

## **During a CAMPUS EMERGENCY you should:**

Evaluate each situation in your building or nearby buildings.

Determine your individual plan of action: run, hide, fight as trained / briefed.

### **If you are inside:**

Notify 911 and Public Safety 740-366-9237

Evacuate your building if the incident has occurred there.

Assist Public Safety Officers, administrators, and students with evacuation to an off campus location or to another unaffected building. This campus does NOT normally “lockdown” in response to emergencies.

Assist in isolating the incident if possible. Help prevent any further entry into the building by anyone other than police, SWAT, EMT or fire fighters, or Public Safety.

### **If you are outside or off campus:**

Stay outside or, even better, avoid the campus.

Avoid calling the campus for information regarding the incident. Listen to local radio and TV for updates on the incident.

### **MEDIA CONTACTS: If contacted by a member of the media in person or on the phone:**

DO NOT PROVIDE ANY INFORMATION. SIMPLY SAY:

**The Campus will issue a formal statement shortly. (Repeat)**

By making this statement **ONLY**, you will help ensure that the campus speaks to the world in one voice. In addition, by providing unsubstantiated information, you may unknowingly hinder the safe resolution of the incident.