

Emergency Procedures Guide

Incident Response Plans – [Courseview Campus](#)

Below are summarized procedures to be used in the event of an emergency at the Courseview campus. These procedures are also located on the back of every classroom, lab and office door on campus.

ACTIVE SHOOTER

Do you know what to do if an active shooter came on campus? Most people don't. Be in the know!

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice, while displaying no predetermined selection of their victims. Incidents involving an active shooter are fluid-like, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals. It is the intention of this document to provide insight into what students, faculty and staff who find themselves involved in an active shooter scenario, may expect from responding law enforcement officials.

How you respond to an active shooter situation will be formulated upon several dynamic and personal limitations. Always keep in mind that there may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and all instructions which you may hear from law enforcement from a myriad of avenues.

In the event that an active shooter enters your classroom or office, immediately call Mason Police at 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques:

- Remain calm
- Sound confident
- Do not raise the tone of your voice
- Do not respond defensively
- Do not touch the person
- Do not challenge the shooter
- Do not accept the weapon if offered, instead ask that it be laid down
- Do not invade their personal space (3-6 feet)
- Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed.

In the event that the shooter is in the same building as you, determine if your room can be locked and if so, lock the door. If you cannot lock the door, ascertain if you can safely move to a room which can be locked, keeping in mind that a lock down procedure may already be in place. If you can safely exit the building without being seen, then do so. If you have successfully locked yourself in, cover any windows which may allow for sight into your room. If possible, call Mason Police at 911, relaying pertinent information. Close window curtains, turn off lights and radios, be quiet and DO NOT activate any fire alarms. Should you be captured by the shooter, consider playing dead if there are other victims around

you. Never look into the eyes of the shooter and obey all commands. As a last resort, you may have to engage in a physical altercation or flee on foot.

If the shooter is on the campus and is not near your location, run away from the threat as fast as possible, warning others as you go and in a direction away from the shooter. Assist in getting others into classrooms and offices which can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call Mason Police at 911 offering your location, the number of persons in your room, and any relevant information. Turn off all lights and radios and remain quiet. Do not respond to unfamiliar voices as they may be the shooter attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer.

BOMB THREAT

- If you observe a suspicious device, do not touch it or move it. (See SUSPICIOUS PACKAGES section)
- Clear the area and call Mason Police immediately.
- If you are advised of a bomb by phone, note the date, time, location of the call and ask the caller where, when, how, why the bomb was placed. Ask if the caller is a student. Note the age, gender, speech pattern, attitude, background noises, accent, etc.
- If you have caller ID, check to see where the call came from.
- If the threat was received in the mail or by email, save all accompanying material and handle the envelope as little as possible. Note the return address or email address.
- If a device is located, do not touch or move it and do not use a cell phone within 100 feet.

CIVIL DISTURBANCE

- If you are out of doors, move to a safe location, inside is preferred.
- Once inside, lock interior room doors, keep away from windows and doors, turn off lights and close window coverings. Get down out of sight behind furniture, etc. Courseview staff will secure entrance doors to the buildings, as needed.
- Remain in your place of safety until given the all clear signal by Mason Police,
- Notify Mason Police and give the location and number of people involved. Other pertinent information, such as weapons, etc., is also helpful. Remain calm.
- Get on the floor if a gunshot is heard.

EARTHQUAKE / BUILDING COLLAPSE

- Watch for falling objects and seek shelter, stay away from glass, overhead fixtures, bookcases, etc. Cover your head with your arms.
- Evacuate only after things have stopped falling and tremors have stopped.
- If outside, move away from buildings and watch for such things as downed power lines, streetlights, trees, etc. If inside your vehicle, stay in an open area and remain inside your vehicle.
- After an event, remain calm and be prepared for aftershocks. Do not use elevators to evacuate. Move injured people only if they are in immediate danger.

- Do not smoke, or use matches or lighters.
- Notify Mason Fire of your location and of the number of people with you. Medical attention may be necessary.

EVACUATION

- Any staff or faculty member may issue an evacuation order for a classroom or an office. If evacuated, walk quickly but do not run. Avoid elevators and do not stop to use a restroom. Do stay with your group and report any missing people to Mason Police.
- Handicapped individuals may need to be evacuated horizontally to another building.
- Leave personal items behind, do not return to gather such items.
- The last person out of a classroom, hall or office will lock the door behind them.
- Proceed to the parking lot and stay at least 500 feet away from the entrances to the building.

FIRE OR EXPLOSION

- Activate the nearest fire alarm pull station.
- All people must evacuate. Refer to EVACUATION section. Examine structures for signs of damage and avoid them.
- If you encounter smoke, best quality breathing air will be nearest the floor.
- If you are on fire, Stop, Drop and Roll. DO NOT RUN.
- If you have had training in the use of fire extinguishers and the fire is small, you may attempt to put out the fire, if safe to do so.
- Contact Mason Fire.
- Proceed to the parking lot and stay at least 500 feet away from the entrances to the building.

HAZARDOUS MATERIAL SPILL

- If corrosive or toxic substances come into contact with your skin, flush with running water for 15 minutes while someone else contacts Mason Fire.
- Evacuate if necessary and go to predetermined locations. Do not attempt to clean the spill unless trained and have protective gear. Secure the area by closing doors and windows, if time permits.
- Check others for medical need and notify Mason Fire if necessary.
- If evacuated, proceed to the parking lot and stay at least 500 feet away from the entrances to the building until released by Mason Fire.
- Additional information is available in the Hazardous Materials Management Guide.

HUMAN BODILY FLUIDS

- Notify the Courseview staff in the event of an exposure to human bodily fluids, also known as blood borne pathogens.
- If contact is made with skin, wash the area immediately with soap and water

- Do not attempt to clean fluids unless properly trained and equipped.
- Always use rubber or latex gloves when in the proximity of bodily fluids and consider them as infectious.
- Gloves that have been in contact with bodily fluids must be disposed of in a biohazard container and hands must be washed with soap and water.
- Courseview staff will contact Facilities Management for the cleanup and the disposal.

LOCKDOWN PROCEDURE

- Review the ACTIVE SHOOTER PROCEDURE at the beginning of this page.
- A lockdown is used when it is more dangerous to evacuate than to remain. When in a lockdown, remain calm and stay with your group of people. Lock doors and windows and close shades, if possible. Turn off interior lighting. Stay away from doors and windows.
- The Mason Police OR any Courseview staff will issue the lockdown notice.
- DO NOT open your locked door unless you are 100% certain that it is a police officer asking you to do so.
- Notify Mason Police of facts and of your location.
- If you hear a gunshot, get on the floor and remain quiet.
- DO NOT leave while under a lockdown.
- ONLY Mason Police, Warren County Sheriff or Sinclair Police can cancel a lockdown.

MEDICAL EMERGENCY

- Check the individual and direct someone to contact Mason Fire.
- Render first aid if properly trained. After the emergency is over, report all medical injuries and accidents to Sinclair Police.
- It is important that complete and accurate information be provided when requesting assistance, including the age of the victim, if they are conscious and visible injuries.

POWER OUTAGE

- Notify Duke Energy at 513-651-4182 or toll-free 1-800-543-5599 if you experience a power outage.
- Do not evacuate unless told to do so by police or fire personnel. If an evacuation is ordered, proceed to the parking area.
- Turn off equipment which may be damaged when normal power is restored.

SUSPICIOUS PACKAGES

- Never touch or move any item that appears suspicious. Only you know what is suspicious to you so trust your instincts. Leave it exactly where it was found and immediately notify Mason Police.
- If the suspicious package was discovered as it was being delivered to you, avoid dropping, throwing or other abrupt movements. Gently set the package down.
- Do not use a cell phone within 100 feet of the package.

- Never touch or move a suspicious package or envelope with a white powdery substance leaking from it or a white powdery substance found spilled externally to a container or package.
- Isolate the package by evacuating the room and locking the door.
- Mason Police will determine if a full scale evacuation is in order however, the immediate classroom or office can be evacuated by any staff or faculty member.
- Do not evacuate unless told to do so by police or fire personnel. If an evacuation is ordered, proceed to the parking lot and stay at least 500 feet away from the entrances to the building.

TORNADO / SEVERE WEATHER

- If the National Weather Service should issue a tornado warning for Warren County, Sinclair Police will monitor the movement of the storm. Should it become necessary to seek shelter, a formal warning will be made to each classroom and lab area.
- Watch: severe weather is likely to occur in your area. If it is a tornado watch, it means that tornadoes are possible in your area. Monitor the sky and stay alert for NWS warnings.
- Warning: severe weather posing a threat to life/property is occurring, imminent or likely. People in the projected path of such a storm need to take protective action. Go into restrooms or into classrooms B120, B124, B140, B142 marked "Tornado Shelter".
- Tornado Warning with Siren: Go to your designated shelter, take others with you, follow police instructions and remain in shelter until released by authorities. Police will monitor the situation and will issue an additional warning should the college be in or near the anticipated path.
- Snow and Ice: Sinclair Police monitors severe weather conditions and when conditions become extreme and classes are impacted, notifications are made on both the Sinclair Info Line (937-512-2888) and the internet. Do not call Sinclair or Mason Police to ask about weather situations. In the event that classes are in session and the college elects to close, and announcement will be made by Courseview staff.