Columbus College of Art & Design

EMERGENCY RESPONSE PLAN

Columbus College of Art & Design

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Emergency Response Plan
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TABLE OF CONTENTS

PART I

Scope

Columbus College of Art & Design's Emergency Response Plan presents the general and immediate procedures the college will follow in emergency situations when there's risk of personal injury, loss of life, or significant property loss.

This plan *does not* include crisis communication or business continuity plans. For crisis communications, please refer to the [CCAD Crisis Communication Plan](). Business continuity plans are forthcoming.

Purpose

The CCAD Emergency Response Plan is intended to minimize human danger and preserve property. This plan will serve as a guide whenever emergency situations affecting the college reach proportions that threaten life or college property.

The plan does the following:
- Defines roles and responsibilities related to emergency response
- Provides detailed immediate response strategies to various types of emergencies to contain risk or minimize further risk
- Includes supplemental resources to facilitate rapid response

CCAD conducts continuous ongoing planning to minimize the risk of personal injury and property loss from emergency incidents. This plan will be reviewed on an annual basis.

Pledge

In the event of emergency or disaster, Columbus College of Art & Design will take the necessary steps to ensure the safety of the CCAD community and assume continuity of operations and restoration of normal activities as quickly as possible.

How to Use This Plan

The CCAD Emergency Response Plan is organized in three parts:

> **Part I** defines key terms related to emergency response and explains the roles and responsibilities of responders in the event of an emergency.
> **Part II** provides detailed immediate response strategies based on best practices.
> **Part III** provides supplemental resources, including emergency contact lists, maps, and evacuation information, and other protocols to be followed in the event of an emergency.

Definitions

CCAD Alerts: The collegewide emergency notification system that allows CCAD students, faculty, and staff to receive alerts via text, email, and phone. To sign up, visit ccad.edu/emergency.

Emergency: An event that can cause death or significant injury to people, disrupt operations, or cause physical or environmental damage.

Emergency Manager: The person at the scene of the emergency with temporary authority for the response until the Emergency Response Team assumes control. This individual may vary depending on the type of crisis and level of severity. This person should be CCAD Safety & Security personnel or the highest ranking college official on site, who will then contact Safety & Security.

Emergency Operations Center: The location selected by the Emergency Response Team to be used by them or their designees to develop responses and manage the recovery process related to a crisis situation. The Emergency Operations Center is different than the Crisis Communications Center, which will handle the release of information to the CCAD community and the public.

Emergency Response Team: Individuals responsible for overseeing the college's response to an emergency. This group has been authorized by CCAD's president to make decisions and enact protocols and/or procedures in response to an emergency.

Executive Emergency Response Team: A smaller group from the Emergency Response Team charged with determining the severity of an emergency and the appropriate scale of the response.

Lockdown: A type of emergency protocol that prevents individuals from leaving or entering an area.

Shelter in Place: A type of emergency protocol that instructs individuals to select a small or interior room with no or few windows and take refuge there.

State of Emergency: A situation existing when an emergency has resulted in substantial disruption of college functions and is likely to have long-term implications. Consequently, it becomes necessary to temporarily modify normal functions, procedures, and/or policies.

Roles and Responsibilities

The authority to declare a campuswide state of emergency rests with CCAD's president or the president's designee; in most cases, the Senior Vice President for Planning & Administration will be the designee if the president is unavailable.

In the event of an emergency, the Director of Safety & Security, or another member of the Safety & Security team on the scene, will immediately notify the Executive Emergency Response Team, which will determine if the larger Emergency Response Team will be convened.

The **Executive Emergency Response Team** comprises:
Dean of Students
Director of Safety & Security
President
Senior Vice President for Institutional Engagement
Senior Vice President for Planning & Administration

The **Emergency Response Team** comprises:
Associate Vice President for Operations
Chief Information Officer
Dean of Students
Director of Safety & Security
Liaison with Columbus Police (*as needed*)
Provost
Senior Vice President for Institutional Engagement
Senior Vice President for Planning & Administration
Vice President for Marketing & Communications

Supplemental members of the Emergency Response Team may include:
Academic Deans
Director of Facilities
Director of Human Resources
Director for Public Relations
Director of Residence Life
Manager of IT Infrastructure
Patrol Supervisor or Safety & Security Services Manager
Registrar

The Emergency Response Team should be prepared to remain in the Emergency Operations Center during the formulation of the college's response plan and will communicate the plan to others at the college who will then implement it. The Emergency Response Team will also

designate specific staff members to provide ongoing support as the group accomplishes its work.

When planning their response, the Emergency Response Team will use the following priorities in this order:

1. Protect human life and prevent personal injury
2. Prevent damage to physical assets
3. Protect the environment
4. Commence Business Continuity Plans, when appropriate

The Emergency Operations Center

The Emergency Operations Center will be located in the IT Training Room on the lower level in the Canzani Center. If that space is not available, the Emergency Operations Center will be located in the Dean of the School of Design Arts' office in the Design Studios on Broad (390 E. Broad St.). The alternative off-campus location will be Columbus State Community College (550 E. Spring St.).

Evacuation and Relocation

Safety & Security personnel will make immediate decisions at the time of an emergency regarding the need to evacuate people in affected buildings if imminent danger threatens.

If the Emergency Response Team is convened, this team will assume responsibility for further evacuations and relocations in consultation with Safety & Security personnel and other emergency responders. In the event of an evacuation, all individuals must follow the directives of Safety & Security personnel or the Emergency Manager in the absence of Safety & Security personnel.

Safety & Security personnel will notify occupants of the evacuation requirement and the evacuation routes they should take when doing so. Occupants will be directed to gather in a designated safe zone outside. No unauthorized individuals should attempt to reenter the building before the all-clear signal is given. The all-clear signal will be given directly by Safety & Security personnel or through the CCAD Alert system.

Immediate Response Guidelines

In the case of a **life-threatening** emergency, faculty, staff, and students should immediately **call 911**.

For all other emergencies or safety concerns, faculty, staff, and students should call Safety & Security at 614.222.6165.

A.   Decisions Made at Scene of Incident

In the event of an emergency or a disaster, Safety & Security has primary responsibility for immediate response and shall coordinate and cooperate with official emergency response authorities and the Executive Emergency Response Team in accordance with the established policies and procedures laid out in this document.

The Director of Safety & Security, or another member of the Safety & Security team if available, will serve as the Emergency Manager at the scene of the incident. If the Emergency Response Team is convened, they will assume decision-making authority once convened and briefed.

B.   Emergency Notification

A decision to notify faculty, staff, and students at CCAD about the presence or threat of an emergency will be made by the Executive Emergency Response Team. A campus-wide notification should be made as soon as possible when a known threat exists to individuals on campus.

The Marketing & Communications team may enact the Crisis Communication Plan. The communication methods that may be used include:
1.   CCAD Alert Emergency Notification System, which can include text messages, emails, and phone messages
2.   Posts on ccad.edu/emergency and select CCAD social media accounts
3.   Building-by-building notice by Safety & Security staff or other designees

PART II

Common Emergencies and Response Strategies

A.   ACTIVE SHOOTER

An active shooter situation is an event in which one or more individuals is actively engaged in shooting firearms with the intent to harm people in the immediate vicinity. These situations are dynamic in nature and require immediate action by law enforcement personnel to stop the shooter.

Immediate action
Quickly determine the best way to protect your own life.

CCAD follows the **RUN, HIDE, FIGHT** response protocol:

RUN: Evacuate if at all possible.
- Get out of the shooter's line of sight.
- Move quickly away from the shooter or the sound of gunshots if it's safe to do so.
- Leave your belongings behind.
- Call 911 when you can do so safely.

HIDE: If running isn't safe.
- Lock and/or barricade the door.
- Hide behind large objects.
- Silence your cell phone and turn off vibrations. Eliminate all noise.
- Turn off lights.
- Call 911 when you can do so safely.

FIGHT: Only as a last resort.
- Act as aggressively as possible to incapacitate the shooter.
- Use chairs or fire extinguishers as weapons.
- Commit to disabling the shooter.
- Attempt to disorient the shooter with shouting or other loud noises.
- Throw objects at the shooter as a last resort.

Until law enforcement arrives:
- Try to identify the shooter and their location.
- If the shooter is ambushed, take them to the ground and have people lay on each of the shooter's extremities to immobilize them.
- Disarm the shooter, if possible.
- Don't hold any weapons unless necessary. Anyone armed could be mistaken by law enforcement as the shooter.

When law enforcement arrives:
- Remain calm and follow instructions from CCAD Safety & Security.
- Empty your hands, raise them, spread fingers, and keep them visible.
- Avoid any sudden movements.
- Avoid pointing, yelling, or screaming.

CCAD Safety & Security response
- CCAD Safety & Security staff will immediately call 911 to request law enforcement help and then immediately contact the Executive Emergency Response Team. Until law enforcement arrives, CCAD Safety & Security will attempt to identify the shooter and determine their location on campus and the level of threat to others in the vicinity.
- As soon as possible, an approved administrator will send an emergency alert to all students, faculty, and staff who have self-registered in the CCAD Alert System, informing them of the presence of a shooter and other important information.
- CCAD Safety & Security will provide guidance about campus facilities to law enforcement officials at the scene and serve as support.
- Individuals will be kept at a safe distance and out of the way of those responding to the incident.
- It is CCAD Safety & Security policy to protect life by any legal means possible. However, Safety & Security officers responding to an active shooter incident will not attempt to disarm an active shooter. The role of CCAD Safety & Security is to guide responding police personnel to the last-known location of the shooter so they can engage and end the shooting situation.

B. **BOMB THREAT**

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible when this occurs. The receiver should NOT attempt to notify or evacuate an entire building, but should focus on gathering as much important information as possible. It is important to remember the vast majority of bomb threats are false and are intended, primarily, to elicit a response from the building's occupants.

Immediate action
If you become aware of a BOMB THREAT **via a written note**:
- Notify Safety & Security immediately. They will take possession of the note.
- Touch the note as little as possible and don't allow others to touch it.
- If you become aware of a BOMB THREAT **via email, text message, social media post/message, or voicemail:**
  - Capture and save the message.
  - Notify Safety & Security immediately.
- If you become aware of a BOMB THREAT **via a live caller:**

- Attempt to notify someone nearby to contact Safety & Security. If no one is available, call Safety & Security as soon as the threatening call is over.
- Keep the caller on the line as long as possible.
- Make note of the caller's phone number, if available.
- Listen for any information you can gather such as:
  - Background noise: machinery, traffic, music, television, etc.
  - The caller's likely gender, age, and/or accent.
- Attempt to obtain information on the location of an explosive device, the time of detonation, and type of detonator.
- After alerting Safety & Security, notify your immediate supervisor as soon as you can.

CCAD Safety & Security response
- CCAD Safety & Security staff will inform the Director of Safety & Security, who will contact the Executive Emergency Response Team. The Executive Emergency Response Team will follow established emergency alert protocols to contact the campus community and provide occupants of affected buildings with further instructions regarding whether there is a need to evacuate.
- Together, the Executive Emergency Response Team will make an informed decision about the need to evacuate the building, or campus.
- If the decision is made to evacuate, the Columbus Fire Department will be notified immediately.
- CCAD Safety & Security staff will instruct occupants to leave affected building(s) by stairway, **not** elevators, and proceed a far distance away from the building(s) affected (perhaps farther than the safe zone for each building).
- When the Columbus Fire Department allows reentry, they will notify CCAD Safety & Security, who will, in turn, notify the campus community via the CCAD Alert System.

If a BOMB THREAT is confirmed by Safety & Security:
- Remain calm, listen for instructions from Safety & Security or via the CCAD Alert System, and respond as instructed.
- If instructed to evacuate, leave quickly through the nearest exit.
- Leave your belongings behind, unless you can leave with them immediately. No time should be spent gathering items.
- Proceed to the designated safe zone or other designation as advised by Safety & Security.

C. DISRUPTIVE PROTESTS OR DEMONSTRATIONS

The right to freedom of expression at CCAD includes peaceful protests and orderly demonstrations. However, the right to protest and demonstrate *does not* include the right to

engage in conduct that disrupts the college's operations or endangers the safety of others. Many cases of campus protest, such as marches, meetings, picketing, and rallies, are peaceful and nonobstructive, and such demonstrations are permitted by CCAD policy.

Immediate action
If you encounter a protest or demonstration on campus, contact CCAD Safety & Security to inform them of the location, approximate number of involved parties, and the nature of the situation.

CCAD Safety & Security response
A protest will not be disrupted unless one or more of the following conditions exists as a result:
- Substantial disruption to, or interference with, the operations of the college, including course instruction and administrative functions
- Obstruction of access to offices, buildings, or other college facilities
- Threat of physical harm to persons or damage to college facilities
- Willful demonstrations within the interior of any college building or structure, except as specifically authorized by the Senior Vice President for Institutional Engagement, and subject to reasonable conditions imposed to protect the rights and safety of other persons and prevent damage to property
- Unauthorized entry into, or occupation of, any college room, building, or area of campus, including unauthorized use of any college property, equipment, or facilities

The Executive Emergency Response Team will be notified. The appropriate procedures listed following will be observed based on the nature of the protest/demonstration.

Peaceful, nondisruptive protest:
Generally, peaceful protests should not be disrupted, provided the previously listed threatening conditions do not exist. Effort should be made to conduct business as usual. The Senior Vice President for Institutional Engagement or the Senior Vice President for Planning & Administration, or their designee(s), will monitor protests, demonstrations, or similar events on or adjacent to college property. If called upon, they will actively work to preserve an environment of open discourse, debate, and safety.

Non-violent, disruptive protest:
In the event a protest becomes disruptive (i.e., blocks access to college facilities or interferes with the operations of the college), the Director of Safety & Security will go to the area to assess the situation. If deemed necessary, the Director of Safety & Security will ask the protesters to leave, or to discontinue the disruptive activities. If the protesters persist in the disruptive activity, the Director of Safety & Security may request law enforcement personnel clear the area, which may result in disciplinary action for members of the college community and/or the arrest of non-CCAD affiliated individuals for trespassing.

Violent, disruptive protest:
In the event a protest becomes disruptive *and* violent, in which injury to persons or property occurs or appears imminent, the following will occur:

- Campus Safety & Security will take immediate action to protect the welfare of individuals and/or property.
- The Director of Safety & Security should be notified as soon as possible, who will then immediately notify the Executive Emergency Response Team.
- The Director of Safety & Security, in consultation with the Executive Emergency Response Team, will determine further actions, which may include calling for assistance from the Columbus Police Department, or other emergency responders.

D.   COMMUNICABLE DISEASE/VIRAL OUTBREAK

In the event of a communicable disease outbreak, CCAD will follow guidelines, programs, and policies that maintain a healthy and safe community for students, employees, and campus visitors.

Diseases or viruses (i.e., illnesses) fitting this category include those that have the potential to cause death or severe long-term health complications (i.e., tuberculosis, SARS, meningitis, etc.). The following "triggers" will indicate that an outbreak may be occurring and will activate the plan that follows:

- Reports of severe symptoms of such illnesses (i.e., flu-like symptoms, rash, breathing difficulties, fever, etc.)
- Official notification by a health or government agency of an outbreak
- Reports of widespread symptoms of a communicable illness in the local area

The level of the incident, as determined by the following definitions, will trigger the immediate action required.

Level One Incident (*local reports but few campus reports*): a report of an individual campus community member diagnosed with a life-threatening communicable illness
Level Two Incident (*multiple campus reports*): reports of a significant outbreak having occurred in the local community, or reports that a significant number of campus community members are presenting symptoms of the illness
Level Three Incident (*many campus reports*): a widespread outbreak is occurring in the local community, and including a large number of faculty, staff, or students who have contracted the illness

Immediate action

Level One incident:
- Notify the campus community of the local outbreak and the actions the campus is taking as a result, along with tips to avoid contracting the illness
- Notify medical director at Equitas Health King-Lincoln Medical Center, CCAD's preferred primary care provider for students
- Make available hand sanitizers in various campus locations with a priority for residential buildings
- Facilities staff will use germ-killing products to wipe down door handles, elevator buttons, water fountain buttons, and other high-touch fixtures in public locations across campus daily
- Monitor public news outlets or communicate with the Franklin County Health Department to determine when the outbreak subsides

Level Two incident:
- Notify the Franklin County Health Department and provide them with all known information about the occurrence
- Notify the campus community of the local outbreak and the actions the campus is taking as a result, along with tips to avoid contracting the illness
- Immediately cancel all non-class activities and encourage limited social interaction among campus community members
- Make available face masks and hand sanitizers in various campus locations
- Facilities staff will use germ-killing products to wipe down door handles, elevator buttons, water fountain buttons, and other high-touch fixtures in public locations across campus twice daily.
- Encourage faculty to be flexible with class attendance requirements
- Monitor public news outlets, or communicate with the Franklin County Health Department to determine when the outbreak subsides
- When three (3) consecutive days have passed with no new symptoms reported among campus community members, return to Level One incident response protocol.

Level Three incident:
- Notify the Franklin County Health Department and provide them with all known information about the occurrence. Request vaccination shots for the campus personnel attending to campus needs (Safety & Security staff, Facilities staff, Residence Life staff, Emergency Response Team, etc.)
- Notify the campus community of the local outbreak and the actions the campus is taking as a result, along with tips to avoid contracting the illness

- Immediately cancel all classes, close all non-essential offices, close labs and studio spaces, and encourage students to stay home. Encourage on-campus residents to leave campus and return to their homes, or stay with other family/friends.
- Essential Staff should discuss staffing needs with their immediate supervisors.
- All campus buildings will be closed and building access will be restricted to emergency response staff only.
- For those who remain in the residence halls:
  - Ask students to immediately report any new symptoms to residence hall staff or Safety & Security
  - Transport or send ill students to Grant Hospital. If the hospital is full, transport them to another hospital or set up a quarantine area in the Visiting Artist House and/or available residential rooms on the lower level of Schottenstein Hall. Provide extra mattresses, food, water, medical supplies, etc., to students in quarantine
  - Turn off the HVAC system in the residence halls to avoid circulating contaminated air among rooms
- Ask faculty to attempt instruction and communication from home via Go Studio, if possible
- When the all-clear is given by a government agency, notify the campus community to return to a Level One response protocol until further notice
- If no new symptoms are reported among campus community members for three (3) consecutive days after returning to the Level One protocol, return to normal operations.

Pandemic Procedures/Information

If the Centers for Disease Control (CDC) declares a public health emergency, refer to www.ccad.edu/emergency for further information and work-related instructions. Status updates, illness prevention tips, instructions, and resources will be posted on this CCAD webpage within 24 hours of notification from the CDC.

You can learn about individual planning for such an event by referring to www.pandemicflu.gov/plan/individual/index.html.

In the event of a large-scale public health emergency (extending beyond CCAD and/or Central Ohio), the Senior Vice President for Planning & Administration, who acts as the Pandemic Coordinator, will monitor the event using state, federal, and local resources, including:

- http://alerts.nsc.org
- http://www.pandemicflu.gov/plan/collegeschecklist.html
- http://www.cdc.gov/h1n1flu/
- https://idrsinfo.org/alerts.php

- https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/outbreak-response-bioterrorism-investigation-team

The Pandemic Coordinator will meet with the Emergency Response Team to delineate resources and assign responsibilities within specific time frames for actions that may include:

- Posting notices, precautions, and updates
- Updating and implementing policy
- Posting notifications for parents and families
- Cancelling classes
- Reducing schedules
- Closing facilities or the entire campus

Each policy developed by the Team will be consistent with recommendations from the CDC and the State Department of Health for the correlating phase of the public health emergency. Policies will be posted on the CCAD webpage (www.ccad.edu/emergency) and emailed to parents, students, staff, and faculty.

E.   FIRE, EXPLOSION, SMOKE

Assume a fire, explosion, or smoke emergency when an alarm is sounding or when smoke or fire is visible or detectable by smell.

The Columbus Fire Department will assume control and make decisions at the scene of the incident and will decide when to return control of the scene to CCAD Safety & Security.

Immediate action
Until the Columbus Fire Department arrives, please take the following steps:

1. **Activate the fire alarm:** Upon discovering a fire, explosion, or smoke, activate the fire alarm system.
- Find a red pull station located on a wall and pull the lever down.
- Call 911
- Call CCAD Safety & Security at 614.222.6165

2. **If APPROPRIATE, use an available fire extinguisher:** If you comfortable and trained to do so, after sounding the alarm, you may attempt to contain a small fire by using available fire extinguishers. If the fire is beyond control or involves potentially explosive materials, evacuate the building **immediately** (see "Evacuation").
- Operating Fire Extinguishers
  - Never enter a room filled with smoke.
  - Before opening doors, check to ensure they are not hot to the touch.
    - If hot, **DO NOT open the door**.

- ■ If warm, open the door slowly to check the room/hallway conditions.
  - ○ Portable fire extinguishers can be used for small fires. However, this is at the employee's discretion and an immediate readiness to evacuate is the priority.
  - ○ **Never use water on an electrical or flammable liquid fire**. Use a dry chemical or carbon dioxide extinguisher only.
  - ○ When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
  - ○ **P.A.S.S.**
    - ■ **P**ull the pin
    - ■ **A**im the extinguisher at the base of the fire
    - ■ **S**queeze the discharge handle
    - ■ **S**weep from side to side

3. **Evacuate: When a fire alarm sounds, complete evacuation is required**. Follow the direction of Safety & Security who will direct the evacuation. Evacuate as quickly and calmly as possible.

- ● During a fire, explosion, or smoke evacuation:
  - ○ Feel the door from top to bottom.
    - ■ **If it is hot**, **DO NOT proceed**. Go back.
    - ■ If the door is cool, crouch low and open the door slowly. Quickly close the door if smoke is present.
  - ○ If no smoke is present, exit the building through the nearest stairwell or exit. **DO NOT use the elevators**. Close the doors to your immediate area.
  - ○ If you encounter heavy smoke in a stairwell, go back and try another stairwell or window. If trapped, hang clothing or other bright object from a window (if possible) to signal rescue crews.
  - ○ Evacuate the building through the nearest exit and go to your nearest safe meeting place.
  - ○ Assist others in exiting the building, if you can do so safely.
  - ○ If there are disabled or injured persons in your area, assist them to the nearest stairwell. Immediately contact 911 with the location of the injured persons.

4. If CCAD Safety & Security is not yet on the scene, meet the Fire Department when they arrive.

CCAD Safety & Security response

- Safety & Security will respond to the alarm, or the call indicating a fire, explosion, or smoke by going immediately to the affected area to meet responding Columbus Fire Department personnel.
- If requested by Columbus Fire Department, only Safety & Security staff may be allowed to re-enter buildings to assist authorities in confirming or locating the source of the fire or smoke.
- Safety & Security personnel will direct the evacuation, as needed.
- Safety & Security personnel will attempt to extinguish the fire with available equipment, as appropriate, until the Fire Department arrives.

F.   HAZARDOUS MATERIALS

A hazardous material is any substance (gas, liquid, or solid) that is a potential hazard to health or property. Such substances are defined and regulated by the EPA and OSHA. A hazard occurs when any of these agents is spilled or released in an unintended space.

Immediate action

If you release or witness a spill of a hazardous substance:

- Immediately call CCAD Safety & Security (614.222.6165)
- Do not touch the hazardous substance.
- If a Hazardous Spill Kit is available and you are trained to deploy it safely, you may attempt to contain the spill.
- Leave the space and close access to it to prevent others from accidental exposure.
- Thoroughly wash your hands and, at the first opportunity, remove any clothing or other item that has touched the hazardous material.

CCAD Safety & Security response

CCAD Safety & Security will:

- Assess the severity of the spill
- Secure the space to prevent exposure to others
- Notify CCAD Facilities staff
- Clean up the spill per protocol, if the spill is easily containable
- Contact emergency responders, if required
- Alert appropriate officials if there is a potential danger to a wider population
- Announce the all-clear and restore access when the area is safe again

G.   BUILDING AND SYSTEMS EMERGENCIES

1. BUILDING EMERGENCIES

Building emergencies for the purposes of this plan are related to an infrastructure failure of some kind, such as the failure of elevators, the intrusion of gas or water into a building due to broken pipes, or the loss of power due to weather or other circumstances.

Elevator Failure: Failure of normal elevator functions, potentially trapping occupants in an immobilized elevator car.

Immediate action

If you are trapped inside an immobilized elevator:
- Open the door to the emergency elevator phone and you will automatically be connected with a dispatcher. You can also call CCAD Safety & Security from your cell phone: 614.222.6165.
- Tell the dispatcher which building you're in and answer any other questions to the best of your knowledge.
- Remain calm and wait for assistance.
- DO NOT try to pry open the doors or try to exit through an opening while the elevator car is between floors.
- If the elevator malfunction is the result of a power failure, the first priority for Safety & Security staff is to check all campus elevators for occupants.

CCAD Safety & Security response
- Safety & Security staff will respond immediately to safely release elevator occupants as quickly as possible.
- If the elevator malfunction is the result of a power failure, the first priority for Safety & Security staff is to check all campus elevators for occupants.
- Officers will safely lower the car to the lowest floor hydraulically, without electrical power.
- The elevator will be locked to prevent access to the car, and marked with signage indicating it is out of order until proper function can be restored and confirmed.

Natural Gas Leak: This refers to a leak of gas from its intended containment into an area where the gas should not be present. Gas leaks can be very dangerous because the accumulation of gases can lead to asphyxiation and/or explosion.

Immediate action
If a strong smell of gas causes concern:
- Vacate the area immediately.

- DO NOT SWITCH POWER ON OR OFF FOR ANYTHING ELECTRONIC, including your cell phone. Any electrical activity could, potentially, trigger an explosion.
- DO NOT START YOUR VEHICLE IN AN AREA WHERE THE SMELL OF GAS IS DETECTABLE. Doing so could potentially trigger an explosion.
- Contact CCAD Safety & Security at 614.222.6165 as soon as it is safe to do so.

If notified of a gas leak via a CCAD emergency alert or CCAD Safety & Security:
- Follow all directions within the alert and from Safety & Security personnel. Vacate the area immediately.
- Report to the safe zone designated. Do not attempt to re-enter buildings until given the all clear via CCAD alert or Safety & Security personnel.
- DO NOT SWITCH POWER ON OR OFF FOR ANYTHING ELECTRONIC. Any electrical activity could potentially trigger an explosion.
- DO NOT START YOUR VEHICLE FROM AN AREA WHERE THE SMELL OF GAS IS DETECTABLE. Doing so could potentially trigger an explosion.
- Contact CCAD Safety & Security at 614.222.6165 as soon as you can safely.

CCAD Safety & Security response
Safety & Security staff will:

- Immediately respond to the site of the gas leak smell to assess the potential hazard
- Notify the Columbus Fire Department and Columbia Gas, and direct responders to the affected site
- Inform the Director of Safety & Security, who will contact the Executive Emergency Response Team. The Executive Emergency Response Team will then follow established emergency alert protocols to contact the campus community and provide further instructions to occupants of affected buildings.
- Conduct a sweep of the building(s) to ensure occupants have evacuated and will continue to secure the area to prevent re-entry until the building is confirmed as safe to re-enter.

Power Failure: Power failure refers to a temporary loss of electrical power. A power failure may affect the entire campus or only certain areas or buildings. Power failures may not always necessitate evacuation or other emergency protocols.

If a power failure is in an area of campus for an extended period of time (longer than one day), the Executive Emergency Response Team will make arrangements for the continuation of essential college functions. If necessary, power generators will be acquired from external sources (city, state, contractors, builders, etc.), to supply minimal energy to critical areas. If applicable, the priority for the restoration of service would be as follows:

1. Information Technology office
2. Safety & Security office and ID control station
3. Residence Halls and Cafeteria
4. Other offices

Immediate action

In the event of a power failure:

- **During daylight hours**, proceed with regular activities if you can safely do so; proceed to a naturally lit area, or exit the building.
- **After dark**, you may remain at your location, or exit the building with the use of emergency lighting activated by a power failure.
- **If a power failure persists** or poses a related safety risk, you may be instructed to evacuate the building for safety reasons.
- When a campus building is under evacuation status, only authorized Safety & Security personnel may enter.
- The status of affected classes and events will be communicated via CCAD Alert and at ccad.edu/emergency.

CCAD Safety & Security response

- Safety & Security officers will first respond to buildings with elevators to release any occupants who may be trapped within an elevator car.
- Officers will respond to fire panel alarm panels to silence trouble alarms initiated by the power failure.
- Safety & Security will make contact with AEP or the City of Columbus to get an estimated time for power restoration and advise the Executive Emergency Response Team about subsequent decisions and alerts related to the outage.

Water Emergency: Fire Suppression/Plumbing Failure

Any of the following could indicate a water emergency or failure:

- The water supply is compromised and unable to flow as intended.
- Plumbing is compromised in a way that causes water to leak into areas not meant to be exposed to water.
- Water is collecting and unable to drain as intended.

Immediate action

At any indication of a water/plumbing emergency:

- Immediately Contact CCAD Safety & Security at 614.222.6165.
- Avoid contact with water to eliminate risks of electrocution and contamination.
- Keep others from risk by preventing access to flooded areas, if you can do so safely.
- When experiencing a lack of water supply, turn off the affected faucet(s) before leaving the area.

CCAD Safety & Security response
- Safety & Security officers will assess the case and contract repair services as quickly as possible.
- Officers will shut off water supply in cases of leaks and flooding.
- Officers will restrict access to any areas posing a potential risk.
- If help containing the spread of water is required, officers and other responders will wear personal protective equipment.

2. SYSTEMS EMERGENCIES

A **systems emergency occurs** when there is the loss of a critical business system such as phone or internet/data connection that significantly impacts regular business operations or instruction. Systems outages and emergencies are often related to general infrastructure failures, such as power outages and water emergencies. These outages can be local or regional.

Such failure may render parts of a building or portion of campus unsafe if it involves computers, electricity, gas, steam, telecommunication lines, etc.

First responders will likely include Safety & Security, Facilities, and Information Technology (if incident involves computers or telecommunication lines). These individuals will determine if an emergency exists, and if so, will notify the Executive Emergency Response Team.

Computer System Failure: If the campus network system is disabled for an extended period of time (longer than one day), the Executive Emergency Response Team will consult with the Chief Information Officer to make arrangements for the continuation of essential college functions and determine whether to convene the Emergency Response Team. During the emergency period, the immediate focus of restoration will be for the Information Technology Office and the Safety & Security Office/ID Control Station.

Immediate action
If the outage occurs during business hours, continue regular activities to whatever degree possible and consult with your immediate supervisor. Updates about the timeline for restoration and the status of classes and office hours will be communicated via CCAD Alert.

CCAD Safety & Security response

Heating/Air Conditioning Systems Failure: If an HVAC system is disabled and the internal temperature exceeds 90 degrees Fahrenheit or falls below 45 degrees Fahrenheit, the Executive Emergency Response Team, in conjunction with the Associate Vice President of Operations, will determine the course of action.

If the HVAC systems cannot be restored or alternative systems temporarily installed in the residence halls within a reasonable amount of time (two days), residents will be relocated into area lodging facilities (hotels, open apartments, etc.).

The Executive Emergency Response Team will make a determination as to the continuation of classes and work efforts.

Power Systems Failure: Power failure refers to a temporary loss of electrical power. A power failure may affect the entire campus or impact only certain areas or buildings. Power failures may not always necessitate evacuation or other emergency protocols.

If a power failure is lost in an area of campus for an extended period of time (longer than one day), the Executive Emergency Response Team will make arrangements for the continuation of essential college functions. If necessary, power generators will be acquired from external sources (city, state, contractors, builders, etc.), to supply minimal energy to additional critical areas. If applicable, the priority for the restoration of service would be as follows:

1. Information Technology office
2. Safety & Security office and ID control station
3. Residence Halls and Cafeteria
4. Other offices

Immediate action
In the event of a power failure:
- **During daylight hours**, you may proceed with regular activities if you can safely do so; you may proceed to an area lit naturally, or you may exit the building.
- **After dark**, you may remain at your location, or exit the building with the use of emergency lighting that is activated by a power failure.
- **If a power failure persists** or the failure poses a related safety risk, you may be instructed to evacuate the building for safety reasons.
- When a campus building is under evacuation status, only authorized Safety & Security personnel may enter.
- The status of affected classes and events will be communicated via CCAD Alert and at ccad.edu/emergency.

CCAD Safety & Security response
- Safety & Security officers will first respond to buildings with elevators to release any occupants who may be trapped within an elevator car.
- Officers will respond to fire panel alarm panels to silence trouble alarms initiated by the power failure.

- Safety & Security will make contact with AEP or City of Columbus to get an estimated time for power restoration, and advise the Executive Emergency Response Team about subsequent decisions and alerts related to the outage.

Telephone System Failure: A telephone system failure occurs when the campus internal telephone system is disabled for an extended period of time (longer than one day), at which time the Executive Emergency Response Team will consult with the Chief Information Officer to make arrangements for the continuation of essential college functions.

Immediate action

If necessary, a wireless telephone will be designated as a main contact number for external parties until service is restored. This number will be posted prominently on the college's website, if operational, posted on campus, and sent through the CCAD Alert System.

During the emergency period, the immediate focus of restoration will be for the Information Technology Office and the Safety & Security Office/ID Control Station.

If the outage occurs during business hours, continue regular activities to the degree possible and consult with your immediate supervisor for updates. Updates about the timeline for restoration and the status of classes and office hours will be communicated via CCAD Alert.

H.   SUSPICIOUS BEHAVIOR

Suspicious behavior includes conduct that appears questionable or disturbing and causes concern about the intentions of the observed individual and potential repercussions.

Suspicious behavior may be identified by any of the following while in process:

- Entering or exiting a non-public space, maybe repeatedly
- Excessive observation with binoculars or cameras, or frequent, furtive glancing
- Loitering: No specific destination or apparent purpose for an individual's presence
- Prowling, hiding, or sneaking
- Showing excessive curiosity; asking about a building's operations, security procedures, personnel, shift changes, etc.
- Taking notes or measurements, mapping or drawing space plans

Suspicious behavior may also be indicated by one or more of the following:

- Aggressive/destructive behavior or making threats
- Appearing to be under the influence of alcohol and/or drugs
- Fascination with violence or weapons (may be communicated verbally or through other means)

- Hyperactive or rapid speech
- Overt references to suicide or homicide
- Paranoia, or an indication of a loss of contact with reality
- Stalking behavior

Immediate action

IF YOU WITNESS SUSPICIOUS BEHAVIOR:
- Immediately call CCAD Safety & Security at 614.222.6165
- Don't confront the person behaving suspiciously
- Discreetly observe the behavior in order to describe the person and activity

CCAD Safety & Security response
- Safety & Security staff will quickly investigate the situation
  - Safety & Security officer(s) will attempt to locate and, in a businesslike manner, interview the subject. During this interview, officers will:
    - Request an ID to determine whether the person has legitimate business to pursue at the college and so is authorized to use or enter the premises
    - Assess whether the person is acting in a manner disruptive to the business operations of the college
    - Determine if the individual has previously been issued a "Denial of Access/Trespass Warning"
    - Assess whether the person has committed or plans to commit a crime (is holding college property or another person, or is in an area to which they are not authorized to access.)
- If necessary, Safety & Security will call 911 to request assistance from law enforcement.
- If the responding officer determines that the person has not committed a crime but has no legitimate business on campus property, the individual will be asked to leave and warned that upon return to the campus they may be subject to arrest for trespass.
- If there is an immediate threat to the community, Safety & Security will contact the Director of Safety & Security and the Emergency Executive Response Team, who will send an emergency alert as soon as possible.

1. **SUSPICIOUS MAIL OR PACKAGES**

Suspicious mail or packages are defined as items that, based on their appearance, are potentially dangerous. The mail or package may be unaccounted for or seem out of place. A suspicious package or letter may be characterized by any of the following:

- Packages left unattended in crowded or public spaces: bags, backpacks, briefcases, etc.
- Received unexpectedly or from someone unfamiliar to you
- Bearing no return address, or one that cannot be verified as legitimate
- Be of unusual weight, given its size, or be lopsided
- Exhibit protruding wires, strange odors, stains, or crystallized or powdered material

- Displaying a city or state in the postmark that does not match the return address
- Have excessive postage, no postage, or non-canceled postage
- Packaged using excessive amounts of tape or string
- Have improper spelling of common names, places, or titles
- Addressed to generic titles such as "President" with restrictive endorsements such as "Personal" or "Confidential"

Immediate action

IF YOU SUSPECT A PACKAGE MAY BE DANGEROUS:

- Immediately call CCAD Safety & Security at 614.222.6165.
- Do not pick up or shake the package.
- Don't open the package or empty the contents, if unopened.
- Cover the package with whatever is available: clothing, paper, trash can, etc.
- Do not try to clean up any spills of powder or liquid, but do immediately cover the spilled contents with anything available and do not remove the cover.
- Turn off any local fans or ventilation units in the area if there is any airborne powder or spray present.
- Isolate the package. Leave the room and close the door to keep others from entering.
- Wash your hands thoroughly at the first opportunity.

CCAD Safety & Security response

- Assess the threat and call for expert assistance
- Evacuate the area and block access to the surrounding area
- Shut down HVAC systems, if possible and applicable
- Announce the all-clear and restore access when the threat has passed

J.   SEVERE WEATHER

Types of severe weather emergencies include, but are not limited to, blizzards, snow, extreme cold or heat, and tornadoes. The college is prepared to notify the campus community via the emergency notification system of severe weather emergencies.

Tornado/Severe Thunderstorm

The following terms are utilized by the National Weather Service:
> *Watch*: Conditions are right for a severe thunderstorm or tornado to develop

Immediate action
> - **Students, faculty, and staff may continue with their normal work and activities, as there is no immediate danger,** but should continue to monitor the weather.

- Monitor your cell phone for CCAD emergency alert notification messages.

CCAD Safety & Security response
- Monitor for weather updates

Warning: Radar or weather spotters have identified a severe thunderstorm or tornado

Immediate action if you are *indoors*

Students, faculty, and staff should immediately do the following:
- Stay inside the building. Remain calm.
- Know the location of the appropriate shelter area(s) for your building. This can be a basement or ground floor hallway with no windows, or a door frame.
- If you are unable to go to a room with no windows, get under a desk or table and cover your head.
- Do not use elevators during a tornado or severe weather warning.
- Remain in a protected area until the threat has ceased, or the danger has passed.
- Call CCAD Safety & Security at 614.222.6165 to report injuries or severe damage.

CCAD Safety & Security response

CCAD Safety & Security staff will notify individuals when they are clear to leave the safe area.

Immediate action if you are *outdoors*
- Seek shelter indoors.
- If you cannot seek shelter indoors, try to get to a protected or safe area away from buildings, windows and glass, telephone or light poles, or any place where there could be falling debris.
- Find an area, such as a ditch, ravine, or a depression, to shelter in.
- Lie face down and cover your head and face.
- Avoid any downed power lines.
- Call CCAD Safety & Security at 614.222.6165 to report injuries and damage.

CCAD Safety & Security response

The Director of Safety & Security will ensure that tornado "safe zones" are designated in each building and signage instructing occupants of their at locations is installed.

Snow/Winter Weather

Definitions provided by the Buckeye State Sheriffs' Association:
- **Level 1 Emergency, Winter Weather Alert**: Roadways are hazardous with blowing and drifting snow. Roads are also icy; drive carefully.
- **Level 2 Emergency, Winter Weather Advisory:** Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.

- **Level 3 Emergency, Winter Weather Emergency:** All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their supervisor to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.

Immediate action

If a winter weather emergency necessitates a change in the college's operational status, all members of the community should follow instructions given through the CCAD Alert System.

If a Level 3 snow emergency is declared in Franklin County, the college will close. Classes will be canceled and faculty and staff in non-essential service areas will be instructed not to report to campus. To ensure the comfort and safety of students, workers in Dining Services, Facilities, and Safety & Security may be asked to report.

In the case of Level 1 or Level 2 winter weather emergency, the Executive Emergency Response Team will assess other factors including city and county snow level declarations, weather forecasts, and other safety considerations to determine class and campus closures.

CCAD Safety & Security response

Closing or Delayed Opening
- If weather conditions warrant closing campus or a delayed opening, Essential Staff should report to work unless otherwise notified by their supervisor.
- Announcements will be made as soon as available through the following outlets:
  - RAVE Alert communication system will be used as needed to provide additional information.
  - CCAD email.

K.   THREAT OF VIOLENCE

Verbal or physical indication(s) causing credible concern that a violent act is imminent. A threat can be assessed by one or more of the following indicators:

- An attack posturing (e.g., wide stance with knees bent, in preparation to charge; arms raised, in preparation to strike)
- A vehicle moving at inappropriately high speeds and/or moving erratically
- A weapon of any kind displayed: firearms, knives, clubs, etc.
- Loud, hostile, and/or agitated voice(s)
- Verbal threat of imminent physical harm

Immediate action

IF YOU RECOGNIZE A THREAT OF VIOLENCE:
- Quickly distance yourself from the vicinity of the threat, if possible. Avoid the area and stay clear of the individual's line of sight.
- Don't address the threatening individual unless you must do so as an act of self-defense.
- Contact CCAD Safety & Security at 614.222.6165 as soon you safely can; relay as much information as possible to them:
  - Specific location
  - Description or identity of the threatening individual
  - Direction of travel, if progressing
  - Whatever is known about the situation/course of events
  - Type of weapon(s) involved*, if any
    - *NOTE: **If *ANY* weapon is involved**, **call 911 immediately** and then call CCAD Safety & Security, if not already notified
  - Follow the procedure for Active Shooter (*see page 8*).

CCAD Safety & Security response
- Call for law enforcement support, if Columbus Police Department isn't already present.
- Safety & Security will quickly respond to the scene and assess the threat.
- Act accordingly to stop the threat as quickly as possible.

L. DEATH OR INJURY ON CAMPUS

CCAD is committed to providing a safe and secure environment for teaching, learning, and work. If a death should occur on campus and it appears to be the result of a crime or accident, CCAD Safety & Security and/or Columbus Police officials will handle the situation as a crime and restrict access to the scene.

Safety & Security will not allow anyone to leave the scene without approval from the Columbus Police Department. The Columbus Police or other responding emergency units will have control of the scene until they have determined that a crime has not been committed. The Columbus Police Department, or the agency/emergency unit in control, will decide when to return control of the scene to the College.

Immediate action

- **Do not disturb the scene.** It is imperative that the scene of a death be left undisturbed so an accurate investigation of causes can be conducted by law enforcement.
- Dial 911 to notify emergency services.
- Then call the CCAD Safety & Security at 614.222.6165. Safety & Security personnel will be immediately dispatched to the scene.

CCAD Safety & Security response

- Safety & Security personnel will be immediately dispatched to the scene.
- Administer first-aid/CPR as necessary
- Contact emergency services immediately
- Safety & Security staff on scene will guide rescue vehicles to appropriate location (back of facility)
- Notify first-responder staff and meet for stress incident debriefing
- Safety & Security will not allow anyone to leave the scene without approval from the Columbus Police Department.

Note: Notification of the broader campus community, family members, and other constituents will be addressed per the college's Crisis Communication Plan.

M.   DATA BREACH/CYBERATTACK

Protecting sensitive data and personal information of the college community is of the utmost importance. Any breach of private data has the potential to cause a negative impact to many areas, including daily operations, reputation of the institution, loss of trust among the community, and possible legal ramifications due to the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Ohio state law, other federal laws such as the Federal Trade Commission Act and Gramm-Leach-Bliley Act, plus any relevant contractual obligations.

Immediate action

All offices at CCAD have an obligation to report any information breaches. Users must promptly report any suspected or known data breach or computer security incident to Information Technology staff by any of the following means:

- Calling the help desk at 614.222.6174
- Visiting the help desk on the first floor of Kinney Hall
- Contacting the Chief Information Officer via phone or email

Once reported, Information Technology staff will address the incident as outlined in our Data Breach Policy in coordination with other campus offices, such as Operations and Marketing & Communications.