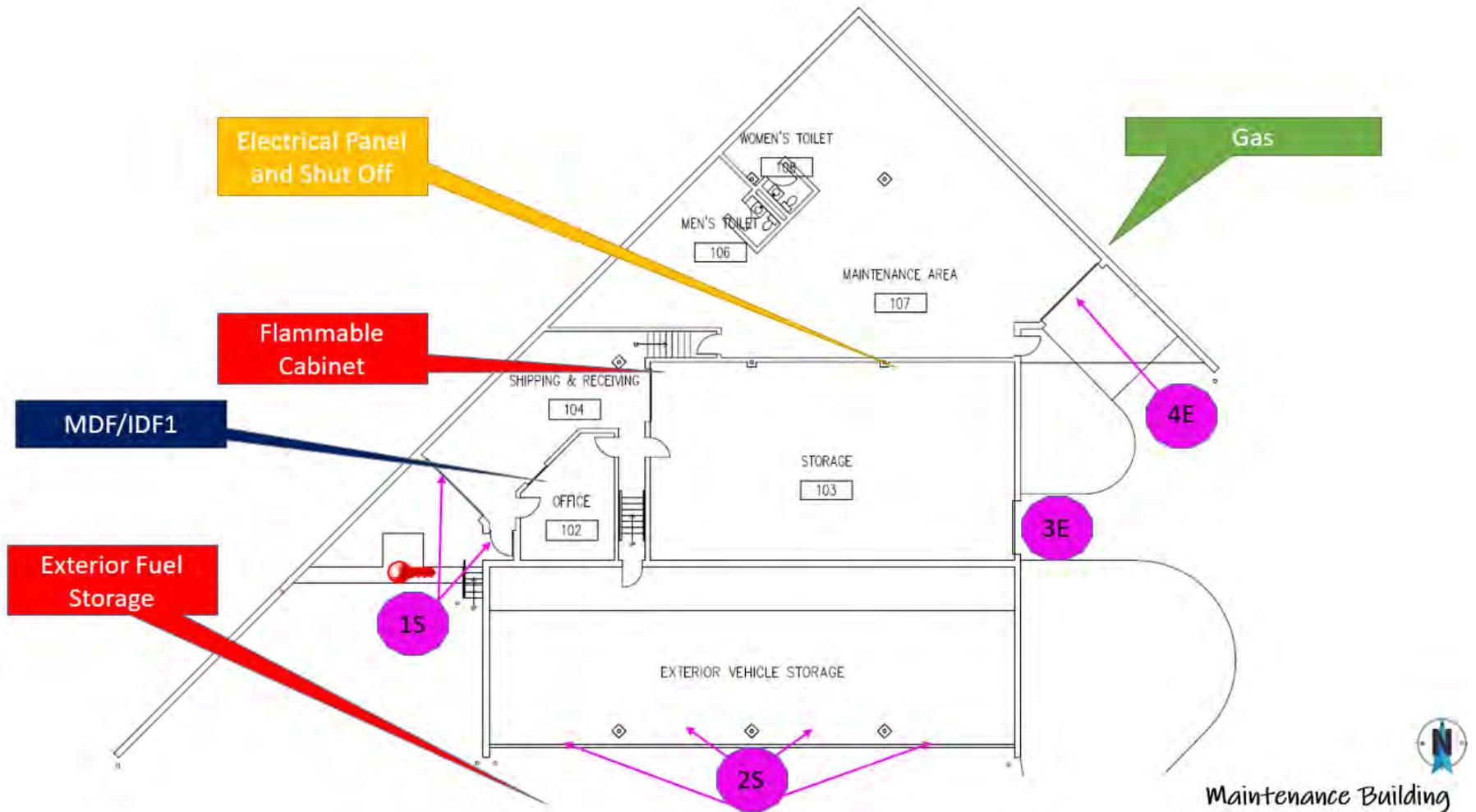


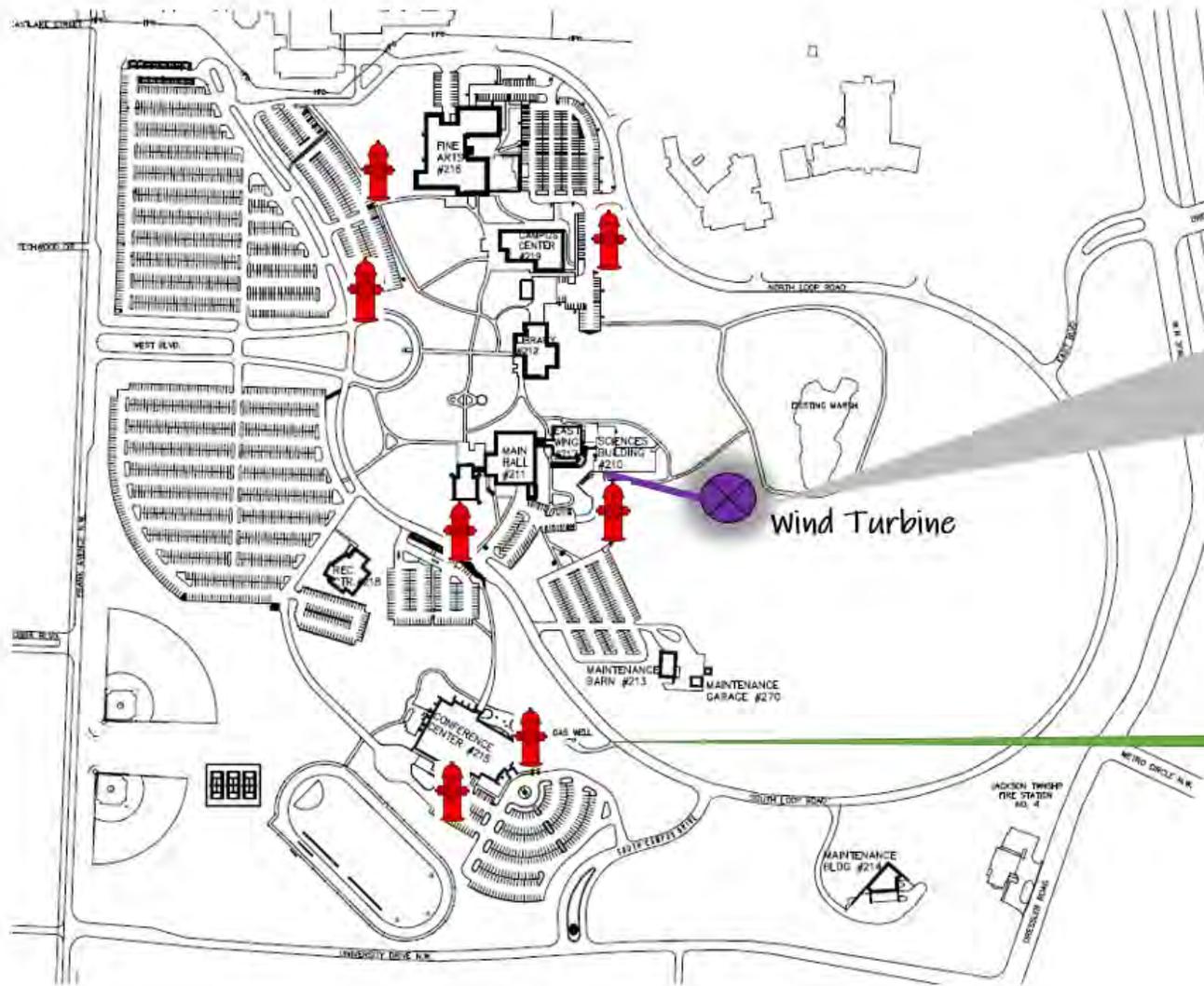






*Science and Nursing Penthouse*





Wind Turbine generates DC current which moves via underground cables to SN building where it is converted to AC power

Gas Well



Stark Campus



# Appendix G

CRITICAL ACTIVITIES AND SERVICES

KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

This section will identify and document unique infrastructure within various campus buildings that Public Safety may need to be aware of while responding to critical emergencies.

| <b>Campus Center</b> |   |   |
|----------------------|---|---|
| <b>Floor</b>         | <b>Service/Equipment</b>                    | <b>Description</b>  |
| LL                   | Testing Center                              | Quiet space for testing or tutoring assistance                                  |
| LL                   | Flash's Food Pantry and Professional Closet | Space for students to accept food or clothing donation assistance               |
| LL                   | Counseling Services                         | Counseling office space for confidential discussions                            |
| 1                    | Campus Bookstore                            | Books and KSU Gear store  |
| 1                    | Emporium Grill                              | Campus dining facility. Includes industrial food storage and cooking equipment. |
| 1                    | ATM (2 freestanding machines)               | Within dining area of Emporium Grill  |

| <b>Conference Center</b> |  |  |
|--------------------------|--|--|
| <b>Floor</b>             | <b>Service/Equipment</b>                 | <b>Description</b>                                     |
| 1                        | Banquet and Conference Facility Services | Includes industrial food storage and cooking Equipment |
| 1                        | State of Ohio Auditor's Office           | Sublet office space                                    |
| 2                        | Conference Facility Services             | Meeting space and storage space                        |

| <b>East Wing</b> |                                  |   |
|------------------|----------------------------------|---|
| <b>Floor</b>     | <b>Service/Equipment</b>         | <b>Description</b>  |
| 1                | Computer Lab                     | Main computer lab for campus – raised floor   |
| 2                | Chemistry Labs and Storage Rooms | Chemical storage for lab experiments, natural gas run to lab tables. Hood systems in place. |

| <b>Fine Arts</b> |                                     |  |
|------------------|-------------------------------------|--|
| <b>Floor</b>     | <b>Service/Equipment</b>            | <b>Description</b>   |
| LL               | Classrooms                          | Includes art supply storage and equipment, solvent storage, printing presses |
| LL               | Welding Classroom                   | Electric Welding Space   |
| LL               | Recording Studios (small)           | Recording equipment (small console)  |
| LL               | Practice Rooms and Studios          | Soundproof music practice rms/instruments                                    |
| LL               | 2 Computer Labs                     | Classrooms with multiple PC setups   |
| 1                | Art Rooms                           | Includes art supply storage  |
| 1                | Kiln Room                           | Ceramics classroom with kiln   |
| 1                | Production Theater / Prop Shop      | Large production theater, costumes, paint and prop creation materials        |
| 1                | Small Theater                       | Small black box production theater   |
| 1                | 2 Galleries                         | Traditional art exhibition gallery space                                     |
| 1                | Large Music Rooms, Recording Studio | Recording equipment (larger console)   |
| 2                | Classroom space                     | Traditional classroom spaces   |

| <b>Library</b> |                          |   |
|----------------|--------------------------|---|
| <b>Floor</b>   | <b>Service/Equipment</b> | <b>Description</b>  |
| All            | Library Services         | Books and Periodicals. Computer stations available for students                   |
| 1              | Veterans' Lounge         | Private Lounge / Study space reserved for students who are also military veterans |
| 2              | Mother's Room            | Private secured space for nursing mothers   |

| <b>Main Hall</b> |  |   |
|------------------|--|---|
| <b>Floor</b>     | <b>Service/Equipment</b>                   | <b>Description</b>  |
| LL               | Maintenance Storage Areas                  | Maintenance Equipment and cleaning chemical storage areas |
| LL               | Main Room                                  | Mail Distribution Center for the Campus                   |
| LL               | Network Services Storage                   | Battery Storage   |
| 1                | Administrative Service Office Space        | Traditional Office Space                                  |
| 1                | Auditorium                                 | Small Auditorium Space                                    |
| 2                | Traditional Class and Faculty Office Space | Classrooms and Faculty Office Space                       |
| 3                | Traditional Class and Faculty Office Space | Classrooms and Faculty Office Space                       |
| 4                | Faculty Office Space                       | Faculty Office Space                                      |

| <b>Recreation and Wellness Center</b> |                          |  |
|---------------------------------------|--------------------------|--|
| <b>Floor</b>                          | <b>Service/Equipment</b> | <b>Description</b>                         |
| 1                                     | Exercise Equipment       | Physical Education class and workout space |

| <b>Science and Nursing</b> |   |                                     |
|----------------------------|---|-------------------------------------|
| <b>Floor</b>               | <b>Service/Equipment</b>                | <b>Description</b>                  |
| LL                         | Nature Sciences classrooms              | Animals, preservation materials     |
| LL                         | Computer Classroom                      | Large Computer classroom            |
| LL                         | Mud Room                                | Natural Gas feed, hood system       |
| 1                          | Classrooms, Biology classrooms, Offices | Classrooms and Faculty Office Space |
| 2                          | Nursing Lab                             | Large nurse lab and storage         |
| 2                          | Simulation Rooms                        | Nursing simulation testing rooms    |

| <b>Maintenance Building</b> |                          |  |
|-----------------------------|--------------------------|--|
| <b>Floor</b>                | <b>Service/Equipment</b> | <b>Description</b>   |
| 1                           |                          | Indoor Storage of vehicle and gas power equipment. Herbicide storage. Welding equipment. Variety of maintenance equipment. |
| 1                           | Exterior                 | 2 cell fuel tank   |
| 1                           | Exterior                 | Salt storage   |



# Appendix H

REVISION AND CHANGE LOG

KENT STATE UNIVERSITY AT STARK EMERGENCY RESPONSE PLAN (ERP)

The purpose of this appendix is to provide documentation for reviews and revisions to the annexes including dates, persons involved and related exercises that served as a review or evaluation.

| Plans   | Description of Review or Revision  | Plan Review Date |
|---|--|------------------|
| Building Emergency Response Plan                  | Content created using the KSU provided template. Created by James Biehl, Public Safety Manager at Stark.   | 09/01/2018       |
| Building Emergency Response Plan                  | Content Enhanced based on new template provided by KSU Emergency Management.<br><br>Additions include: <ul style="list-style-type: none"> <li>• Integration with Departmental COOP Plans</li> <li>• Evacuation Assistants (Buddy)</li> <li>• Enhanced evacuation guidance including those with Mobility Issues and Special Needs</li> </ul>  | 12/18/2020       |
| Building Emergency Response Plan Appendix Section | Appendix Sections A – H added to the Emergency Response Plans by Jim Biehl. This information was previously housed in separate addendum documents.   | 01/15/2020       |
| Building Emergency Response Plan                  | Version 1.1 finalized  | 02/20/2021       |
| Building Emergency Response Plan                  | Changes made to merge the Faculty Emergency Guide and the Building Response Guide into one single document, thus the high-level changes below:<br><br>Section 1.0: Command Structure section added<br>Section 1.6: Emergency Occurrences After Hours<br>Section 3.0: Renamed "Facility Occupant Responsibilities and introductory paragraph added.<br>Section 3.0: Building Curator duties was condensed, and a section removed. Weblink | 09/15/2021       |

|  |  |  |
|--|--|--|
|  | <p>inserted to link to this information. Some renumberation occurred, but content remained.</p> <p>Sections Added:</p> <ul style="list-style-type: none"><li>• Section 1.6: Emergency Occurrences After Hours</li><li>• 6.4 Classroom Disruptions</li><li>• 6.12 Pandemic / Epidemic</li><li>• 6.13 Robbery</li><li>• All other Section 6 maintained, but renumbered.</li><li>• Section 8: Training and Exercises</li><li>• 8.1 Employee Orientation</li><li>• 8.2 Emergency Response Team</li></ul> <p>Appendix F: Emergency Shut off locations for Solar Panels added to applicable buildings.</p> |  |
|--|--|--|