

During a campus crisis or other emergency that may involve the media contacting the switchboard or other campus employees, you must know what is expected and what you should do.

During a CAMPUS EMERGENCY you should:

If you are inside:

1. Notify 911 (98-911) and campus security x300.
2. Evacuate your building if the incident has occurred there.
3. Assist security officers, fire wardens, administrators and students with evacuation to an off campus location or to another unaffected building.
4. Assist in isolating the incident and lockdown of the facility. Help prevent any further entry into the building by anyone other than police, SWAT, EMT or fire fighters, or security personnel.

If you are outside or off campus:

1. Stay outside or, even better, avoid the campus.
2. Avoid calling the campus for information regarding the incident. Listen to local radio and TV for updates on the incident.

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

DO NOT PROVIDE ANY INFORMATION. SIMPLY SAY:

"I'm sorry. I don't have any further information at this time. Please contact the Campus Hotline at ___ ___ - ___ ___ - ___ ___ ___ for updated information. Please be patient, many people are calling and it may be busy or not answered until the situation is resolved. Local police officials are now in charge of the situation. You may contact them at ___ ___ - ___ ___ - ___ ___ ___ or try our web site at: www.cotc.tec.oh.us.

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

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