

CEDARVILLE UNIVERSITY

SECURITY CRISIS RESPONSE PLAN

PURPOSE AND SCOPE:

The purpose of this document is to describe the university's "SECURITY CRISIS RESPONSE PLAN" as it pertains to potential or actual threats within the campus community. Such acts or threats are viewed as disruptive and contrary to the development and maintenance of a safe, productive, and supportive environment.

REPORTING GUIDELINES:

Cedarville University will take seriously potential and/or actual threats that may originate from within or external to the campus. It is possible for such threats to involve faculty, staff, students, visitors, or other persons, which may constitute the need to implement a "security crisis response." This may include, but is not limited to the following:

Definitions:

1. **Potential threats** - of violence, hostility, or aggression toward person(s) or property on campus, or in areas near campus.

Examples: malicious, threatening phone calls or computer messages, person(s) demonstrating verbally aggressive or escalating hostility, suicide threats, threats indicating possible hate crimes based on gender, race, or religion, threats involving the use of physical force or the use of a dangerous weapon, threats to commit a terrorist act, bomb threats (see separate procedure); or any similar type of threat that may require immediate investigation or intervention.

2. **Incidences of felony violent criminal behavior** - committed on campus or in areas near campus.

Examples: assault, robbery, sexual offenses such as forcible rape, arson, homicide, suicide or attempted suicide, terrorist act, discharge, or use of a dangerous weapon (***includes an active shooter situation***), observable bomb or incendiary device; or any physically disruptive, violent, or aggressive behavior of any person(s) or group.

INCIDENT NOTIFICATION:

1. Campus Security will typically receive notification of an incident from a faculty/staff member, visitor, and student, through the on-duty Campus Security cellphone (937-239-6491) from the local police or 911 dispatcher.
2. The officer receiving the call will ensure that all information is obtained regarding the location, person(s) involved, and as much as possible, a complete description of the situation.
3. In addition, the officer receiving the incident notification will contact the Director of Campus Security, or, in his/her absence, a designated Campus Security Supervisor and provide an appraisal of the situation.

RESPONSE PROCEDURES:

In the event of Potential Threats

The Campus Security Director, or designee, in his/or her absence, will respond to the call and assess the situation. A determination will be made based on the information available and the seriousness of the threat, whether to contact other university personnel and the local authorities such as the Police, Fire, and/or Emergency Medical Services. If no further contacts are necessary, it will be the responsibility of this position to adjudicate the situation.

If further notifications and involvement are necessary, the following personnel should be contacted:

1. **Incidents involving students** - contact Residence Life Deans
2. **Incidents involving faculty/staff** - contact Associate Vice President of Human Resources.
3. **If media involvement is anticipated** - contact the Executive Director of Public Relations.
4. **If the situation involves the potential for significant injury or presents a campus-wide health concern**, contact the Director of Medical Services, Director of Safety, and/or Director of Campus Security .
5. **Police, Fire, and/or EMS** can be contacted by calling the Xenia Dispatch Center by dialing 911 or by using the non-emergency number 937-376-5111.
6. **President** - should receive a full appraisal of the situation.

In the event of Actual Incidents -

1. The President acts as the ultimate internal authority on campus.
2. The same notifications used for managing potential threats will be conducted by the officer receiving the initial report and the Director of Campus Security or designee. **A detailed procedural step for the initial Campus Security responders is attached to this plan as an addendum.**
3. In extremely critical situations involving an actual incident that has already occurred or is in progress, it may be necessary to establish the **Incident Command System of Emergency Management as outlined in the Basic Plan for Emergency Preparedness & Response**. This type of situation would be considered a Level II emergency. Several pre-determined locations for setting up a command center in a safe area have been established as indicated:

Primary location: The President's Library in the SSC

Secondary location: Tyler 134, Advancement Conference Room

Location in the event of power or telephone failure:
Davis House (Campus Security Office)

The purpose of the **Incident Command Center** is to:

- Serve as a centralized communications and information center.
- Provide directives and obtain information from the incident responders at the scene.
- Contact additional support services, as necessary.
- Provide for the management of media relations.

The key administrative personnel, as previously indicated, should assemble in the primary location unless it becomes necessary to use one of the alternate sites. The President or the Incident Commander would typically make this decision.

3. Under the leadership of the President, the Director of Campus Security or designate will assume incident command for the university. In situations involving police or fire-related matters, the Police or Fire Chief (if it involves a fire, hazardous material, or mass casualty medical emergency) would assume overall command of the incident.
4. Depending on the duration and magnitude of the event, additional Campus Security, Law Enforcement, Fire Department, and/or EMS personnel responding to the campus may establish a **staging area in a safe zone** outside the immediate threat zone. For a list of pre-established locations, refer to the Basic Plan for Emergency Preparedness & Response, under the section entitled Campus Staging Areas. Due to varying circumstances, the Incident Commander and Tactical Response Leader may modify these locations.

From this location(s), designated tactical response personnel will proceed as directed by the field response leader (who may serve as a **Safety Officer**), as the scene may be threatening to life and health. This location can also be used to maintain resources and supplies. It is important that communications be maintained with the incident command center during this process.

5. All emergency responders, as described in item # 4 above, will provide intervention as the situation necessitates, using reasonable safety precautions to protect themselves against injury. The **Safety Officer** may determine that it is unsafe for medical responders to proceed.

Overall response procedures would typically include:

- Rendering assistance to the victim(s); *

- Securing area - control crowd if present.
- Evacuating persons from building(s) or immediate area of the incident, depending on the situation.
- Protecting evidence.
- To the extent possible, ensuring that no witnesses are released until all information regarding the incident is obtained.
- The rapid and immediate physical intervention or restraint of any perpetrator(s). This may be handled jointly by security and law enforcement officials as the situation demands.

*** Note:** *In situations where extreme violence or the threat of extreme violence is prevalent, involving the use of dangerous weapons such as firearms, knives, or other lethal or potentially lethal weapons or devices; medical response personnel will defer direct intervention and rescue until security and law enforcement officials can neutralize the situation.*

INCIDENT SPECIFIC PROCEDURES:

1. **Communicating the Emergency to the Campus Community** - all faculty/staff and students will be notified of the emergency via the University MASS NOTIFICATION ALERT SYSTEM. University personnel should inform guests and visitors as to what procedures to follow. The MASS NOTIFICATION ALERT SYSTEM will notify the campus community when there is a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of the campus community, such as a tornado warning, active shooter, gas leak, bomb threat, etc. The Director of Campus Security or designee initiates this system. The Executive Director of Public Relations also serves as a support person who can initiate notifications on campus.
2. **Evacuation** – all persons that are located in a building or section of a building where an active shooter is present should immediately evacuate the facility, away from the danger, if it is safe to do so. Under the Run, Hide, Fight procedures, running or evacuating the building is the best option if it is safe to do so; however, seeking shelter in a locked room with the lights out is the next best option.

Once the police arrive on the scene and begin the evacuation process, it will be important for the evacuees to place their hands above their heads and move toward law enforcement and or security officials in such a way as to convey a non-threatening posture. Quick or sudden hand gestures should be avoided. (You may see further details in this document on procedures under # 4, entitled “**Types of Lock-down**” and # 4-c, **Police Procedures**”).

3. **Campus Lockdown Procedures** – occupants who are not located in a building or location where the threat is occurring need to go into lockdown rather than evacuating into the path of the threat. This method will help get people out of harm’s way and prevent or restrict the perpetrator(s) from gaining access to everyone if the room can be barricaded or locked in a secure manner.

If a situation elevates to the point that it is necessary to conduct a lockdown, the following procedures should be implemented. Criteria for determining a lockdown:

a. What is the nature of the threat?

- i. Has a credible threat been received indicating that someone is going to bring a firearm or other dangerous weapon or device to campus to harm someone?
- ii. Has someone already been seen in a building or on campus grounds with an alleged dangerous weapon, device, etc.? Have shots already been fired (active shooter situation)?

The University has adopted the **RUN, HIDE or FIGHT** strategy for dealing with an Active Shooter situation, as outlined by the Department of Homeland Security.
For more details on this system, see Addendum II.

b.

Determination to initiate a lockdown – The official determination for a lockdown will come from the Incident Commander or designee and will include the authorities as outlined in this response plan.

4. Types of Lockdowns

a. Campus-wide lockdown

- i. Depending on the dynamics of the situation, Campus Security, the Police, or other Emergency Response personnel may block off all entrances to the campus and set up monitoring of anyone coming or attempting to leave the campus.
- ii. Campus Security will initiate the notification system in accordance with procedures outlined under Chart #2, page 6 of the Basic Plan for Emergency Preparedness & Response. As previously stated, the notification will be made to all members of the campus community by using the **Campus-wide Mass Notification Alert System**, informing them of the lockdown and what procedures to follow.
- iii. The university's switchboard may not be answered during an active, on-going crisis. (Level II emergencies only, if the action is deemed necessary by the Crisis Communication Team. The university's switchboard (937-766-2211) and all toll-free numbers would immediately be forwarded to the crisis communication line (937-766-4466) where all incoming callers would hear a pre-recorded message directing them to emergency.cedarville.edu for additional information.
- iv. Once notification is received on the Campus-wide Mass Notification Alert System, all faculty/staff and students will begin to go into lockdown within their respective buildings and departments.

Residence Halls - are secured on a 24/7 basis. Residents should lock-down themselves in their dorm rooms unless the threat is occurring at their specific location. In this event, it may be appropriate to evacuate the facility immediately and attempt to get out of harm's way. Resident Life Directors will be notified of the alert and should take responsibility to maintain the security and safety of their resident hall facilities.

- v. Going into lockdown means that all occupants within our campus buildings should go inside interior rooms and close, lock (if possible) and barricade the doors, covering all windows by

pulling shades, turning off the lights and silencing their cell phones. All persons should remain as invisible as possible within the interior rooms.

- vi. Once in lockdown, caution should be taken regarding opening access to any additional persons as it may be a ploy by a perpetrator to gain access.
- vii. All persons should remain out of the hallways and public areas until an “all-clear” order is issued by the authorities. Once this is received, this message will be communicated over the Mass Notification System to the campus community.

b. Partial lockdown

- i. As determined by the Incident Commander and Law Enforcement Authorities, a partial lockdown may be established by following items (i) & (ii) above and screening those people coming and going from the campus. This may be used in less serious situations where a person of interest may be believed to be attempting to come on campus (that has not made a direct threat), but police and security need to check them out for questioning. An example of this could involve a domestic situation where child custody is in question, or a suspicious person is observed on campus that could pose a threat.

c. Police Procedures

- i. The Police and Campus Security will enter any building(s) where a suspect is believed to be hiding or engaged in an act of violence, such as an active shooter, and attempt to neutralize the situation. Emergency Medical personnel will be allowed entry only as it is determined to be safe to do so and authorized by the police.
- ii. In situations where an active shooter may be inside a particular building or location, Campus Security and Law Enforcement officials will have one objective, which is to eliminate the threat posed by the shooter. After the threat has been eliminated, Campus Security and Law Enforcement will then aid the injured and begin an evacuation of the building.
- iii. When exiting the building, all persons should be instructed to keep their hands above their heads and listen to instructions that may be given by law enforcement personnel. If an officer points a firearm at an individual, they should make no movement that may cause the officer to mistake their actions for a threat. Compliance with all instructions is imperative.

d. Off-campus Incidents

- i. Incidents that occur outside of the university campus property but in close proximity to the campus may also result in a decision to initiate a campus-wide or partial lockdown.
- ii. These situations may involve reports of an active shooter at the local school, nearby stores, or other locations where a perpetrator(s) may leave those facilities and attempt to come on university property.

DEALING WITH DISRUPTIVE PERSONS ON CAMPUS:

1. Definitions -for purposes of these guidelines, the following definition should be noted:

Disruptive behavior is defined as any behavior that results in inappropriate verbal outbursts that may involve the use of profanity or pejorative language, intoxication, verbal abuse (e.g., taunting, badgering, intimidation), harassment (e.g., use of fighting words, stalking), threats to harm oneself or others, physical violence (e.g., shoving, grabbing, pushing, etc.). These may occur in a wide variety of different settings, such as classrooms, hallways, offices, public assemblies such as in chapel, or during an athletic event, or outside on the campus grounds.

2. Responding to Disruptive Behavior - the professor, chapel speaker, etc. should:

- a. Remain calm and request compliance from the individual in concrete terms (e.g., please lower your voice or ask please have a seat). Maintain a safe distance. Do not turn your back to the person.
- b. Depending on the seriousness of the behavior, if the person refuses to comply, ask them to leave the premises. Advise them that the police and/or Campus Security have been contacted. Assign someone to make this contact as quickly as possible! Continue to attempt negotiation with the individual.
- c. If a threat of harm is present, immediately dismiss everyone in the room or area and go to a safe location away from the individual to await the arrival of Campus Security and/or the police.
- d. Unless you are under physical attack, do not touch the person or the person's belongings. Initiating physical touch may be interpreted by an agitated person as an assault.
- e. Once Campus Security and/or the police arrive, the person will be removed from the area in accordance with proper legal and safety procedures and requirements.

3. Hostage situations¹ - in the event of a hostage situation, the following guidelines should be used.

- a. Remain calm and be patient - avoid drastic action. Whether or not the captor(s) truly wishes to harm the persons they are holding is unknown. A direct confrontation could result in the perpetrator committing additional criminal offenses.
- b. The initial 45 minutes are the most dangerous - the captor is likely emotionally unbalanced. Attempt to establish rapport and do not talk down to the individual. Avoid appearing hostile and argumentative - maintain eye contact, but do not stare. If medications, first aid or restroom privileges are needed by anyone, then respectfully request these services.
- c. Be compliant - treat the captor like royalty. Comply with instructions the best you can but expect the unexpected. Displaying a certain amount of fear can potentially work to your advantage.

¹ Adapted from the Wittenberg University Emergency Response Procedures: Harassing and Threatening Persons, Post Office box 720 Springfield, Ohio 45501.

- d. 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 when questioned.

INCIDENT RESOLUTION:

1. Campus Security personnel responding to the incident will ensure that all events and information pertaining to the situation are carefully documented and photographed, as necessary.
2. After the response team has addressed the initial situation or crisis, they will confer with members at the Incident Command Center regarding any additional actions that should be taken.
3. Regarding incidents involving students, the Vice President of Student Life, the Dean of Students and Counseling Department will determine if counseling services are needed for victims or other persons who may have been traumatized by the situation. These individuals will also determine the appropriate methods and procedures to contact parents or other appropriate family members.
4. The President and Cabinet will be apprised of the outcome of the situation and any further actions that may still need to be taken.
5. Media relations will prepare a statement providing an overview of the situation, the actions taken, and any further concerns or information that the campus community should be aware of.
6. Since the scene of the incident may now be considered a crime scene, the building or incident location will be closed and secured until authorities determine it can be re-opened.

The President's Cabinet will need to determine whether to return the location to its normal operations immediately or keep it closed for a longer period. In some situations, this may require relocating certain functions such as food services, chapel, etc. to other locations on or off the campus.

7. Consideration must also be given to members of the campus and local community that may begin developing a "shrine" near the incident scene displaying wreaths, flowers, posters, and other items to remember and honor the victim(s). Safety issues need to be considered relative to the location, and issues such as the use of candles and other items could become a problem with accessibility and life safety code issues.

Submitted: Department of Campus Security
Housed in Key Documents, Office of VP for Business

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Addendum #1 - Campus Security Officer Active Shooter – basic guidelines for response:

1. Once an active shooter situation is reported, the receiving Campus Security Officer will contact the Xenia Dispatcher (by calling 911) immediately and notify the other officer(s) on duty. **The officer will request full Law Enforcement Response for an “active shooter situation;”** providing all details that are known at that time.

Note: *It is important that the dispatcher be contacted directly so the call is registered and communicated from this central location. Failure to do this could delay a full intra-agency response.*

The Cedarville Township Fire Department will also respond and establish a command center in a location that will be determined based on the safety and the circumstances of the incident.

2. The on-duty CS officer(s) are to notify the Director of Campus Security and the Security Supervisor (Captain) immediately. The CS Director will make the initial notification to campus on the “**Campus-**

wide Mass Notification Alert System,” calling for a campus lock-down or evacuation. The Director of CS may also request that the Director of Campus Safety and Risk Management perform this task in addition to sending out continued messages.

The Critical Incident Crisis Response Team (CIRT) will make their way to the designated command center as outlined in the “Basic Emergency Response Plan” or alternate locations if safe to do so.

Note: The emergency contact list that is included along with the “Basic Emergency Response Plan” and “Crisis Communications Plan” will be used to contact administrative personnel and should be available at the command center.

3. During regular business hours, members of the Physical Plant should take shelter as necessary and await instructions from the incident commander. They may be used to help block off campus roadways and entrances along with Campus Security and Law enforcement if it is determined to be safe to do so. Off-duty Physical Plant staff should not attempt to come to campus unless specifically contacted to do so by their supervisors as directed by those in charge of the incident.

4. **Campus Security Officer Response -**

- a. On-duty officers will respond toward the threat zone, if unarmed, he/she should maintain a safe distance as far as it can be determined in a situation of this nature, until the first responder(s) from the police or armed security arrive to the scene. The purpose of the unarmed officer will be to provide support and serve as the “Intel and Liaison” officer, communicating information to additional responders as they arrive.

This information may include items such as:

- Details on the building lay-out,
 - Potential location of the perpetrator(s) and weapons being used,
 - Number of armed responders, if any, who may already be inside the building (police and/or security officers),
 - Estimated number of casualties
- b. When responding to the scene, full lights and sirens should be utilized, making as much noise as possible. The evaluations of past shooting events in the U.S. have revealed that the perpetrator(s) often turn their guns on themselves when they know that police are on the scene.
 - c. Armed security and/or the first responding police officers will make the determination to enter the threat zone to stop the perpetrator(s). This should be done as immediately and rapidly as possible to neutralize the threat in accordance with **Ohio’s solo officer’s response recommendations** for active shootings.

A set of master keys can be issued to the Police if time allows, enabling them to unlock doors as necessary as they move about the facilities.

- 5 Off-duty security officers who are arriving to campus should report to the Command Center to await instructions. One of the assignments they will be given are to help block off the major entrances to the campus and set up monitoring of anyone coming and leaving the property. Additional support can be obtained from members of incoming police agencies or Physical Plant personnel.
6. Any incoming media will be directed to designated locations as outlined in the "Basic Emergency Response Plan" or "Crisis Communications Plan" to meet with our PR staff.
7. Due to the dynamic and rapidly evolving nature of active shooter situations, updated information will be disseminated to the campus via use of the Mass Notification System.
8. The campus will remain in lock-down status until the authorities and university administration make a determination that the campus is safe to reopen.

Addendum # 2: RUN (Evacuate), HIDE (Hide out), OR FIGHT (Take Action)

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible	2. HIDE OUT • Hide in an area out of the active shooter's view. • Block entry to your hiding place and lock the doors	3. TAKE ACTION • As a last resort and only when your life is in imminent danger. • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the active shooter
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**CALL 911 WHEN IT IS
SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

• Remain calm, and follow officers' instructions • Immediately raise hands and spread fingers • Keep hands visible at all times • Avoid making quick movements toward officers such as attempting to hold on to them for safety	• Avoid pointing, screaming and/or yelling • Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
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2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

• Location of the active shooter • Number of shooters, if more than one • Physical description of shooter/s	• Number and type of weapons held by the shooter/s • Number of potential victims at the location
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RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes







Contact your building management or human resources department for more information and training on active shooter response in your workplace.