# COLUMBUS STATE
## COMMUNITY COLLEGE

# College Emergency Action Plan

# Columbus Campus, Delaware Campus, and Regional Learning Centers

Building Name:
Address:

Drafted: 09/10/2014
Revised and Updated: 08/20/2023.

# Introduction

The Police Department adopted the College Emergency Action Plan (EAP) to assist with emergency responses.

This plan is required by the following:

- Columbus State Community College
- The Ohio Fire Code – 1301: 7-7-04 (D) Section 404 Fire Safety & Evacuation Plans
- The Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38
- The Ohio Revised Code, Chapter 4167 Public Employees Risk Reduction Act

This plan includes all personnel within the building and should be used by all departments that occupy College facilities.  This plan is managed and coordinated by the Police Department, and can be customized to meet the specific needs, operations, and locations of each department within the building.

The EAP aligns with the Columbus State Community College Emergency Operations Plan (EOP), which outlines campus operational guidelines during a large scale or campus-wide emergency.  This should also be used in conjunction with department-specific business continuity plans that outline departmental operations during an emergency.

The evacuation of College facilities presents several unique challenges because some facilities may house a department or College office, whereas other facilities may contain business space for several departments.  In addition, these spaces may contain a wide range of uses including administrative or academic office space, classrooms, lecture halls, conference rooms, or laboratory.

Evacuations can also be challenging because the populations within the buildings are fluid and constantly changing, which makes it difficult to know who is in each building.  As a result of this, timely and responsible evacuations will be led by a few key individuals within each building.

This plan is designed to provide important information that will assist in the safe evacuation of campus facilities.  A considerable effort has gone into trying to make this plan concise, clear, easy to use, and easy to implement.  If further assistance is needed, please contact the Emergency Management Coordinator at 614-287-2077. Or jsmit109@cscc.edu

# Table of Contents

# College Emergency Action Plan (EAP)

**Chapter 1        COORDINATION**

**1.1        PURPOSE**
This plan establishes procedures and duties, promotes planning, and provides training information for building emergencies.

**1.2        SCOPE**
This plan applies to all Faculty, Staff, Administrators, Students, and Guests.

**1.3        COORDINATION WITH OTHER EMERGENCY PLANS**
The EAP is a key component in departmental and building safety planning.  However, it is not intended to replace the College Emergency Operations Plan, Business Continuity Plan, or other emergency planning required by College policy, or regulatory agencies. Therefore, the EAP has been coordinated with these other documents.

**1.4        COLUMBUS STATE EMERGENCY OPERATIONS PLAN**
The Columbus State Emergency Operations Plan (EOP) outlines procedures and duties for a coordinated response during an emergency on campus. The Police Department manages the EOP.

**1.5        COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS**
The EAP reflects the College's emergency response procedures, programs, and satisfies an element of the Departmental Health and Safety Plan required by OSHA 29 CFR (1910.38).  This is used in addition to other department specific plans but don't replace these plans.

**1.6        COORDINATION WITH DEPARTMENTAL BUSINESS AND CONTINUITY PLANS.**
Business Continuity Plans outline procedures to be followed in the case of catastrophic emergencies affecting the normal operations at Columbus State Community College.  This EAP is not a replacement for departmental Business Continuity Planning.  However, it should be included as an attachment to Business Continuity Plans and should be reviewed and updated along with Business Continuity Plans.

**Chapter 2      EMERGENCY SUPPORT FUNCTIONS (ESF) RESOURCES & CONTACTS**

**EMERGENCY SUPPORT FUNCTIONS (ESF)**
The National Response Plan (NRP) is part of the National Incident Management System (NIMS) and establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents.  The plan incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, health and safety, emergency medical services, and the private sector.  These are then integrated into a unified command structure.

A building emergency, as defined in this plan, may cause the activation of the College Emergency Operations Center (EOC).  Activation of the EOC will be decided and announced by the College Police Department.  This requires support from departments as identified in the Emergency Support Functions and is considered part of the National Incident Management System.  Specific roles and responsibilities for each support function is provided in the Columbus State Emergency Operations Plan.

**2.1      TRANSPORTATION & TRAFFIC MANAGEMENT**
**ESF 1 - Transportation**
ESF 1: During a campus emergency, transportation & traffic management will be coordinated by the College Police Department with support from Facilities Management. These departments are responsible for providing vehicles and personnel to fulfill transportation and traffic related assignments to the College during an emergency.  These assignments may involve (2) two operations.  The first operation is to provide evacuation transportation. The second operation is to provide transportation support to move personnel and materials needed during the emergency response and recovery operations.

**2.2      INFORMATION TECHNOLOGY**
**ESF 2 - Communications**
ESF 2: During a campus emergency the Information Technology Division will establish a system large enough to handle the increased volume of phone calls coming into campus. IT will coordinate temporary phone, fax, email, computer, and mobile phone services to support emergency operations and recovery.

**2.3      TELEPHONE**

During an emergency, the campus telephone system will be used unless it is affected by a system or power failure and does not work.  If this occurs, messengers may be assigned to key College personnel.

**2.4      MOBILE TELEPHONES**

Mobile telephones may not work during an emergency.  It should be noted, when dialing 9-1-1 from a mobile telephone the call will go to the local Police Department and then be routed back to the Columbus State Police Department. All emergency calls from the Regional Learning Centers will be sent to the emergency responders within the jurisdiction.

**2.5      EMERGENCY DEPARTMENTAL CONTACT INFORMATION**

Each department will develop a list of names and phone numbers for employees that are responsible for taking roll call during an emergency.

**2.6      EMERGENCY NOTIFICATION SYSTEM**

The Emergency Notification system is a text/email/phone alert system designed to inform faculty, students, and staff of emergencies. This is administered and monitored by the Police Department, and for more

information about the emergency notification system visit www.cscc.edu/rave. All employees are encouraged to register on the RAVE system.

**2.7     FACILITIES MANAGEMENT**
**ESF 3 – Facilities Management**
ESF 3: Facilities Management is responsible for the coordination of debris removal, facilitating emergency access into impacted areas, implementing temporary measures for safety and property protection, assisting in the stabilization or demolition of damaged structures, restoration of roadways, and restoration or repair of the College infrastructure during emergencies. Facilities Management can be reached by calling (614) 287-2424.

**2.8     FIRE DEPARTMENT**
**ESF 4 – Fire Services**
ESF 4: Fire Department services for Columbus State's campuses and Regional Learning Centers will be provided from fire and medical services located within each jurisdiction. To contact Emergency Response Services, call 911.

**2.9     POLICE DEPARTMENT**
**ESF 5 – Police Department**
ESF 5:  The Columbus State Police Department is located in Delaware Hall, Room 047. The Police Department is responsible for law enforcement, parking enforcement, crime prevention, and coordination of emergency management operations during a College emergency.  Operations during an emergency will be directed and coordinated by the Police Department's Incident Commander as outlined in the Incident Command structure (ICS).

In addition, The Police Department will manage the College Emergency Operations Center (EOC), and provide coordination and support to field operations. The Police Department can be reached by calling (614) 287-2525.

**Chapter 3        EXPECTATION FOR DEPARTMENTS & EMPLOYEES**

**3.1      FACULTY & STAFF**
All faculty and staff should follow the College Emergency Action Plan and participate in all scheduled training.  In addition, they should inform students, visitors, and contractors how to use the plan during an emergency.

During fire alarms all personnel should evacuate the building and report to the designated assembly area.

**3.2      STAFF POSITIONS**
College emergency representatives and alternates are appointed by department supervisors. If you are interested in one of these positions, please contact your department supervisor.  A list of all staff serving in these positions are included in (Appendix A) of the College Emergency Action Plan.

**3.3      COLLEGE EMERGENCY REPRESENTATIVE RESPONSIBILITY AND CONTROL**
The college emergency representatives acts as a liaison to responding emergency services personnel during a building emergency.  If an emergency occurs when a representative or alternate is not available, the most senior employee will serve in this position.

A contact person appointed by the Department Chair in charge of each laboratory is responsible for each of these work areas. A list of these faculty members is included in Appendix C in the EAP.

During a campus-wide emergency, the college emergency representative or alternate will contact the Columbus State Emergency Operations Center (EOC) through the Police Department Communications Center at (614) 287-2525.

**3.4      COLLEGE EMERGENCY REPRESENTATIVE'S DUTIES:**

The College Emergency Representatives duties include the following:

- Assist in the preparation, annual review, and maintenance of the EAP.
- Distribute copies of the EAP to co-workers.
- Become familiar with the function, activities, and interactions of department staff during emergencies, as well as how these activities function with responding emergency personnel.
- Assist in recruiting alternates for all areas of the building and ensure they know their duties in case of an evacuation.  A current list of emergency representative alternates is maintained in Appendix A.
- Report the location(s) of persons with disabilities to emergency responders.
- Become familiar with primary and secondary building evacuation routes.
- Know where telephones and fire alarm pull stations are located.
- Know how to report a fire.
- Know where hazards are located and provide the information to emergency responders.
- Ensure the Columbus State Police Department is notified about all department emergencies. However, alarm malfunctions do not need to be reported to the Police Department.
- During a fire alarm, emergency representatives will report to the evacuation assembly point and act as a liaison to emergency responders, by doing the following:

1. Report unaccounted for or trapped individuals to emergency response personnel.
2. Provide building diagrams, emergency systems, evacuation processes, and special hazards to emergency personnel.

Assist emergency responders as needed when an "All Clear" is given by the fire or police department the emergency representatives will notify the building occupants they can reenter the building. SILENCING AN ALARM SYSTEM IS NOT AN "ALL CLEAR" SIGNAL.

**3.5     CLASSROOM INSTRUCTORS' RESPONSIBILITY**

The Columbus State Community College holds in high regard the health and safety of faculty, staff, students, and visitors. It is the policy of the College to provide a loss-control program that protects employees from occupational injuries and illnesses, protects College property from loss and damage, and protects the environment. In order to ensure this, instructors should:

- Provide students with general information relating to emergency procedures. This information should be shared during the first week of class and at the start of each semester. Highlight all posted information about classroom emergency procedures located on the walls and next to the doorway.
- Know how to report an emergency from the classroom.
- Ensure persons with disabilities have the information they need during an emergency. The instructor should be familiar with the plan and be able to direct people with disabilities to evacuation locations.
- Take charge of the classroom and follow emergency procedures during building alarms and emergencies.

Review the EAP and follow emergency procedures as outlined. The Instructor is an authoritative figure for students and can influence how they respond during an emergency. Instructors that provide calm, collected, and clear directions have a calming effect on students. For the instructor to exhibit this controlled presence he or she must be prepared and clearly understand their role during an emergency.

**EVACUATION ROUTES** – The best evacuation route is to the nearest stairway and out the exit.

**EMERGENCY ASSEMBLY POINTS** – When a class leaves an alarmed building or area, they should go to a pre-determined area so missing people can be documented and reported to emergency responders. This "safe area" is a designated emergency assembly point where students will not interfere with responding emergency services or place themselves at risk of injury during the emergency.

Accounting for all students can be very difficult, especially with large classes. However, an attempt must be made. For example, it might be possible for the instructor to wait until all the students have left the room, use the class roster, perform a head count, or ask students to confirm the person seated next to them is at the assembly point.

**EVACUATION FOR PERSONS WITH DISABILITIES** - If there is a person with a disability in the class, the instructor must know how to assist them. The following options are available to people with disabilities:
- Horizontal Evacuation to outside or another building.
- Stairway Evacuation
- Shelter in Place unless danger is imminent.

**Elevators cannot be used during an emergency evacuation.**

**HOW TO REPORT AN EMERGENCY** – Call 911 and call the Columbus State Police Department by dialing 614-287-2525 to report emergencies:
- Fire
- Medical
- Hazardous Material Spill
- Power Outage
- Active Shooter

**Chapter 4    EMERGENCY PROCEDURES**

**4.1  ACTIVE SHOOTER**

<u>**Important Points**</u>
- **If you are unable to call 911 text CSCCTIP then a space and a message to 67283 to alert the Police Department of an active shooter on campus.**

   How to respond when an active shooter threat is in your area.

   **Run**
   o  Have an escape route and plan in mind.
   o  Leave your belongings behind.
   o  Keep your hands visible.

   **Hide**
   o  Hide in an area that is out of the shooters view.
   o  Block entry to your hiding place and lock the doors.
   o  Barricade doors.

   **Fight**
   o  As a last resort and only when your life is in imminent danger.
   o  Attempt to incapacitate the shooter.
   o  Act with physical aggression and throw items at the shooter.

- The first hour of an incident will be chaotic.
- Police responding to an active shooter will stop the shooting before they help injured victims.

<u>**Supervisors**</u>
- If you can get away, take your staff/student roster, and go to your evacuation assembly point, if it is safe from the shooter.
- Take attendance and report anyone missing to the emergency responders.

**4.2 BOMB THREAT**

### Important Points
- If you receive a call or other notification of a bomb threat, dial 911 and the Police at 614-257-2525
- **When you receive a bomb threat, remain calm and ask:**

    o    Where is the bomb?
    o    Why has the bomb been planted?
    o    Who the caller is?
    o    Is the caller male or female?

- The Police Department will determine if a building evacuation is needed.
- If an evacuation is required, you will be directed where to wait while the building is being searched. Take your personal belongings, bags, keys, medications, etc.
- You should not touch any suspicious or unfamiliar objects.
- You should note the location and description of any suspicious, unusual, or out of place objects, and report your observations to emergency responders.
- Do not use any type of electronic device (i.e. cell phone, tablet, iPod, etc.) because this could cause bomb to detonate.
- Do not turn lights switches or electronics on or off.
- If you are evacuated from the building exit in a calm manner.
- Refer the media to Marketing and Communications at 614-287-2161.
- Do not evacuate a building unless it is initiated by the emergency responders.

### Staff
- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- Take your personal belongings including bags, keys, medications, etc.

### Supervisor
- Take your staff/student roster.
- Once at your evacuation assembly point, take attendance and report anyone missing to the emergency responders.
- Report any suspicious behaviors during an evacuation to the Police Department.

**4.3     CAMPUS CLOSING**

<u>**Important Points**</u>
- If the President closes campus it will likely be due to a critical incident or weather emergency.
- Follow your emergency response guidelines (ERG) for critical incidents.

<u>**Staff**</u>
- Secure all cash and credit information before leaving.
- Secure all confidential information before leaving.
- Take your personal belongings including bags, keys, medications, etc.
- Check with your supervisor about what you need to do if the campus is closed for more than one day.

<u>**Supervisors**</u>
- Prepare your staff for the closure, assign tasks that will enable everyone to leave by the time campus closes.
- Inform your staff how you will communicate with them if campus is closed for more than a day.

**4.4      EARTHQUAKE**

**Important Points**
- Earthquakes may be followed by additional earthquakes or tremors.
- Make sure buildings are safe to enter before attempting any rescues.
- Do not enter collapsed or partially collapsed buildings.
- Earthquakes may cause breaks in gas and water lines, creating additional hazards and outages.
- Earthquakes may cause electrical poles to break, leaving downed wires that cause power outages or electrical hazards.
- If you feel an earthquake, take immediate shelter in a doorway, under a strong desk, a strong table, or along an interior wall. The goal is to protect you from falling objects and locate you near the structural strong points of the room.
- When safe, leave the area and go to your evacuation assembly point (EAP).
- If you are outdoors, move to an open area where falling objects are unlikely to strike you. Move away from buildings, power lines, and trees.
- Avoid taking cover near windows, large mirrors, hanging objects, heavy furniture, or heavy appliances.
- **DO NOT USE THE ELEVATORS.**
- **Do not seek cover under laboratory tables or benches, chemicals could spill and harm people.**

**Staff**
- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- Take your personal belongings including bags, keys, medications, etc.

**Supervisors**
- Take your staff/student roster.
- Once at your evacuation assembly point start taking attendance and report anyone missing to emergency responders.

**4.5    ELEVATOR EMERGENCY**

**Important Points**
- Elevators are equipped with emergency phones that ring directly into the Police Department Communications Center.
- Elevator emergencies could involve several people, and some may have medical conditions that require quick rescue.
- Elevators are not equipped with emergency lighting.

**Staff**
- Notify the Police Department at 614-287-2525 and provide the following details:
    - o  Where is the elevator located?
    - o  How many riders are stranded?
    - o  Is anyone having a medical emergency or a panic attack? If so, dial 911.
- Notify your supervisor.

**Supervisors**
- Ensure the Staff items listed above are completed.

**4.6    FIRE**

**When alarm sound begins evacuate immediately –** Follow the evacuation plan as outlined in Appendix D.  Close doors behind you.

<u>**Important Points**</u>
- **DO NOT USE THE ELEVATORS.**
- Do not enter an area filled with smoke or fire.
- Take a staff/student roster to take attendance at the assembly point.

<u>**Remember - RACE**</u>
- **R**escue anyone in immediate danger of the fire.
- **A**ctivate the nearest fire alarm pull station and call 911.
- **C**onfine the fire by closing doors to the fire (do not lock).
- **E**vacuate to a pre-designated area.
- If you are trapped by smoke, shelter in place, stay low, call 911, cover your mouth with a wet cloth, stay near a window, open it but do not break it, put something in cracks around the door to reduce the amount of smoke entering the room.

<u>**Staff**</u>
- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- Take your personal belongings including bags, keys, medications, etc.

<u>**Supervisors**</u>
- Take your staff/student roster.
- Once at your evacuation assembly point, start taking attendance and report anyone missing to emergency responders.

**4.7     HAZARDOUS MATERIAL SPILL / LEAK**

**Important Points**
- Call 911.
- Any effort made to rescue people or protect property should be weighed against the possibility that you could become contaminated and become part of the problem.
- Anyone contaminated will be isolated and possibly decontaminated on scene.

**Shelter in Place**

When sheltering in place everyone should stay in the building until the emergency is resolved and the "all clear" is given by emergency responders.  Employees will take the following actions:

- Close all windows and doors.
- Turn individual heating/cooling systems (HVAC) off.
- Move to an interior room without doors and windows.
- Seal air vents and doors with coats, jackets, and sweaters.

**Inside a CSCC Building**
- Isolate the spill and go to the evacuation assembly point (EAP).
- Isolate everyone contaminated with the hazardous material until emergency responders arrive.

**Outside a CSCC Building**
- Isolate the spill, leave the area, and keep others from getting near the hazardous material until emergency responders arrive.
- Isolate everyone contaminated with the hazardous material until emergency responders arrive.
- If the spill is severe, the emergency responders may order you to shelter-in-place.

**Supervisor**
- Take your staff/student roster.
- Once at your evacuation assembly point take attendance and report anyone missing to emergency responders.

**4.8     MEDICAL EMERGENCY**

**Important Points**
- Call 911.
- Let them know what building and room you are in.
- If you are providing first aid, stay within your certified training when rendering aid.
- Tell the dispatcher the nature of the medical emergency.
- Is the victim breathing?
- Does the victim have a pulse?
- Has CPR been started?
- If there are multiple victims, how many are there?
- Provide a call back number.

**Staff**
- After calling 911, notify the Police Department at 614-287-2525. If calling from a campus phone, dial 2525.
- Notify your supervisor.
- If you are not trained to provide first aid or CPR, go to the front of the building and help guide emergency responders to the victim.

**Supervisors**
- If it is a workplace injury or an accidental injury, make sure the appropriate forms are completed and the Police Department is notified to create the required report.

    **These forms can be located at:**
    http://www.cscc.edu/HR/Health/Incident.pdf and http://www.cscc.edu/HR/Health/BWC.pdf

### 4.9 POWER OUTAGE

**Important Points**

- If there is sufficient natural lighting, classes may elect to remain in the building if there is no reason to suspect imminent danger.
- Buildings do not have back-up power to illuminate classroom and office spaces.
- Burglar alarms are on a battery back-up and will remain functional for approximately (4) four hours.
- Communicate the location of the emergency assembly point regularly and ask everyone to walk to the location at least once a year.
- Plan to be without power for at least 2-3 hours.
- If evacuation is necessary, take personal belongings because it may be a while until you can re-enter the building.

**Staff**

- Secure all cash and credit information before evacuating.
- Secure all confidential information (e.g., student records) before evacuating.
- Take your personal belongings including bags, keys, medications, etc.

**Supervisors**

- Call the Police Department at 614-287-2525 to report the outage, and when the power has been restored.
- If evacuation is not necessary, direct employees to stay together and wait for instructions.
- If evacuation was required, meet with employees to make sure everyone is out of the building and safe.

**4.10  SUSPICIOUS ITEM OR EXPLOSIVE DEVICE**

**Important Points**
- If you discover a suspicious item call the Police Department at 614-287-2525.
- Do not touch or smell the suspicious item.
- Do not move the suspicious item.
- Isolate and secure the immediate area around the suspicious item until the Police arrive on the scene.

**Staff**
- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- Take your personal belongings including bags, keys, medications etc.

**Supervisor**
- Take your staff/student roster.
- Once at your evacuation assembly point take attendance and report anyone missing to emergency responders.

**4.11    TORNADO WARNINGS**

<u>**Important Points**</u>
- Tornadoes along with lightning and hail can cause severe damage and may pose a threat to life, safety, and buildings.
- Tornadoes can develop so rapidly that advance warning is impossible.
- **Tornado Watch:** Tornadoes are possible in your area. Remain alert for approaching storms and know what counties are in the watch area by listening to a Weather Radio or your local radio/television channels.
- **Tornado Warning:** A tornado has been sighted or indicated by weather radar.
- Once you have been notified of a tornado warning, you should take cover in the lowest level of the building.
- If a basement is not available, you should move to the center of the building on the lowest floor away from outside walls and glass.
- Persons with disabilities will be provided assistance in getting to shelter and into a protected position.
- **DO NOT USE THE ELEVATORS.**

<u>**Staff**</u>
- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- You should not leave shelter until the "all clear" has been given by an emergency responder.

<u>**Supervisors**</u>
- Once it is safe, meet with your employees to make sure everyone is safe and explain how information will be communicated should they have to meet somewhere else to work.

**WHAT TO DO AFTER THE TORNADO TOUCHDOWN**
Keep your group together and wait for emergency responders to arrive.  Stay away from power lines and puddles with wires in them; they may still be carrying electricity! Watch your step to avoid broken glass, nails, and other sharp objects.  Stay out of any heavily damaged buildings; they could collapse at any time.  Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.  Remain calm, alert, and listen for instructions from emergency responders.

**Chapter 5     TRAINING & REVIEW**

**5.1     EMPLOYEE ORIENTATION**

New employees must be trained on the EAP as part of their new employee orientation.  All Columbus State personnel will receive revisions to this plan through e-mail.

Staff should be reminded of the plan as necessary and be encouraged to discuss it with staff, students, and visitors.

**5.2     REVIEW AND EXERCISE OF THE EAP**

On an annual basis, each department should practice the College Emergency Action Plan. These activities may include practical exercises.

Finally, this plan should be reviewed on an annual basis to ensure the college emergency representatives and alternates are current.

**5.3     TRAINING**

All employees should attend annual training on the College Emergency Action Plan (EAP). Training staff may be scheduled by calling the Police Department at 614-287-2525.

## Replace this text with Department Name

## Resource Individuals

**DEPARTMENT EMERGENCY REP.**
NAME:
PHONE:

**ALT DEPT.  EMERGENCY REP.**
NAME:
PHONE:

**1st FLOOR EMERGENCY REP.**
NAME:
ALTERNATE:

**2ND FLOOR EMERGENCY REP.**
NAME:
ALTERNATE:

**3RD FLOOR EMERGENCY REP.**
NAME:
ALTERNATE:

**4TH FLOOR EMERGENCY REP.**
NAME:
ALTERNATE:

**….. EMERGENCY REP.**
NAME:
ALTERNATE:

**….. EMERGENCY REP.**
NAME:
ALTERNATE:

**….. EMERGENCY REP.**
NAME:
ALTERNATE:

**….. EMERGENCY REP.**
NAME:
ALTERNATE:

**….. EMERGENCY REP.**
NAME:
ALTERNATE:

**….. EMERGENCY REP.**
NAME:
ALTERNATE:

# Bomb Threat (Explosive Device) Data Card

This card should be used when a bomb threat is received by telephone.
The Columbus State Community College Police Department will provide copies of bomb threat data cards upon request.

Columbus State Police Department

Explosive Device
Data Card

PLACE THIS CARD UNDER YOUR TELEPHONE

**QUESTIONS TO ASK**:

1. When is the explosive devise set to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of explosive device is it?

5. What will cause it to explode?

6. Did you place the explosive device?

7. Why?

8. What is your address?

9. What is your name?

**EXACT WORDING OF THE THREAT:**

Sex of Caller:_____ Race/Nationality:_____

Age:_____ Length of Call:_____

Number at which call was received:_____

Time:_____ Date:_____

**CALLER'S VOICE:**

| | | |
|---|---|---|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar, whom did it sound like?

**BACKGROUND SOUNDS:**

| | |
|---|---|
| _____ Street Noises | _____ Animal Sounds |
| _____ Voices | _____ Clear |
| _____ PA system | _____ Static |
| _____ Music | _____ Local |
| _____ House Sounds | _____ Long Distance |
| _____ Office Sounds | _____ Phone Booth |
| _____ Factory Sounds | _____ Other: |

**THREAT LANGUAGE:**

| | |
|---|---|
| _____ Well spoken | _____ Incoherent |
| _____ Foul | _____ Taped |
| _____ Irrational | _____ Read |

**REMARKS:**_____

**Immediately call 911 for Columbus Fire Department and the Police Dept. at 614-287-2525**

Give responding officers this completed card.
Date:_____ Name:_____
Position:_____ Phone #:_____

## Replace this text with Department Name

## Resource Individuals

**DEPARTMENT LABORATORY CONTACT**
NAME:
PHONE:

**ALT DEPT.  LABORATORY CONTACT**
NAME:
PHONE:

**1$^{st}$ FLOOR**
NAME:
ALTERNATE:

**2$^{ND}$**
NAME:
ALTERNATE:

**3$^{RD}$**
NAME:
ALTERNATE:

**4$^{TH}$**
NAME:
ALTERNATE:

**Appendix D**
**Evacuation Map**