

# THE OHIO STATE UNIVERSITY

## RAMSEYER HALL

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### Building Emergency Action Plan



**EHE Educational Studies  
EHE Teaching and Learning**

**Ramseyer Hall  
Building #: 090  
29 W. Woodruff Ave  
Columbus, Ohio 43210**

# Introduction

Environmental Health and Safety (EH&S) in collaboration with University Public Safety developed this Building Emergency Action Plan (BEAP) to assist with emergency responses. This plan is required by university policy (OSU Occupational Health & Safety Policy – 3.61); the Ohio Fire Code – 1301:7-7-04 (D) Section 404 Fire Safety & Evacuation Plans; and the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38 as required by the Ohio Revised Code, Chapter 4167 (Public Employees Risk Reduction Act). This plan is intended for use by departments that occupy university facilities and should be completed as a building plan that includes all departments and areas of the building. This plan is managed and coordinated through the Office of Public Safety, Emergency Management and Fire Prevention with the assistance of Environmental Health and Safety.

It is expected departments will customize the appendices and complete this plan to meet their specific needs, operations and locations. Additional appendices can be added to customize the plan for building or department specific needs.

The BEAP correlates with the larger Ohio State University Comprehensive Emergency Management Plan (CEMP) for campus operations during large scale or campus-wide emergencies and departmental specific business continuity plans for departmental operations during departmental or campus emergencies.

The evacuation of university facilities presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in university facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc.

A major challenge for the successful evacuation of university facilities is the population of the facility changes every hour. It is difficult to know at any given time the exact number of occupants in any university facility. Timely and responsible evacuation often becomes the responsibility of a few key individuals.

This plan is designed to address these concerns and as a resource to provide important information and assist in the safe evacuation of campus facilities. Considerable effort has gone into trying to make this plan concise, clear, easy to use and easy to implement. If further assistance is needed, contact Emergency Management and Fire Prevention (<http://ap.osu.edu/emergency/>) at 614-247-4276 or the Office of Environmental Health and Safety ([www.ehs.osu.edu](http://www.ehs.osu.edu)) at (614) 292-1284.

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# Building Emergency Action Plan (BEAP)

## Chapter 1 COORDINATION

### 1.1 PURPOSE

This plan establishes procedures and duties, promotes planning and provides training information for fires and other building emergencies.

### 1.2 SCOPE

This plan applies to all employees and/or building occupants.

### 1.3 COORDINATION WITH OTHER EMERGENCY PLANS

This BEAP document is a key component in departmental and/or building safety planning. However, it is not intended to replace the university Comprehensive Emergency Management Plan, Business Continuity Planning or other emergency planning required by university policy or regulatory agencies. This BEAP must be coordinated with these and other emergency/safety documents.

### 1.4 OSU COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The OSU Comprehensive Emergency Management Plan (CEMP) outlines procedures and duties for a coordinated response to emergencies occurring on Campus. The Department of Public Safety manages the CEMP.

### 1.5 COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

This BEAP reflects the University's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by OSHA 29 CFR 1910.38. It is to be used in addition to other department specific plans.

### 1.6 COORDINATION WITH DEPARTMENTAL BUSINESS CONTINUITY PLANS

Business Continuity Plans outline procedures to be followed in case of catastrophic incidents affecting normal operations at The Ohio State University. This BEAP is not a replacement for departmental Business Continuity Planning. It should be included as an attachment to Business Continuity Plans and reviewed/updated when Business Continuity Plans are reviewed/updated.

## Chapter 2 UNIVERSITY EMERGENCY RESOURCES & CONTACTS

### NIMS (National Incident Management System)

#### 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, responder and recovery worker health and safety, emergency medical services and the private sector – and integrates them into a unified structure.

A building emergency, as defined in this plan, may cause the activation of the University Emergency Operations Center (EOC). Activation of the EOC will be decided and announced by University Public Safety or University Administration and requires support from departments as identified in the following Emergency Support Functions (ESF), which are part of NIMS through the NRP. Specific roles and responsibilities for each ESF are provided in the OSU Comprehensive Emergency Management Plan (CEMP) managed and implemented by the Department of Public Safety – Emergency Preparedness and Fire Prevention. These departments have resources that may be useful during building emergencies.

#### 2.1 OSU Transportation & Traffic Management

##### ESF 1 Transportation

Transportation & Traffic Management (TTM) Services is responsible for Campus Area Bus Service (CABS); car rentals; bus charters; fleet services; vehicle fuel purchases; and state vehicle purchasing. During emergencies and at construction sites, TTM officers assist with traffic control. TTM can be contacted at ([ttminfo@osu.edu](mailto:ttminfo@osu.edu)) or (614) 292-4747.

ESF 1: During campus emergencies where required, Transportation & Traffic Management is responsible for providing vehicles and personnel to fulfill transportation and traffic related mission assignments within the university at the time of a major disaster event. These assignments can be anticipated to involve two major operations. First is to provide evacuation transportation assistance for the transit dependent. The second is to provide transportation support of the movement of personnel and materials needed to initiate and sustain emergency response and disaster recovery operations related to the disaster event.

## **2.2 Office of the Chief Information Officer (OCIO)**

### **ESF 2 Communications**

OSU OCIO is the telecommunications and networking department offering voice, data, and video services to the university community. The OCIO can be contacted at (<http://ocio.osu.edu/>) or (614) 688-HELP (4357).

ESF 2: During campus emergencies where required, the OCIO is responsible for providing facilities, equipment, trained personnel, services and supplies necessary to sustain communications by university and other designated departments and organizations during emergency response and disaster recovery operations within or for the benefit of The Ohio State University at the time of a disaster or major event. The communications facilities, systems and equipment provided, maintained, repaired or replaced during a disaster or major event include both permanent communications systems installed specifically to support university emergency response and disaster recovery operations.

**WOSU FM 89.7** is the official area broadcast station in case of major disaster or university closing. Tune in to this station for information.

## **2.3 Facilities Operations and Development (FOD)**

### **ESF 3 Public Works and Engineering**

OSU Facilities Operations and Development (FOD) provides design and construction; utilities support; maintenance operations; custodial operations; and roads & grounds maintenance/support. FOD in collaboration with Student Life maintains a 24-hour, 7-day a week Customer Service Center called Service2Facilities (S2F) available at 292-6158. Additionally, FOD can be contacted at (<http://www.fod.osu.edu/>).

ESF 3: FOD 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 roadway networks and restoration or repair of other critical components of the university infrastructure during emergencies.

## **2.4 OSU Public Safety**

### **City of Columbus Division of Fire**

#### **ESF 4 Firefighting**

University Emergency Management and Fire Prevention Services, a division of Public Safety acts as the liaison with the State of Ohio Fire Marshal and the City of Columbus Division of Fire to provide fire safety services to the university community. These services include inspections and alarm response. Maintenance and repairs for building fire alarm systems should be directed to Service2Facilities at 292-6158. Public Safety can be contacted at (<http://ap.osu.edu/emergency/>) or (614) 247-4911 or (614) 247-FIRE.

ESF 4: Emergency Management and Fire Prevention Services is responsible for coordination of support to fire prevention and suppression operations conducted at the time of a disaster impacting The Ohio State University. Operations at an incident scene will be directed and coordinated by the designated incident commander pursuant to established ICS procedures. Emergency Management and Fire Prevention Services will manage the University Emergency Operations Center (EOC), when activated, to provide coordination and support to field operations, as well as to coordinate firefighting support to other university response and recovery operations.

## **2.5 OSU Public Safety**

### **Emergency Management and Fire Prevention**

### **University Security Services**

### **ESF 5 Emergency Management**

The Division of University Public Safety is the coordinating public safety entity on campus. The Public Safety offices are located in Blankenship Hall and in Tuttle Park Place. The OSU Police Department, Emergency Management and Fire Prevention Services, Security Services & Student Safety Services are the main operating units. The Office of the Assistant Vice President for University Public Safety is also responsible for the maintenance of the university's overall emergency response and disaster planning efforts and protocols. Public Safety can be contacted at (<http://dps.osu.edu/>) or (614) 247-6300.

University Security Services is responsible for alarm monitoring on Campus and provides Security Services for select university facilities. Security Services operates a 24-hour, 7-days a week alarm monitoring and communications center. Issues involving alarm systems, not including maintenance or repair, should be brought to their attention. Maintenance or repair of alarm systems should be directed to Service2Facilities at (614) 292-6158. University Security Services can be contacted at (<http://dps.osu.edu/usps/>) or (614) 292-7677.

ESF 5: University Public Safety provides the focal point for coordination of information gathering and analysis in the Emergency Operations Center (EOC). Information gathered by university response departments during or as a result of field operations provides the information to the EOC where it is processed for purposes of determining the characteristics of the event and its impacts on the university, for strategic planning of response and recovery operations by the university and for providing information to organizations involved in the response. The information gathered and processed by University Public Safety also represents the authoritative source for information to the general public about the event.



## **2.6 Student Life (University Housing)**

### **ESF 6 Mass Care**

The Office of Student Life is responsible for many of the outside-the-classroom aspects of student life at Ohio State. Among these are student housing; food service; student health, wellness and counseling; activities, organizations and leadership development; recreation and intramurals; ResNet; and BuckID. Student Life is a partner in the Multicultural Center, Living-Learning Programs, the Younklin Success Center and the Student Housing Legal Clinic. Student Life also operates the Ohio Union. Student Life can be contacted at (<http://studentlife.osu.edu/>) or (614) 292-9334.

ESF 6: In addition to sending a representative to the University EOC, Student Life may establish and staff their own emergency operations center in Room 128 Lincoln Tower to respond to issues and coordinate activities of the division during an emergency. A 1-800 number and a web site will be maintained to provide timely and accurate information for the community and the families of students. The Student Life emergency operations center may be staffed when the university EOC is activated for incidents which impact large numbers of the student population.

The Ohio State University Office of Student Life is responsible for providing mass care services on campus for students, staff, faculty and visitors temporarily displaced or evacuated as a result of a hazardous event or that require mass care services in or near impacted areas due to the prolonged outage of public utilities and the inaccessibility of basic community services. Student Life will integrate operations with those of other university departments to ensure effective and timely activation, staffing and operation of shelters and field mass care locations.

## **2.7 OSU Purchasing**

### **ESF 7 Resource Support**

The Ohio State University Board of Trustees has delegated purchasing authority to the University Purchasing Department for the acquisition of equipment, materials, supplies and services for the university. With University Purchasing's oversight, the Office of Sponsored Programs (OSP) and the OSU Medical Center (OSUMC) have purchasing authority to facilitate the procurement process specific to their area's unique needs. OSU Purchasing can be contacted at (<http://purchasing.osu.edu/>) or (614) 292-2694.

ESF 7: During a Campus-wide emergency (disaster), OSU Purchasing will establish and staff a workstation at the Emergency Operations Center (EOC) in Blankenship Hall. Purchasing, in collaboration with supporting departments, will process requests for procurement and purchasing. Additionally, Purchasing will receive requests for additional resources, personnel and services through other representatives at the EOC. In fulfilling requests, they will draw first from the existing inventories of university departments, if the materials can be obtained and delivered on a timely basis. Additional resources that may be requested include any materials needed to initiate and sustain emergency operations including emergency relief supplies, space, office supplies and equipment, vehicles, fuel, contracted services, telecommunications, temporary personnel, specialists and consultants, etc.

## **2.8 The Ohio State University Wexner Medical Center**

### **ESF 8 Health and Medical Services**

The Ohio State University Wexner Medical Center provides patient care, teaching and research at several locations including clinical facilities and academic (College of Medicine) buildings. The Ohio State University Wexner Medical Center can be reached at (<http://medicalcenter.osu.edu/>) or (614) 293-8652.

ESF 8: The Ohio State University Wexner Medical Center will provide direction, coordination and guidance to operations conducted within the university to provide health and medical services to members of the public affected by the event, as well as to emergency workers responding to the event. Additionally, the OSU Medical Center representative at the EOC will receive information from impacted areas and establish emergency operations regarding the need for health and medical services and resources, and will deploy or activate facilities, personnel, equipment and other resources of the primary and support departments to meet those needs.

## **2.9 Environmental Health & Safety (EH&S)**

### **ESF 10 Hazardous Materials**

The Office of Environmental Health & Safety (EH&S) assists the university community in providing and maintaining a safe, healthful work environment for students, faculty, staff, contractors, and visitors. The EH&S mission also encompasses responsibilities of protecting the local community and environment from potential hazards generated by university activities.

The EHS Emergency Response Team (ERT) is available to provide consultation and support for hazardous material spills and releases, temporary controls and other general information to the Columbus Division of Fire (CFD), OSUPD and OSU departments during normal business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday. After normal business hours, the EH&S ERT can be contacted through the OSUPD. EH&S can be contacted at ([www.ehs.osu.edu](http://www.ehs.osu.edu)) or (614) 292-1284.

ESF 10: Emergency response operations for hazardous materials releases will be directed and controlled at each incident scene by the designated incident commander under the incident command system (ICS). When the magnitude of the event warrants activation of this ESF, EH&S will serve as the designated primary department and provide staff to the university EOC. EH&S will coordinate the university-wide response to the hazardous materials aspects of the event and its impacts, utilizing the resources of the support departments and available mutual aid. The Columbus Division of Fire Hazardous Materials Team will be counted on for assistance during the event.

### **2.10 ESF 11 Food and Water (Student Life – Campus Dining Services)**

During the operation of the EOC during campus emergencies, a representative from Student Life Risk and Emergency Management (Campus Dining Services) will process requests for food, water and ice, including types, amounts and destination locations.

### **2.11 ESF 12 Utilities Support (FOD)**

ESF 12: During a campus emergency when the activation of the EOC has occurred, FOD will process all requests for energy and utility related information and assistance. During the event, FOD Utilities personnel will gather and process information and assessments of the operations status of energy and utility systems serving the university, and will coordinate the allocation and deployment of university and outside resources to their repair or restoration.

### **2.12 The Ohio State University Police Department ESF 16 Law Enforcement**

The Ohio State University Police Division (OSUPD) located in Blankenship Hall at 901 Woody Hayes Drive maintains an Emergency Communications Center 24-hours a day, 7-days a week. To report an emergency, dial 9-1-1 from any campus telephone or 292-2525 from wireless, pay and off-campus telephones. Additionally, the OSUPD can be contacted at (<http://www.ps.ohio-state.edu/>).

### **2.13 OSU Emergency Operation Center**

The OSU Emergency Operation Center (EOC) may be activated during campus emergencies. EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. The EOC can be reached by calling University Police at 292-2121.

## Chapter 3 EMERGENCY COMMUNICATIONS

### 3.1 Telephone

In case of emergency, the campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones may not function. Assigned personnel may serve as messengers if phone communication is not an option.

### 3.2 Emergency Telephone System

Some buildings are equipped with emergency backup telephone service capable of operating in the event of a university telephone system outage. These telephones are on State of Ohio telephone lines, are usually dark brown in color and identified with a sticker indicating "Emergency Telephone." Certain pay telephones may also work in the event of a university system outage.

### 3.3 Fire Alarm System

Most buildings equipped with fire alarm systems are continuously monitored for fire alarms by University Security Services. These alarms result in a call to the Columbus Division of Fire and OSUPD. Those buildings not monitored by University Security Services are equipped with a locally activated fire alarm system (pull station) that would require building occupants to notify OSUPD by dialing 9-1-1.

### 3.4 Mobile Telephones

Mobile telephones may or may not work in the event of an emergency. It should be noted, dialing 9-1-1 from a mobile telephone on main campus results in the call going to the City of Columbus who routes the call back to OSU. Emergency calls to OSU Police from a mobile phone can be made directly by dialing (614) 292-2525.

### 3.5 Other Building/Department Specific Monitored Systems

Some buildings or departments have specific monitored systems such as alarmed equipment; and communication resources such as radios, wireless telephones, etc. This information should be shared with emergency responders and managed through the agency monitoring such devices. Ensure emergency contact information is available on equipment with local alarms.

### 3.6 Emergency Departmental Contact Information

A list of emergency departmental contact information including staffing lists and contact numbers as well as vendor information may be established to identify individuals, departments and/or vendors that need notified in case of a department or building emergency. This information should be listed in business continuity plans.

### 3.7 Buckeye Alert

The Buckeye Alert system is a text/email/phone alert system designed to inform faculty, students, staff and parents of potential emergencies. The Buckeye Alert website is [www.buckeyealert.osu.edu](http://www.buckeyealert.osu.edu).

## Chapter 4 EXPECTATIONS FOR DEPARTMENTS & EMPLOYEES

### 4.1 Employees, Faculty & Staff:

Become familiar with and follow BEAP procedures and participate in training.

Inform students, visitors and contractors of these procedures and what to do in case of a building alarm or emergency.

During fire alarms, evacuate the building and report to the designated evacuation assembly point. Do not stop to make phone calls, retrieve personal items, etc.

If interested, volunteer for special positions such as the Building Emergency Coordinator or Evacuation Coordinator.

### 4.2 Special Positions

Building Emergency Coordinator (and alternate or designee) and/or Evacuation Coordinator(s) are employees (occupants of the building) and have either volunteered or been appointed to serve in these positions. ([Appendix A](#))

### 4.3 Building Emergency Coordinator Responsibility and Control

The Building Emergency Coordinator acts as the liaison with responding emergency services and others if a building emergency occurs. In their absence, the alternates are responsible for carrying out the requirements. If an emergency occurs when these individuals are not available, the most senior employee will serve in this position. The Building Emergency Coordinator should ensure evacuation coordinators are assigned and designated in Appendix A of this document.

A contact person appointed by the principal investigator of each research group is responsible for laboratories and work areas.

For a community-wide event, the Building Emergency Coordinator or an alternate will establish contact with the OSU Emergency Operations Center (EOC) through the Public Safety dispatcher at (614) 292-2121.

### 4.4 Building Emergency Coordinator Duties

Assist in the preparation and maintenance of this BEAP and ensure a copy of the completed plan is available to building occupants.

Coordinate with building/department administrators (liaisons) responsible for employee, student, contractor and/or visitor health and safety.

Assist in recruiting Evacuation Coordinator(s) for occupied areas of the building and ensure they know what their duties are in case of an evacuation. A current list of Evacuation Coordinators and their alternates should be maintained in Appendix A.

Review this plan at least annually and confirm it is current.

Ensure emergency services (OSUPD and EH&S) are notified after all actual building emergencies as appropriate. False alarms do not need to be reported to EH&S.

During a fire alarm, report to the evacuation assembly point and act as a liaison with responding emergency services and do the following:

1. Receive status reports from Evacuation Coordinators.
2. Report problems including missing or trapped individuals to responding emergency personnel.
3. Provide information about the building layout, systems, processes and special hazards to Facilities Operations & Development, OSUPD, CFD and other emergency personnel.
4. Coordinate with building administrators on building occupancy and operation issues.

Take direction from emergency responders and provide assistance when requested. When an "ALL CLEAR" determination is made by the fire or police department, the Building Emergency Coordinator notifies the Evacuation Coordinators that the occupants may reenter the building. **SILENCING OF THE ALARM IS NOT CONSIDERED AN ALL-CLEAR SIGNAL.**

#### **4.5 Evacuation Coordinator Duties**

Become familiar with this BEAP. It contains the function and activities of building staff during emergencies, how these activities mesh with responding emergency personnel, information about the building and its protection systems and who is responsible for filling special position duties as part of the plan.

Distribute copies of this plan to occupants and coworkers.

Know where persons with disabilities are located and what their alarm responses are. Areas of refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on evacuation plans found in [Appendix C](#). Report the location(s) of persons with disabilities to emergency responders.

Coordinate with other Evacuation Coordinators to avoid duplication of tasks.

Become familiar with primary and secondary evacuation routes.

Know where hazardous conditions or situations (i.e., flammable, radioactive, etc.) are and provide the information to emergency responders through the Building Emergency Coordinator.

Know where telephones and pull stations are and know how to report an alarm.

Know how the alarm system responds. For most low-rise buildings (less than six stories), the alarm sounds throughout the building and all occupants must evacuate. Persons with physical disabilities should respond utilizing one of the evacuation options listed in this document.

## 4.6 Classroom Instructor's Responsibility

*"The Ohio State University holds in high regard the health and safety of faculty, staff, students, and visitors. It is the policy of the University to provide a loss-control program that protects employees from occupational injuries and illnesses, protects University property from loss and damage, and protects the environment. Operational procedures as developed by University safety organizations will be implemented and enforced by all University department/administrative units consistent with the State of Ohio Public Employees Risk Reduction Program."*

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Note any posted information for "Classroom Emergency Procedures".
- Know how to report an emergency from the classroom being used.
- Assure persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

### ***As an instructor, what do I need to know about Emergency Preparedness?***

Review the BEAP and follow emergency procedures outlined within.

The "Instructor" is an authoritative figure for the student and can influence how the student responds in an emergency. Calm, collected and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

**EVACUATION ROUTES** – Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit.

**EMERGENCY ASSEMBLY POINTS** - After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This "safe area" will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. In some high-rise buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Emergency Assembly Points for both inside and outside the building.

Accounting for all students can be very difficult, particularly with a large class. 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/lab, use the class roster, use a head count or have students see if the students seated next to them are at the assembly point.

**EVACUATION FOR PERSONS WITH DISABILITIES** - If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:

***Horizontal Evacuation*** to outside or another building, if available

***Stairway Evacuation***

***Stay in Place*** unless danger is imminent

***Area of Refuge*** if available

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

**REPORTING TO BUILDING EMERGENCY COORDINATOR** - After exiting and accounting for students, the Building Emergency Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

**HOW TO REPORT AN EMERGENCY** - Check each classroom, lecture hall or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station and the nearest fire extinguisher.

Fire -	<b>Call 9-1-1 &amp; Activate Fire Alarm Pull Station</b>
Health/Police -	<b>Call 9-1-1</b>
Hazardous Material Spill -	<b>Call 9-1-1</b>
Facility or Utility Failure -	<b>Call 2-6158</b>

**What Emergency Preparedness materials should I have with me at class?**

- Roster
- Important telephone numbers (in addition to Emergency numbers)
  - Department Administrator/Manager
  - Classroom Services
  - Student Services
  - Other - as appropriate

#### **4.7 Student Residential Units Responsibilities**

Hall directors will have primary responsibility for the evacuation of students living in residential units consistent with the Division of Student Life directives.

Use of high-rise building public announcement systems may be used, consistent with prepared announcements by the Division of Student Life.

Persons with disabilities should develop their own plan for safety during building emergencies. Follow the procedures outlined in section 5.11 of the BEAP.



## Chapter 5 EMERGENCY PROCEDURES

### 5.1 Fire

**When an alarm sounds begin immediate evacuation** - follow the evacuation plan as outlined in [Appendix C](#). Close doors behind you.

**If a fire is discovered, activate the nearest pull station and call 9-1-1.** Then attempts to extinguish the fire can be made with a fire extinguisher (use the acronym RACE – Rescue – Alarm – Confine – Extinguish/Evacuate). If the fire is too large or the proper use of a fire extinguisher is not familiar or uncomfortable, sound the alarm, close the door and evacuate.

**If the fire alarm does not work, call 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Coordinators or another responsible party needs to confirm all occupants are notified.

**Remember: Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.**

**Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options listed in this document.

#### **DO NOT USE THE ELEVATORS**

**When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.**

**Go to your pre-determined Evacuation Assembly Point (EAP)** as outlined in [Appendix C](#) . You may have more than one EAP depending on the size of the building.

At the EAP, **account for personnel** and report to the Floor Evacuation Coordinators if any occupants are unaccounted for and may be trapped. Floor Evacuation Coordinators will report to the Building Emergency Coordinator.

**If an individual is trapped** by smoke, shelter in place, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.

#### **Special Instructions for Evacuation Coordinators during a Fire**

Be familiar with at least two evacuation routes from the assigned floor and plan to use the alternate route if the primary is not accessible during an evacuation emergency.

Make a quick sweep of all areas within the Floor Evacuation Coordinator's area to ensure complete evacuation. Check stairwells and designated evacuation points for handicapped individuals requiring evacuation assistance. If opening doors during the sweep of the floor, first test the doorknobs and spaces around the doors with the back of your hand for heat. If a door is warm, make note of the room number or area and do not open these doors. Check the stairwells for heat or smoke. Check the usability of the normal evacuation route, if smoke pours in; use the secondary route if possible. Report these findings to the Building Emergency Coordinator or appropriate emergency responders. Check the usability of the normal evacuation routes, and if necessary, advise of alternate routes to insure complete evacuation of all personnel from the assigned floor. If there is smoke in the evacuation route, stay low (keep head 12 to 18 inches from the floor), cover mouth with a damp cloth or handkerchief, visualize where the exits are and stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate, be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

Report the completed evacuation of the assigned floor to the Building Emergency Coordinator in accordance with the established building emergency procedures.

Instruct all personnel to move away from and remain well clear of the building. Congregating in the vicinity of a building entrance may result in injuries from the movement of firefighters and firefighting equipment.

Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to ensure they are notified and accounted for.

## **5.2 Bomb Threat**

A person may become aware of a bomb threat by a telephone call, E-Mail, letter, etc. The person shall notify University Police by dialing 9-1-1 after getting as much information as possible (use the information card in Appendix B).

After notifying the police, the person should then notify his or her supervisor, the Building Emergency Coordinator and the Department Chairperson/Director as quickly as possible.

A decision will be made to determine if a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in the fire emergencies section because the fire alarm will likely be used to evacuate unless a public address system is available in the building.

Occupants should not touch any suspicious or unfamiliar objects. Occupants should note the location and description of any suspicious, unusual or out of place objects and report such observation to the emergency responders. Occupants should not conduct any type of search of the building unless asked to do so by police or fire personnel. Police or fire personnel will provide instructions to those individuals conducting a search. Usually, those individuals most familiar with the areas will be asked to conduct the search.

The OSUPD, Building Emergency Coordinator or Department Chair/Director will manage the building's security once CFD or OSUPD releases the building. This group will also contact building occupants and advise them on when to return to work.

If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

### **Bomb Threat Assessment (Evacuation) Procedure**

The general policy will be to review each situation or circumstances as it presents itself. A decision to evacuate or not to evacuate will be reached by consensus among the most senior or authorized building/facility official, the most senior University Public Safety official and the most senior University Police official.

If these individuals are unable to reach consensus, the most senior University Public Safety official will decide (based on the information available at the time).

If a senior Public Safety official is not available and consensus has not been reached, the decision of the most senior University Police official will stand.

Insofar as is possible, the desires of the building/facility leadership will be honored and supported by University Public Safety and police personnel.

A key component of this policy is that the considerations of people will take precedence over that of property.

In all aspects of this policy, as the situation allows itself or as is appropriate, the most senior University Public Safety official will communicate the nature of the situation and consult with either the Senior Vice President for Administration and Planning and/or Business and Finance, the Provost and the Office of the President.

## **5.3 Chemical Spills or Release (Indoors)**

Small spills that do not endanger workers in the immediate area may be cleaned up by qualified laboratory personnel who have been trained and are properly equipped to handle the situation. Chemical spill guidelines have been established and are available in the University Chemical Management Guidebook (<http://ehs.osu.edu/FileStore/ChemMgmtGuidebook/ChemicalManagementGuidebook.pdf>). Lab supervisors should take into consideration the following:

- (1) The hazards of the chemical(s) involved
- (2) The amount of the chemical(s) involved
- (3) Spill locations
- (4) Availability of spill cleanup materials or kits

**See Section V of the Chemical Management Guidebook or the following information for spill cleanup guidelines**

If the spill is large, if the chemical is not easily identified, if the chemical is extremely hazardous or if there has been a fire, explosion or personal injury involved, then:

- (1) Evacuate all personnel from the area
- (2) If the entire building requires evacuation, activate the building fire alarm system and evacuate utilizing the fire evacuation procedure. The fire alarm will be used for evacuation.
- (3) Report to:
 

OSU Police	-Dial 9-1-1
EHS	-Dial 292-1284
- (4) When placing an emergency call:
  - Give your name.
  - Give your location (room and building)
  - Give the phone number you are using
  - Describe the emergency/injuries
  - If possible, remain in vicinity, away from danger, to assist emergency responders

Measures should be taken to prevent people from entering the contaminated area.

Meet the emergency responders and provide information and assistance as needed.

#### **5.4 Hazardous Materials Incident (Outdoors)**

This section should be implemented in the event of a major hazardous material incident that occurs outside the building, but the chemical could impact building occupants (i.e., train derailment, tractor trailer accident, etc).

Hazardous material accidents can occur on campus or in the adjacent areas and could impact occupants inside buildings. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Community sirens might sound, notifying people within hearing range of the incident and to listen to local media. Once building occupants become aware of a hazardous material incident that may impact the building, they should notify the Building Emergency Coordinator. The Building Emergency Coordinator will immediately notify employees by word of mouth, telephone or public address announcement. This notification will advise building occupants to implement emergency actions.

The local community uses two strategies for protecting citizens during hazardous material emergencies; the Building Emergency Coordinator will notify the building occupants which strategy has been implemented.

### **Shelter in Place**

The first strategy local government could use is “Shelter-in-Place.” Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:

1. Close all windows and doors.
2. Turn individual heating/cooling systems (HVAC) off if possible.
3. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.
4. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.

The Building Emergency Coordinator will ensure these actions are completed. The Building Emergency Coordinator and/or Evacuation Coordinators will also conduct a roll call to ensure all personnel are protected.

The Building Emergency Coordinator will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The Building Emergency Coordinator will also announce the all clear when declared by community officials.

If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact OSUPD at 9-1-1.

If advised by public safety personnel, the Building Emergency Coordinator will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The Building Emergency Coordinator will also direct personnel to reactivate the heating/cooling system (HVAC).

Special attention should be given and procedures developed if disabled personnel occupy the building.

### **Evacuation**

The second strategy that local government could use is “Evacuation.” The Building Emergency Coordinator will direct personnel to take appropriate action as directed by public safety personnel. This action may include:

1. Walking to an assembly area to be evacuated by public transportation
2. Walk or drive away from the area using travel direction determined by community officials
3. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.
4. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.

Building Emergency Coordinator will ensure these actions are completed as directed by community officials. The Building Emergency Coordinator and/or Floor Emergency Coordinators will also ensure all personnel have evacuated the building.

If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact OSU Police at 9-1-1.

Special attention should be given and procedures developed if disabled personnel occupy the building.

## **5.5 Hazardous Chemical Spill Cleanup Guidelines**

### **You Clean Up the Spill**

For chemical spills which do not involve injury, do not represent a fire or life hazard, are less than one gallon and for which you have the proper training and proper personal protective equipment to do the cleanup, you clean up the spill. If there are any questions concerning a particular spill situation, contact EHS.

### **EHS Cleans Up the Spill**

For all other chemical spill situations, including those for which you have any questions or doubts about your ability to clean up the spill, call Environmental Health and Safety (EHS) at 292-1284. The situation will be evaluated and a proper response will follow. After normal business hours, contact EHS by calling 9-1-1. Report all injuries, fires, explosions and potential life-threatening situations first to 9-1-1, then to EHS. If the chemical spill is too large for the University Spill Response Team to clean up, the Columbus Fire Department HazMat Team and/or private contractors will be called in to handle the cleanup procedures.

### **Planning For Chemical Spill Emergencies**

Prepare an Emergency Telephone Sheet

The sheet should contain the following information and should be posted by each telephone.

- Name and phone number of on-site emergency personnel
- Emergency telephone number: 9-1-1
- Environmental Health and Safety telephone number: 292-1284
- Location of the fire extinguishers
- Location of the spill control equipment
- Location of the fire alarm

Train all employees in chemical spill procedures when they are first hired and periodically thereafter. Document training and have the employee and supervisor sign the documentation form to certify that the training was given. Keep the certification forms on file.

You can assist EHS by drawing a map of your lab or service area and clearly labeling where chemicals and waste chemicals are stored. Fire extinguishers, eyewashes, spill kits, exit routes and any additional hazards should be clearly marked. Keep a copy of the map in the main office of your department and send a copy to EHS. If an emergency does occur, your main office or EHS could provide advance warning to emergency response personnel of hazards in the room. Update these maps whenever chemical management practices change in the room.

### **Hazardous Chemical Spill Cleanup Guidelines**

Chemical spill or hazardous materials emergency situations should be handled as a fire emergency. Initial response in a fire situation can be summarized as RESCUE, CONFINE, REPORT, SECURE, and CLEANUP (FIGHT FIRE). These principles can also be applied to a hazardous materials spill situation.

### **RESCUE**

Just as you are not to reenter a burning building, do not go back in to an area where a chemical spill has occurred. In many documented cases, rescuers not wearing proper protective equipment have been overcome by toxic or asphyxiating fumes trying to rescue other victims and died as a result. Do not make this mistake.

As you leave an area involved in a chemical spill, assist people exiting the area by doing the following:

- Evacuate personnel from the spill area
- Direct personnel to the nearest fire exit. Do not use the elevators
- Attend to victims
- Provide First Aid
  - Remove victim from spill area to fresh air (but do not endanger your own life by entering areas with toxic gases)
  - Immediately remove contaminated clothing
  - Wash skin with water
  - Flush skin and/or eyes with water for at least 15 minutes. (You may not feel any immediate effect from a chemical spill, but it is important to wash quickly and thoroughly because many chemicals can cause severe tissue damage which is not apparent until hours later)
- Get medical attention for victims
- Chemical spills over large body areas
  - Remove contaminated clothing while under a shower
  - Flood affected body area with water for 15 minutes
  - Resume water wash if pain returns
  - Wash off chemicals with water; do not use neutralizing chemicals, creams, lotions or salves
  - Make sure medical personnel understand exactly what chemical is involved

**CONFINE**

- Close all doors
- Isolate area
- Establish exhaust ventilation if possible
- Open windows if possible without exposing yourself to the fumes

**REPORT**

Call 9-1-1:

- for spills that involve injury requiring medical treatment
- for spills that involve fire or explosion hazards
- for spills which are potentially life threatening
- for all large chemical spills after work hours (4:30 PM -7:30 AM)

Call EHS at 292-1284:

- for chemical spill situations that do not require 9-1-1 assistance
- for spills of one gallon or more of any chemical, or any quantity of a highly reactive or toxic material
- for spills of an unknown chemical
- for spills that you do not have proper training or proper personal protective equipment to do the cleanup
- for spills for which you have any questions or doubts about your ability to clean up the spill

When calling EHS the following information will be requested:

- your name, telephone number, and location
- location of the incident
- time and type of incident
- name and quantity of the material involved
- the extent of injuries, if any
- the possible hazards to human health or the environment outside the facility
- Other hazards that may be encountered in the area, such as large quantities of stored chemicals (particularly oxidizers, flammables, and air-borne toxic or irritant materials), radioactive materials, biohazards, etc.

**SECURE**

Until emergency responders arrive on the scene, secure the spill site and prevent people from entering the contaminated area.

- Lock doors leading to the chemical spill and post signs on the doors warning of the spill (if necessary)
- Post staff at commonly used entrances to the spill site, so they can warn people to use other routes
- For large outdoor chemical spills, keep upwind and uphill from the site



## **CLEANUP**

Based on the chemical spill situations described in "Who Cleans up the Spill" section, decide who will do the cleanup. If you are going to do the cleanup, follow the procedures listed in the "What to do When You Clean up a Spill" section.

### *What to do when YOU clean up a Spill*

If you have proper training, proper personal protective equipment and the proper materials to absorb and clean up the chemical spill; and, if no one is injured, the spill is contained and the spill is not life threatening or a fire or explosion hazard; follow the following procedures:

1. Perform all the procedures in the RESCUE, CONFINE, REPORT and SECURE sections.
2. When cleaning up the spill yourself, locate the spill kit.
3. Choose appropriate personal protective equipment.
  - Always wear protective gloves and goggles.
  - If there is a chance of body contact, wear an apron or coveralls.
  - If the spill is on the floor, wear protective boots or shoe covers.
  - If there are inhalation hazards, wear a respirator. If a respirator is used, the person wearing the respirator must meet all of the requirements set forth in 29 CFR 1910.134. (These include but are not limited to fit testing and medical exams).
4. Remove ignition sources.
  - Turn off hot plates, stirring motors and flame sources.
  - Shut down all other equipment.
  - If unable to shut off sources of ignition, notify the emergency responders.
5. Confine or contain the spill.
  - Cover with an absorbent mixture.
  - Clean up minor spill with paper towels or a sponge if they will not react.
  - Sweep solid materials into a dustpan, and place in a sealed container.
  - If it is an acid/base spill, first add a neutralizing agent.

Small amounts of inorganic acid/base:

- Use a neutralizing agent and then absorbent material.

Small amounts of other materials:

- Absorb with non-reactive material (vermiculite, sand, towels, Floor-Dri).

Large amounts of inorganic acid/base:

- Neutralize and call for help.

Large amounts of other materials:

- Make a judgment call, dependent upon the amount, toxicity and reactivity; you may handle it yourself or call for help.

6. Spills that require special handling:

Acid chlorides:

- Use Oil-Dri, Zorb-all, dry sand, etc.
- Avoid water and sodium bicarbonate.

Mercury:

- Even small mercury spills can become huge cleanup projects due to the mercury easily breaking into many small pieces and spreading easily to large areas. It is suggested that EHS be called to clean up even very small mercury spills. EHS also has the capability of conducting mercury vapor monitoring to ensure safe levels of mercury vapor following a cleanup.

Alkali metals:

- Smother in dry sand.
- Put in a hood.
- If possible, dispose of by slow addition of isopropanol.

White (Yellow) Phosphorus:

- Blanket with wet sand or wet absorbent.

7. Remove absorbent material with a broom and dustpan.

- Place in a plastic bag or other appropriate container.
- If the spilled chemical is a volatile solvent, transfer the plastic bag to a fume hood for storage until the material can be picked up.
- If a material is a non-volatile hazardous chemical, dispose of the material as a hazardous chemical waste.
- If the spilled material is a non-volatile non-hazardous chemical, contact EHS to determine the appropriate disposal method.

8. Wet mop the spill area.

**COMMENTS**

Questions may arise as to what constitutes a large spill requiring EHS or other parties to cleanup or oversee the cleanup procedures and what are the limitations of commercially available spill cleanup kits.

A “large” chemical spill can be as small as a few milliliters if the material is a highly volatile, toxic or reactive compound spilled in a confined space. Many times you will have to make a professional judgment as to the severity of the spill. When in doubt, you can always call EHS at 292-1284 for advice or assistance.

Chemical spill cleanup kits are a must in the laboratory and other service areas that use chemicals. The kits are very useful if you and your fellow workers know how to use them properly. Chemical absorbents or neutralizers can be used quickly and effectively to contain a spill. Use these items if your personal safety is not in jeopardy. If in your judgment a respirator is necessary to clean up the spill, secure the room and call EHS to aid in the spill cleanup.

Be aware of the fact that while you may be in a well ventilated room, the Lower Explosion Limit (LEL) of a chemical may be reached at the surface of the spill and you want to avoid any sparks or sources of ignition when doing the cleanup. The protective equipment in a spill kit will not protect you from a flash fire. Many times the best way to handle the spill of a highly volatile compound, such as diethyl ether or chloroform, is to open the windows and fume hoods, leave the room, close the doors and let the room air out. In these cases, call EHS at 292-1284, so they can send someone to monitor the situation. If in your professional opinion, there is a strong risk of fire or explosion, call 9-1-1 and EHS for fire department backup, pull the building alarm and evacuate the building. In most cases of a chemical bottle breaking in a laboratory, you will not need to call the fire department.

Do not forget that any person who needs to wear a respirator must be fit tested, have a medical exam and meet the requirements of 29 CFR 1910.134.

## 5.6 Earthquakes

Although earthquakes are rare in Central Ohio, they can occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action.

If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a hallway by a pillar. Do not run outside.

### **Drop, Cover, and Hold**

Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.

Do not use the elevators.

**Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.**

When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Check for fires or fire hazards - spills of flammable or combustible liquids or leaks of flammable gases.

Turn off ignition and heat sources if it is safe to do so. Shut off all gas sources.

Exit the building, if possible, and go to the assembly point to report injuries, damages and potentially hazardous conditions. Contact the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until it has been declared safe by trained emergency personnel.

Use the telephone system only for urgent matters.

## **5.7 Workplace Violence / Terrorism / Active Shooter**

The OSU Campus Community may become aware of a violent act by the sounds of an explosion, gunfire, scuffling or by observation of events that could only be intentional acts of violence. Other types of communication such as telephone, pager, email, public address system, Buckeye Alert or local media may be used to notify occupants of a potential threat. Life-threatening acts should be reported immediately by calling OSU Police at 9-1-1.

Different types of workplace violence / terrorism require different actions:

*Explosion* – If an explosion occurs in the building, occupants should evacuate using the same evacuation plan and procedures as they would for a fire.

*Physical Threat* – If someone’s actions pose a physical threat to you, get away from the perpetrator, evacuate the area and call 9-1-1 from a safe location.

*Toxic or Irritant Gas* – Immediately evacuate the building using the same evacuation plan and procedures for fire. Acquire medical attention if necessary.

*Hostage Situation* – If possible, immediately vacate the area, take no chances to endanger the life of the hostage. Contact OSU Police at 9-1-1 immediately.

*Biological / Chemical Threats* (Suspicious packages, letters or substances) – Biological or chemical threats targeting individuals or departments can be controlled by screening incoming materials and by following the procedures outlined in this document.

*Gunshot or Active Shooter* – An active shooter is a person who is actively threatening lives or apparently prepared to threaten lives in a populated area. These situations require immediate law enforcement resources to stop the shooting and mitigate harm to victims. Responding law enforcement agencies will provide information and direction if this occurs. The following are suggestions that may be followed, depending on the situation, in the event of an active shooter on campus:

- Go to a room that can be locked.
- Close and lock all windows and doors, and turn off all of the lights.
- Get down on the floor where no one is visible from outside the room.
- If you see or know where an active shooter is located, dial 9-1-1 if possible and safe to do so and alert police to the shooter’s location. If you cannot speak, leave the line open so the dispatcher can listen to what’s taking place because the operator can often determine a location without a caller speaking.

In the event someone is hurt and/or a fire is caused by these events, contact OSU Police at 9-1-1.

The Ohio State University Police will coordinate the building's security during an incident and will inform the occupants once the building has been cleared for occupancy.

## 5.8 Severe Weather

A NOAA weather radio or other severe weather notification system (i.e. Buckeye Alert, computer alerts, local radio, etc.) should be available in each building and/or department. This notification service should be dual powered working on both batteries and the building's electrical service. The National Weather Service uses weather radios and computer alerts to announce watches or warnings. Attempts should be made to immediately notify employees by word of mouth, telephone, email or public address announcement of imminent dangerous weather. This notification will advise building occupants of the type of warning (thunderstorm, tornado, flood, etc.) and to implement emergency actions for severe weather. It is strongly suggested that all employees sign up with the Buckeye Alert Severe Weather Warning System (<http://buckeyealert.osu.edu/>) so they are notified of severe weather threats.

Once occupants have become aware of a severe thunderstorm warning, they should take no steps other than to ensure they are prepared if conditions deteriorate.

A **Tornado Warning** is identified by the sounding of the outdoor emergency sirens for three minutes followed by seven minutes of silence, a weather radio alert tone broadcast by the National Weather Service, or notification by a local media outlet. A Tornado Warning indicates that a tornado has been sighted by ground observers or has been confirmed by Doppler radar within Franklin County.

Once occupants have been notified of a tornado warning, they should take cover to the lowest level of the building. In most university buildings the safest area is the basement. If a basement is not available, occupants should move to the central portion of the building on the lowest floor possible away from outside walls and glass. Large unsupported roof structures, as typically found in auditoriums and gymnasiums, should be avoided if possible. Personnel should anticipate the tornado warning could last a significant period of time, perhaps thirty-minutes or longer. A battery operated radio tuned to any local AM or FM radio station will provide current weather information. Personnel should not leave shelter until a period of at least ten (10) minutes has elapsed without the sounding of the alert sirens, or the local news media announced an "all clear."

Classroom instructors are expected to interrupt class activity and advise the students to move to the safest area available. Should the allotted class time expire during the warning, the instructor should encourage the students to remain in the safe area until the all clear is given.

Persons with disabilities should be provided assistance, if requested, on the same basis as described in the fire evacuation procedure.

The advisability of moving a disabled person from one floor to another as previously discussed applies equally to a tornado warning. It is recommended that persons in wheelchairs be assisted to the safest area on the same floor. The decision to remain with a disabled person would be the option for any individual providing assistance.

Elevators should not be used to move disabled persons during a tornado warning as the potential for electrical malfunction is considered to be too high to warrant the risk.

## 5.9 Utility Outages

Employees will become aware of utility interruptions by the obvious absence of that particular utility.

No Lights, Computers not working – Electric

Toilets won't flush, drinking fountains not working – Water

Inability to place outgoing telephone calls – Telephone

No Heat – Steam or Gas

No Air Conditioning – Electric or Chilled Water

In the event of a utility outage, the Building Emergency Coordinator or Building Coordinator should be notified. They should contact Facilities Operations & Development Service2Facilities at 292-6158 to report the problem and obtain any additional information.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator in conjunction with department Chairperson's / Director's will determine the appropriate course of action based on the following:

- Dangers from tripping and injuries due to lights being out.
- Person(s) trapped on elevators.
- Dangers from extreme heat or cold on employees.
- Inability to contact responders while telephones are not working.
- Sanitation problems due to no water, etc.

The departmental Chairperson's / Director's will make a decision regarding the continuance of work in the buildings affected by the utility interruption. Employees should assist students, visitors and disabled individuals by directing them to take appropriate actions.

If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Stop processes in a manner that would not cause additional problems.

If anyone is trapped on an elevator, immediately call the Facilities Operations & Development Service2Facilities at 292-6158, or if there is a medical emergency or danger to the health of those who are trapped, call OSU Police at 9-1-1.

## 5.10 Medical Emergencies

In case of medical emergencies, immediately call OSU Police at 9-1-1 and report the emergency.

When reporting the emergency, provide the following information:

1. your name
2. type of emergency
3. location of the victim
4. condition of the victim
5. dangerous conditions

Comfort the victim and try not to move him or her until emergency medical personnel arrive. Practice universal precautions – protect yourself from blood or body fluid exposures.

Have someone stand outside the building to “flag down” EMS when they reach the building. If applicable, an employee accident report should be completed.

## 5.11 Emergency Evacuation for Persons with Disabilities

### General

These are general guidelines of evacuation procedures for persons with disabilities, which would make exiting difficult during a fire and other building emergencies. Faculty, staff, students and visitors with disabilities must develop their own facilities’ evacuation plans and identify their primary and secondary evacuation routes from each building they use. They should:

- Be familiar with evacuation options
- Seek evacuation assistants who are willing to assist in case of an emergency
- Ask supervisors, instructors, Disabled Student Services or Environmental Health & Safety about evacuation plans for buildings

Most OSU buildings have accessible exits at the ground level floor that can be used during an emergency. In buildings, like those at the Medical Center, people can move into unaffected wings of the building rather than exiting. However, in most OSU buildings, people located on floors above ground level will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe in emergencies and in some buildings they are automatically recalled to the ground floor.

## Evacuation Options

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

*Horizontal* evacuation: using building exits to the outside ground level or, on upper floors, going into unaffected wings or smoke divisions of multi-building complexes.

*Stairway* evacuation: using steps to reach ground level exits from the building.

*Stay in Place*: unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object. Have other occupants report your location to emergency responders. The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

*Area of Refuge*: with an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EHS at (614) 292-1284.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Columbus Division of Fire (CFD). The CFD will tell the individual their decision or relay the information via the OSU Police Department (OSUPD).

## Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.



**Mobility Impaired – Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell CFD or OSUPD the location of the person with a disability. If the person with a disability is alone, he/she should call 9-1-1 with their location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (CFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

**Mobility Impaired - Non-Wheelchair**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

**Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.

**Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

## 5.12 Classroom Emergency Procedures

During a **fire alarm**, everyone should calmly collect his or her belongings and exit the building. Potential hazardous sources such as natural gas supplies should be shut down in laboratories prior to exiting.

### **The elevators cannot be used during a fire alarm!**

Go to the Emergency Assembly Point. Exception: Persons with disabilities may choose to remain in place or report to an area of refuge based on their predetermined plan.

During a **power outage**, everyone should stay in his or her seat to see if the outage is temporary and to let his or her eyes adjust to the lower light level.

If the outage appears to be long term, everyone should calmly collect their belongings and carefully exit the building.

During an **earthquake, Drop and Cover** your head for protection from material that might fall from the ceiling or walls, after the shaking stops, calmly evacuate the building.

## 5.13 Suspicious Packages, Letters or Substances

### **SCREENING PACKAGES AND LETTERS**

BIOLOGICAL OR CHEMICAL THREATS targeting individuals or departments can be controlled by screening incoming materials and by following the procedures listed below. University, City of Columbus and State of Ohio Public Safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents. Common features of SUSPECT letters/packages are:

- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Foreign post marks and/or writing
- Liquid leaking from package
- No return address
- Hand written or poorly typed address
- Misspelling of common words
- Source of the letter/package is not recognized by recipient/addressee

### **IF YOU RECEIVE A LETTER OR NOTE THREATENING BIOLOGICAL CONTAMINATION (i.e., ANTHRAX) OR OTHER SUSPECT SUBSTANCES:**

**RELAX AND REMAIN CALM** – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX. If the suspected biological agent is reported as anthrax, be assured that it is NOT generally contagious (i.e., spread from person to person) and that treatment is available and effective if administered before the onset of symptoms.

**DO NOT** OPEN THE LETTER OR PACKAGE.

**CONTACT UNIVERSITY POLICE @ 292-2121.**

**REMAIN** AT THE SITE UNTIL POLICE ARRIVE WITH INSTRUCTIONS. Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building.

**IF YOU INADVERTENTLY OPEN A SUSPECT PACKAGE / LETTER OR IT IS LEAKING (LIQUID OR UNKNOWN SUBSTANCE):**

**IMMEDIATELY** SET THE ITEM DOWN GENTLY AT THE LOCATION WHERE IT WAS OPENED.

**CONTACT UNIVERSITY POLICE @ 292-2121.**

**ALL** POTENTIALLY EXPOSED PERSONS SHOULD WASH EXPOSED SKIN SURFACES WITH SOAP AND WATER. SHUT DOWN ANY FANS, AIR CONDITIONERS OR HEATERS IF POSSIBLE.

**RETURN** TO AN AREA WITHIN THE BUILDING ADJACENT TO THE INITIAL EXPOSURE AND WAIT FOR THE POLICE (FOR EXAMPLE HALLWAY OUTSIDE ORIGINAL ROOM).

**DO NOT** ALLOW OTHERS INTO THE AREA. IF ANYONE ENTERS THE AREA, THEY SHOULD STAY IN THE AREA UNTIL INSTRUCTED TO LEAVE BY UNIVERSITY POLICE OR OTHER PUBLIC SAFETY RESPONDERS.

Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

**WHAT YOU SHOULD NOT DO!**

**DO NOT** pass the letter or package to others to examine.

**DO NOT** touch, smell, taste or try to analyze the substance.

**DO NOT** disturb any contents in the letter or package. Handling the letter / package may only spread the substance inside and increase the chances of it getting into the air.

**DO NOT** ignore the threat, it must be treated as real until properly evaluated.

**DO NOT** leave the building until instructed to do so.

**IF YOU HAVE FURTHER QUESTIONS, CONTACT UNIVERSITY POLICE (292-2121) OR THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY (292-1284).**

## Chapter 6 TRAINING & REVIEW

### 6.1 EMPLOYEE ORIENTATION

New employees must be informed of the BEAP as part of their orientation as new employees. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss with their research groups, students and visitors.

### 6.2 REVIEW AND EXERCISE OF BEAP

On an annual basis, it is suggested each department exercise a portion of their department specific plan included in the BEAP. These activities may include a fire drill, chemical spill drill, bomb threat drill, etc. and may be included as part of a business continuity drill. Additionally, the BEAP should be reviewed at least on an annual basis to ensure building emergency coordinators and evacuation coordinators information is current.

### 6.3 TRAINING

Upon implementation of the BEAP and periodically thereafter, all employees must be informed of the BEAP and should attend training. Training is available either online at <https://www.ehs.ohio-state.edu/secure/> or arrangements can be made to have a trainer from Environmental Health & Safety present a class for employees. Call EHS at 292-1284 to arrange for a training class. Employees should be told where the plan is kept and copies distributed to those who want one.

Appendix A

**RAMSEYER HALL**

**Responsible Individuals**

**BUILDING EMERGENCY COORDINATOR**

NAME: Elaine Bolton  
PHONE: 614-247-1858

**1<sup>ST</sup> FLOOR EVACUATION COORD.**

NAME: Elaine Bolton  
ALTERNATE: Jerry Baker

**3<sup>RD</sup> FLOOR EVACUATION COORD.**

NAME: Chinyere Richardson  
ALTERNATE: No Alternate Available

**BASEMENT EVACUATION COORD.**

NAME: Jennifer Longo  
ALTERNATE: Eric Lauterbach

**..... EVACUATION COORD.**

NAME:  
ALTERNATE:

**..... EVACUATION COORD.**

NAME:  
ALTERNATE:

**ALT BLDG EMERGENCY COORDINATOR**

NAME: Helen Higgins  
PHONE: 614-688-5721

**2<sup>ND</sup> FLOOR EVACUATION COORD.**

NAME: Jodi Pilatowski  
ALTERNATE: Emily Rodgers

**4<sup>TH</sup> FLOOR EVACUATION COORD.**

NAME: Chinyere Richardson  
ALTERNATE: No Alternate Available

**..... EVACUATION COORD.**

NAME:  
ALTERNATE:

**..... EVACUATION COORD.**

NAME:  
ALTERNATE:

**..... EVACUATION COORD.**

NAME:  
ALTERNATE:

## Appendix B

### Bomb Threat (Explosive Device) Data Card

This card (or a similar one) should be used when a bomb threat is received via the telephone.  
 The Ohio State University Police Department will provide copies of a bomb threat data card upon request.

The Ohio State University  
 Police Department

Explosive Device  
 Data Card

**CALLER'S VOICE:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

PLACE THIS CARD UNDER YOUR TELEPHONE

**QUESTIONS TO ASK:**

1. When is the explosive device 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?

If voice is familiar, whom did it sound like?

**BACKGROUND SOUNDS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Street Noises  | <input type="checkbox"/> Animal Sounds |
| <input type="checkbox"/> Voices         | <input type="checkbox"/> Clear         |
| <input type="checkbox"/> PA system      | <input type="checkbox"/> Static        |
| <input type="checkbox"/> Music          | <input type="checkbox"/> Local         |
| <input type="checkbox"/> House Sounds   | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Office Sounds  | <input type="checkbox"/> Phone Booth   |
| <input type="checkbox"/> Factory Sounds | <input type="checkbox"/> Other:        |

**EXACT WORDING OF THE THREAT:**

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**THREAT LANGUAGE:**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul        | <input type="checkbox"/> Taped      |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Read       |

**REMARKS:** \_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Race/Nationality: \_\_\_\_\_

Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediately call The Ohio State University  
 Police Department at 911**

Give responding officers this completed card.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Appendix C

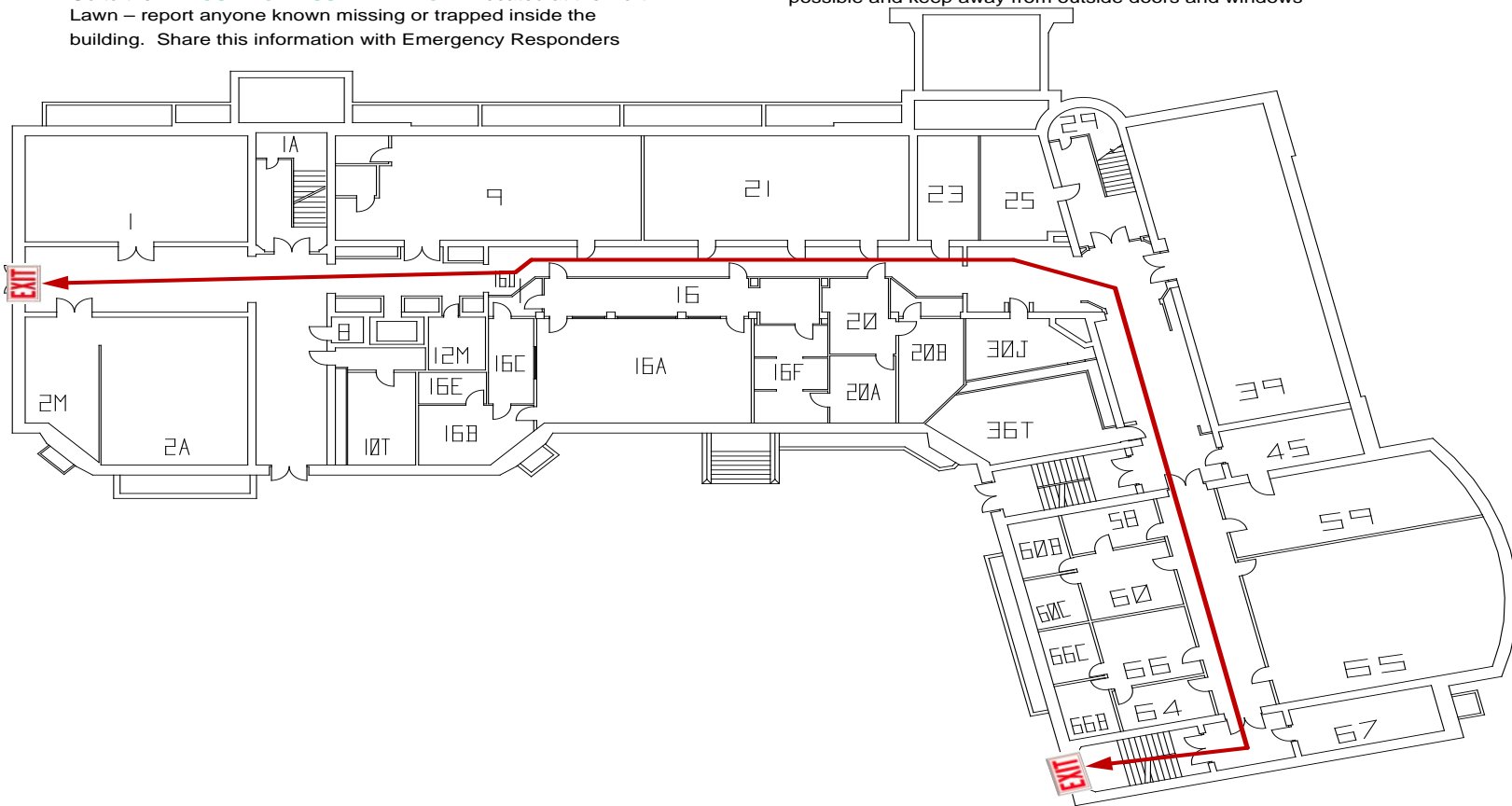
## Basement Evacuation Map

### Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station
- Notify the **FIRE DEPARTMENT** by calling **911** from a safe location
- Follow department specific procedures
- Assist those unable to evacuate on their own (if safe to do so)
- Report anyone trapped, needing assistance or staying behind to keep critical processes operational to emergency response personnel
- Go to the **EVACUATION ASSEMBLY POINT** located at the North Lawn – report anyone known missing or trapped inside the building. Share this information with Emergency Responders

### Safety Guidelines

- Be familiar with exit, fire alarm and fire pull station locations
- Only use fire extinguishers when you know how to and it is safe to do so
- Keep fire doors closed to prevent the spread of smoke and fire
- Be familiar with department specific emergency procedures and know your role
- If you are disabled, have a predetermined plan for evacuation; consider having more than one evacuation assistant
- In case of tornado warning, proceed to the lowest level possible and keep away from outside doors and windows



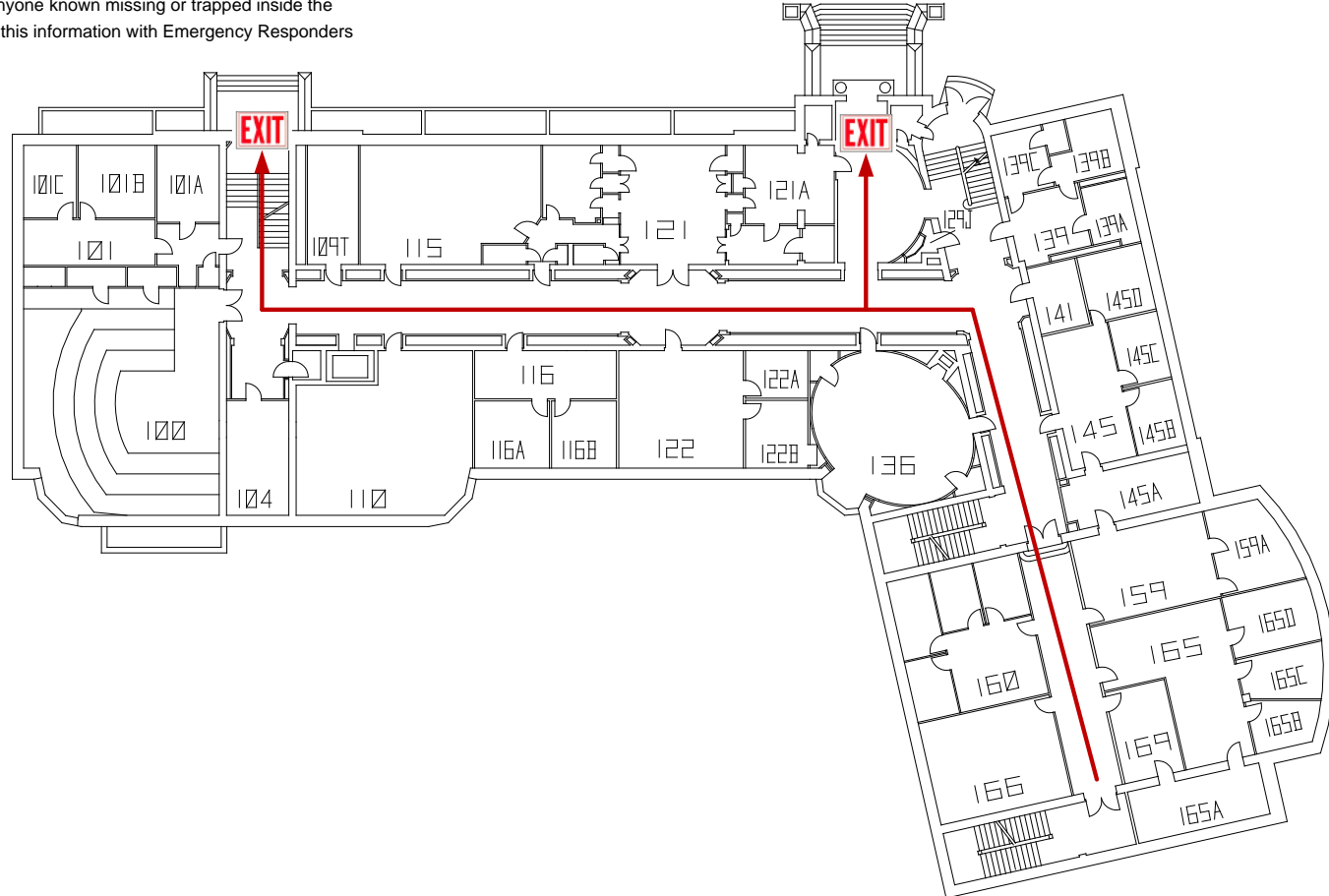
# 1<sup>st</sup> Floor Evacuation Map

## Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station
- Notify the **FIRE DEPARTMENT** by calling **911** from a safe location
- Follow department specific procedures
- Assist those unable to evacuate on their own (if safe to do so)
- Report anyone trapped, needing assistance or staying behind to keep critical processes operational to emergency response personnel
- Go to the **EVACUATION ASSEMBLY POINT** located at the North Lawn – report anyone known missing or trapped inside the building. Share this information with Emergency Responders

## Safety Guidelines

- Be familiar with exit, fire alarm and fire pull station locations
- Only use fire extinguishers when you know how to and it is safe to do so
- Keep fire doors closed to prevent the spread of smoke and fire
- Be familiar with department specific emergency procedures and know your role
- If you are disabled, have a predetermined plan for evacuation; consider having more than one evacuation assistant
- In case of tornado warning, proceed to the lowest level possible and keep away from outside doors and windows





## 2<sup>nd</sup> Floor Evacuation Map

### Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station
- Notify the **FIRE DEPARTMENT** by calling **911** from a safe location
- Follow department specific procedures
- Assist those unable to evacuate on their own (if safe to do so)
- Report anyone trapped, needing assistance or staying behind to keep critical processes operational to emergency response personnel
- Go to the **EVACUATION ASSEMBLY POINT** located at the **North Lawn** – report anyone known missing or trapped inside the building. Share this information with Emergency Responders

### Safety Guidelines

- Be familiar with exit, fire alarm and fire pull station locations
- Only use fire extinguishers when you know how to and it is safe to do so
- Keep fire doors closed to prevent the spread of smoke and fire
- Be familiar with department specific emergency procedures and know your role
- If you are disabled, have a predetermined plan for evacuation; consider having more than one evacuation assistant
- In case of tornado warning, proceed to the lowest level possible and keep away from outside doors and windows



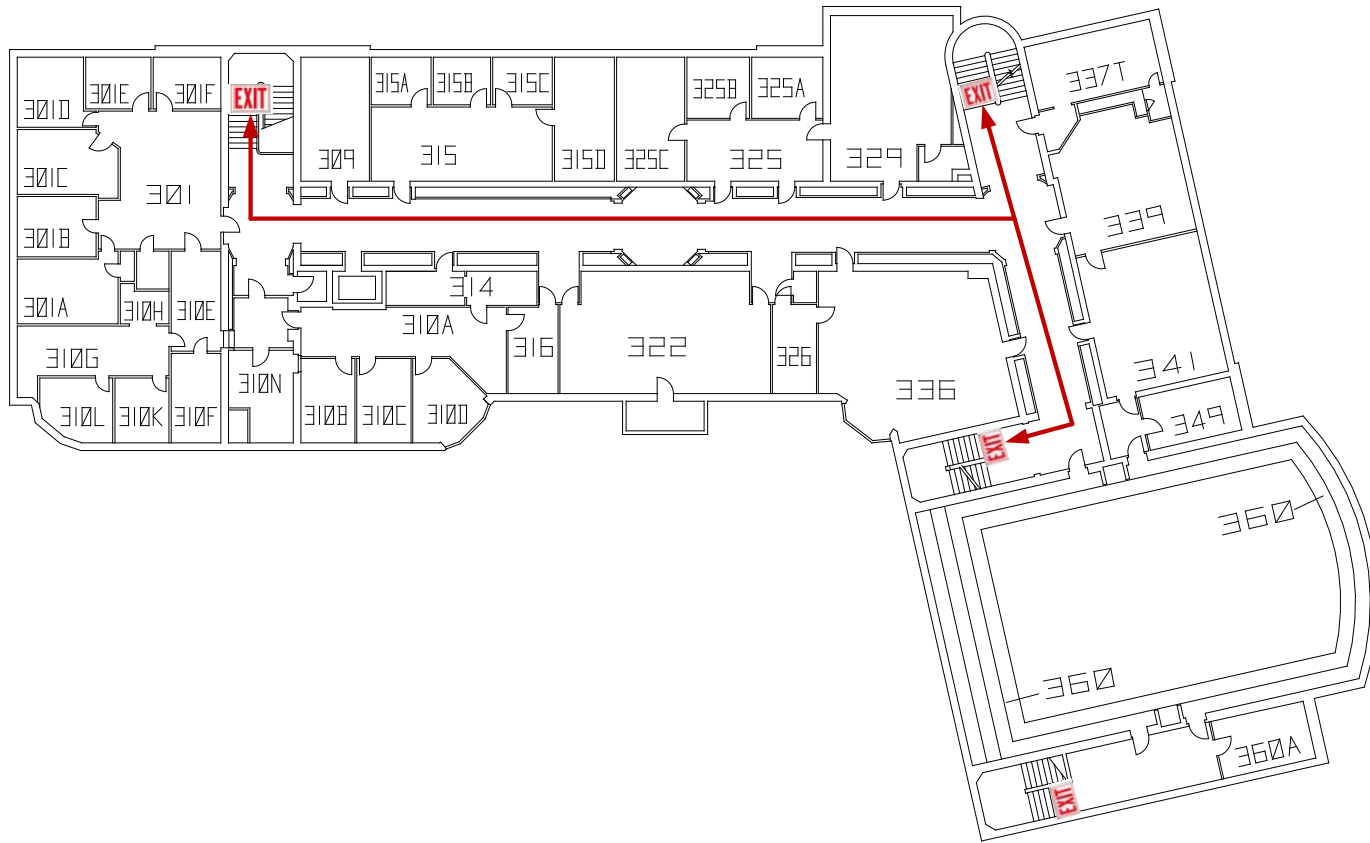
# 3<sup>rd</sup> Floor Evacuation Map

## Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station
- Notify the **FIRE DEPARTMENT** by calling **911** from a safe location
- Follow department specific procedures
- Assist those unable to evacuate on their own (if safe to do so)
- Report anyone trapped, needing assistance or staying behind to keep critical processes operational to emergency response personnel
- Go to the **EVACUATION ASSEMBLY POINT** located at the **North Lawn** – report anyone known missing or trapped inside the building. Share this information with Emergency Responders

## Safety Guidelines

- Be familiar with exit, fire alarm and fire pull station locations
- Only use fire extinguishers when you know how to and it is safe to do so
- Keep fire doors closed to prevent the spread of smoke and fire
- Be familiar with department specific emergency procedures and know your role
- If you are disabled, have a predetermined plan for evacuation; consider having more than one evacuation assistant
- In case of tornado warning, proceed to the lowest level possible and keep away from outside doors and windows



# 4<sup>th</sup> Floor Evacuation Map

## Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station
- Notify the **FIRE DEPARTMENT** by calling **911** from a safe location
- Follow department specific procedures
- Assist those unable to evacuate on their own (if safe to do so)
- Report anyone trapped, needing assistance or staying behind to keep critical processes operational to emergency response personnel
- Go to the **EVACUATION ASSEMBLY POINT** located at the **North Lawn** – report anyone known missing or trapped inside the building. Share this information with Emergency Responders

## Safety Guidelines

- Be familiar with exit, fire alarm and fire pull station locations
- Only use fire extinguishers when you know how to and it is safe to do so
- Keep fire doors closed to prevent the spread of smoke and fire
- Be familiar with department specific emergency procedures and know your role
- If you are disabled, have a predetermined plan for evacuation; consider having more than one evacuation assistant
- In case of tornado warning, proceed to the lowest level possible and keep away from outside doors and windows

