



LAKE ERIE
COLLEGE

EMERGENCY RESPONSE PLAN

October, 2020

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Lake Erie College Emergency Response Plan

Purpose

The purpose of the Emergency Response Plan (ERP) is to establish guidelines, assign responsibilities, and promote awareness in responding to emergencies that may affect the Lake Erie College community. Additionally, the plan is designed to provide guidelines to assist those affected in dealing with crisis, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact. This plan was created to complement plans that have been developed on the state, county, and city level.

Scope

The following guidelines apply to all students, employees, faculty, and guests, and to the buildings and grounds that are owned and operated by Lake Erie College. They are intended to enable the College to protect life and property and minimize the damage caused by emergency situations.

Definitions of Emergency Levels

Emergencies come in many forms and may range from natural disasters such as earthquake, tornado, fire or flood, to man made disasters which include bomb threats, terrorist actions, mass casualty events such as an airline crash, or even the disruption of business caused by mass illness.

This plan is designed to provide guidelines for responding to a variety of incidents and emergencies. Emergencies will require varying levels of response. Each incident will be evaluated on a case-by-case basis. Level 2 Major Emergencies and Level 3 Disasters will require notification of the Emergency Response Team. The college president or his designee(s) serve as the overall Emergency Director during any major emergency or disaster

1. **Level 1 Minor Emergency** – A campus emergency with limited impact that does not affect the overall operation and function of the college. These emergency situations that can be handled with internal resources. Examples include a flood in a residence hall, a minor hazardous material incident, small fire, or temporary limited power outage. A minor emergency will not normally entail notification of the Emergency Response Team except through routine communications
2. **Level 2 Major Emergency** – Emergency situations in which we need to call in limited outside resources. A local emergency that has disrupted or potentially may disrupt significant operation of the college or adversely impact a major population of the community. Examples include events at the Perry Nuclear Power Plant, serious crimes on campus, major fires, death(s), or partial infrastructure failure.
3. **Level 3 Disaster** – A community-wide emergency that potentially disrupts the operations of the college and involves major damage or systems failure. Disasters impact not only the college, but possibly the surrounding community and beyond. These are emergency or disaster situations in which the assistance of public and private sector resources such as Local Police, Fire, EMA, the FBI, FEMA, or the Red Cross is needed. Examples include tornadoes, widespread extended power outage, severe natural disasters, or serious acts of terrorism.

Types of Emergencies

Lake Erie College is at risk from various emergencies and/or hazards. The following list identifies those that would pose the greatest need for level 2 or level 3 responses. By no means does the list provided intend to include all possible emergencies, hazards or threats to Lake Erie College.

- Fire
- Natural disaster
- Chemical or radiation spill
- Violent or criminal behavior
- Utility failure
- Bomb
- Civil disturbances
- Medical/psychological
- Avian Flu
- Public relations issues
- Transportation accident
- Threatening behavior

Activating the Emergency Response Plan

Initial Notification

1. Any campus community member who witnesses or receives information regarding an emergency is instructed to contact campus security at (440) 375.7575.
2. If the incident involves a Level 1 Minor Emergency, campus security or the appropriate department will take steps to remedy the situation.
3. If the incident involves a Level 2 Major Emergency or Level 3 Disaster, campus security will contact appropriate members of the Emergency Response Team to activate the Emergency Response Plan.

Declaring an Emergency

1. The college president and/or members of the Emergency Response Team will discuss the incident and determine the level of emergency and whether to activate the Emergency Operations Center. The decision to declare an emergency will rest with the president or his/her designee.
2. Emergency Response Team members and their responsibilities during an emergency are outlined under “Preparing the Emergency Operations Center”.
3. Any other appropriate members of the community deemed necessary will be contacted to respond.

Notification

1. The Office of Public Relations will provide initial and ongoing notification throughout campus emergencies.
2. The Lake Erie College Web site, the campus email system, the campus phone system, a contracted Storm Shield Mass Notification System, word-of-mouth, and the local broadcast media will be utilized to notify Lake Erie College community members and others of the emergency.

Training

1. Training to effectively activate the Emergency Response Plan will take place a minimum of once each year.
2. Training will include information on bloodborne pathogens, CPR, defibrillator usage, emergency exits, fire extinguishers, first aid, floor plans, building mechanicals, etc.

Reporting Emergencies

Campus security and/ or Maintenance staff is available 24/7/365. Emergencies can be reported to the office in any of the following ways:

- 440.375.7575 Campus Security
- Campus security is housed in the Holden Center.
- Maintenance/ Service office hours are 7 a.m. – 4 p.m. Monday – Friday. Maintenance/ Service personnel can be contacted at 440.375.7550 or 440.375.7552.

Cell phones: Cellular 911 phone calls are answered by the Lake County Emergency Dispatch and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

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

Important: Remain calm and keep others calm

Lake Erie College Emergency Contact Numbers

Police/Fire/Rescue	911
Campus Security	440.375.7575

For life threatening emergencies the phone number of choice should always be 911

Community Emergency Contacts	Phone
Painesville Police Department	911 or 440.354.3535
Painesville Fire Department	911 or 440.354.3579
Concord Fire Department (EQ)	911 or 440.352.2860
Area EMS	911
Lake County Sheriff's Office (EQ)	911 or 440.354.3434
Lake County Emergency Management Agency	440.350.5499
Highway Patrol	911 or 440.354.3233 or 440.269.1242
Lake County Emergency Planning Committee (HAZMAT)	440.350.5499
Lake County Health Department	440.350.2554
Ohio National Guard	440.350.5475
Poison Control Center	800.222.1222
Lake County Crisis Hotline	440.357.7300 or 800.411.0103
Perry Nuclear Plant	800.686.2121
Electric Company (Painesville Power)	440.392.5954
Gas Company (Dominion)	877.542.2630
City of Painesville Public Works	440.392.9676
American Red Cross	440.352.3171
Salvation Army	440.354.3774
TriPoint Hospital	440.354.1685
Lake West Hospital Emergency	440.953.6003
Lake County Human Services	440.350.4000
County Coroner Office	440.350.2789
Ohio Relay Service TTY/Voice	800.750.0750
Power outage phone - Security	440.375.7575

Preparing the Emergency Operations Center

If the emergency involves a large part of the campus, the Emergency Operations Center is to be set up in the Kilcawley building. If this site is unavailable the emergency coordinator is to select an alternate location.

A separate marshaling area for outside and local media shall be established by the Director of Public Relations and Marketing. A conference room with facilities for emergency teams or media crews, which is designed to accommodate multiple telephone and/or electrical appliances, is desirable. Announcements will be made to local radio and television stations. Offices and departments will activate phone trees or other methods of communication as appropriate.

Emergency Response Team (ERT)

The Emergency Response Team is comprised of the following staff members. Back up individuals are listed in parentheses.

1. College President (Chief of the President's Staff)
2. Director of Physical Plant (assistant director of physical plant)
3. Director of Campus Security (security officer on duty)
4. Director of Public Relations and Marketing (assistant)
5. Vice president for Administration and Finance (assistant VP)
6. Vice President for Student Affairs (dean of students)
7. Vice President of Academic Affairs and Chief Academic Officer (registrar)
8. Senior Vice President for Institutional Advancement and Chief of the President's Staff
9. Director of Information Technology (assistant)

Emergency Responsibilities

College President

1. Assesses the emergency and prepares the college specific response.
2. Declares and ends as appropriate the campus state of emergency.
3. Notifies and conducts activities with college administration, government agencies, etc.
4. Authorizes campus evacuation orders.
5. Approve all official communiqués.

Director of Physical Plant

1. Assists local, state, and federal agencies in damage assessment.
2. Maintain and provide access to blueprints and building plans.
3. Execute design work and the subsequent construction contracts to correct necessary repairs that are beyond the capability or resources of the campus employees.
4. Make assessment of any campus area susceptible to damage. An assessment of building safety will be made in coordination with campus security. Utilities will be secured if an unsafe condition exists; restoration of utility service will be made as needed.
5. Assess/direct efforts to control hazardous materials in conjunction with the fire department.
6. Make emergency repairs.
7. Remove debris.
8. Provide necessary support to other departments (heavy equipment, barricades, etc.)
9. Provide sanitation service during an emergency.

Director of Campus Security

1. Coordinate with off-campus emergency response resources.
2. Monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personal safety.
3. Point of contact for assisting or coordinating agencies.
4. Consult with ERT leader about the development of the overall incident plan.
5. Develop plans for effective use of communications among various off-campus agencies and the ERT pre-emergency.
6. Determine evacuation routes and implement evacuation plans.
7. Direct access and security control.

Director of Public Relations and Marketing

1. Coordinate information to be disseminated during and after crisis.
2. Maintain communication with media and others affected by the incident.
3. Provide input into all decisions related to communications and public relations.
4. Make appropriate plans for media.
5. Organize press conferences and releases.
6. In collaboration with the college president, serve as the official spokesperson to the media.

Vice President for Administration and Finance

1. Initiate a record keeping system for all expenditures associated with emergency operations.
2. Coordinate security of campus funds.
3. Initiate process for emergency purchases.
4. Coordinate the distribution of supplies.
5. Arrange for contract services and locate required equipment and supplies.
6. Arrange for a photo/video team to document damages for insurance purposes.
7. Initiate/process insurance claims.
8. Coordinate emergency purchases.
9. Coordinate with other departments for cost recording.
10. Provide budget accounts for emergency spending.
11. Identify funds available to meet emergency needs.

Vice President for Student Affairs

1. Assess the impact of the situation on students and student life.
2. Supervise student development professionals' response.
3. Coordinate mental health assistance to students in coordination with student health and wellness counseling services.
4. Identify individuals with special needs and implement plans for assistance.

Vice President of Academic Affairs and Chief Academic Officer

1. Responsible for all academic issues that surface during crisis.
2. Arrange for temporary classrooms or workspace.
3. Coordinate with academic deans, registrar, director of fine arts center, etc.

Director of Information Technology

1. Provide phone service for media relations.
2. Provide phone service for emergency operations center.
3. Re-establish affected networks.
4. Re-establish affected offices as needed.
5. Relocate affected offices if necessary.
6. Implement IT emergency procedures and disaster recovery plan as needed.
7. Maintain network and computing operations.
8. Secure critical data and information resources.
9. Repair and restore network and computing facilities.

Director of Metz Dining Services

1. Direct and arrange for emergency meals.
2. Request necessary food supplies.

3. Coordinate efforts with Red Cross and other agencies.
4. Coordinate with director of residence life regarding meal procedures.

Director of Student Success Center

1. Provide medical assistance in collaboration with local agencies and health providers.
2. Coordinate the identification of sources of contamination that would present a public health threat.
3. Maintain records on assistance provided.
4. Advise campus on water and food safety precautions.
5. Organize and implement appropriate mental health intervention in crisis situations.
6. Facilitate mental health debriefings with crisis team after crisis response.
7. Review department crisis plans to ensure adequate attention is given to mental health issues.
8. Advise the ERT regarding the mental health referral list to secure appropriate community support in crisis situations.

Director of Residence Life

1. Responsible for the operation and maintenance of residence halls, apartments and theme houses.
2. Responsible for the coordination of emergency shelters and providing assistance with housing.
3. Coordinate with American Red Cross as necessary.

Director of Human Resources

1. Arrange for expedited services of temporary employees when required.
2. Coordinate mental health assistance to faculty and staff in coordination with counseling services.
3. Coordinate with other departments for cost recording.
4. Assist faculty/staff where needed.
5. Coordinate any employee relations matters arising from emergency.

Evacuation Procedure Guidelines

1. Building Evacuation

- Building evacuations occur when a building/fire alarm sounds or when notified by campus security.
- When the building evacuation alarm is activated during an emergency, leave and alert others to leave by the nearest marked exit.
- Close but do not lock the doors.
- Leave the lights on.
- Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. In case of fire or earthquake, do not use the elevators.
- Take any personal belongings that could conceal an explosive device with you (such as purses, lunches, packages).
- Wait for instructions.
- Do not return to the building unless instructed to by authorized personnel.
- Proceed to the designated outdoor assembly area. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

2. Campus Evacuation

- Evacuation of all or part of the campus will be announced by campus security or the appropriate agency.
- All students, employees, and visitors are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed.
- Lockdown/ barricade: It may be safer to lock or barricade a building without evacuating in certain situations (e.g. armed intruder on campus).
- Subjects in affected buildings will be instructed to stay away from windows to minimize exposure.

3. Evacuation of Persons with Disabilities

If you are unable to leave the building due to a physical disability:

- Go to the nearest inside area where there are no hazards.
- Contact campus security by telephone 440.375.7575 or use other means to advise them of the situation.
- Be sure to give them the room number so they can send help to you.

- If possible, signal out the window to on-site emergency responders.
- Try to establish a “buddy” system to have someone ready to assist you.
- To assist visually impaired persons: Alert individual to the situation by touching or speaking. Offer your arm for guidance; but do not grasp his/her arm, allow him/her to take yours. Tell the person where you are going, obstacles you encounter. Give clear instructions. When you reach safety, ask if further help is needed.
- To alert people with hearing limitations: Turn lights on/off to gain the person’s attention or alert individual to the situation by touch or eye contact. Indicate directions with gestures, or write a note with evacuation directions. Offer visual instructions about safest route or direction, such as pointing or a map.
- To evacuate persons who are mobility impaired: Inform individual of situation. Always ask how you can help. Move debris if necessary/possible to allow safe escape route. If the person cannot exit, move individual to as safe an area as possible and notify appropriate personnel of the individual’s location. If in immediate danger and unable to move, notify appropriate personnel and remain with the individual.

4. To Implement an Evacuation

- Remain calm.
- Alert others to assist with evacuation.
- Communicate clearly and succinctly.
- Example: “We have a _____ (type of emergency). Evacuate to _____ (location). Take your belongings. DO NOT use the elevators.”
- Assist persons with disabilities (see above section).
- Check offices, classrooms, and restrooms.
- Turn equipment off, if possible.
- Close doors, but do not lock them.
- Take emergency supplies, rosters.
- Keep exiting groups together.
- Instructors assist students.
- Gather at the evacuation site and await instructions.
- Account for faculty, staff, and students.
- Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
- Move away from the building, report to the unit’s designated evacuation point.
- Do not reenter the building until emergency staff gives the “all clear” signal. (The silencing of the building fire alarm system is normally used as the “all clear” signal.)

Designated Assembly Areas

College Hall - front sidewalk to Mentor Ave

Austin Science – Zion Lutheran Church Parking Lot

Kilcawley- Zion Lutheran Church Parking Lot

Morley Music Building – Zion Lutheran Church Parking Lot

Holden Student Center – parking lot by Morley Music Hall

Ritter Hall – Holden lower level parking lot

Dickinson Hall – Holden lower level parking lot

Andrews Hall – Fowler parking lot behind Service Department

Fowler Hall – – Fowler parking lot behind Service Department

Service Building – gravel parking lot

Jerome T. Osborne A& WC – Gravel parking lot

Lincoln Library- – parking lot on Gillette Street

Student Success Center - parking lot on Gillette Street

Fine Arts Center – parking lot on Gillette Street; College Hall

Ritchie Athletic Facility – Front drive to W. Washington Street

Garfield Center and Annex – Front drive to W. Washington Street

Matthews House - Front drive to W. Washington Street

Equestrian Learning Center – Trailer lot in front of building

EQ Arena and Warm up Arena – Hunt field

EQ School Barn – Trailer lot in front of EQ Learning Center

EQ Boarder Barn – Hunt field

EQ Maintenance Shop – Hunt Field

Founders Court – Maple Elementary School Parking Lot

Sessions Hall / Paige Place/Andover Courtyard – vacant high school land between High Street and West Washington Street

Fire Emergency Procedures

Call 911 first!

In all cases of fire, the campus security must be notified immediately by calling 440.375.7575. If the Painesville City Fire department has not already been notified, campus security will call them at 911 or 440.354.3579. Once the Fire Department been called, observe the following procedures:

- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training information is available through LEC Security and LEC Maintenance and Service.
- If a minor fire appears controllable, immediately contact the Painesville Fire Department and Campus Security. Then promptly direct the charge of the fire extinguisher toward the base of the flame. If you are not alone, have one person make the emergency call while another uses the fire extinguisher.
- If an emergency does exist, activate the building alarm. Caution: in some buildings, the alarm rings only inside the building. You must report the fire by phone.
- On large fires that do not appear controllable, evacuate all rooms – closing doors to confine the fire and reduce oxygen – then immediately notify the Painesville City Fire Department and campus security. Do not lock doors.
- When the building evacuation alarm is activated and an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in existing the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.
- Once outside, move to a clear area at least 500 feet from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles. In an evacuation, report to your designated building assembly area and wait there until an accurate headcount is taken. The building coordinator will take the headcount and assist in the accounting for all building occupants.
- If requested, assist emergency personnel as necessary.
- An Emergency Command Post (ECP) may be set up near the emergency site. Keep clear of this area unless you have official business.
- Do not return to an evacuated building unless told to do so by authorized College official or emergency personnel.
- If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue workers.

Building Marshals 2021-2022

College Hall 1 st Fl.	Nancy Covelli/Tricia Pangonis
College Hall 2 nd Fl.	Tom Davis
College Hall 3 rd Fl.	Betty Clifford
Garfield	Lisa Strausbaugh/John Spiesman
Garfield Annex	Reni Lawrence/Louie Rolko
Ritchie	Matt Williams
Austin	Zane Johnson/Jonathan Tedesco
Kilcawley	Leah Jackson/Leslie Raye
Morley	Roger Christianson/Janet Farroni
Holden	Rick Kline/Brad Luhta
Fine Arts	Jerry Jaffe/Jennie Swartz-Levine
Library	Jeanna Purses
Athletic Center	Zach Hoffman
Matthews	Deb Remington
Maintenance	Herb Dill/Angela Griggs
SSC	Kelly Parsley/Sam Ashton
EQ Center	Pam Hess/Wendy Burt
Andrews	Dustin Ettinger/Abbot Brandt
Dickinson	Dustin Ettinger/Abigail Baird
Fowler	Dustin Ettinger/Karry Debose
Ritter	Dustin Ettinger /Morgan Smart
Rockwell	Kourtney Husnik/Conor Selinger
Wilcox	Kourtney Husnik /Karry DeBose
Avery	Kourtney Husnik /Kristen Wilson
Ladd	Kourtney Husnik /Nicholas Burgard
Hitchcock	Kourtney Husnik /Ryan Wehner

Tornado Emergency Procedures

Tornado season is generally March through August, although they can occur at any time of year. They tend to occur in the afternoons and evenings.

The best protection during a tornado is an interior room on the lowest level of a building, preferably a basement. Tornadoes can have wind speeds up to 300 miles per hour. These powerful winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds.

Tornado Watch

A tornado watch means that conditions are favorable for tornado formation. You should remain alert and do the following:

- Review actions to take should the situation change to a warning when a tornado forms and is sighted.
- Be sure that no physical restrictions exist that would prevent you from moving quickly to the nearest safe area (clear doors, aisles, etc.)
- Continue normal activities, but be alert to the weather outside. Monitor the television or radio weather reports.
- Do not phone the campus operator or security office for information. Keep the telephone lines clear for emergency messages.

Tornado Warning

A tornado warning means that a tornado has been sighted. You should do the following:

- Take cover. If possible, proceed to the nearest safe area or shelter. Because of possible electrical failures, you should take the stairs instead of the elevator. Stay clear of windows and other glass areas. Avoid auditoriums and gymnasiums with large poorly supported roofs.
- In multi-story buildings, you should move to the basement or first floor. Inner hallways are usually safe areas. If possible, move to the ground level. Brick and stone building will provide added protection.

Designated Tornado Shelter Areas

Building	Shelter Area
Andrews	Lower level restrooms
Dickinson	Lower level hallways
Fowler	Lower level restrooms
Ritter	Lower level restrooms
Austin Science	Conaunt Auditorium front stage area
Athletic & Wellness Center	Lower level restrooms and locker rooms
College Hall	Lower level restrooms and hallways
Equestrian Center	Restrooms
Fine Arts Building	Lower level restrooms and hallways
Holden Student Center	Lower level restrooms, internal Student Life Offices, mailbox area, security office
Kilcawley	Lower level file room
Lincoln Library	Lower level restrooms and archive room
Manor House	Basement
Morley Music Building	Lower level restrooms and hallways
Maintenance Building	Internal office
Student Health and Wellness Center	Center restroom
Ritchie Gym	Lower level
Garfield	Various locations – listed in classrooms
Garfield Annex	First floor restrooms and offices
Mathews House	basement
Equestrian Learning Center	Learning center restrooms
EQ Center Reinberger Barn	Learning center restrooms
EQ Center Boarder Barn	Learning center restrooms

Bomb Threat and Suspicious Objects Emergency Procedures

Notes and Precautions

It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call, letter, ore e-mail, or might receive a suspicious parcel or discover a suspicious item somewhere on campus. A suspicious item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive.

Telephone Threat

- Remain calm. Do not hang up! Listen carefully.
- Try to keep the caller calm and talking so that you can gather more information.
- Write down all information
- Attempt to fine out why the caller is upset.
- Not any characteristics about the call and caller:
 - Time of the call
 - Age and sex of the caller
 - Emotional state
 - Background noises
 - Speech pattern, accent
- Identify the type of threat and note any details offered:
 - When is the bomb going to explode?
 - What does it look like?
 - Where is the bomb located?
 - What kind of device is it?
- Then notify the Lake Erie College Security Department at 7575 and supply them with the information obtained.

Written Threat

- If the threat is received by mail, do not further handle the letter, envelope, or package.
- If the threat is received by e-mail, save the entire e-mail message, including any attachments and print out a copy for the police.
- Call Lake Erie College Security Department at 7575, and notify your supervisor.

Suspicious Parcel, Mail, Etc.

- Letter and parcel bomb recognition clues:
 - Foreign mail, air mail and special delivery
 - No return address
 - Restrictive markings such as “confidential”, “personal”, etc.
 - Excessive postage, multiple stamps
 - Excessive weight, rigid envelope
 - Lopsided or uneven envelope
 - Handwritten or poorly typed address
 - Protruding wires or tinfoil

- Incorrect titles or titles with no name, misspelled words
 - Excessive securing material (i.e. tape, string)
 - Oily stains or residues
 - Mysterious delivery
 - Shows a city or state in the postmark that does not match the return address
- Do not handle! Keep anyone from going near it.
 - Leave the area, notify your supervisor and call Lake Erie College Security Department at 7575.
 - If an evacuation is warranted, Campus Security will activate the building fire alarm.
 - Evacuate the building by walking to the nearest exit and calmly direct others to do the same. Once outside, move to a clear area at least 150 feet from the affected building. Keep walkways and roads clear for emergency responders.
 - Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.

Bomb Threat Checklist

- Exact time of call
- Exact words of caller
- Questions to ask:
 - When is the bomb going to explode?
 - Where is the bomb?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - Where are you calling from?
 - What is your address?
 - What is your name?
- Caller's voice?
 - Calm
 - Deep
 - Stutter
 - Stressed
 - Slow
 - Loud
 - Accent
 - Nasal
 - Crying
 - Broken
 - Angry
 - Lisp
 - Slurred
 - Giggling

- Rapid
- Excited
- Disguised
- Sincere
- Squeaky
- Normal
- If voice is familiar, whom did it sound like?
- Were there any background noises?
- Remarks:
- Person receiving the call:
- Telephone number that received the call:
- Date:

Building and Room Searches

The search should be systematic, thorough and quick. Two-person search teams comprised of people most familiar with the building or room have proved to be the most effective and efficient method. An office chair should be turned over on its side to show secondary search team that your room or office had been quickly cleared.

How to search:

- Do not alter existing environmental conditions
 - Listen for suspicious or unusual sounds after entering the room, background noise may mask sounds such as ticking or buzzing.
 - Because radio-controlled devices may be present and pick up on stray radio frequencies, as well as pose a hazard to electric blasting caps, do not use hand-held radios for communication within 35 feet of suspicious items or areas not properly searched and cleared (Cell phones should also be turned off immediately)
- Prior to entering a room and during a search, check for trip wires, and possible indications of pressure-sensitive devices.
- Be systematic. Using one's body as a reference, search from floor to waist, from waist to chin, from chin to ceiling. Do not forget false ceilings if applicable. **Turn your office chair over on its side to communicate the preliminary search of the room.**
- Inspect wall hangings, plants, or other decorations.

If a suspect item is encountered evacuate and secure the area, and notify the proper authorities.

If an object is considered suspicious, do not touch it or move it. Evacuate the area and notify authorities. Any movement, however slight, may cause it to function.

Violent Behavior / Active Shooter Response Protocol

Nationally active shooter situations do not occur often on college campuses, but we know that the possibility exists and it is important to have protocols in place on how to respond. These types of situations are highly unpredictable. They are dynamic situations that typically evolve rapidly and the response decisions are influenced by the multitude of variables present. The Painesville Police Department are trained and equipped to respond to an emergency incident of this nature. The police will evaluate the situation to determine the best course of action for the safety of the Lake Erie College community. Painesville Police will be responsible for all tactical operations. Lake Erie College security will provide available service assistance.

The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.

The following protocol is sound and generally applicable but must be adapted to the specific situation. Bottom line, if you hear shots fired on campus or if you see or know that an armed person is shooting people, **protect yourself first - move to a safe location.**

IF THE SHOOTER IS OUTSIDE YOUR BUILDING:

- If you can do so safely, inform building occupants.
- Close and lock your door and all windows. If you cannot lock the door, try to block the door with desks and chairs.
- Turn off all the lights.
- Seek protective cover. Stay away from doors and windows.
- Keep quiet and act as if no one is in the room.
- Do not answer the door or respond to commands until you are certain they are issued by a police officer.
- Wait for police to assist you out of the building.

IF THE SHOOTER IS INSIDE YOUR BUILDING:

If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window

- Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive. Leave in the room books, backpacks, purses, etc.
- Notify anyone you may encounter to exit the building immediately.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, Call 911 or the Painesville Police Department at 440.354.3535, provide the dispatcher with the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter(s)

- e. Number of persons who may be involved
- f. Your exact location
- g. Injuries to anyone, if known

If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door

- If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent.
- Try to avoid rooms with large open window space.
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured persons
- Wait for the police to come and find you.

IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:

There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.

Use common sense. If you are hiding and flight is impossible; attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.

Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances and for the preservation of yourself and others. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.

If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.

While escaping, as soon as you see a police officer put your hands over your head, spread your fingers and immediately comply with the officers' instructions.

WHAT TO DO IF TAKEN HOSTAGE:

- Remain calm and be patient. Time is on your side. Avoid drastic action. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor to additional offenses.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert. Your focus is on staying alive. Don't make mistakes that could hazard your well-being.
- Don't speak unless spoken to and only when necessary. The captor is emotionally unbalanced. Attempt to establish rapport with the captor. Don't talk down to the captor. Avoid appearing hostile and avoid arguments. Maintain eye contact with the captor but do not stare. If medications, first aid or restroom privileges are needed by anyone, say so.

- Be Compliant. Treat the captor like royalty. Comply with instructions the best you can. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage.
- Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation. Be prepared to answer the police on the phone.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Medical Emergency Procedures

When medical emergencies occur the following actions will be taken:

1. For serious injuries **call 911 immediately** for transport to a local hospital.
2. Security will notify local authorities according to college policy and then notify the Director of the Student Success Center, the Dean of Students and the Vice President for Enrollment Management and Student Affairs, who will notify Public Relations, who will then prepare an official statement for the College. No information should be released until the family of the student has been notified.
3. No member of the staff shall attempt procedures or techniques beyond abilities or training.
4. The victim will not be moved unless imminent danger exists (fire, structural damage, chemical spills, toxic fumes, etc.)
5. Keep the victim still and comfortable until additional assistance arrives.
6. Obtain and document as much information as possible from witnesses and relay it to appropriate personnel.
7. Remain with the victim until help arrives.
8. Account for all personnel and students in the area.
9. Minor injuries can be handled by the College Medical Personnel during normal clinic hours or by external walk-in clinics after hours.
10. Injury reports will be completed by the Director of the Student Success Center, in conjunction with Security, and forwarded to the Dean of Students and Vice President for Enrollment Management and Student Affairs.
11. Make sure all personnel (RDs, Student Life, Security, Student Success Center, coaching staff, have current training in CPR, AED, and Bloodborne Pathogens.

Suicide Attempt on Campus Procedures

A suicide attempt requires immediate attention by College incident response personnel and external counseling personnel with appropriate follow-up as needed.

When a suicide is reported the following action steps apply:

1. Verify information, **CALL 911**, and notify campus security (7575)
2. Notify the Director of the Student Success Center (cell 440474.3437)
3. The Dean of Students notifies the parents/guardians, and in conjunctions with the Director of the Student Success Center, and the VP for Enrollment Management and Student Affairs, determines an appropriate course of action.
4. Prior to transport to the hospital:
 - calm the suicidal person
 - take the student to a private area
 - **STAY WITH** the person until the Director of the Student Success Center, Dean of Students or medical personnel arrive
 - **DO NOT LEAVE THE PERSON ALONE**
 1. If appropriate, determine the way to notify staff, faculty and students. Hold debriefing sessions if necessary.

2. In the event of a completed suicide, activate the Emergency Response Team immediately calling the Vice President of Enrollment Management and Student Affairs (cell-229-869-7335), (office – 7251)
3. Convene a meeting of the staff and faculty prior to the start of the next school day to discuss post-suicide interventions and counseling as needed.
4. Implement a post-suicide incident intervention.
 - Meet with Health and Wellness staff to determine the level of interventions needed for all personnel.
 - Designate rooms for private counseling to take place.
 - Be available to escort families, close friends, and other highly stressed persons to counseling center.
 - Assess level of stress of the staff and provide counseling for them as well.
 - Refer media to designated location with Public Relations staff.
 - Follow-up with all personnel who have received counseling.
 - Make every attempt to resume normal campus routine as soon as possible.

H1N1 or Other Flu Protocols

Protocols follow the current recommendations of the CDC, which recognizes the limitations of testing to diagnose the virus. Students will be encouraged to "self-isolate" (avoid contact with others) to reduce transmission. Evaluating students who are very ill or who have underlying medical conditions putting them at higher risk for complications of the flu will be a priority.

At the time that one student exhibits influenza-like symptoms, the College will implement the following protocols under the assumption that H1N1 flu could be present in the population.

- 1) Students who have influenza-like symptoms and no underlying medical conditions will be encouraged to contact the Student Success Center initially by telephone at 440.375.7425 or 440.375.7426. Students who have underlying medical conditions and who develop influenza-like symptoms should visit a local health care provider.
- 2) The student's physician will make clinical determinations of appropriate testing and treatment for each individual case. At the time that a student reports influenza-like symptoms, the student will be asked to sign a release form giving the Student Success Center permission to inform the appropriate Student Life Office staff and faculty members. The Student Life and Student Success Center staff will ensure that the student's parents and the student's roommate are notified of the ill student's condition. Students who contact the Student Success Center by phone and do not require in-person treatment will be asked for permission to communicate with the same parties.
- 3) The student's physician will assess the need for further class absence or hospital admission, and provide a note of recommendations to the Director of the Student Success Center.
- 4) Students evidencing influenza-like symptoms will be encouraged to "self-isolate" (avoid contact with others). When feasible, going home is the preferred mode of isolation. The College recognizes, however, that this option is not feasible for all of its students.
- 5) Students who are unable to go home will be advised to stay in their room to rest and recover. Following CDC guidelines, such a student will be expected to self-isolate until the student has stopped taking fever-reducing medication and 24 hours have passed without a fever.
- 6) The College will provide the following support to students remaining on campus and who have been diagnosed and advised to self-isolate:
 - a) Student Life staff will make regular visits.
 - b) The Student Life Office will work with Food Services to assure meal delivery.
 - c) The Student Success Center will notify the student's professors of the student's inability to attend class.
 - d) Information Technology Services will assure remote access to any online materials provided by the faculty.

- 7) A student at risk of putting other students at risk and not following medical advice will be subject to judicial consequences.
- 8) As space is available, roommates of self-isolated students will be offered the opportunity to relocate for several days. The Director of Residence Life will coordinate this process.
- 9) Healthy roommates electing to remain in the room with a student who has influenza-like symptoms will be given masks and hand sanitizers. The mask is to be used by the student with influenza-like symptoms.
- 10) Roommates of students with influenza-like symptoms who have pre-existing conditions that create a greater health risk will be strongly advised to relocate. A student who refuses this option will be required to sign a form acknowledging that he or she was advised to relocate and declined.
- 11) When an ill student has recovered, the healthy roommate will be advised to return to the room. Students will be given instructions and appropriate supplies to clean the room. Supplies will be available from the Resident Director of each hall.
- 12) Faculty members will be encouraged to be flexible about class absences and deadlines, and the Student Success Center will notify faculty members of the names of ill students. The Student Success Center does not provide excuse notes but will initiate and inform college faculty and staff of short-term health leaves for students as needed.

Infestation Protocols

Infestation Protocol

If a student/faculty/staff believes that they have an infestation of any type of insect, whether in their residence hall, office or off campus residence, that person should do the following:

1. Residential Student: notify residence life staff of the possibility of insects.
 - a. Residence life staff will notify the Director of Residence Life who will then notify the Assistant Director of Facilities
 - b. Pest control will be contacted to review the students residence and make recommendations
 - c. Based on recommendations, students will be relocated, with the assistance of residence life staff, after following procedures in place by pest control personnel.
 - d. Short term relocation will be with a student's friend or Resident Assistant; long term solution will be to relocate students to nearby hotel or living area.
2. Faculty/Staff Offices and Common Areas:
 - a. Should notify the Assistant Director of Facilities
 - b. Pest control will be contacted to review the area and make recommendations
 - c. Assistant Director of Facilities will work with the faculty/staff member affected regarding further procedures
3. Off Campus Residence:
 - a. Students residing in off campus living areas (private, rented homes) should notify their landlord for appropriate steps
 - b. Residence life staff and the Student Life Office can assist students in this process in order to reduce the possibility of infestation in other areas of campus

Orkin Pest Control suggestion for Customer Preparation for Bed Bug Service:

1. Eliminate all clutter from residence. Items that are stored in closets, drawers, underneath beds, or in furniture and vanities must be removed and sealed in new heavy plastic bags on surfaces other than the carpeting, mattresses, furniture or on floors. **DO NOT REPLACE THESE ITEMS UNTIL AFTER THE TREATMENT HAS BEEN PERFORMED.** All items should be inspected by resident for evidence of bed bug activity prior to being replaced. Discard cardboard boxes, shoe boxes, paper and plastic bags, old newspapers, magazines and similar items in rooms to be treated. All infested items to be discarded should be wrapped in plastic for removal.
2. Disinfest by laundering and drying or dry cleaning. Remove ALL clothing, sheets and bedding, stored linens, curtains and any other household items that can be laundered and place in sealed plastic garbage bags. Either machine wash those items in hot water and dry on high heat or place directly in dryer on high heat or have items professionally dry cleaned (if dry cleaning please let cleaners know that you may be bringing them potentially infested materials to reduce the possibility of pest migration). This includes removal of all bed linens from the bed (including bed skirts) and mattress and box spring covers with the exception of bed bug encasements. **NOTE: do not overfill Wash/Dry cycles to expedite**

laundering as this can provide an insulated zone where bed bugs may be able to survive through laundering, partial loads are recommended

Discard original, potentially bed bug contaminated plastic bags and place cleaned items in sealed, NEW, NEVER USED plastic bags (preferably clear/transparent bags to monitor for activity). All of these items should be in bags when your Orkin exterminator arrives to treat your living area. These bags can be placed in the bathroom or kitchen to prepare for treatment. Do not replace these items until treatment has been performed. Visually inspect items when replacing to reduce the possibility of potential re-infestation.

3. Vacuum apartment completely. Thoroughly vacuum all flooring paying particular attention to the areas at the edges of the rooms where the flooring meets the walls, i.e. base molding and/or quarter round and where furniture contacts the flooring. Areas and items to vacuum also include but are not limited to: baseboard, seams and surfaces of mattresses and box springs; sofas, chairs and loveseats and any upholstered surface; closet shelves, nightstands and dressers. Vacuuming of these items with a crevice tool is recommended. If vacuum has bag collection: immediately after vacuuming remove bag and place in a plastic garbage bag, seal and discard immediately into the community waste dumpster. If vacuum has a canister collection: immediately dump canister in a plastic garbage bag, seal and discard immediately into the community waste dumpster. For preventive measures the canister can be rinsed with hot water.

Remove fabric from underneath the box spring and upholstered furniture and vacuum inside. Mattress and box spring must be off the frame but left in the same room. All bed frames, headboards, or other furniture in the affected rooms may need to be disassembled. Turn upholstered furniture upside down and place all items in the middle of the room so maintenance can pull up carpet from the carpet strips and Orkin can remove the switch and face plates and outlet covers to allow for perimeter treatment. Baseboards may need to be removed.

Note: after treatment is complete vacuum up any and all live or dead bed bugs, their eggs or other residual material and dispose of as outlined above.

4. Remove all items attached to walls, i.e. pictures, artwork, headboards, shelves and decorations. Do not replace items until after treatment has been performed and all items have been thoroughly inspected (by resident) for evidence of bed bug activity.
5. Place all open food containers in the refrigerator if available, otherwise place food items in sealed containers or in sealed plastic bags and remove them from the treated area.
6. Follow any directions and or guidelines provided by your exterminator professional. It MAY be necessary to DISPOSE of mattress, box spring, upholstered furniture or other items if heavily infested. Take proper precautions to prevent the spread of bed bugs throughout the building by completely and securely wrapping any furniture infested or suspected of being infested in plastic (or other acceptable enclosure) prior to removal from the apartment. Furniture to be disposed of should be rendered (or “broken down”) into an unusable condition.

7. Your exterminator will follow up your treatment with an inspection(s) to evaluate the success of your treatment and to monitor for any activity. It will be normal for you to see bed bugs and experience “bites” or bed bug feeding following your treatment due to life cycle of the bed bug. It is recommended that you keep a log of any bed bug activity you witness and note the location(s) to provide your exterminator during your follow up inspection(s)
8. During treatment residents must be removed from the area. In the case of fish, preferably the tank is removed or aerator and hosing is unplugged and removed from the tank, sealed in plastic bags outside the treated areas. This includes removing food containers, nets and decorative items.

Re-entry into the area is approximately 4-hours after treatment is completed.

Service will not be performed until the area is correctly prepared.

Bloodborne Pathogen “Exposure Control Plan”

The OSHA regulations known as The Blood borne Pathogen Standard are intended to reduce occupational exposure to Hepatitis B (HBV), Human Immunodeficiency Virus (HIV) and other Bloodborne Pathogens. OSHA fully intends that if necessary, your physical facility, work practices, and other areas be modified to attain this goal, and that employees will be informed and educated so that they can contribute to this reduction/elimination of exposure themselves, as well.

The Bloodborne Pathogen Standard is “performance” rather than “criteria” oriented. What this means is that while a “criteria-based” standard would tell you exactly what to do to comply... a “performance-based” standard will tell you what you have to accomplish. A “performance-based” standard allows much more freedom for innovation approaches to compliance.

OSHA Regulations Involving Bloodborne Pathogens

The OSHA standard involving bloodborne pathogens can basically be divided into six broad categories collectively referred to as the **Exposure Control Plan**. These categories include (1) Exposure Determination, (2) Universal Precautions, (3) Engineering and Work Practice Controls, (4) Hepatitis B Prophylaxis, (5) Training and Education, and (6) Record Keeping.

The Athletic Director shall serve as the Exposure Control Officer and be responsible for the overall management and support of the department’s Bloodborne Pathogen Compliance Program.

The Physical Education Department will establish which employees will be exposed. The Physical Education Department will establish a **written** Exposure Control Plan addressing each of these categories. This document is intended to serve as an Exposure Control Plan.

1. Exposure Determination

Occupational exposure is defined as “any reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or potentially infectious materials that may result from the performance of an employee’s duties.” The Athletic Director must list all employees according to the following categories.

Category I. Employees with job classifications that involve exposure to blood, body fluids, or tissue.

Athletic Trainers, Advanced First Aiders (Students), and Equipment Manager

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills and splashes of them, are Category I tasks. Use of the appropriate protective measures, training, and HBV immunization are required for every employee engaged in Category I tasks. Advanced First Aiders (Students) are defined as those receiving remuneration for Advanced First Aiders (Students) services.

Category II. Employees with job classifications that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks.

Coaches, Facility Coordinator, Building Attendants, and Equipment Manager.

The normal work involves no exposure to blood, body fluids, or tissues on a routine basis, but occasional exposure or potential exposure may be required as a condition of employment. Appropriate protective measures, training, and HBV immunization must be available to every employee engaged in Category II tasks.

Category III. Employees with job classifications that involve no exposure to blood, body fluids, or tissues.

Sports Information Director, Department Administrator, and Team Managers.

2. Universal Precautions

As a result of increased epidemiological knowledge concerning HBV and HIV transmission the Center for Disease Control (CDC), in 1985, recommended that blood-body fluid precautions be consistently used for **all human sources**. This approach has come to be known as “universal precautions” and is intended for use in all settings in which the risk of human blood exposure is increased and the infection status of the donor or patient is unknown. The concept of universal precautions recognizes that medical history and examination cannot reliably identify all patients infected with HIV or other bloodborne pathogens, thereby dictating certain precautionary measures for all body fluids, irrespective of the source. The Occupational Safety and Health Administration (OSHA) have adopted complete implementation of universal precautions as a major part of its current regulations.

Within the framework of universal precautions, three major components are emphasized. They consist of (A) barrier precautions, (B) hand washing, and (C) sharps precautions.

a. When treating and injured person:

i. Barrier Precautions

1. **Gloves: (must be worn when):**
2. Direct contact with blood or other potentially infectious body fluids are expected to occur.
3. Examining abraded or non-intact skin.
4. During invasive procedures
5. The employee has cuts, lesions, dermatitis, or chapped hands.
6. Examining bacterial or viral lesions (Staphylococcus, Streptococcus, Impetigo Contagiosa, Folliculitis, Tinea Corporis, and/or various other lesions).
7. When cleaning up blood or body fluid spills or tissues.

Further regulations governing the use of gloves state that gloves must be of appropriate size, material, and quality. Gloves must be available that are hypo-allergenic or otherwise designated to minimize allergic reactions.

ii. Masks/Protective Eyewear

The use of masks and protective eye wear to cover the nose, eyes, and mouth are intended to reduce the risk of contaminated body fluids from coming into direct contact with the mucous membranes of the oral cavity, eyes, or respiratory tract. In general, use of masks and eyewear are necessary in any setting in which the possibility of aerosolization or spattering of blood or body fluids are considered likely.

Masks and/or protective **eyewear** must be used when engaged in procedures likely to generate droplets of blood, other body fluids, or bone chips.

Protective eyewear must include the use of solid side shields.

iii. Gowns/Aprons and or other protective clothing is required when:

1. Aerosolization or spattering of blood or other body fluids are anticipated.
2. Gowns/aprons must be appropriate for the procedure involved. The type and characteristics depend upon the task and degree of exposure.
3. Gown and other protective clothing must not permit blood or body fluids to pass through and reach undergarments, skin, mouth, eyes, etc. under normal conditions of use.
4. All items or personal protective equipment must be removed prior to leaving the work area.

b. **Hand Washing**

Hands and other skin surfaces must be washed as soon as feasible if contaminated with blood or body fluids. The use of gloves **does not preclude** the necessity for hand washing. When hand washing facilities are not available, antiseptic hand cleaners or towelettes must be provided.

c. **Sharps Precautions**

1. Needles, razors, broken glass that is contaminated, etc must be placed in a sharps container.
2. Needles cannot be re-capped.
3. Broken glass that is not contaminated must be disposed of in a box that is labeled broken glass.

3. **Engineering and Work Practice Controls**

Management of blood or other potentially infectious body fluids:

Treat a participant with a laceration or wound where bleeding occurs with appropriate medical treatment. The participant's return to play is to be determined by medical personnel.

Clothing may be cleaned with proper disinfectant and used during the remainder of the game, match, or class, if the clothing is not saturated with blood.

The Team Physician(s), Athletic Trainer(s), or teacher(s) of a class will determine if the clothing is saturated with blood. Saturation requires a change of clothing.

Use, in the following order, extra clothing, old clothing, or another player's clothing if it is necessary to require a player or student to change clothing.

Use disposable latex or nitrile gloves when treating persons who are bleeding; persons that have blood on their skin from contact with another person who is bleeding; or cleaning up spills. Gloves and other non-sharps item used to clean up a person or spill must be disposed of in a **Biohazard** bag, if they are not reusable.

Reusable materials will be disinfected or cleaned. Laundry is to be handled with disposable gloves.

4. Hepatitis B Prophylaxis

OSHA regulations require that:

- a. There be an HBV vaccination and post-exposure follow-up program.
- b. Pre-exposure vaccine be offered free of charge to all employees in Exposure Categories I and II.(Contact the University Health Service)
- c. Complete and detailed documentation of exposure events be maintained.
- d. Pre-exposure vaccine be offered within 10 days of initial work assignment. It is the Exposure Control Officer's responsibility to make certain that appropriate personnel under his/her supervision are offered the vaccine within the required time period.

Hepatitis B vaccinations are available from most physicians' offices. New hires and employees in these classifications are eligible to be reimbursed for any out-of-pocket expenses for the vaccination series free of charge. If the new hire or employee refuses the vaccination series, the declination form must be signed. The employee must receive the hepatitis vaccination or sign the declination form within 10 days of being employed where exposure may occur.

Exposure incidents are specific eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious materials that result from the performance of an employee's duties. Post exposure evaluation must be performed by a physician within 48 hours of the exposure. The employee must provide documentation from a physician for follow-up from exposure.

1. Information and Training

Training and educational programs will be made available to all employees who may be exposed to blood or other body fluids potentially contaminated with HIV or HBV. **All appropriate personnel must attend the training sessions.** To this end job classification is required as a means of identifying those employees who must receive such training. Retraining will be offered annually and must be attended by Category I and II employees.

Training Programs will provide:

Upon initial employment and at least annually thereafter

During working hours and at no cost to the employees.

In person by an individual knowledgeable in the subject matter being presented.

Program content of these educational offerings must assure that all such employees:

Receive training on precautionary measures, epidemiology, and modes of transmission, symptoms and prevention of HIV and HBV.

Be informed regarding the location and proper use of personal protective equipment (i.e., gloves, gowns, etc.)

Understand and employ “universal precautions.”

Be trained about the meaning of labeling and color coding.

Understand procedures to be followed pending occupational exposure to blood or body fluids.

Receive a copy of the regulatory text of the OSHA standard.

Have an opportunity for interactive questions/answers with the training facilitator.

2. Record Keeping

The athletic director will keep records of annual Bloodborne pathogen training, Hepatitis vaccinations, HBV declinations, physician documentation of follow up from post-exposure to blood or body fluids, and complete documentation of exposure events.

Documentation must assure that:

Records are kept on Hepatitis B vaccination and post-exposure follow-up.

Records are **confidential** and maintained for the duration of employment plus 30 years. Training records be maintained for three years. Such records must include dates, content, identification and job title or attendees and identification and qualifications of facilitator.

Checklist for Compliance

The following checklist has been compiled to help employers and employees comply with OSHA enforcement procedures for the Occupational Exposure to Bloodborne Pathogens. The checklist is a guide to compliance with OSHA standards pertinent to this area.

Exposure Determination

Yes

No

1. Is there a written list of employee positions in

- | | | |
|--|--------------------------|--------------------------|
| which all employees have occupational exposure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there a written list of job classifications in Which some employees have occasional occupational exposure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does this list specify such tasks and procedures? | <input type="checkbox"/> | <input type="checkbox"/> |

Universal Precautions

- | | | |
|--|--------------------------|--------------------------|
| 1. Are gloves worn when direct contact with blood or body fluids are anticipated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are gloves of the appropriate size, material, quality? Gloves must be available that hypo-allergenic or otherwise designed to Minimize allergic reaction. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are masks and protective eyewear (with solid side shields) worn when aerosolization or spattering is anticipated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are protective gowns/aprons worn When aerosolization or spattering is anticipated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do protective gowns provide adequate protection of the skin from blood substances? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is proper hand washing employed following exposure to blood or body fluids? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are facilities available to conduct proper hand washing practices? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are sharps containers easily accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do all sharps containers undergo proper disposal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are pocket masks strategically located and available to key personnel? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are all items of personal protective equipment removed prior to leaving the workplace. | <input type="checkbox"/> | <input type="checkbox"/> |

Engineering and Work Practice Controls

Yes

No

- | | | |
|--|--------------------------|--------------------------|
| 1. Are all areas maintained in a clean and sanitary condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the cleanup of spills involve blood or body fluids? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do infectious waste containers prevent leakage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is infectious waste tagged or color coded? | <input type="checkbox"/> | <input type="checkbox"/> |

Public Relations Issues

Any time a situation has the capacity to draw media attention the Office of Public Relations and Marketing (OPRM) should be contacted.

Examples:

- Any situation where people are threatening to call the police/media
- Any situation where police are called
- Any situation when a student is taken to the hospital
- Any situation where we are having extreme difficulty with a student
- Any situation where we have asked people to leave campus (student or non-student) short-term or long-term
- Anytime a flood or natural disaster causes damage to campus
- Anytime there is major damage to any campus building that causes evacuation or non-usage
- Anytime any service is called (EPA, Health Department, Fire Department, etc)
- Anytime we are threatened by a lawsuit

The college has two fundamental guidelines to observe in any crisis situations:

Only authorized spokespersons will meet or talk with the media

Only factual information is released; no speculation is to be provided.

Additional procedures:

- All executive and supervisory personnel are instructed to report emergencies to the College President and the Office of Public Relations and Marketing. They are also reminded not to speak to outsiders, especially the media, on behalf of the College unless specifically designated to do so by the President, his designee or the Director of OPRM.
- The President and other senior administrators and the Director of OPRM are informed immediately of emergencies. Complete details are made available to these persons.
- The President and Director of OPRM and any other person(s) involved shall confer and decide on the appropriate action. Members of the executive cabinet may be called upon for advice.
- All calls from the news media are referred directly to the OPRM at 440.375.7224. College faculty and staff are reminded not to speak to outsiders, especially the media, on behalf of the College unless specifically requested to do so by the President, his designee or the Director of OPRM. If an individual receives a call from the media or other outlet, the individual should respond, "I am going to transfer you to our office of public relations and marketing. They would be happy to help you with this request."

Crisis Center

- In the event of an emergency, all phone calls related to the event should be forwarded directly to the OPRM at 440.375.7224 or 440.375.7230.
- In the event of an emergency situation, the OPRM operations will take place out of the OPRM suite in the lower level of Kilcawley Hall.
- If the campus computer system is operational and the situation is an ongoing crisis, the OPRM will provide continual updates on the Public Relations page of the Lake Erie College portal system. If the campus

computer system is NOT operational, the OPRM will provide continual updates on our face book page:
<http://www.new.facebook.com/pages/Lake-Erie-College/22702535060>

- In the event of an emergency, members of the media who come to campus will be required to check-in with the OPRM and obtain a daily media pass. They may also be restricted as to what areas they may have access to. Information on the media and their access will be disseminated to campus each day and posted per the sited listed above.
- If the campus is closed for any reason, the media will be notified and the information will be aired on all local news outlets.

Guideline for Emergency Closing of Lake Erie College

The purpose of these guidelines is to establish those operations to be conducted during, the staffing of these operations, the treatment of the compensation and leave issues resulting from, and the methods of communication to employees about emergency closing situations on the main campus of Lake Erie College and the Equestrian Center.

Weekday Closing Process:

The Vice President of Administration and Finance will be in communications with Physical Plant to help assess the situation. Based on this information, the President and Vice President of Administration and Finance, in consultation with the Vice President of Academic Affairs, will determine when conditions such as severe weather, a state of emergency, failure to receive adequate energy or fuel supplies, or disruption of normal utility services are sufficient to cancel classes; close office; or suspend, curtail or otherwise interrupt the normal operations of the College.

- A. As a result of an official closing of the College due to emergency on weekdays, the following occurs:
 - 1. All classes are canceled and only essential services are performed for that time period.
 - 2. All offices are closed.
 - 3. Only persons designated as emergency personnel report for work at their regularly scheduled time.
 - 4. Food service personnel will provide meals for residential students during the emergency closing. In the event the emergency hinders food service personnel from performing their duties, the Residence Life staff will serve residential students the non-perishable food supply that is on hand. Residence Life staff will perform their duties as indicated in the Residence Life Handbook.
 - 5. The Equestrian Center barn staff, office personnel and supervisors are required to report to work to care for the horses and the facility. Equestrian Center personnel will follow their established policies and procedures.
 - 6. Staffing on main campus is minimized to include only employees necessary to operate and protect property. These include essential personnel in security, food service, Physical Plant operations, maintenance, custodial, grounds and other essential personnel as determined by each division.
 - 7. The President and Vice Presidents are responsible for designating those functions within their areas that are required to operate even when the College is closed.

Closing Notification Process (weekdays):

When an emergency closing is declared, employees and students receive notification in four ways: (1) through initiation of the calling trees (employees only/ weekday closings only), (2) by listening to or watching pre-determined media sites (weekdays only), (3) accessing the College's website, or receiving a Penn Alert message from the college.

A. Calling Trees

1. When an emergency closing occurs Monday through Friday, employees will be notified by activation of the College's calling trees. Each division head will be notified and will initiate the departmental trees within their division.
2. Individuals defined as lead contact persons on the trees should be prepared for an early morning call. To assure that they can be reached easily, lead contact persons should attempt to keep their phone lines clear during that time period.
3. Individuals with the responsibility for notifying others are asked to ensure that they have a copy of the current roster for their area, with accurate telephone numbers, near their home telephone.
4. In the event the decision to close is made after the school/work day has begun and employees/students are already on campus, the Office of the President or Vice President of Administration will send a campus-wide email notifying everyone of the decision to close. Also, each division head will be notified by the telephone operator and will then be responsible for notifying all departments within his/her division.

B. Media Notification

When an emergency closing occurs Monday through Friday, announcements will be made through the radio and television stations below, in the following order:

1. WKYC TV Channel 3
2. News Channel 5 (WEWS)
3. Fox 8 Cleveland (WJW)
4. WOIO Channel 19
5. WFUN 97 AM
6. Country 104.7 FM

Note: The Penn Alert notification system will also be activated.

C. College Website

When classes or the entire campus is closed due to an emergency, the College website will contain all information pertaining to the closing. This information can be found under the heading "Current Students" on the College's home page www.lec.edu.

D. Mass notification system message - (Storm Shield Mass Notification system)

Using this system the college can send mass emails, voicemails and/or text messages to those who have provided emergency contact information.

Weekend College/MBA Evening Closing Process:

The Associate Dean of Management Studies will determine when the conditions such as severe weather or a state of emergency are sufficient to cancel classes. If it is decided that classes are to take place as scheduled during inclement weather, the instructor will use his/her own discretion when deciding to hold class. Whenever weekend or evening classes are cancelled, the information can be found on the College Website and on the College's Emergency Phone Line (See above).

Compensation Issues for Exempt Employee:

Compensation issues for Exempt Employees of the College resulting from an emergency closing will be addressed in accordance with the following rules:

- A. **Exempt Full-Time:** A full-time exempt employee excused from work by an emergency closing will receive standard pay without forfeiting vacation or sick time.
- B. **Exempt Part-Time:** A part-time exempt employee will receive standard pay without forfeiting vacation or sick time, provided that he/she is regularly scheduled to work on the day in question.

Compensation Issues for Non-Exempt Employees:

Compensation issues for Non-Exempt Employees of the College resulting from an emergency closing will be addressed in accordance with the following rules:

- A. **Non-Exempt Full-Time:** Non-exempt full-time employees excused from work by an emergency closing are paid for their regularly scheduled hours during the period of the closing, which are designated as "authorized time off with pay" on the timecard.
- B. **Non-Exempt Part-Time:** Non-exempt part-time employees excused from work by an emergency closing are paid only for their regularly scheduled hours during the period of the closing, which are designated as "authorized time off with pay" on the timecard.

EMERGENCY CLOSING PROCESS

Weather Related Closing

In the event weather conditions are severe enough to require Lake Erie College to *close*, all administrative offices will be closed and only essential employees (ex. Security, Food Service, Hall Directors) will be required to report. Immediate supervisors are responsible for informing their employees of the closing or change in schedule.

Employees are advised not to take unnecessary risks at times when road conditions are hazardous and should use sound personal judgment. Employees who are unable to make it into work due to weather condition will communicate directly with their immediate supervisor.

Weather Related Cancellations, Closing or Delayed Start

Faculty and students should assume that classes will be held at the regular scheduled time and location unless otherwise communicated by official College personnel. The decision to cancel classes will be made as early and efficiently as possible. If cancellation is necessary, the information will be communicated by immediate supervisors to employees; posted on the college website and social media sites; local radio and television stations will also be notified.

Students and employees are advised not to take unnecessary risks at times when road conditions are hazardous and should use sound personal judgment. Students who are absent for this reason should communicate directly with their professors of the reason for their absence.

A delayed start may be used where appropriate, based on weather conditions or other factors. This is a shortened day as it relates to work and classes. Offices will open at 11 a.m. and classes for that day will begin with the 11 a.m. time block.

Periodically, evening classes may need to be cancelled and that is defined by classes beginning at 4 p.m. or later on main campus.

Equestrian Center

Due to extreme weather differences, classes may be cancelled at the Equestrian Center but remain in session on main campus. Information will be communicated via Lake Erie College email and official social media sites.

Holden University Center

Lakeland Community College will make the decision regarding classes held at the University Center. Students should refer to local media for information.

Professional Development

Center for Leadership and Professional Development will assess conditions and determine if scheduled classes are cancelled. Director of the Center (or designee) will call and email each student when class is cancelled as well as update the registration website within the Professional Development page on the website. The decision regarding cancelling Professional Development courses due to weather is made independently of the College.

CLOSING CALL TREE

This process will be utilized whenever the College needs to evaluate closing. The decision to close or delay opening will be made as quickly and efficiently as possible.

Physical Plant
(Herb Dill))
Assesses
Conditions



Physical Plant
(Herb Dill)
Contacts
VP for Administration & Finance
(Brian Dirk)



VP for Administration & Finance
(Brian Dirk)
Consults
President VP Academic Affairs VP Student Affairs
(Brian Posler) (Bryan DePoy) (Billie Dunn)



VP for Administration & Finance
(Brian Dirk)
Informs remaining Cabinets members & PR Director of decision
(confirmation of message sent to Brian Dirk)



Calling trees initiated; media contacted; Storm Shield Alert sent; social media updated (College pages and main website); departmental social media updated

Perry Nuclear Plant Emergency Procedures

The following information is from the Perry Nuclear Plant Emergency Preparedness website.

Emergency Information

You May Hear A Series Of Three-Minute Siren Soundings

When you hear an emergency siren, TURN ON YOUR RADIO OR TV. Sirens will be heard in the area around the Perry Power Plant. You also may be warned by loudspeakers used by [local fire and police departments](#).

Note: Sirens may be used during any emergency, such as a tornado, severe weather, or chemical spill.

Listen to Your Radio/TV

The radio and TV stations listed below will carry Emergency Alert System (EAS) messages that will tell you about the emergency. It may be a flood, tornado, or nuclear plant emergency. The message will tell you what to do.

Check on your neighbors too; especially the elderly or those who have difficulty seeing or hearing. Make certain they have received the message and know what to do. Be sure they are listening to their radio or TV.

Participating Emergency Alert System Stations



Local Primary Radio Stations

WTAM, Cleveland	1100 AM
WCPN, Cleveland	90.3 FM

Television

WKYC	TV3
WEWS	TV5
WJW	TV8
WOIO	TV19
WVIZ	TV25
WUAB	TV43

WEATHER RADIOS

are another means of learning about emergency conditions. They are available from local electronic stores. Many different models are available but, tone-alerting models are recommended for those who wish to purchase the radios. These radios will activate if there is a weather emergency and for an emergency at a nuclear power plant. It is important that owners of these radios tune to their Emergency Alert System Station (EAS) upon hearing the tone on the

For additional information, see the National Weather Service website on the internet at:
www.nws.noaa.gov/nwr/ .

weather radios.

If Told to Evacuate

Collect the [things you will need](#). Drive away from the location of the emergency. If you need a place to stay, go to a [care center](#). If you do not have a car, get a ride with a friend or neighbor, or go to a [pick-up point](#), and a bus will come for you. Evacuating schools will be taken to [designated facilities](#) outside the evacuation area. You can pick up your child there.

What Should I Take With Me?

Prepare in advance for emergencies. Keep emergency supplies in a place known to all family members. Read the information on this site. Study this [map](#).

Keep important papers in a safe place. Keep your car filled with fuel. Make a list of things you would take in an emergency. Add them to the list below.



Take the items on this list:

- Needed medicines
- Baby food and formula
- Credit cards, checkbook, cash, and important papers
- Two changes of clothing per person
- An extra pair of shoes per person
- Two blankets or a sleeping bag per person
- Toiletries
- Eyeglasses or contacts
- Battery-powered radios
- Batteries
- Flashlight
- First aid kit
- Emergency Information
- _____
- _____
- _____
- _____

Where Should I Go?

You can go to a place of your choice. For an emergency at the Perry Power Plant, this may be to a friend's or relative's house more than 10 miles from the Perry Power Plant. You may want to stay at a [care center](#). The care centers will have food, water, medical and social services. They will help you locate family members. They will have a list of people staying there.

Where Will Care Centers Be?

Care centers are shown on this [map](#). [Care centers](#) are listed [here](#).

How Do I Get There?

Drive your own car. Take only one car per family. If you have room, you may offer a

ride to someone without a car. Use the most direct [evacuation route](#).

What If I Don't Have A Ride?

If you do not have a car, get a ride from a neighbor or friend who has room. If this is not possible, proceed to a [pick-up point](#). The county will provide rides for those who need them.

What Would Cause An Emergency At The Perry Power Plant?

An unusual series of equipment failures or other events could cause an emergency. If radiation might leak from the plant, steps would be taken to protect the public. But your county's and State's preparedness plans are designed to cover any kind of emergency, man-made or natural.

How Wide An Area Would Be Affected?

A severe emergency could affect an area several miles from the Perry Power Plant. This could happen if radiation was released and spread by the wind. If the wind is calm, only people closer to the plant might need to take action.

The area within about 10 miles from the Perry Power Plant is called the Emergency Planning Zone. Your county and State emergency management agencies and department of emergency services have plans to protect people in this zone, but they can be expanded to include an area considerably beyond 10 miles. These plans will be used if there is an emergency. Key parts of the plans are described within this site.

Who Decides What The Public Should Do In An Emergency?

Your county officials decide what you should do. They will be advised by the groups listed in the [Introduction](#) section. Boaters on Lake Erie will be warned by Federal and State agencies.

Public Information Hotlines



A public information hotline will be **open during an emergency**. It will have current information. To use it, call one of these numbers.

Ashtabula County	(440) 576-3419
Geauga County	(440) 285-2210
Lake County	(440) 918-5469
	(440) 918-5470
Perry Plant	1-800-686-2121

The State of Ohio Public Information Hotline number will be announced at the time of an emergency.

To Learn More, Or If Your Special Needs Change, Call:

Ashtabula County
Emergency Management Agency(440) 576-9148

Sheriff's Department(440) 576-0055

Geauga County

Department of Emergency Services(440) 285-9200

Sheriff's Office.....(440) 286-1234

Lake County

Emergency Management Agency(440) 350-5499

Sheriff's Department(440) 918-5391

Ohio Relay Service (TTY/Voice)1-800-750-0750

Care Centers

The following places become care centers in the event of an evacuation. Other centers will be opened if required. Their locations will be announced on local radio and TV stations.

1






North High School
34041 Stevens Blvd.
Eastlake, Ohio

2

South High School
5000 Shankland Road
Willoughby, Ohio

LAKE ERIE COLLEGE

PAINESVILLE, OHIO

-  Campus Walkway
-  Campus Road
-  Parking Area
-  Residence Hall
-  Road

