

Dial 9-1-1 in an Emergency



This document is an abbreviated version of the North Central State Emergency Operations Plan (EOP).

When reporting an emergency, please be prepared to give the following information:

- What you see, hear, or found.
- Exact location of the incident.
- The phone number of the phone you are using.
- Details of the situation.
- Your name and address.
- Stay on the line until you are told to hang-up.
- **KEEP CALM -- KEEP OTHERS CALM.**

[Go to Table of Contents](#)

Emergency Procedures Handbook

TABLE OF CONTENTS

	Page
Reporting Emergencies.....	<u>3</u>
Elevator Safety.....	<u>4</u>
Medical Emergencies.....	<u>5</u>
Evacuation Procedures.....	<u>6</u>
Earthquake.....	<u>7</u>
Building Fire/Explosion.....	<u>8</u>
Shelter-In-Place.....	<u>9</u>
Severe Storm/Lightning.....	<u>10</u>
Campus Weather Closing	<u>11</u>
Tornado.....	<u>12</u>
Utility Emergency.....	<u>13</u>
Flooding/Water Damage.....	<u>14</u>
Hazardous Materials Incident.....	<u>15</u>
Bomb Threat.....	<u>16</u>
Explosive Device Data Card	<u>17</u>
Crime Prevention.....	<u>18</u>
Theft Prevention.....	<u>19</u>
Campus Computer Security.....	<u>20</u>
Fire Prevention.....	<u>21</u>
Human Threat Workplace Violence.....	<u>22</u>
Alice Information.....	<u>23</u>
Student Safety Service.....	<u>26</u>
Tips for Travelers.....	<u>27</u>
Emergency Notifications.....	<u>28</u>
Important Phone Numbers.....	<u>29</u>
Safety & Security Websites.....	<u>30</u>
Security Incident Report	<u>31</u>
Maps of the College.....	<u>32</u>

REPORTING EMERGENCIES

[Back to Table of Contents](#)

NUMBERS YOU NEED

EMERGENCY PHONE NUMBER **9-1-1 (Public Safety)**

Non-Emergency Phone Numbers

Mansfield Campus Security	(419) 755-4346
Kehoe Center	
Day	(419) 545-1199
Night	(419) 545-4135
Weekend	(419) 913-9194
NC State Facilities Director	(419) 544-3555
NC State Urban Center	911
NC State Crawford Success Center	911

PROCEDURES TO FOLLOW

1. Remain calm.
2. Speak slowly and clearly.
3. Try to provide all information, to the best of your ability that the dispatcher is requesting.
4. Remain on the phone with the dispatcher.
5. Instruct someone to meet emergency personnel and escort them to the incident.

INFORMATION TO KNOW

- You are the first line of defense, the eyes and ears watching out for the safety of North Central State College.
- All of us must take responsibility for our own safety and assist those around us, especially people with disabilities.
- See something say something! Report the unusual or suspicious.
- The college will make any necessary announcements regarding campus emergencies.



**EMERGENCY
REPORTING®**

ELEVATOR SAFETY

[Back to Table of Contents](#)

NUMBERS YOU NEED

**Mansfield Campus Elevator emergency call button
(419) 755-4346 Security**

**Kehoe Center Elevator emergency
Call button will activate call center within
elevator or Dial 911**

PROCEDURES TO FOLLOW

1. Remain calm.
2. Use emergency elevator call button to alert officials of your current situation.
3. If no answer using the emergency call button, call Security. If an emergency, dial 9-1-1.
4. If elevator is stuck between floors, do not attempt to exit.

INFORMATION TO KNOW

- Location of elevator
- Estimated number of people trapped
- Any injuries and/or medical needs
- Noises before elevator failed
- Knowledge of university elevator safety practices



MEDICAL EMERGENCIES

[Back to Table of Contents](#)

9-1-1 (Public Safety)

**Mansfield Campus
Kehoe Center**

(419)755-4346 Security

Day

(419) 545-1199

Evening

(419-545-4135

Weekend

(419)913-9194

NC State Facilities Director

(419)544-3555

Urban Center

911

Crawford Success Center

911

- First aid kit

- Location of incident
- Phone number at your location
- How many victims are involved?
- If victim is breathing
- If victim is conscious
- If victim has a pulse
- If there is severe bleeding
- Planning for such emergencies includes, knowing who has been trained in Emergency first aid procedures and CPR.

PROCEDURES TO FOLLOW: ALL EMERGENCIES

1. Call 9-1-1 to contact EMS
2. Unless trained, do not render assistance above basic first aid.
3. Do not attempt to move the injured person unless he/she is in immediate danger.
4. Clear the area of unnecessary people.
5. Have someone meet and escort the medical team to the victim.
6. Limit your communications with the ill or injured person to quiet reassurances.
7. After the person's immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.
8. If the victim is a staff member, notify his/her supervisor.

1. Call 9-1-1 to contact EMS
2. Unless trained, do not render assistance above basic first aid.
3. Do not attempt to move the injured person unless he/she is in immediate danger.
4. Clear the area of unnecessary people.
5. Have someone meet and escort the medical team to the victim.
6. Limit your communications with the ill or injured person to quiet reassurances.
7. After the person's immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.
8. If the victim is a staff member, notify his/her supervisor.



EVACUATION PROCEDURES

[Back to Table of Contents](#)

NUMBERS YOU NEED

9-1-1 (Public Safety)	
Mansfield Campus Security	(419) 755-4346
Kehoe Center	
Day	(419) 545-1199
Evening	(419) 545-4135
Weekend	(419) 913-9194
NC State Facilities Director	(419) 544-3555
NC State Urban Center	911
NC State Crawford Success Center	911

SUPPLIES TO HAVE

- Keys
- Campus ID

INFORMATION TO KNOW

- Evacuation routes/procedures
- What the fire alarm sounds like
- At least two ways out of the building

PROCEDURES TO FOLLOW:

Administrators, Faculty and Supervisors are responsible for informing their employees and students of the evacuation. Except for those employees listed in the Emergency Operations Plan, all others will be released at the discretion of their immediate supervisor. A mass notification will be made to address the situation using all appropriate methods.

1. Remain calm.
2. Leave immediately. Walk with a purpose.
3. If requested, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may have not heard the evacuation signal.
4. If requested, accompany and assist persons with disabilities.
5. Take your essential personal items ONLY (cell phone, ID, keys, medications).
6. Move quickly, but in an orderly manner out of the building. DO NOT PUSH OR SHOVE.
7. Once out of the building, move at least 300 feet from the structure or as instructed by Public Safety officials.

EVACUATION PROCEDURE

- 1** WHEN ALARM SOUNDS. LEAVE IMMEDIATELY BY THE NEAREST EXIT.
- 2** PROCEED IN AN ORDERLY MANNER TO ASSEMBLY POINT.
- 3** REMAIN AT ASSEMBLY POINT UNTIL ALL-CLEAR IS GIVEN.

EATHQUAKE

[Back to Table of Contents](#)

NUMBERS YOU NEED

9-1-1 (Public Safety)
Mansfield Campus Security (419)755-4346
Kehoe Center
Day (419) 545-1199
Evening (419) 545-4135
Weekend (419) 913-9194
N C State Facilities Director (419) 544-3555
NC State Urban Center 911
NC State Crawford Success Center 911

SUPPLIES TO HAVE

- Flashlight
- Weatherradio
- Cell phone
- Extra batteries

INFORMATION TO KNOW

- Location of interior corridors
- Evacuation routes/procedures
- Shelter-in-place procedures

PROCEDURES TO FOLLOW:

INSIDE

1. Remain calm.
2. Seek shelter under a table or in a doorway.
3. Stay away from windows, mirrors, and electrical equipment.
4. Be prepared for aftershocks.
5. Do not use elevators.
6. Do not use open flame devices in case of gas leaks.
7. Report locations of injured people to EMS.
8. Do not move injured people unless in immediate danger.
9. Report any damage to Security.

OUTDOORS

1. Remain calm
2. Move away from buildings, trees, and power lines.
3. Move to an open area and wait for shaking to stop.



BUILDING FIRE/EXPLOSION

[Back to Table of Contents](#)

NUMBERS YOU NEED

9-1-1 (Public Safety)

Mansfield Campus Security (419) 755-4346

Kehoe Center

Day (419) 545-1199

Evening (419) 545-4135

Weekend (419) 913-9194

N C State Facilities Director (419) 544-3555

NC State Urban Center 911

NC State Crawford Success Center 911

SUPPLIES TO HAVE

- Flashlight

INFORMATION TO KNOW

- Location of incident
- Possible cause of incident
- Your location
- Your phone number
- Floors affected
- Noises before or after you smelled smoke and/or heard explosion/audible alarm
- Location of the nearest fire extinguisher and pull station



PROCEDURES TO FOLLOW

IF ODOR/SMOKE/FIRE/EXPLOSION/ALARM

1. Remain calm.
2. Immediately call 9-1-1.
3. **Rescue** — Persons in immediate danger, if possible. This includes yourself!
4. **Alarm** — Pull fire alarm. NOTE: Not all alarms report directly to 9-1-1; immediately notify 9-1-1.
5. **Contain** — Fire by closing doors while leaving the building.
6. **Evacuate** — Exit to a safe location. Move away from the building at least 300 feet.
7. If the fire is small and you have received training, attempt to extinguish it with a fire extinguisher or other available means. Do not jeopardize your personal safety.
8. Never allow fire to come between you and an exit.
9. Stay outside until told to return to the building.

IF CONFINED/TRAPPED

1. Remain calm
2. Call 9-1-1 to report your location.
3. Feel door knob with the back of the hand to see if it is hot. DO NOT open door if door knob is warm.
4. Stuff towels, coat, etc. under door to keep out smoke.
5. Keep doors closed to prevent the spread of fire and smoke.
6. Look for a window, open it, and stick your head out to get fresh air.
7. Find a towel or something to wave from the window to attract attention to your position.
8. If you have to move, stay as close the floor as possible and crawl.

SHELTER-IN-PLACE

NUMBERS YOU NEED

9-1-1(Public Safety)

Mansfield Campus Security (419)755-4346

Kehoe Center

Day (419) 545-1199

Evening (419) 545-4135

Kehoe Center weekend (419) 913-9194

N C State Facilities Director (419) 544-3555

NC State Urban Center 911

NC State Crawford Success Center 911

SUPPLIES TO HAVE

- Flashlight
- Weather radio
- Cell phone
- Extra batteries
- Food

INFORMATION TO KNOW

- Location of interior corridors
- Evacuation routes/procedures
- Shelter-in-place procedures

PROCEDURES TO FOLLOW

SEVERE WEATHER

1. Remain calm.
2. Seek shelter in a centrally located sturdy room on the lowest possible floor, away from windows and exterior doors.
3. Do not go outside or into open areas such as gymnasiums or other rooms where there are large open spans.
4. Do not open windows in an attempt to equalize building pressure.
5. Stay away from windows, exterior doors, skylights, mirrors, and other objects that could cause injury if knocked over.

CHEMICAL OR BIOLOGICAL AGENT

1. Remain calm
2. Listen for, and follow instructions provided by Public Safety.
3. Return to your room and close all windows and doors unless instructed differently by Public Safety.
4. Turn off air conditioning units.
5. Be prepared to evacuate the area if instructed by Public Safety.



SEVERE STORM/LIGHTNING

[Back to Table of Contents](#)

NUMBERS YOU NEED

(9-1-1 (Public Safety)
Mansfield Campus Security (419)755-4346
Kehoe Center
Day (419) 545-1199
Evening (419) 545-4135
Weekend (419) 913-9194
N C State Facilities Director (419) 544-3555
C State Urban Center 911
NC State Crawford Success Center 911

INFORMATION TO KNOW

- Location of interior corridors
- Evacuation routes/procedures
- Shelter-in-place procedures

SUPPLIES TO HAVE

- Flashlight
- Extra batteries
- Cell phone
- Weatherradio

PROCEDURES TO FOLLOW

SEVERE STORM

1. Remain calm.
2. Seek shelter in a sturdy building away from windows, exterior doors, and walls.
3. Do not use elevators

LIGHTNING

1. Remain calm
2. Seek shelter away from windows.
3. Do not use elevators.

OUTDOORS

1. Seek shelter in a sturdy campus building.
2. Avoid elevated places and isolated trees.
3. Keep your head and body as low to the ground as possible.
4. Minimize contact with the ground.
5. Find shelter as quickly as possible.



CAMPUS WEATHER CLOSING

[Back to Table of Contents](#)

INFORMATION TO KNOW

Only in extreme circumstances, will the campus close due to inclement weather. Frequently the public schools might close but the campus will remain open.

The campus might close only for morning classes and reopen for afternoon and evening classes or close later in the day.

In the case of a forced cancellation, announcements will be made on every major radio station in the surrounding five or six county areas.

A Mansfield Buckeye Alert notification will be sent when a closing has been issued.

Radio stations will be notified by 6:00 a.m.

If the campus is closed, it means unsafe conditions exist. Do not come to campus for any reason.

See the following websites for current information:

www.ncstatecollege.edu/closings.htm

www.mansfield.osu.edu/safety/weather.cfm

www.northcentralohio.com



TORNADO

[Back to Table of Contents](#)

NUMBERS YOU NEED

9-1-1 (Public Safety)	
Mansfield Campus	(419) 755-4346 Security
Kehoe Center	
Day	(419) 545-1199
Evening	(419) 545-4135
Weekend	(419) 913-9194
N C State Facilities Director	(419) 544-3555
NC State Urban Center	911
NC State Crawford Success Center	911

SUPPLIES TO HAVE

- Flashlight
- Weatherradio
- Cell phone
- Extra batteries

INFORMATION TO KNOW

- Location of interior corridors
- Evacuation routes/procedures
- Shelter-in-place procedures



PROCEDURES TO FOLLOW

INSIDE

1. Remain calm.
2. Move to the lowest level of the building, preferably in the middle of the building away from doors and windows.
3. If you cannot make it the lowest level, seek shelter in a small room under a table or something sturdy.
4. Do not use elevators.

OUTDOORS

1. Remain calm.
2. Find a ditch, streambed, or ravine to lie flat with your head covered.
3. Never use overpasses as cover during a tornado.
4. NEVER open car windows to equalize pressure.

WARNING COMMUNICATIONS

1. **Tornado Watch:**
Conditions are favorable for a tornado.
2. **Tornado Warning:**
A tornado has been spotted in the county. Seek shelter immediately.
3. **Warning Sirens:**
Initiates during a tornado warning and will sound for three minutes followed by seven minutes of silence.
4. Shelter-in-place until “all clear” is given by Public Safety officials.

UTILITY EMERGENCY

[Back to Table of Contents](#)

NUMBERS YOU NEED

Main Campus	(419)755-4346
Kehoe Center	
Day	(419) 545-1199
Evening	(419) 545-4135
Weekend	(419) 913-9194
N C State Facilities Director	(419) 544-3555
NC State Urban Center	(419) 544-3555
NC State Crawford Success Center	(419) 569-8031

SUPPLIES TO HAVE

- Flashlight
- Keys
- Additional batteries

INFORMATION TO KNOW

- Location of incident
- Cause of incident
- Building name
- Your phone number
- Your location
- Areas affected
- Time of outage



PROCEDURES TO FOLLOW

POWER OUTAGE

1. Remain calm.
2. Notify Security.
3. Provide assistance to others in your immediate area who are unfamiliar with the building.
4. If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
5. If instructed to evacuate, proceed cautiously to the nearest exit.

GAS LEAK

1. Remain calm.
2. Notify Security.
3. Extinguish any open flames (this includes cigarettes).
4. Do not use any electrical appliances (microwaves, stoves, etc.). Do not turn on/off light switches.
5. If you begin to feel ill or suspect a serious leak, evacuate the building/leave the area and call 9-1-1 for assistance.
6. If instructed to evacuate, proceed cautiously to the nearest exit.

FLOODING/WATER DAMAGE

[Back to Table of Contents](#)

NUMBERS YOU NEED

9-1-1 (Public Safety)

Main Campus

(419)755-4346 Security

Kehoe Center

Day

(419) 545-1199

Evening

(419) 545-4135

Weekend

(419)913-9194

N C State Facilities Director

(419) 544-3555

NC State Urban Center

(419)544-3555

NC Crawford Success Center

(419)569-7920

SUPPLIES TO HAVE

- Flashlight
- Plastic

INFORMATION TO KNOW

- Knowledge of exit locations
- Location of incident
- Cause of incident
- Building name
- Your phone number
- Your location
- Areas affected
- Time flooding began

PROCEDURES TO FOLLOW

BUILDING

1. Remain calm.
2. Notify Security.
3. Report severity and location of the leak.
4. Be aware of hazards associated with water.
5. If an electrical source is present, use caution and evacuate the area. Never attempt to unplug or remove an electrical appliance or wire from a flooded area.
6. If you know the source of the water and can stop it or slow it down safely, do so.
7. Protect objects in jeopardy by taking essential steps to avoid or reduce immediate water damage, such as covering objects with plastic or moving small or light objects out of danger.



HAZARDOUS MATERIALS INCIDENT

[Back to Table of Contents](#)

NUMBERS YOU NEED

9-1-1 (Public Safety)

Main Campus

(419) 524-2424 Mansfield Fire Department

Main Campus

(419) 755-4346 Security

Kehoe Center

Day

(419) 545-1199

Evening

(419) 545-4135

Weekend

(419) 913-9194

N C State Facilities Director

(419) 544-3555

NC State Urban Center

911

NC State Crawford Success Center

911

SUPPLIES TO HAVE

- Flashlight

INFORMATION TO KNOW

- Address and location description
- Description of the situation including details of spill, vapor cloud, etc.
- Phone number at your location
- If you know the name of the spilled product, report it
- Location of fire extinguishers
- Know how to use a fire extinguisher
- Evacuation routes/procedures

PROCEDURES TO FOLLOW

CHEMICAL SPILL

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with water.
2. If there is possible danger or noxious fumes present, evacuate your area.
3. Call 9-1-1 (Fire Department) immediately.
4. After the emergency, all chemical spills and fires, no matter how small, should be reported to Environmental Health and Safety.

CHEMICAL FIRE

1. Remain calm.
2. Immediately call 9-1-1.
3. Activate alarm/pull station.
4. If the fire is small and you have received training, attempt to extinguish it with a fire extinguisher or other available means. Do not jeopardize your personal safety.
5. Never allow fire to come between you and an exit.
6. Evacuate your area. Close doors and windows behind you to confine the fire.
7. Do not return to the emergency area until instructed to do so by Public Safety or Fire Department officials.



BOMB THREAT

[Back to Table of Contents](#)

NUMBERS YOU NEED

9-1-1 (Public Safety)	
Main Campus	(419) 755-4346 Security
Kehoe Center	
Day	(419) 545-1199
Kehoe Center Evening	(419) 545-4135
Weekend	(419) 913-9194
N C State Facilities Director	(419) 544-3555
NC State Urban Center	(419) 544-3555
NC State College Crawford Success Center	(419) 544-3555

SUPPLIES TO HAVE

- Explosive Device Data Sheet
(see above)

INFORMATION TO KNOW

Most bomb threats that are called to an office or person are intended to disrupt normal business and activities and do not usually involve a bomb. Nonetheless, every bomb threat must be considered real until investigated to ensure the safety of building occupants. In most instances, the call will be very brief; however, attempt to keep the caller on the phone as long as possible.

PROCEDURES TO FOLLOW

TELEPHONE THREAT

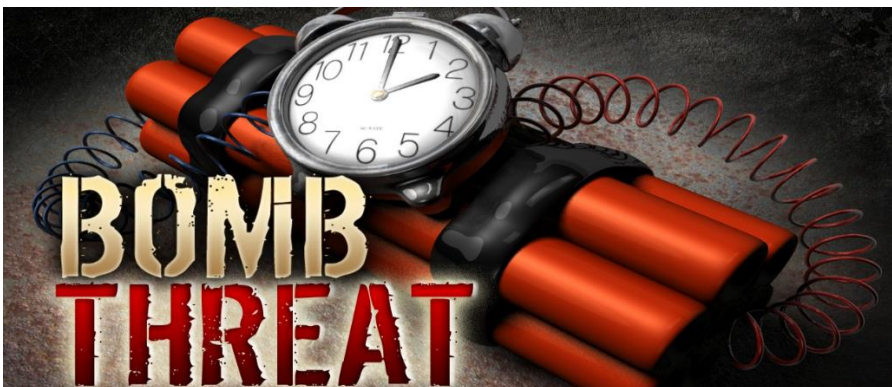
1. Remain calm.
2. If you have caller ID, record the incoming phone number.
3. If another person is close by, notify him/her of the call and ask him/her to call 9-1-1 and/or Security.
4. Upon hanging up, immediately call 9-1-1 and/or Security and give the specific details of the call to the police dispatcher.
5. To avoid panic, do not announce the call to other occupants of the building.
6. Notify the office manager, building coordinator, or other person in charge about the call.

Police-Security/Fire Department will decide when and if to evacuate and summon outside assistance.

See Explosive Device Data Record above to record details of the telephone threat (make copies for convenient future use).

WRITTEN/PARCEL THREATS

1. Remain calm.
2. Keep people from handling or going near the package.
3. Do not use portable radio equipment within 100 feet of suspicious item. **THIS INCLUDES CELL PHONES!**
4. Immediately call 9-1-1/Security. **DO NOT USE A CELL PHONE!**
5. Promptly write down everything you can remember about how you received the letter or parcel or how you found the package.
6. Do not discuss the threat with other staff members.
7. Follow all Public Safety instructions.



Bomb Threat (Explosive Device) Data Card**Questions to Ask**

1. When is explosive device set to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of explosive device is it?
5. What will cause it to explode?
6. Did you place the explosive device?
7. Why?
8. What is your address
9. What is your name?

Caller's Voice

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

<input type="checkbox"/> Street noises	<input type="checkbox"/> Animal noises
<input type="checkbox"/> House noises	<input type="checkbox"/> Voices
<input type="checkbox"/> PA system	<input type="checkbox"/> Static
<input type="checkbox"/> Music	<input type="checkbox"/> Clear
<input type="checkbox"/> Office machinery	<input type="checkbox"/> Phone
<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Other

THREAT LANGUAGE

☐ Well spoken(educated)
☐ Foul
☐ Irrational
☐ Message read by threat maker
☐ Incoherent
☐ Taped

EXACT WORDING OF THE THREAT

Sex of caller: _____ Length of the call: _____
Race/Nationality: _____ Number which call is received: ()- -
Age: _____
Time: _____ Date: / /

IMMEDIATELY CALL SECURITY Main Campus AT (419)-755-4346 or Kehoe Center (419) 545-199 or (419)-544-3555 Give responding officers this completed sheet

Date: / /
Name: _____
Phone Number: () -
Position: _____

CRIME PREVENTION

[Back to Table of Contents](#)

INFORMATION TO KNOW

IN YOUR RESIDENCE HALL OR OFFICE

- Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
- Do not leave messages on your door indicating that you are away and when you will be back.
- If someone asks to use your phone for an emergency call, offer to call for him/her instead of allowing access to your phone.
- Do not put your address on your key ring.
- Do not leave keys in hiding places.
- See Something, Say Something! Call Police/Security to report suspicious persons or activities.
- Do not attach your ID to your key ring.

WHEN WALKING

- Avoid walking alone at night unless absolutely necessary.
- Walk purposefully, know where you are going, project a no-nonsense image.
- Remain vigilant. Do not walk while distracted (on your phone, wearing head phones, etc.).

PROTECTING YOUR AUTO OR BIKE

- Always lock your car.
- Lock bikes to immovable objects or bike racks with Hardened alloy locks and chains or U-shaped locks.
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

PROTECTING YOURSELF WHEN DRIVING

- Look into your car before getting in. Lock doors and roll up windows once inside.
- Do not stop to help occupants of stopped or disabled vehicles. Continue driving and call for assistance.
- If your car breaks down, raise the hood, then lock yourself in it. If someone stops and offers you help, remain in the car and ask him/her to phone for help. Do not worry about seeming rude.



THEFT PREVENTION

[Back to Table of Contents](#)

INFORMATION TO KNOW

IDENTITY THEFT

- Keep anything with your personal information on it—driver's license, social security card, credit card, and bank statements—stored somewhere safe.
- Shred your mail before you throw it away, especially if it's a pre-approved credit card, a credit card or bank statement, or anything with personal information on it.
- Review your credit card and bank statements every month to see if they list any charges you didn't make.
- When you receive a new credit or debit card, cut up your old card so the numbers are not readable.
- Burn or shred receipts with your credit card numbers on them.

MARKING VALUABLES

- Consider using etching or other permanent marking.
- Print your driver's license number with the state identifier on any item of valuable property.
Example: OH R99999, PA 1232322, etc.
- Use a UV/ID ultraviolet invisible pen on:
 - Laptops, tablets, or similar items. Mark on a plain surface or on the back of the object.
 - Cell phones. Mark inside the battery compartment or on a back surface.
- On text books, write your driver's license number on the top right of the inside cover.
- When reporting a stolen or lost item, include information about UV marking.
- Protect items of personal property by not leaving them unattended.

THEFT PREVENTION ON CAMPUS

- Immediately report crime to Campus Police/Security.
- Check your door or building lock mechanisms. Report service problems to Security.
- Consider an alarm or access control system for high-risk areas.



Don't Get Hooked by

If you receive an e-mail login credentials do not cyber criminals "Phish" NCSC passwords. NCSC Technology Services will e-mail account password via e-mail or direct you to a non-NCSC website to provide your e-mail account information.



Phishing Emails!

asking for your e-mail respond. This is how for your confidential Information never ask for your e-

What is Phishing?

Posing as a legitimate company, phishing is the act of tricking someone into giving confidential information (like passwords and credit card information) on a fake web page or email.

Phishing Scam Identifiers

- ACCOUNT VERIFICATION – asking for: login names & passwords, social security numbers, or other personal information like credit cards.
- SCARE TACTIC - Example: "If you don't respond within 48 hours, your account will be closed." These messages convey a sense of urgency so that you'll respond immediately without thinking.
- GENERIC NAME – "Dear Valued Customer"
- MISSPELLED WORDS – Poor Grammar
- CLICK HERE - Links that you are urged to click may contain all or part of a real company's name and are usually "masked," meaning that the link you see does not take you to that address but somewhere different, usually a phony website. Resting the mouse pointer on the LINK (do not click) reveals the real web address. A string of cryptic numbers is also a suspicious sign.

You are the Key to Information Security



The protection and security of NC State College's Information Systems is Everyone's concern. ***You are the key to successful information security.*** An unprotected computer can be infected with a virus, worm, or Trojan and within less than five minutes after being infected holds the potential to infect our network. Being aware of possible various threats that exists in one's computing environment and taking reasonable steps to guard against them is a vital first step in ITS Security.

Studies show that most breaches of computer security are the result of something a computer user did or failed to do.

Out Smarting Vicious



The most common forms of compromise are Worms and viruses prey on uninformed

embedding attachments in appealing looking e-mails. The intent is to trick the user into activating the virus, worm, or Trojan by opening an attachment, or clicking on a link. Viruses can also be transmitted during file sharing using Instant Messaging services. Some helpful tips:

- READ BEFORE YOU CLICK! If you use the viewing pane in Outlook to view your emails, you can actually see most of the message BEFORE you double click to open it.
- Do not open attachments unless you know and trust the sender and are expecting the attachment. Look at the "From" address.
- Look for misspelled text or short phrases like "Attention"

Computer Virus Attempts

infection and/or Trojans. Normally these computer users by

INFORMATION TO KNOW

SMOKING

- Smoking is not permitted in campus buildings. Care should be taken to ensure that discarded cigarettes are completely extinguished when they are placed in trash receptacles or dumpsters near buildings.

WIRING

- Replace electrical cords that have cracked insulation or a broken connector.
- UL approved surge protectors are the only acceptable form of extension cord allowed on campus.

HOUSEKEEPING

- Do your part to keep hallways and stairways free of combustibles such as paper, boxes, desks, and other flammable materials.
- Items such as candles and incense are not permitted in residence halls.
- Clean out dryer lint traps after each use.

ARSON

- Adhere to building security measures and keep unauthorized people out.
- Keep doors locked after business hours.
- Report any suspicious activities to Security.

APPLIANCES

- Leave space for air to circulate around heaters and other heat-producing appliances such as copy machines and computers.
- Designate an employee to turn off or unplug all appliances, including coffee makers, at the end of the day.
- Do not overload outlets or surge protectors.
- Report all maintenance issues to Security.
- Do not use office heaters unless approved by facilities. Portable heaters must be commercial grade and approved before use.



NUMBERS YOU NEED

<i>Main Campus</i>	<i>(419)755-4346 Security</i>
<i>Kehoe Center</i>	
<i>Day</i>	<i>(419) 545-1199</i>
<i>Evening</i>	<i>(419) 545-4135</i>
<i>Weekend</i>	<i>(419) 913-9194</i>
<i>N C State Facilities Director</i>	<i>(419) 544-3555</i>
<i>NC State Urban Center</i>	<i>(419) 544-3555</i>
<i>NC State Crawford Success Center</i>	<i>(419) 755-9041</i>

Human Resources Representative

NCSC 419-755-4871

RESOURCES

- go.osu.edu/RunHideFight
- emergency.osu.edu
- buckyealert.osu.edu

INFORMATION TO KNOW

EXAMPLES OF VIOLENCE

- Threats, directed or implied
- Physical conduct that results in harm to people or property
- Conduct that harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive or hostile environment.

CONTRIBUTING RISK FACTORS

- Termination of Employment
- Disciplinary Actions
- Ongoing conflicts between employees
- Domestic or family violence
- Financial Problems

POTENTIAL WARNING SIGNS

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

VIOLENCE PREVENTION

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety
- Tell your supervisor when you notice unusual or suspicious behavior
- Attend a violence prevention seminar that includes training in resolution and positive ways of dealing with hostile individuals
- Get acquainted with security and college Police/Security officers. Do not hesitate to call for help.
- Finally, remember: a safe workplace is everyone's responsibility
- Go to emergency.osu.edu for more information.

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don’t worry about unknowns. You may use only 1 or 2 parts of the response plan or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is.

1) Alert- Is When you first are aware of a threat. It can be anything.

- Hearing gunfire
- Warning from witnesses that an active shooter/killer is in the area
- Regroup alert messages from the College Campus Sheriff’s Office
- Sooner you understand that you and your students are in danger the sooner you can take actions to save yourself and your students.

2) Lockdown- If EVACUATION is not a safe option then:

- Lock the door.
- Barricade the door with anything available (desks, chairs, etc.)
- Cover any windows in the door if possible
- Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
- Look for alternate escape routes (windows, other doors)
- Call 911
- Move out of the doorway in case gunfire comes through it
- Silence all cell phones
- Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- Put yourself in position to surprise the active shooter should they enter the room.

3) Inform-Using any means necessary to pass on real time information.

- Given in plain language.
- Can be derived from 911 calls, video surveillance, etc.
- Who, what, where, when and how information
- Can be used by people in the area or who may come into it to make common sense decisions.

4) Counter-This is the use of simple, proactive techniques should you be confronted by the Active Shooter/Killer.

- Anything can be a weapon
- Throws things at the shooters head to disrupt their aim
- Create as much noise as possible
- Attack in a group (swarm)
- Grab the shooter/killer’s limbs and head and take this person to the ground and hold this person there.

- Fight dirty-bite, kick, scratch, gouge eyes, etc.
- Run around the room and create chaos
- If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

5) Evacuate - Remove yourself from the danger zone as quickly as possible.

- Decide if you can safely evacuate
- Run in a zigzag pattern as fast as you can
- Do not stop running until you are far away from the area
- Bring something to throw with you in case you would encounter the Active Shooter
- Consider if the fall from a window will kill you
- Break out windows and attempt to quickly clear glass from the frame
- Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall
- Hang by your hands from the window ledge to shorten your drop
- Attempt to drop into shrubs, mulch or grass to lessen the chance of injury
- Do not attempt to drive from the area.

EOC Actions:

1. CERT personnel will be notified as soon as possible and the EOC will be activated at the discretion of the president.
2. On campus communications informing community members of the incident will occur as soon as possible after verification of the incident has been confirmed – this notification will include all campus crisis communications tools to include; text/voice messaging, and the alert siren.
3. College officials as directed by the EOC must be focused on crisis communications, campus evacuation or shelter-in-place, and coordination with outside emergency responders.

Hostage/Barricade Situation

Call 911 and give them the following information:

- Your name
- Your location
- Your phone number
- Details of the situation

Purpose:

The purpose of this response plan is to establish policies and procedures for the initial response to hostage and barricade situations.

Definitions:

- A. Hostage Situation - A situation where a person is held against his/her will by a perpetrator who intends to use the safety of the person held as a means of escape or as a bargaining instrument.
- B. Barricade Situation - A situation where a person has restricted his/her own movement and defied authorities, indicating by his/her actions that he/she intends to harm him/herself or jeopardize the safety and welfare of others. The barricaded person may or may not have taken a hostage or made a threat to his or her own life.

Policy:

The local police authorities have assigned personnel who are well trained, equipped, and experienced in this specific area. In the event of a hostage or barricade situation that is severe enough to constitute a physical threat to any person, it is the policy of the College to immediately request assistance from the police department having concurrent jurisdiction, and once the assisting jurisdiction has taken command of the incident, to assist and support the agency as needed.

Procedure:

- A. Upon receipt of the initial report of a hostage or barricaded person situation, the college will call 911 to be sure the incident has been reported to authorities.
 - 1. The first C.E.R.T member on the scene will immediately notify communications, confirming the existence of the situation and confirming if assistance from outside local law enforcement agencies are needed. The staff member shall relay all essential and available information to communications, including:
 - 2. Number and description of hostage takers and/or barricaded subjects;
 - 3. Exact location of the incident and the number of hostages;
 - 4. Type of weapon or weapons that may be involved;
 - 5. Locations for additional units to respond to, and locations to stay clear of;
 - 6. Type of incident which is thought to have preceded the hostage taking or barricading of subjects.
 - 7. Interaction between hostage negotiation personnel and the responsibilities of each will be handled by the City, County or State Police.

EOC Actions:

- 1. CERT personnel will be notified as soon as possible and the EOC will be activated at the discretion of the president.
- 2. On campus communications informing community members of the incident will occur as soon as possible after verification of the incident has been confirmed – this notification will most probably include all campus crisis communications tools to include; text/voice messaging, and the alert siren.

STUDENT SAFETY SERVICES

[Back to Table of Contents](#)

NUMBERS YOU NEED

Main Campus Security

(419) 755-4346

Kehoe Center Security

(419) 545-4135

(419) 545-1199

INFORMATION TO KNOW

WHAT TYPES OF ESCORT IS AVAILABLE?

- Security will dispatch a walking team or a vehicle based on the destination and availability.

ESCORT ARRANGMENT

- During the hours of operation and provide the following information.
- Your full name
- Your pickup location
- Your destination
- Number of party members
- Time escort is desired.

SERVICE BOUNDARIES

Escort service is limited to on-campus property only.



TIPS FOR TRAVELERS

[Back to Table of Contents](#)

INFORMATION TO KNOW

BEFORE YOU GO

- Ensure that your passport, if needed, is good for at least three to four months.
- Make a copy of your credit card and traveler's check numbers and telephone numbers needed to report a theft. Keep a copy in a location separate from the documents.
- Check with your local medical insurance carrier about coverage away from your home and work. Know coverage protection for out-of-country travel.

BEFORE YOU TAKE OFF

- Make copies of your passport photo page; put a copy in your carry-on and leave a copy at home.
- Make sure your luggage is tagged inside and out, but don't use your position or affiliation.
- Dress casually when traveling to avoid attention; avoid showy jewelry.
- Be alert at security checkpoints. Don't place belongings on a conveyor until you can keep an eye on the items being screened.

ON THE STREET

- Be aware of your surroundings. Look up and down the street before exiting a building.
- Ask the bellman, concierge, and front desk personnel regarding safe and not-so-safe areas around the city to jog, dine, or sightsee. Be aware of local traffic regulations and traffic habits. Joggers have been seriously injured by failing to understand traffic conditions.
- Keep in mind that purse snatchers and briefcase thieves often work hotel bars and restaurants. Keep your purse or briefcase in view or in hand.
- Be alert to scams involving an unknown person spilling a drink or food on your clothing; an accomplice may be prepared to steal your wallet, purse, or briefcase.

AT YOUR HOTEL

- Try to secure a room between floors two and seven.

- Always locate two ways out of the building.
- Avoid hanging the "Please Clean Room" tag on your door. It is an obvious sign that you are not in.
- Do not leave sensitive information or documents in your hotel room. Hand carry and personally protect your documents, as well as laptop computers and other valuables.
- Stay with your luggage until it is brought into the lobby or placed in your taxi.

IN CASE OF FIRE AT YOUR HOTEL

- Locate the nearest stairwell to your room.
- Check your door by placing the back of your hand against the door or doorknob. If either is hot, do not open the door.
- If you cannot leave your room or the stairwells are unsafe, notify the front desk of your situation and the room you are in.
- Stay low but alert to any signs of rescue from the street or the halls. Let firefighters know where you are by waving a towel or sheet out the windows.

WHEREVER YOU ARE

- Always be alert for distractions that may be staged by pickpockets, luggage thieves, or purse snatchers.
- Consider wearing a money belt or other secure storage device; waist pouches are not advised because potential thieves will know the location of your valuables.
- Keep briefcases and purses in view or in hand when using telephones. If you are using a credit card, block the view of the keypad when entering the number.
- Be cautious when entering public restrooms.



EMERGENCY NOTIFICATIONS

[Back to Table of Contents](#)

INFORMATION TO KNOW

NCSC has two very distinct notifications/alerts:

PUBLIC SAFETY NOTICE

These are issued by the Police Division and are generally for awareness. They are meant to make our students, faculty and staff aware of a crime trend or a potential issue.

When a student, faculty or staff member gets one of these, we want them to read through it and be extra cautious/aware of their surroundings. It could be issued for a multitude of things including a series of break-ins, a series of car thefts, etc. These are sent via e-mail to all OSU/NCSC students, faculty and staff.

BUCKEYE/Mansfield ALERT

The Alert system consists of two dozen methods we can use to notify our campus community of an ongoing emergency. The most widely known method is the text message; however, depending on the event, Public Safety will pick and choose which methods are the best and timeliest for getting our message out. These are issued by OSU Emergency Management.

We only issue Alerts when we believe the campus community is in imminent danger. In other words, Public Safety needs the campus community to take immediate action to remain safe. Examples of when a Buckeye Alert may be issued include armed aggressor, a hazardous material release, etc.

SEE SOMETHING, SAY SOMETHING

- If you see something suspicious taking place, report that behavior or activity to Security
- In the case of emergency always call 9-1-1. See Something, Say Something.



TO REPORT AN EMERGENCY: Dial 9-1-1

[Back to Table of Contents](#)

EMERGENCY.....	911
Mansfield Campus Security.....	(419) 755-4346
Kehoe Center Security Day	(419) 545-1199
Kehoe Center Evening.....	(419) 545-4135
Kehoe Center Weekend.....	(419) 913-9144
NC State Facilities Director.....	(419) 544-3555
Office of Student Life.....	(419) 755-4317
Mansfield Fire Department.....	911
Ontario (Springfield Township) Fire Department.....	911
Shelby.....	911
OSU Police (Non-emergency)	(419) 755-4218
Mansfield Police (Non-emergency)	(419) 522-1234
Ontario Police (Non-emergency)	(419) 529-2115
Shelby Police (Non- emergency)	(419) 347-2242
Bucyrus Police (Non- Emergency)	(419) 562-1234
New Directions Student Assistance Program.....	(419) 529-9941
Mansfield OSU Disability Services.....	(419) 755-4304
NC State College Disability Services.....	(419) 755-4727
Conard Learning Center.....	(419) 755-4201
Avita Student Walk In Clinic.....	(419) 709-8667
Avita Bucyrus.....	(419) 562-4677
Ohio Health Mansfield Hospital.....	(419) 526-8000
Ohio Health Shelby Hospital.....	(419) 342-5015
Richland County Health Department, Health Clinic.....	(419) 774-4700
Crawford County Office.....	(419) 569-7920
Crawford County Maintenance.....	(419) 567-8031

NC STATE WEBSITES TO VISIT

[Back to Table of Contents](#)

North Central State College/OSU Annual Security & Fire Safety Report

Mansfield.osu.edu/assests/Mansfield/security/2015SafetyReport.pdf

Mansfield Campus Security

www.ncstatecollege.edu/cms/security

Weather Closing Information

www.ncstatecollege.edu/cms/contact-us/weather-closing

Disability Services

www.ncstatecollege.edu/cms/student-services/disability-services

Campus Maps and Directions

www.ncstatecollege.edu/cms/about-nc-state/maps-and-directions.html

OSU Mansfield Buckeye Alert

buckyealert.osu.edu

SECURITY INCIDENT REPORT FORM

[Back to Table of Contents](#)

1



Security Incident Report Form 18-101a

Report Number _____

Location incident occurred:

☐ James W. Kehoe Center
175 Mansfield Avenue
Shelby, Ohio 44875

☐ The Urban Center
134 N. Main Street
Mansfield, Ohio 44901

Occurred Time: _____ ☐ AM ☐ PM Occurred Date: _____ Day: _____

Reported Time: _____ ☐ AM ☐ PM Reported Date: _____ Day: _____

Reported as: _____ Location: _____

COMPLAINANT

(1) Name _____ DOB: _____ Phone _____
Address: _____ Race: _____ Sex: _____ Wk Phone: _____

VICTIM(S)

(1) Name _____ DOB: _____ Phone _____
Address: _____ Race: _____ Sex: _____ Wk Phone: _____

(2) Name _____ DOB: _____ Phone _____
Address: _____ Race: _____ Sex: _____ Wk Phone: _____

WITNESS(S)

(1) Name _____ DOB: _____ Phone _____
Address: _____ Race: _____ Sex: _____ Wk Phone: _____

(2) Name _____ DOB: _____ Phone _____
Address: _____ Race: _____ Sex: _____ Wk Phone: _____

SUSPECT(S)

Name & Address	Sex	Hair	Eyes	Race	Height	Weight

Continued on page 2. Please make sure the report is signed.

2

VEHICLE USED

Plate #: _____ Make: _____ Year: _____ Model: _____ Color: _____ Other: _____

Police Notified ☐ Yes ☐ No Dept: _____ NCIC # _____ UCR# _____

STOLEN PROPERTY DESCRIPTION:

SYNOPSIS:

Reporting Individual

Date

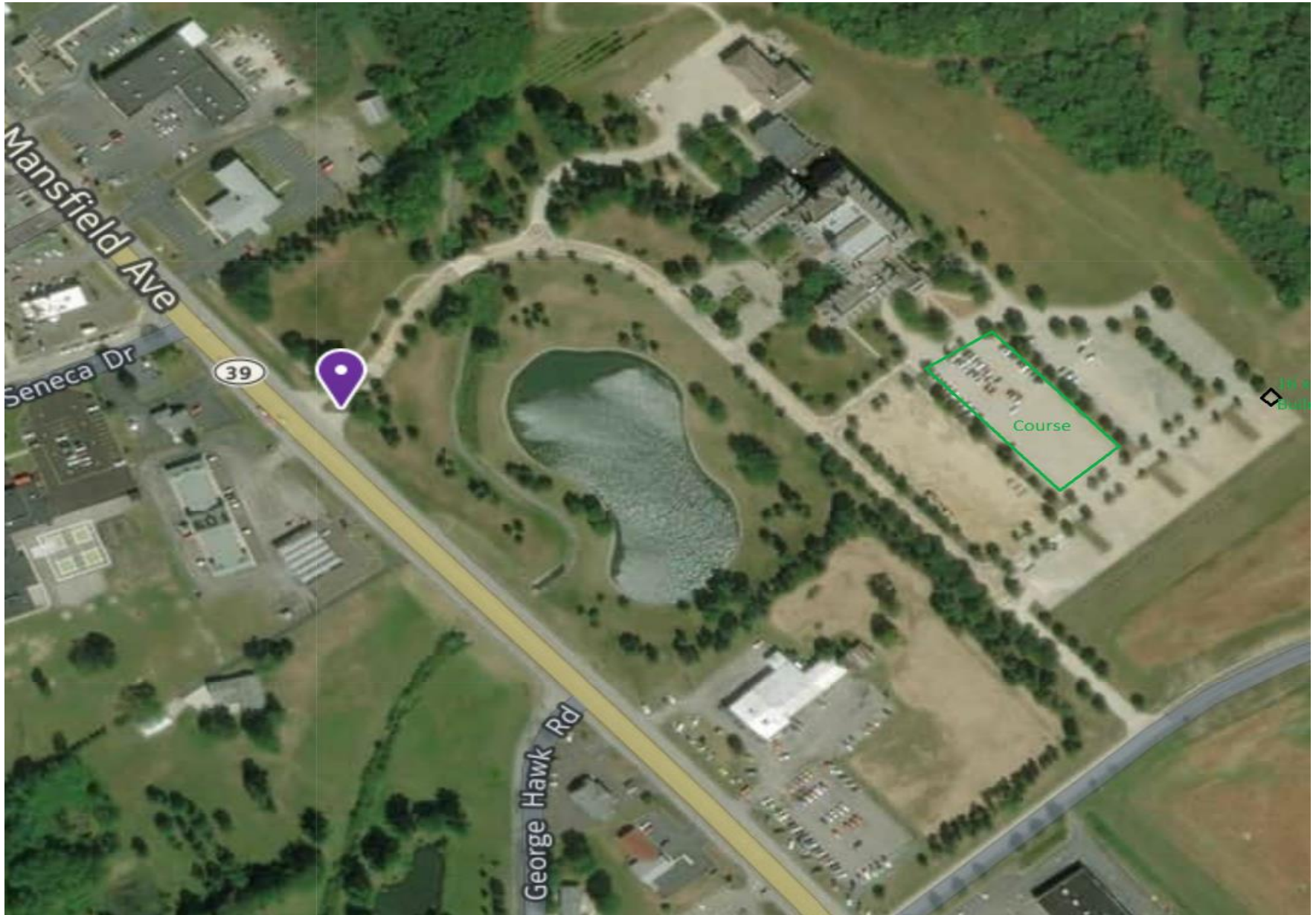
Facilities Manager

Date

Main Campus



Kehoe Center – 175 Mansfield Ave., Shelby



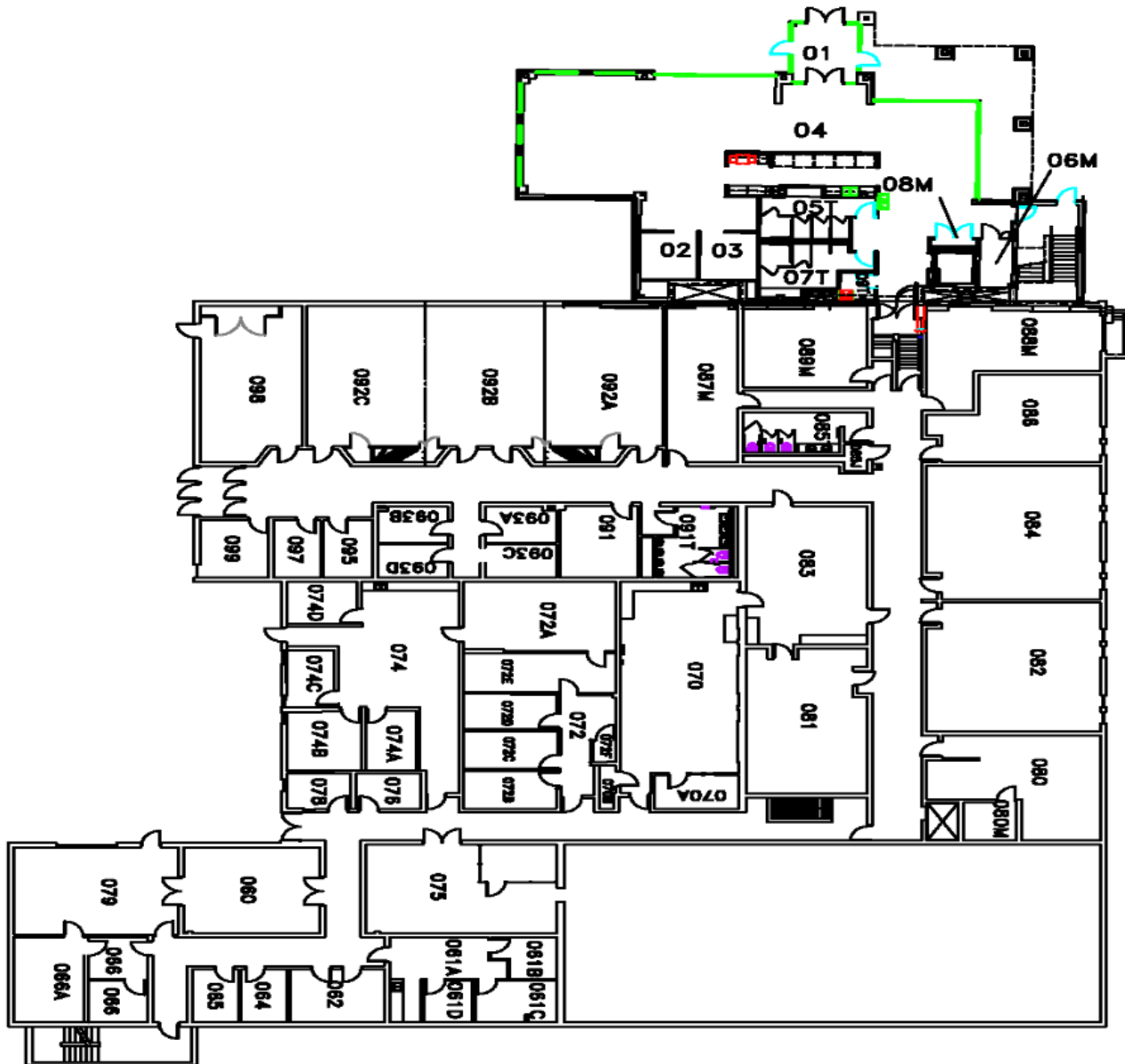
Crawford Success Center – 130 North Walnut St., Bucyrus



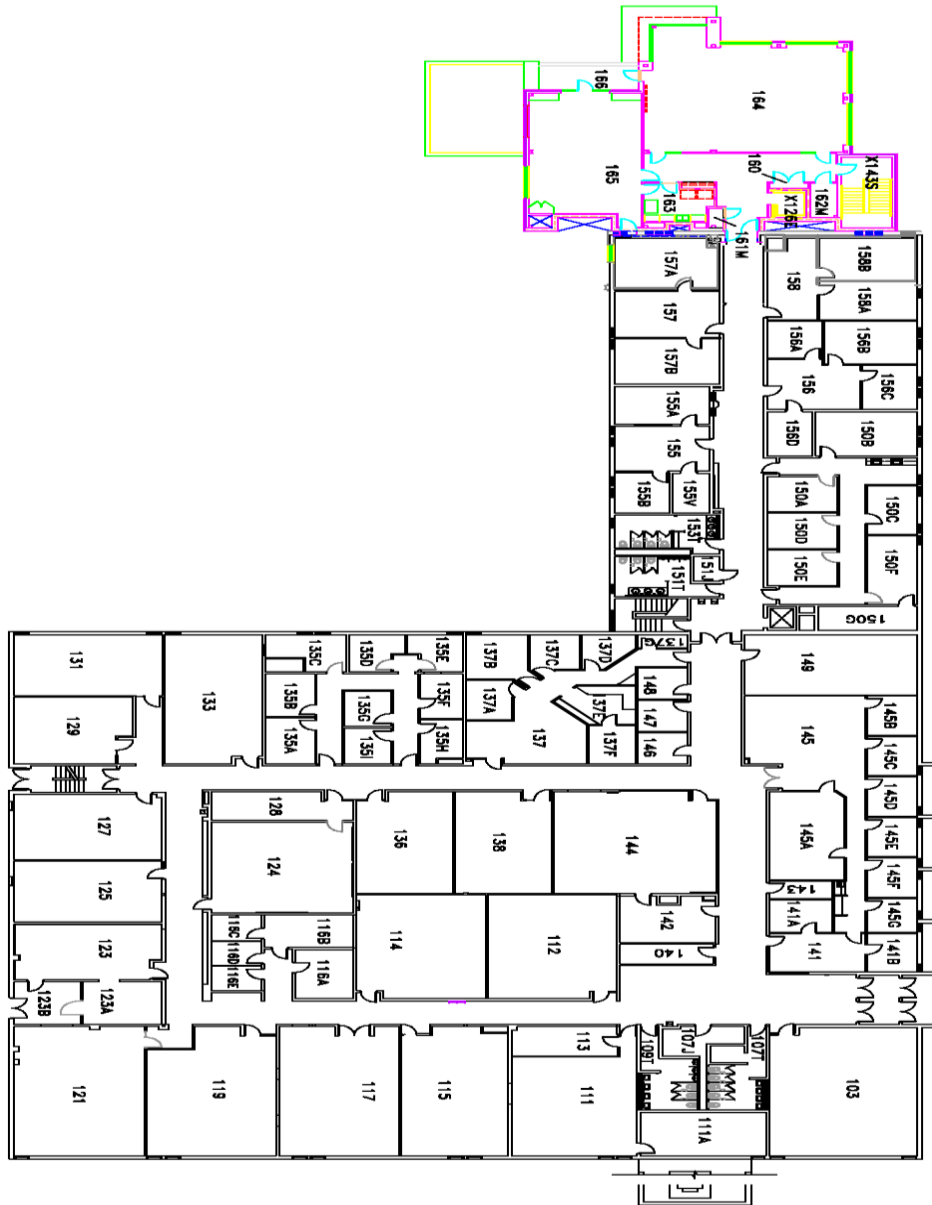
Urban Center – 134 North Main Street, Mansfield



Fallerius

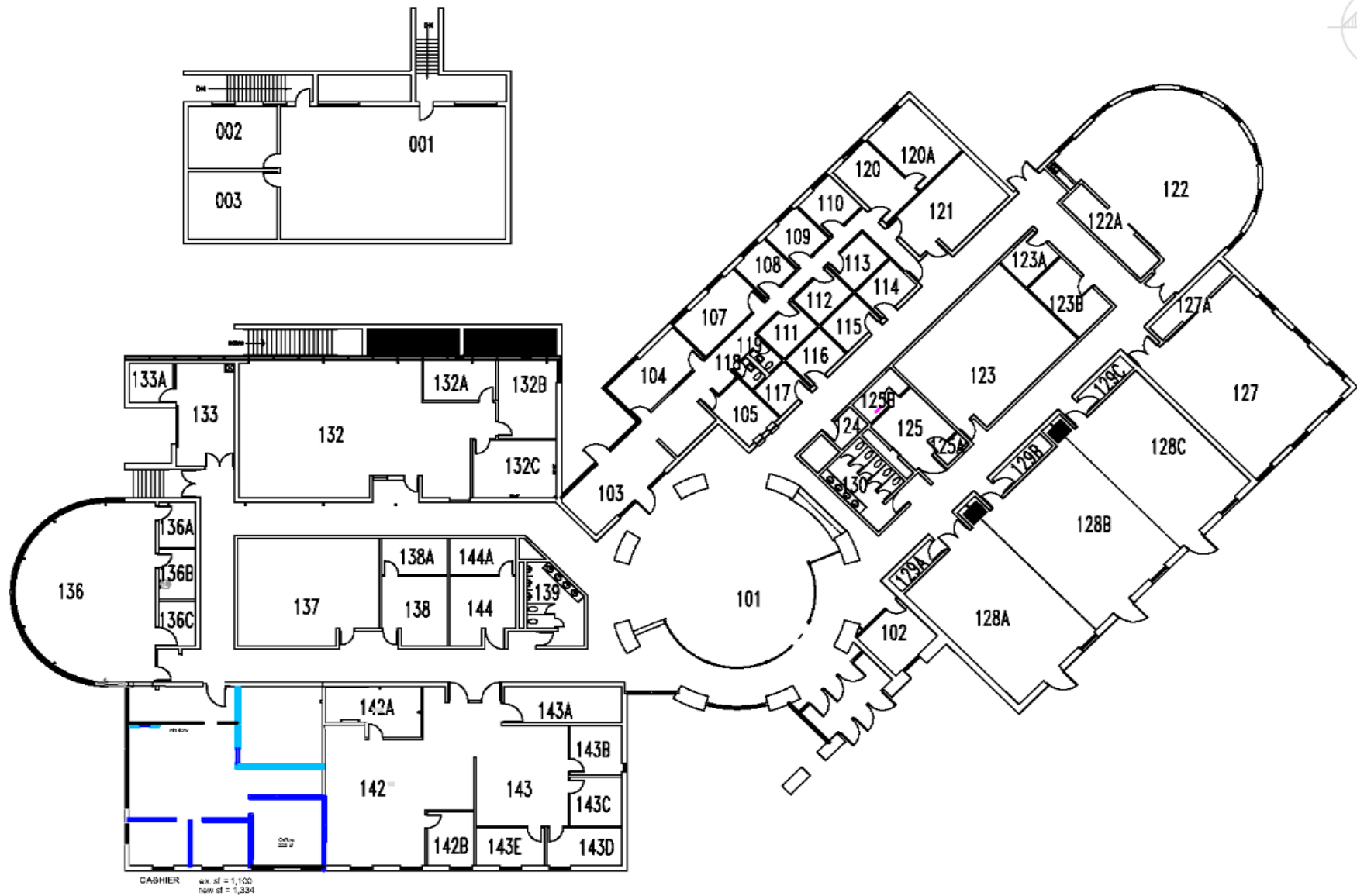


Fallerius

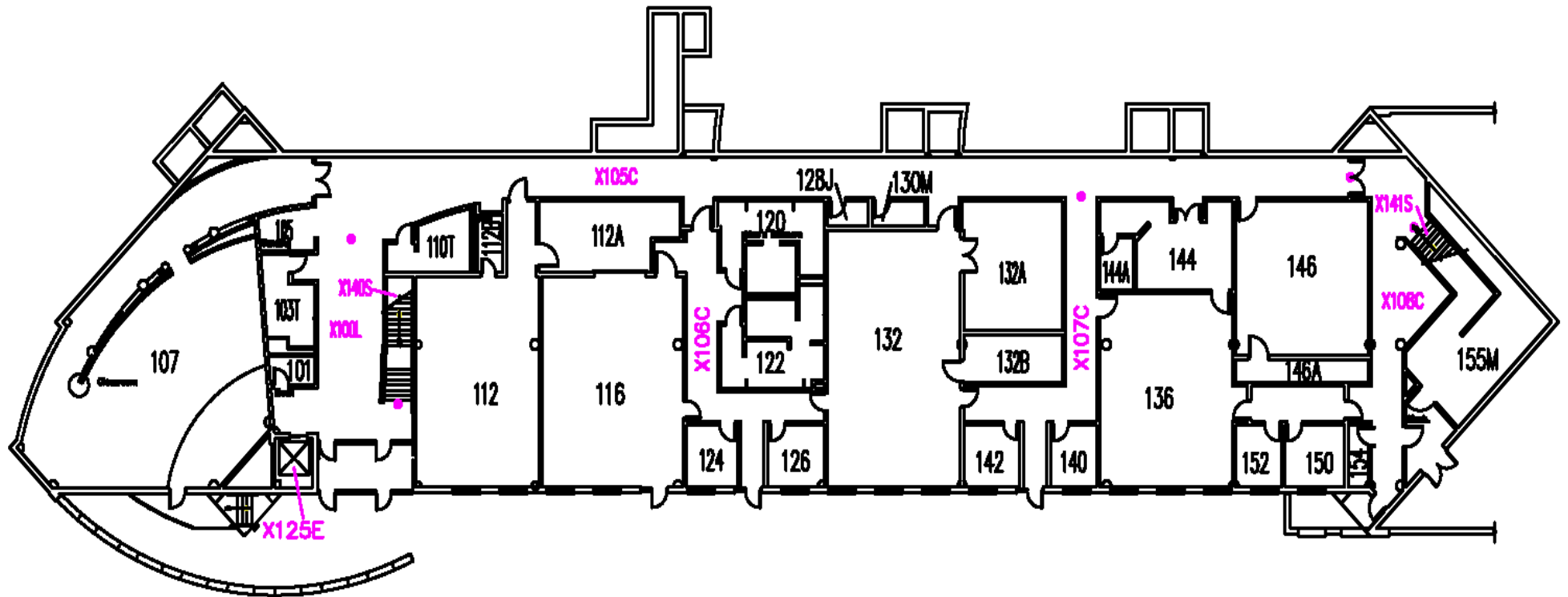


Kee Hall

BASEMENT FLOOR PLAN

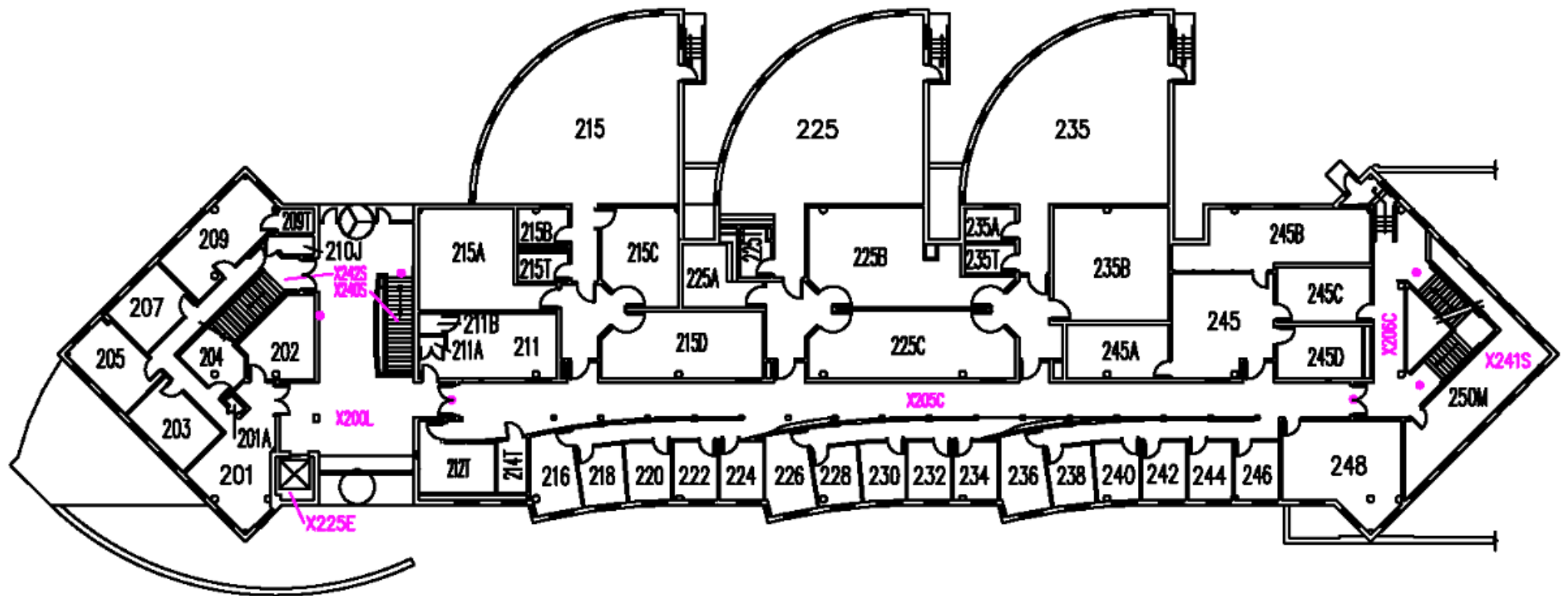


Health Sciences



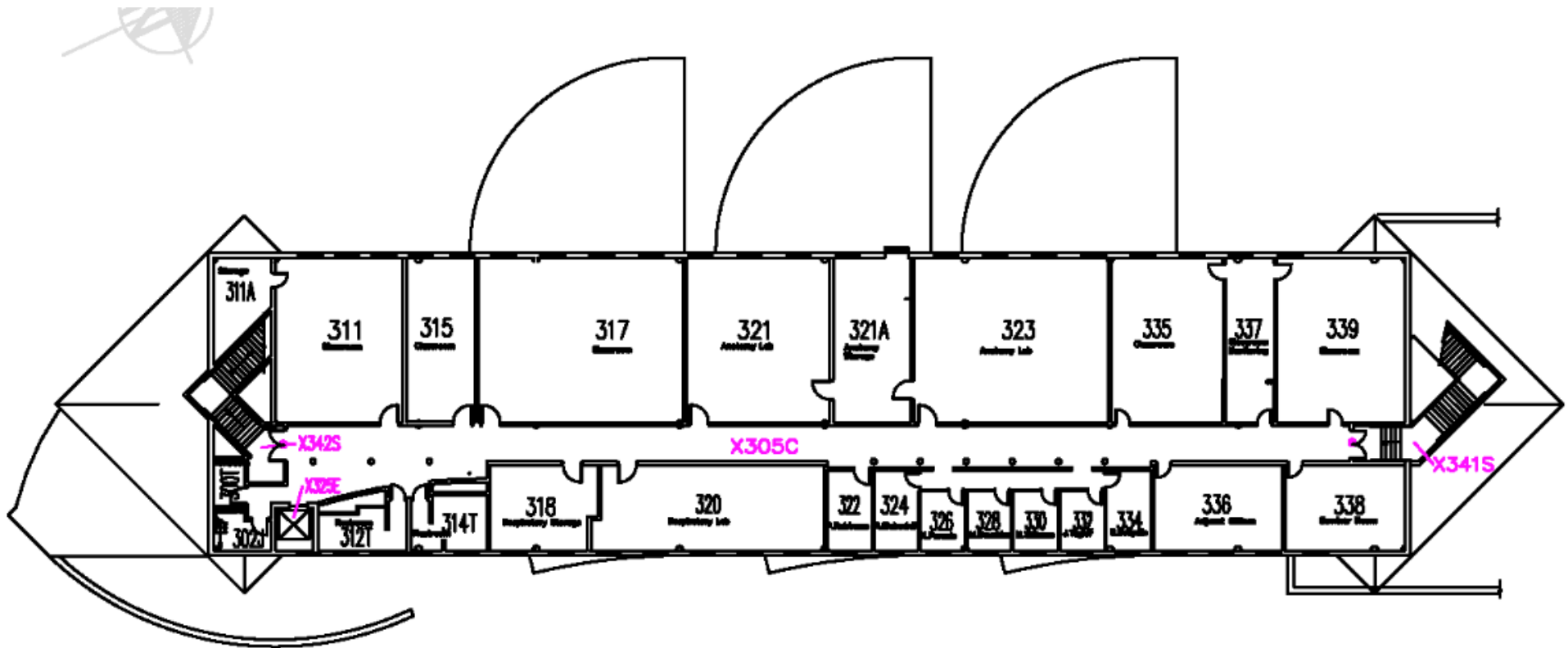
GROUND FLOOR PLAN

Health Sciences



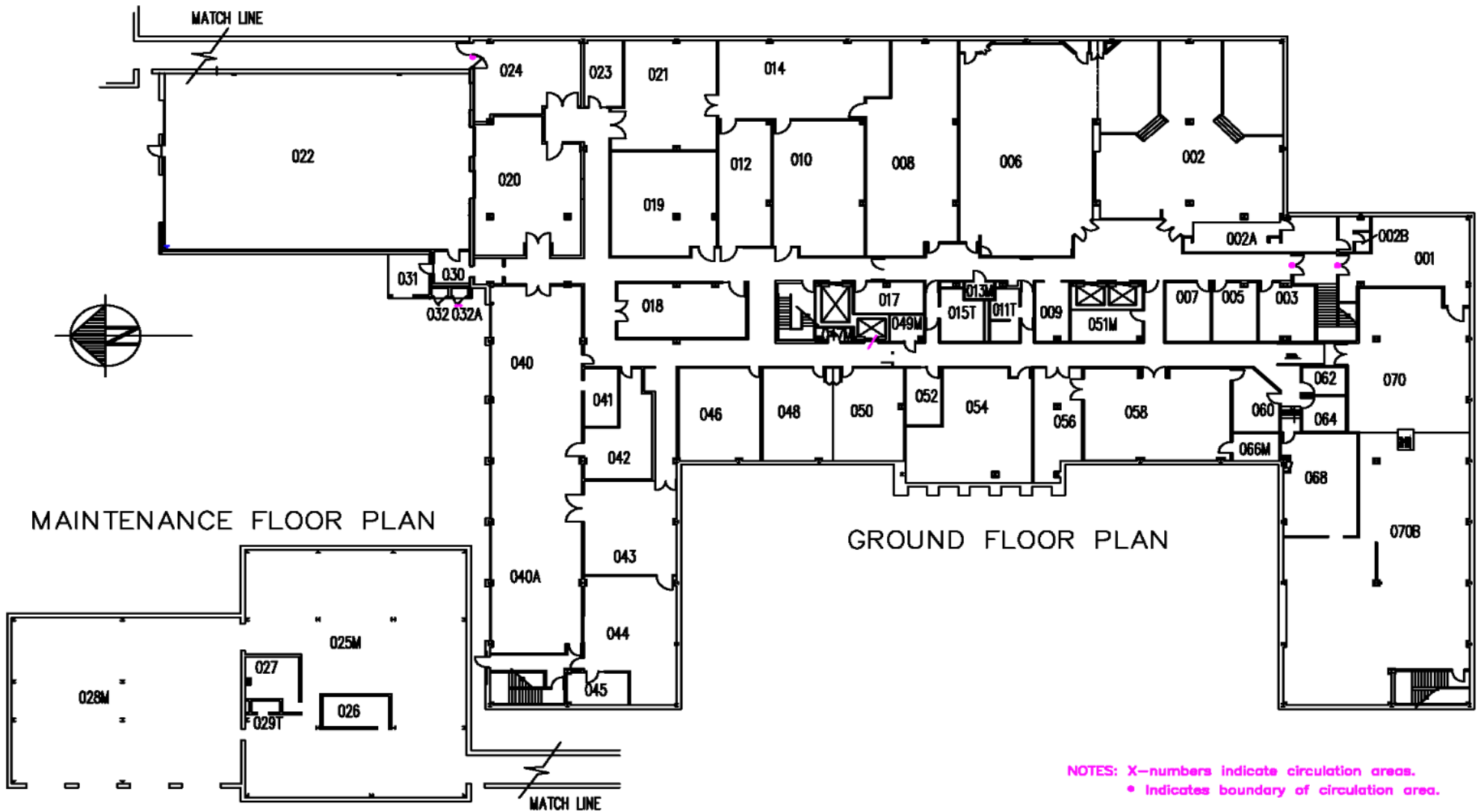
FIRST FLOOR PLAN

Health Sciences



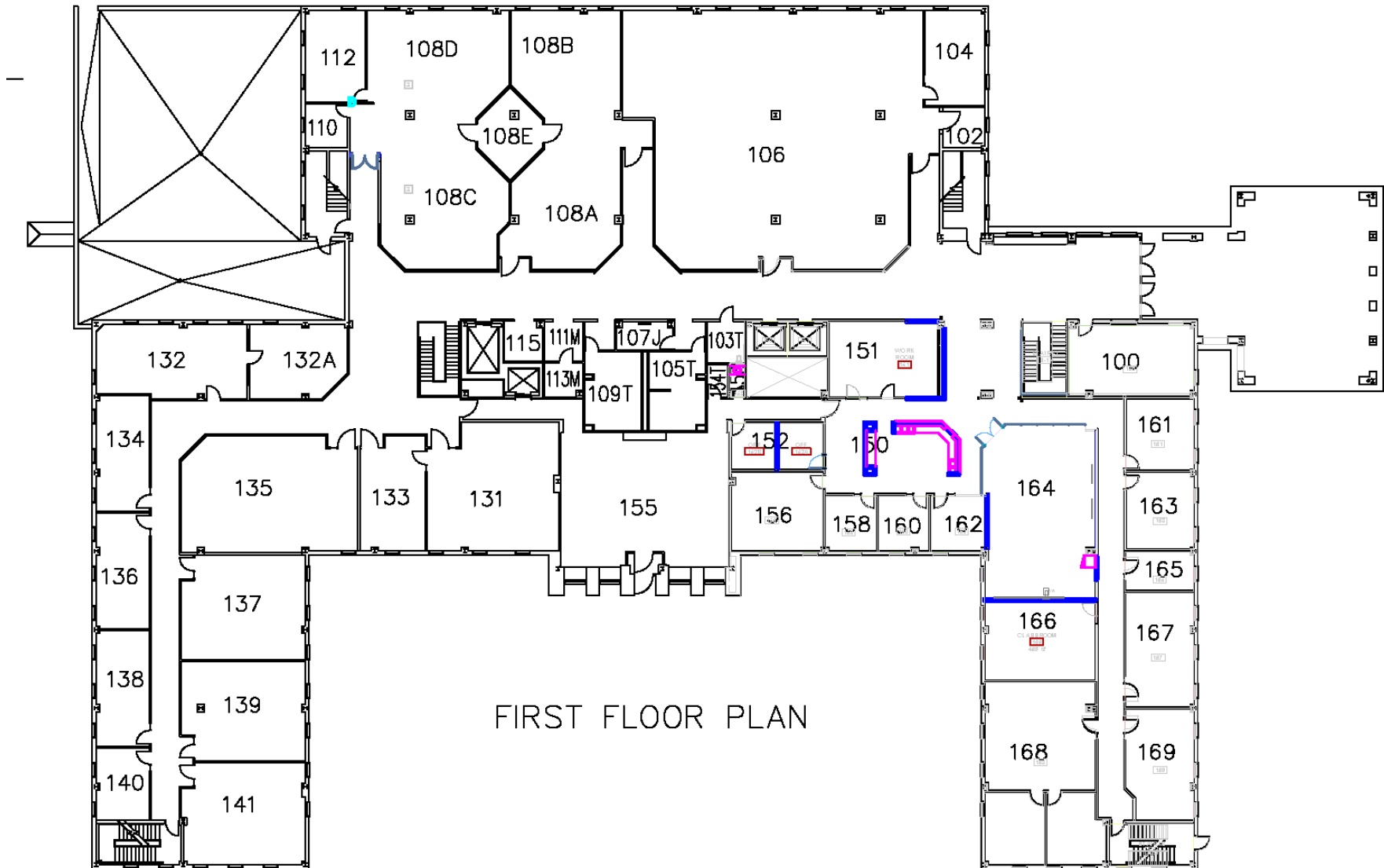
SECOND FLOOR PLAN

Kehoe Center

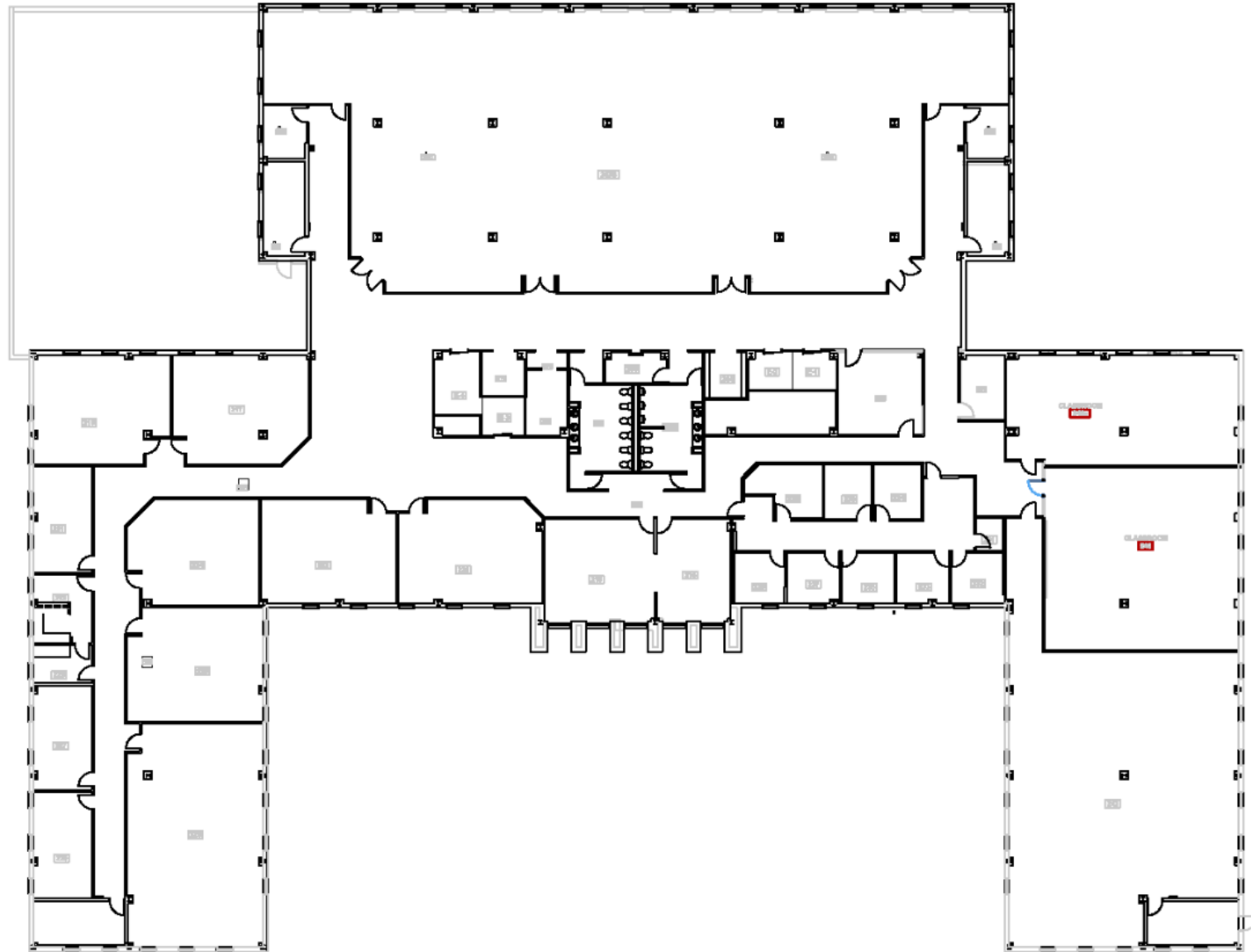


NOTES: X-numbers indicate circulation areas.
• Indicates boundary of circulation area.

Kehoe Center



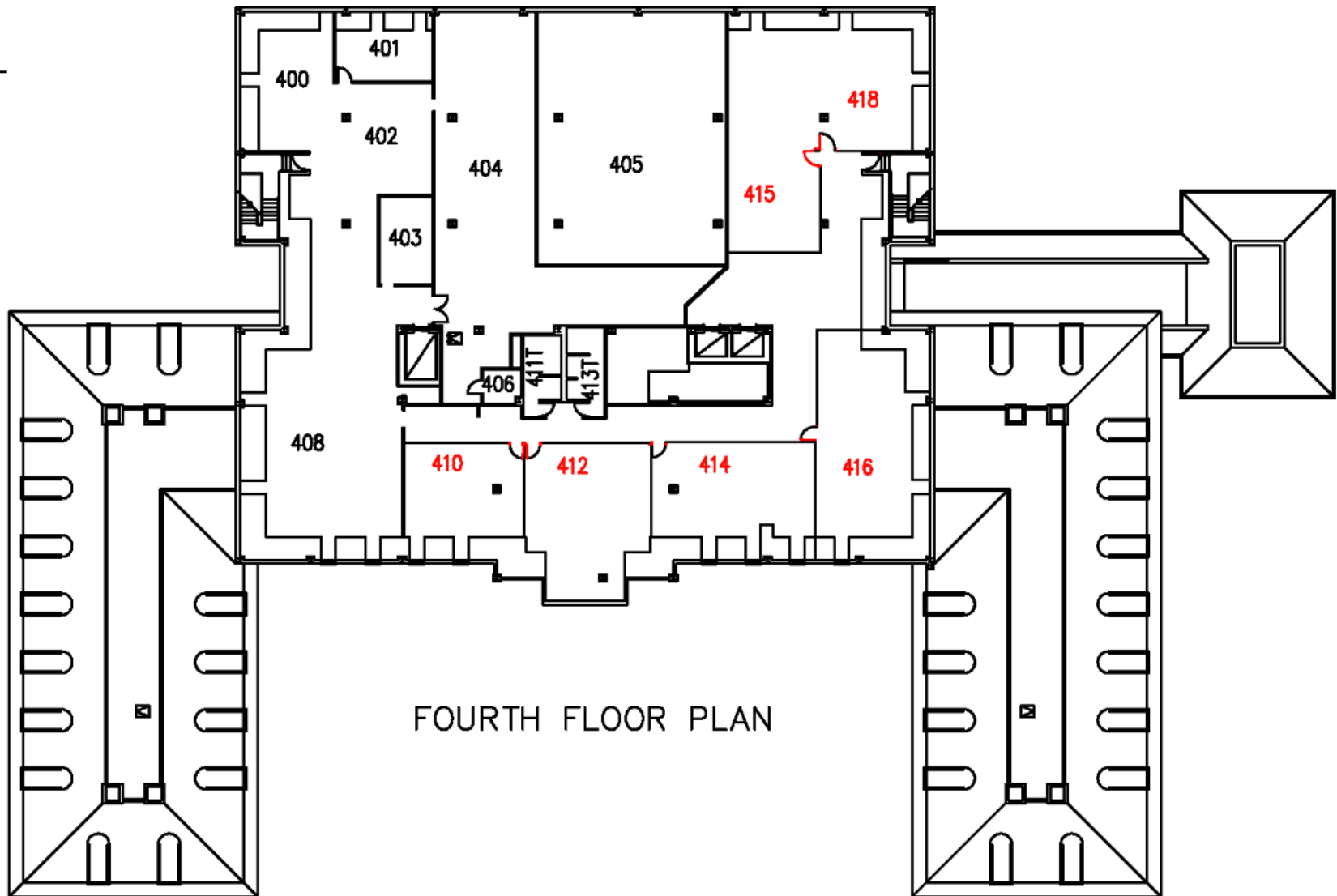
Kehoe Center



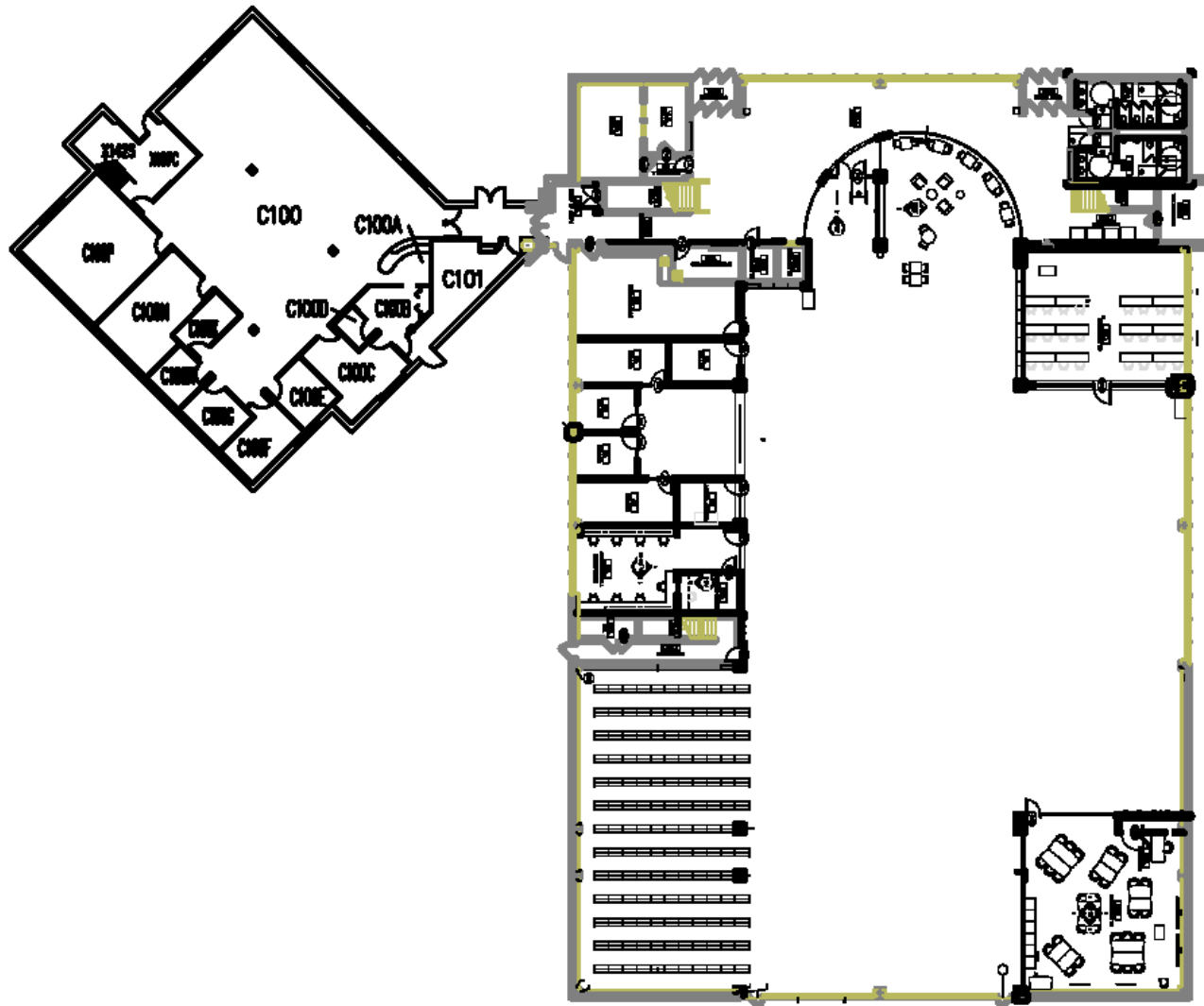
Kehoe Center



Kehoe Center

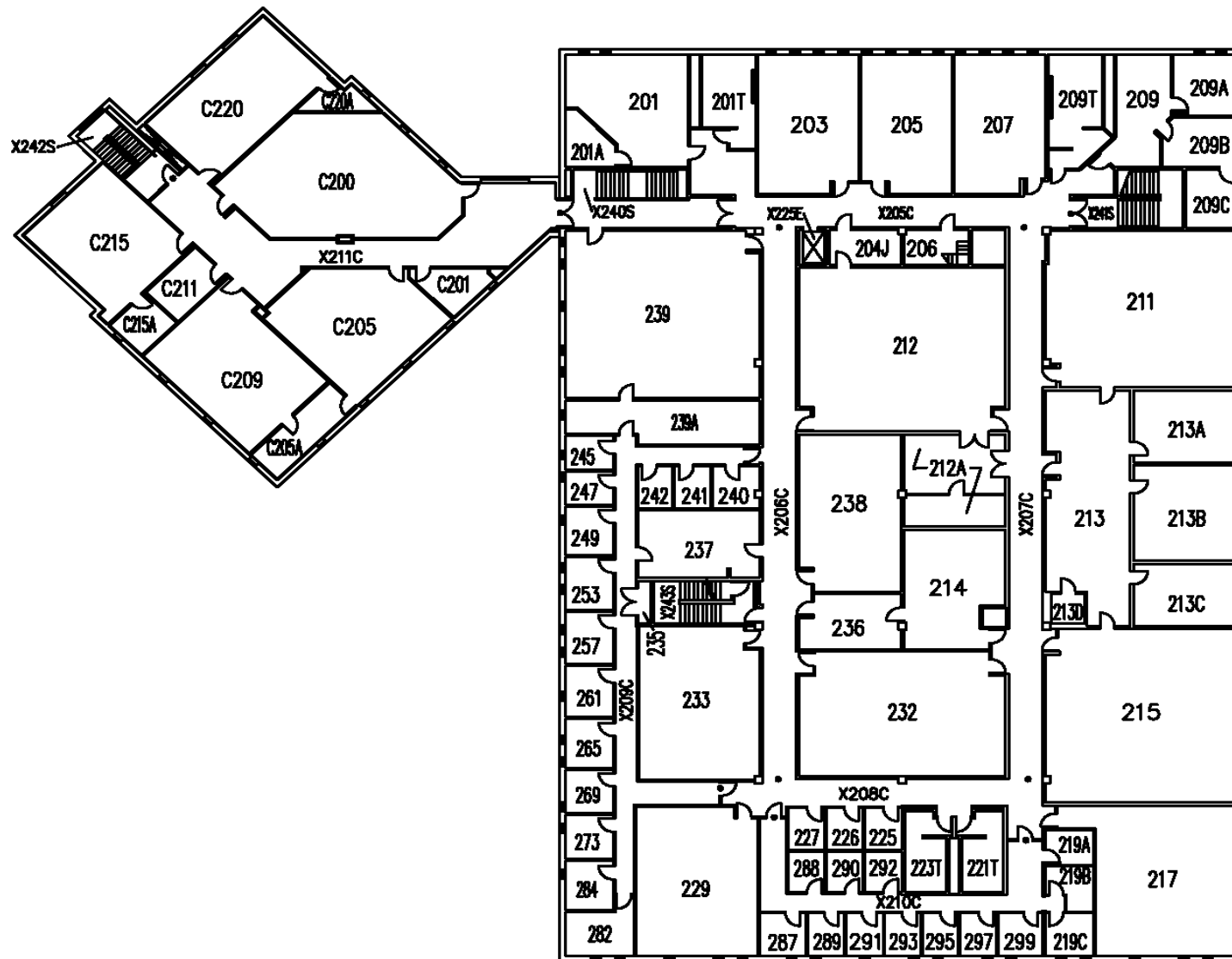


Conard Center



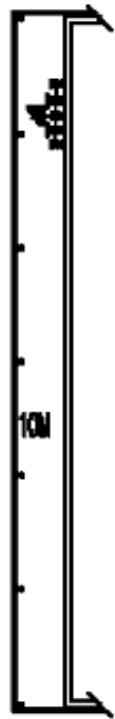
FIRST FLOOR PLAN

Conard Center

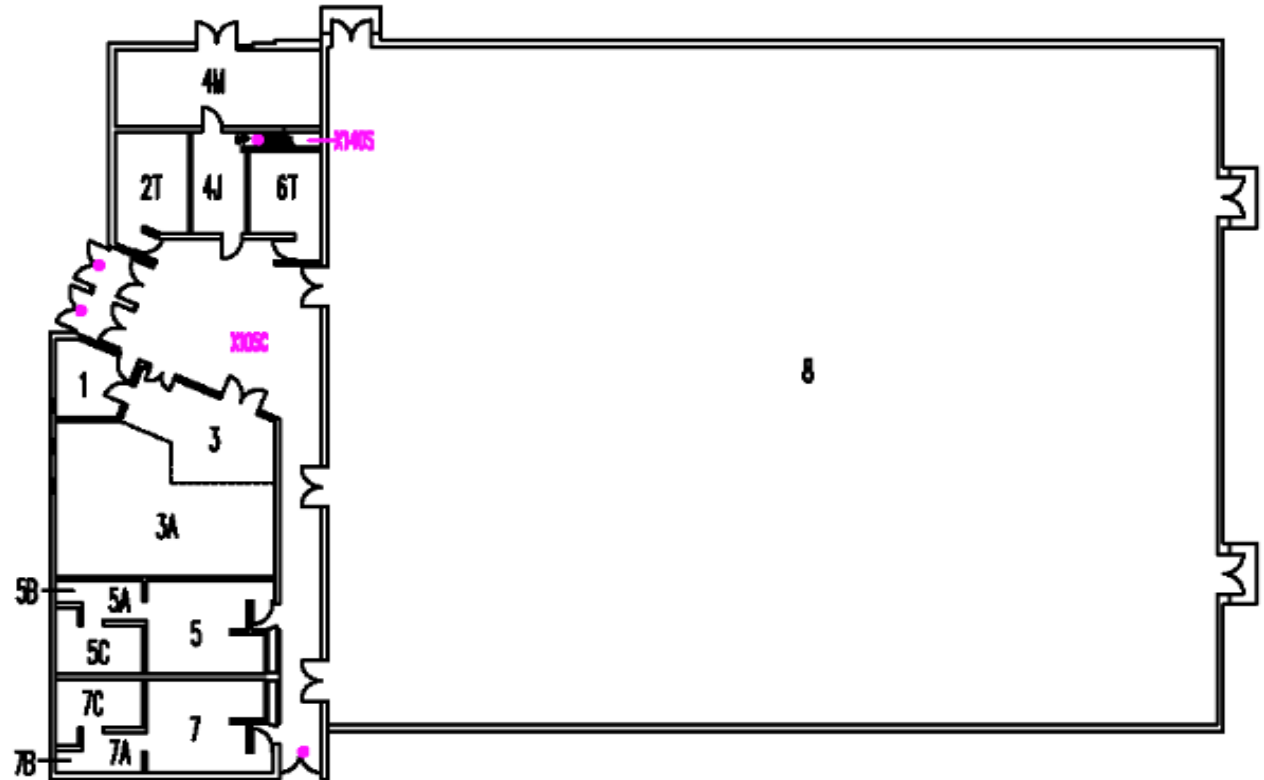


SECOND FLOOR PLAN

Campus Recreation Center

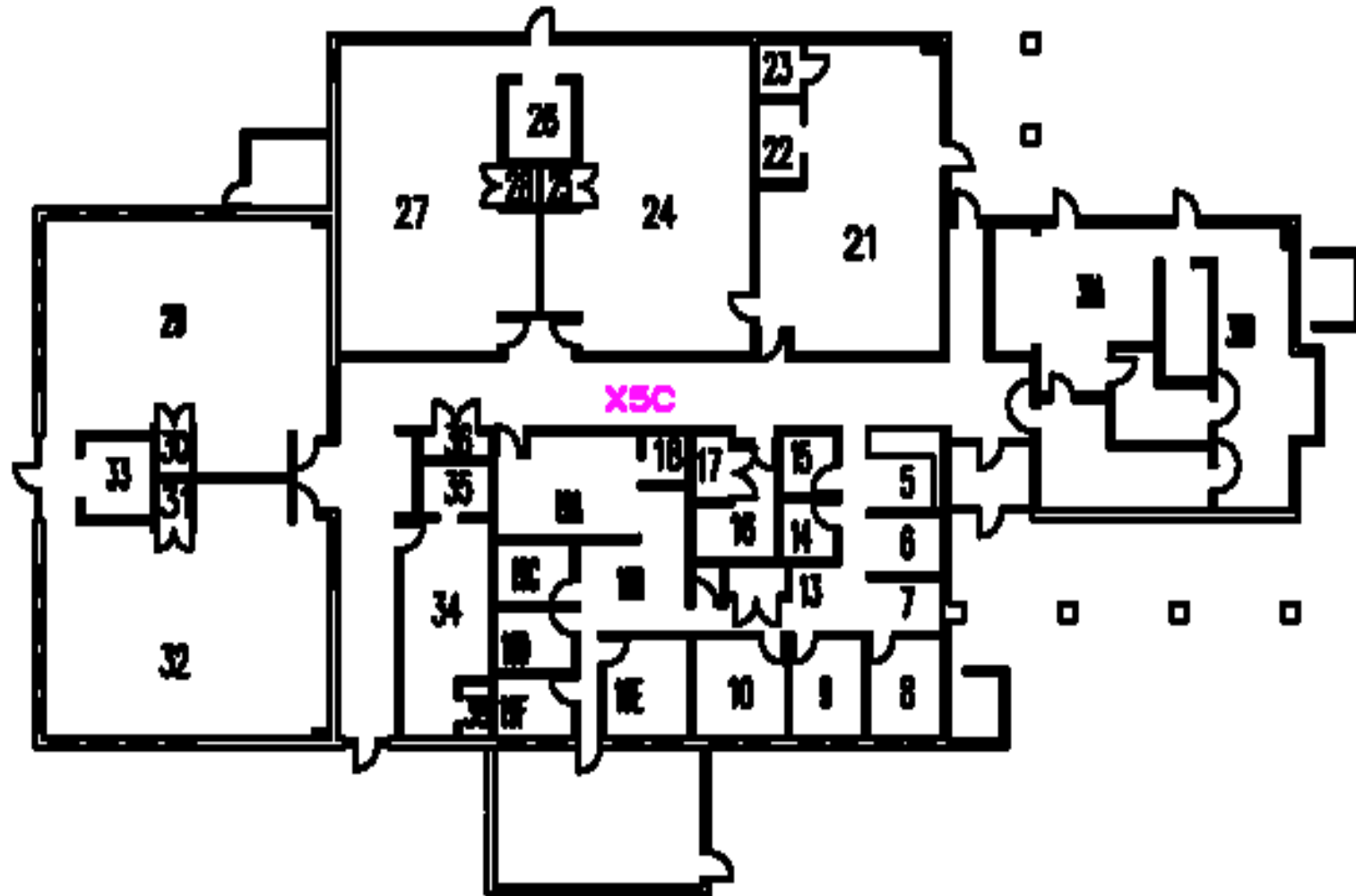


EQUIPMENT ROOM
FLOOR PLAN



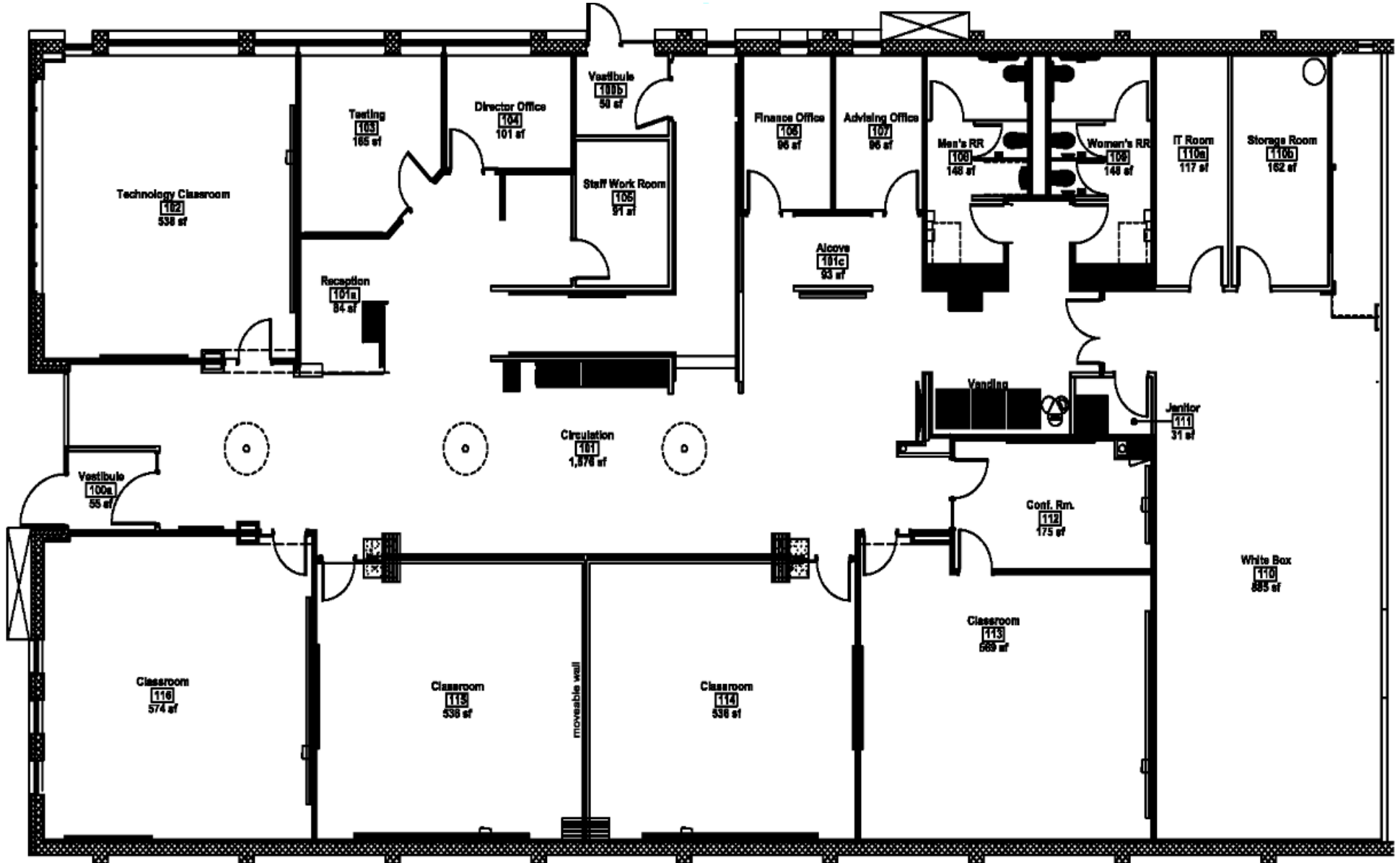
FIRST FLOOR PLAN

Child Development Center



FIRST FLOOR PLAN

Crawford Success Center



Urban Center



