SUSPICIOUS PERSON PROCEDURES

If you encounter a suspicious person on campus:

1. If the person seems approachable, ask "May I help you?" or say "Let me show you to the Office"; if the answer is vague or odd, don't argue; rather respond politely and leave the area; notify Security immediately.
2. If the person seems unapproachable, appears threatening, or is uncommunicative, immediately contact one of the campus offices that can trigger a lockdown

Campus Security Station	**614 778-0604**
Student Health Services	**614 598-1429**
Security Director	**614 995-5186**
School Office	**614 260-7723**
Student Life Office	**614 432-4418**

   a.) Provide a description of the person and his/her clothes;
   b.) Location of person and other details of incident.
3. The notified office (above) will ***lockdown*** the campus, call 9-1-1, use message net to inform staff, and contact a Supervisor.
4. If the suspicious person approaches you, be polite and listen and try to engage another co-worker to contact a supervisor.
5. If it is safe to do so, observe the suspicious person from a distance.

SUSPICIOUS PERSON

HOSTAGE SITUATION PROCEDURES

During a hostage situation on campus, all areas of campus will be placed in *lockdown* mode until the crisis is over. Be patient.

If you find yourself and/or your students in a hostage situation:

1. Try to stay calm and do what the hostage taker says.
2. Don't initiate conversation; speak/sign only when spoken to; don't argue.
3. Be observant and patient.
4. Keep students quiet; minimize communications with students.
5. Be prepared to talk on the phone; the police will try to negotiate with the hostage taker.
6. If the police assault team arrives, drop to the floor and take cover under furniture.

HOSTAGE SITUATION

MEDICAL EMERGENCY PROCEDURES

1. Call SHS (614 598-1429) and provide the following information:
   a.) Location of injured or ill person;
   b.) Name of injured or ill person;
   c.) Any details about the accident or illness.
2. Do not try to move the person.
3. Try to make the person more comfortable.
4. Stay with the injured or ill person:
   a.) SHS will respond and call 9-1-1 if necessary;
   b.) SHS will notify campus security personnel to escort EMS to the location.

Administration will contact an injured or ill employee's family.
SHS will contact an injured or ill student's family.

MEDICAL EMERGENCY

CAMPUS LOCKDOWN PROCEDURES

If an employee notices a threatening situation (suspicious stranger, hostage situation, workplace violence, etc.), the employee should report the situation to one of the following individuals who can lock buildings, notify other employees of a *lockdown* situation, and will call 9-1-1 to advise them of the situation. Numbers have voice and (SMS) text capacities:

1. **Security Station at 614 778-0604**
2. **SHS Nurse at 614 598-1429**
3. **Security Director at 614 806-2695**
4. **School Office at 614 260-7723**
5. **Student Life Office at 614 432-4418**

A *lockdown* situation will be communicated through message boards, PC alerts, and message net. Procedures include:

1. Pull nearby students and staff inside the building and into a locked room.
2. Lock inside (classroom) doors.
3. Close windows and shades; turn off lights.
4. Get on the floor under the windows.
5. Stay quiet and be prepared to be patient perhaps for a long time.
   a.) Notify SHS if a serious medical condition occurs during lockdown.
6. Wait for further instructions from personal communication devices, PC alerts, or message boards; stay put.

CAMPUS LOCKDOWN