

OHIO UNIVERSITY



Emergency Operations Plan

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Maintained by the Office of Emergency Programs

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SECTION 1: Plan fundamentals

Mission:

The mission of this plan is to emphasize advance preparation and teamwork by internal and external stakeholders, establish and maintain effective communication channels, and adopt an environment of continuous improvement while providing leadership in preparing and responding to all emergency incidents.

Purpose:

The Emergency Operations Plan (EOP) provides general guidance, organizational structure and specific direction on preparedness, response and communication disciplines. It is critical that we are prepared for “unexpected” events to protect the OHIO community and the local community of Athens. The EOP outlines University procedures for managing major emergencies that may threaten the health and safety of the campus community. Ohio University policy # 44.100, Critical Incidents, provides the Ohio University policy authority for this plan.

The plan identifies departments and individuals that are directly responsible and accountable for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources.

Planning ahead for emergencies is part of normal business planning and campus life. **All members of the campus community share a responsibility for preparedness.** An emergency can strike anytime, anywhere and disaster will affect everyone. Therefore:

- OHIO must maintain a comprehensive emergency preparedness safety program to mitigate potential hazards and to familiarize students, faculty, and staff with emergency procedures (see Appendix A, OHIO University Emergency Procedures Guidelines).
- Every administrative and academic unit should maintain a Building Emergency Plan to protect personnel and equipment, and to support campus response and recovery actions. This plan should identify critical operations of the department, as well as essential personnel involved with the critical operations. These identifications will be utilized in the event that normal operations of the campus are jeopardized. (see Appendix B, OHIO University Building Emergency Plan template).
- All faculty, staff, and students should be knowledgeable of the OHIO University’s emergency notification system, OHIO Alert (see Appendix C, OHIO Alert Guidelines).

Scope:

OHIO’s EOP is an “all-hazards” plan. It identifies responsible individuals, and guides response and recovery actions. The EOP is designed for only the Athens Campus. It applies to a broad range of emergency incidents and may be activated during the following situations:

- Bomb Threats
- Civil Disturbances
- Epidemic/Illnesses
- Extended Power Outages
- Fire and/or Explosions
- Hazardous Materials Incidents (chemical, biological, or radioactive)

- Mass Casualty Incidents
- Natural Disasters (floods, tornados, ice storms, or blizzards)
- Terrorism

The EOP may also be utilized during major emergencies that occur adjacent to campus but that do not directly impact our physical facilities. During this scenario, OHIO would coordinate emergency information and provide support services as requested and as available.

- *OHIO University recognizes that a major emergency in the community that affects our students, faculty, and staff is a University emergency. OHIO University will coordinate its efforts and resources with the local communities and responding agencies.*

Planning Situations and Assumptions:

Situations

- Located in Athens, Ohio
- 17,124 undergraduate students on the Athens campus
- More than 250 undergraduate programs
- 970+ full-time faculty (Athens campus)
- 19:1 student to faculty ratio
- 29 student average class size
- 42 residence halls housing 7,800+ students
- 350+ registered student organizations
- 29 fraternities and sororities
- More than 1,400 students from other countries
- 210 buildings on 1,800 acres
- 16 NCAA Division I teams in the Mid-American Conference

Assumptions

OHIO University's EOP is based on assumptions that provide a basic foundation for establishing our operating procedures and checklists. These assumptions cover a wide range of potential hazards from natural disasters to human caused events. Therefore, the EOP assumptions will be based on "general" considerations.

- Emergencies may require cooperation/coordination of internal and external departments, organizations, and agencies to include university, city, county, state and federal entities.
- Local, state, and federal services may not be available.
- Basic services including electric, water, natural gas, heat, telecommunications, and other information systems may be interrupted.
- Buildings and other structures may be damaged.
- Normal suppliers may not be able to deliver goods and services.
- Students, faculty, and staff may not be able to leave the University.

- This EOP is based on emergency events that are most likely to occur in our area; however it may be implemented in a modified condition to cover other emergency situations.
- Most emergency events will occur with little or no warning.
- Departments tasked by the EOP are trained and ready to respond to emergency situations.
- Periodic exercising of the EOP response requirements is critical to ensure operational readiness and effectiveness of the plan.

Organizational Structure:

Executive Leadership

The Executive Leadership of OHIO University has the responsibility for the overall health and safety of the students, faculty, and staff. Executive Leadership ensures that the decision making and the coordination tools necessary to mitigate, prepare for, respond to, and recover from an emergency situation is in place and readily available if a situation arises.

Critical Incident Response Team

The purpose of the Critical Incident Response Team (CIRT) is to provide support and coordination in the event of a crisis situation. The goals of this support and coordination include, but are not limited to, the following:

- To protect lives and property.
- To insure that the University community is efficiently and effectively served in a time of crisis.
- To insure effective communication among various University constituencies and outside agencies.
- To insure the availability of appropriate support and resources to those community members who may be negatively impacted by a crisis situation.
- To insure the use of evaluative procedures following a crisis in order to achieve continuous improvement

The primary responsibilities of the CIRT are to:

- Determine the scope and impact of the incident on the University.
- Ensure that appropriate emergency notifications are made - communicate information and instructions.
- Prioritize support and coordination actions.
- Deploy resources and equipment.
- Continually monitor and re-evaluate conditions.

Section 2: OHIO University Emergency Management Programs

Emergency preparedness is everyone's responsibility. Response to any emergency requires comprehensive planning involving all levels of campus personnel. The OHIO University EOP contains guidelines and procedures to follow before, during, and after an emergency. Listed below is an overview of information contained in the EOP:

- **Emergency Response Guidelines** - The guidelines provide basic "how to" and "why" information to help the campus community respond to emergencies. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur.

- **Building Emergency Plan Template** - - The template is designed to provide students, faculty, and staff basic emergency information, to include shelter-in-place and building evacuation procedures for natural and human-caused events. All building occupants should review and understand their Building Emergency Plan information and procedures.
- **OHIO Alert** - - OHIO Alert is comprised of multilayered communications processes that formalize the University's emergency warning notification system.

Section 3: OHIO University Emergency Operations Plan

Concept of Operations:

The Emergency Programs Manager will spearhead the development, coordination and revision of the EOP. The concept is designed to incorporate all areas of comprehensive emergency management – mitigation/prevention, preparedness, response, and recovery. The EOP is based on the “all-hazards” approach and plans for multiple natural disasters and human-caused events. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by University leadership.

Objectives:

The EOP's critical goals are the preservation of life, protection of property, and continuity of academic and business operations. Our overall objectives are to provide strong leadership, effective management, and quick response to all emergency incidents and events. Specifically:

- Implement the National Incident Management System (NIMS) for Incident Command.
- Develop and maintain strong relationship with local agencies.
- Partner with local, state, and federal agencies and appropriate private sector organizations.
- Develop and implement an effective emergency warning system.
- Revise the plan as needed (normally an annual review) to ensure current guidelines and policies are incorporated.
- Periodically exercise the plan to ensure effectiveness and change as needed.
- Collect, evaluate, and disseminate damage information as quickly as possible to restore essential services as soon as possible.

Plan Activation:

The EOP is activated whenever an emergency condition exists in which normal operations cannot be performed and immediate action is required. In an emergency situation, OHIO University's immediate goals are:

- Protect life safety.
- Secure critical infrastructure and facilities.
- Provide essential services.
- Activate and staff the Emergency Operations Center, as required.
- Return OHIO University to normal operating status as soon as possible.

Response Priorities:

OHIO University must be prepared for emergencies and be able to respond to all emergencies in a safe and timely manner. General emergency response priorities follow from the above goals. University personnel and equipment will be used to provide priority protection for:

- **Priority 1** - - Life Safety
- **Priority 2** - - Preservation of University property and structures to include Research and Research Animals
- **Priority 3** - - Restoration of academic programs and general University operations

Emergency Procedures:

OHIO University's Emergency Response Guidelines will be referenced for all emergencies. Refer to Appendix A for specific procedures. Two basic emergency responses are highlighted below and will be issued by immediate warning notifications:

- **Fire Alarms** - - When a fire alarm sounds **immediately evacuate** the building and proceed to your emergency assembly area
- **Shelter in Place** - - means to seek shelter immediately in a safe location inside the closest facility/building. This course of action may need to be taken during a tornado, hazardous materials incident, or a civil disturbance. When you hear the announcement to "shelter in place" immediately do so and use any/all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional instructions or tell you it is safe to leave.

Emergency Authority:

The AVP of Risk Management and Safety (RMS) shall be responsible for the operational direction of the CIRT and serves as the Emergency Operations Center (EOC) Director. The EOC Director shall be responsible for coordination and liaison with executive leadership as applicable.

In the absence of the AVP of RMS a backup will be designated to serve as EOC Director. Normally the backup EOC Director will be the Emergency Programs Manager or the Chief of the University Police Department, depending on the situation.

The EOC Director determines whether to activate the EOP and the EOC. CIRT will be contacted and directed to report to the EOC. CIRT will provide direction on how the emergency impacts the University and begin to implement the appropriate response. CIRT will coordinate essential services and provide their expertise based on the specific incident.

Section 4: Phases of Emergency Management

OHIO University follows the Federal Emergency Management Agency's (FEMA) "Comprehensive Emergency Management Program Model", which addresses the four phases of emergency management.

- Mitigation/Prevention
- Preparedness
- Response
- Recovery

Mitigation/Prevention

OHIO University will conduct mitigation/prevention activities. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/Prevention should be a pre-disaster activity, although mitigation/prevention may occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are strengthening facilities and the campus against potential hazards through ongoing activities and actions to eliminate or reduce the chance of occurrence or the effects of a disaster.

- Examples of mitigation/prevention activities include hazard identification and elimination, communicating “emergency preparedness” information, and establishing emergency preparedness training programs.

Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses and developing preparation of resources are critical steps in preparing for the unexpected. Among the preparedness activities included in the emergency operations program are:

- Emergency planning, including maintaining this plan and attachments
- Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist OHIO University during emergencies in training opportunities.
- Conducting periodic exercises to test emergency plans and training.
- Completing a “Hot wash” and an After Action Review after exercises and actual emergencies to provide for continuous improvement of the EOP.

Response

OHIO University will respond to emergency situations as effectively and efficiently as possible. The focus of this plan and its attachments is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Departments are responsible for developing their own Standard Operating Procedures (SOPs) to effectively react to specific emergencies. Department SOPs are not maintained in the EOP.

Recovery

If a disaster occurs, OHIO University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the University to normal operations. While the federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, the university must be prepared to provide quick recovery to normal business operations. The recovery process includes assistance to students, families and staff.

Section 5: National Incident Management System

OHIO University has adopted the National Incident Management System (NIMS) which includes the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazard incident and resource management concept. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. The incident of NIMS is to be applicable across a full spectrum of potential incidents and hazards scenarios, regardless of size or complexity.

Additionally, NIMS is designed to improve coordination and cooperation between public and private entities in domestic management activities. Response actions will be based on the ICS system.

Section 6: Emergency Operations Center

The purpose of the Emergency Operations Center (EOC) is to serve as the single focal point and command center for the management of information, decision-making, and resource support and allocation in an emergency and recovery process. The EOC will also be a clearinghouse for sharing information with the University President and Executive Staff. The primary functions of the EOC are:

- Provide support to Incident Command
- Determine policy/procedure direction as needed
- Provide resources needed on campus
- Provide one voice in communicating emergency information to the campus community and the public

EOC Activation

When an emergency occurs, the Emergency Programs Manager or designee will determine if the EOC is to be activated and if activated which positions will be staffed for the emergency response. Not every emergency situation warrants EOC activation.

Section 7: Emergency Warning and Notification (OHIO ALERT)

The objective of the emergency notification and warning system, OHIO ALERT, is to provide timely notification and warning to all students, faculty, staff, and visitors of OHIO University of an active or imminent threat that jeopardizes the health, safety, or general welfare of individuals on campus.

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008. Under Title IV, the federal law requires all colleges and universities to have a notification and warning plan in place to alert the campus community of an emergency.

The following are the primary methods of emergency warning and notification:

- Emergency Webpage - www.ohio.edu/emergency
- Ohio University's homepage
- Your campus e-mail (Oak accounts)
- Text message
- Outdoor emergency notification system
- Campus televisions connected to CATVision
- 740.597.1800 for a recorded message (on Athens campus, 7.1800)
- Non-tech methods (on-the-ground teams, bullhorns, posted alerts, etc.)

For additional information and specific procedures regarding emergency warning and notification see Appendix C.

Section 8: Post Incident, Exercises, and Training

Post Incident

The Emergency Programs Manager will schedule an After Action Review after a major incident or event (law enforcement related incident reviews will be scheduled by the Police Chief). The After Action Review meeting will be scheduled as soon as possible after the incident or event and will include all appropriate participants. The After Action Review meeting will focus on any lessons learned and will be followed up by a written report. If appropriate, an improvement plan will be included in the written report.

Exercises

Exercises and drills are a vital part of OHIO University's EOP. The Emergency Programs Manager will normally conduct a table top exercise at regularly scheduled CIRT meetings. Additionally, as opportunities are presented for University participation in local emergency response exercises, CIRT members will be encouraged to participate.

Training

All OHIO University departments should ensure their employees are trained on the EOP. This awareness training can be accomplished in training sessions, staff meetings, or other programs deemed appropriate by a department head. The Emergency Programs Manager will assist in training as needed and requested.

Appendix A: Campus Emergency Guide Action Steps

Emergencies, disasters, accidents, injuries and crimes often occur without warning. Being prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. These emergency procedures have been developed to minimize the negative effects from such events. Please read these action steps thoroughly before an emergency occurs and keep copies available for immediate reference. Once you are familiar with the procedures, you will be better prepared to protect yourself and your co-workers. If you have questions concerning a situation not covered or need additional emergency preparedness information, contact Ohio University Risk Management and Safety at 593-9532 or the Ohio University Police Department at 593-1911.

If the emergency is a critical incident, or becomes a critical incident, you will find information through some or all of the following, depending on the incident and the conditions at the time:

- Ohio University's Emergency Information page
www.ohio.edu/emergency
- Text message
- Outdoor emergency notification system
- Your campus e-mail (Oak accounts)
- Campus televisions connected to CATVision
- Ohio University's homepage
- 740.597.1800 for a recorded message (on Athens campus, 7-1800)
- Non-tech methods (on-the-ground teams, bullhorns, posted alerts, etc.)

EMERGENCY CALLING PROCEDURES

Emergencies can be reported to the Ohio University Police Department at 593-1911 or by dialing 911 (911 calls go directly to the Athens County Emergency Communications center).

Ohio University's campus has easy-to-see, blue-light emergency telephones located across campus. Blue-Light phones provide a direct connection to the Ohio University Police Department Dispatcher. Most blue-light phones are located on each building on campus, including residence halls, along the bike path and major foot traffic areas. Phones mounted on residence halls have an emergency button that, when pushed, connects directly with the Ohio University Police Department Dispatcher.

PREPARING FOR EMERGENCIES

The following supplies should be considered when preparing for an emergency:

- FIRST AID KIT
 - (20) Adhesive bandages various sizes
 - 5" x 9" sterile dressing
 - Conforming roller gauze bandage
 - (2) Triangular bandages
 - (2) 3 x 3 sterile gauze pads
 - 3" roll of cohesive bandage
 - (2) Germicidal hand wipes or waterless alcohol-based hand sanitizer
 - (6) Antiseptic wipes
 - (2) Pair large medical grade non-latex gloves
 - Adhesive tape, 2" width
 - Anti-bacterial ointment
 - Cold pack
 - Scissors (small, personal)
 - Tweezers
 - CPR breathing barrier, such as a face shield
- FOOD AND BOTTLED WATER: one gallon per person in plastic bottles, as well as ready-to-eat foods that will keep without refrigeration should be stored in the shelter in place location.
- BATTERY-POWERED RADIO: news about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.
- FLASHLIGHT WITH EXTRA BATTERIES: use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.
- MEDICATIONS: include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least a three day's supply of these medications at your workplace. Consult with your physician or pharmacist on how these medications should be stored, and your employer about storage concerns.
- TOOL AND SUPPLIES: include an emergency "space" blanket (Mylar), paper plates and cups, plastic utensils, and non-electric can opener

SHELTERING IN PLACE

Some kinds of accidents or attacks, such as biological, chemical, or radiation threats, may make going outdoors dangerous. Leaving the area might take too long or put people in harm's way. In such a case, it may be safer for people to stay indoors than to go outside. "**Sheltering in place**" means people make a shelter out of the place they are in. It is a way for people to make the building as safe as possible to protect themselves until help arrives. If there is time, shut and lock all outside doors and windows. Locking them may provide a tighter seal against the contaminant. Turn off the air conditioner or heater. Turn off all fans, too, and shut the doors.

Choose a room in your office with as few windows and doors as possible. A large room, preferably with a water supply, is desirable. For chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink. The guideline is different from the sheltering in place technique used in tornadoes and other severe weather, when shelter should be low. It is suggested that the preparedness items previously listed be on hand in the shelter area.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

ACTIVE SHOOTER – Action Steps:

IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING AS YOU OR OUTSIDE YOUR BUILDING:

- Proceed to a room that can be locked or lock the room you are in.
- Close and lock all windows and doors.
- Turn off the lights.
- If possible, get everyone down on the floor where no one is visible from outside the room.
- Have one person call 911. Advise the dispatcher of your location and what is taking place.
- Remain in place until the police or campus administrator known to you gives the “all clear”.

IMPORTANT: unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify the source.

IF AN ACTIVE SHOOTER ENTERS YOUR OFFICE/AREA/CLASSROOM:

- Try to remain calm.
- Dial 911, if possible, and alert the police to the shooter’s location. If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place.
- If there is absolutely no opportunity to escape or hide and you can communicate, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered last resort after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

IF YOU DECIDE TO FLEE DURING AN ACTIVE SHOOTER SITUATION:

- Do not attempt to carry anything.
- Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people. Notify authorities of their location as soon as possible.

ASSISTING PEOPLE WITH DISABILITIES – Action Steps:

MOBILITY IMPAIRED:

- Designate helpers to assist non-ambulatory persons to the nearest safe exit or stairwell.
- One helper remains with assisted person whenever possible.
- Other helper goes to ground level, notifies Police and Fire personnel that someone needs help.
- Police and Fire personnel complete the rescue.

VISUALLY IMPAIRED:

- Explain nature of the emergency to visually impaired persons.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

ASSISTING PEOPLE WITH DISABILITIES continued...

- Guide visually impaired persons to nearest safe exit by having them take your elbow.

HEARING IMPAIRED:

- Explain nature of emergency to hearing impaired persons (speak slowly and clearly or use writing).
- Provide further assistance as necessary.
- Guide hearing impaired persons to nearest safe exit.
- Provide further assistance as needed

BIOLOGICAL, CHEMICAL, AND RADIATION (DIRTY BOMB) THREATS/NUCLEAR BLAST – Action Steps

BIOLOGICAL, CHEMICAL, AND RADIATION (DIRTY BOMB) THREATS:

- Cover your mouth and nose with layers of cloth (handkerchief, towel, etc.)
- Get as far as possible from the source of contamination.
- Wash with soap and water.
- Change to clean clothes. Bag contaminated clothes in a plastic bag.
- Call 911 or 593-1911 for the Ohio University Police Department.
- Follow instructions of Police or Fire personnel.

NUCLEAR BLAST (from an atomic weapon with accompanying flash, fireball, and blast):

- If time permits, evacuate to a safe locality.
- If the threat is imminent, take cover immediately in the nearest emergency or below-ground shelter.
- Lie down and protect your face and head.
- Protect yourself from radioactive debris. Avoid contaminated areas, food, and drink.
- Consider methods to shield or distance yourself from radioactive remnants and reduce the duration of your exposure.

BOMB THREATS – Action Steps

IF YOU RECEIVE A BOMB THREAT CALL:

- Remain calm.
- Get as much information as possible (use checklist on page 15).
- Call 911 or 593-1911.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

BOMB THREATS continued...

- Inform your supervisor/department head of the bomb threat phone call.

IF YOU OBSERVE A SUSPICIOUS OBJECT, PACKAGE, ETC., NOT TOUCH, OR TAMPER WITH SUSPICIOUS OBJECTS:

- Keep yourself and others away from object.
- Do not use cell phones or radio equipment within 100 feet of object.
- If instructed to evacuate, move at least 300 feet away from the building.
- Follow directions of Ohio University Police or Fire personnel.
- Do not reenter the building until instructed by either the Ohio University Police or Fire personnel.

STUDENTS/PEOPLE IN CRISIS – Action Steps

- Call 911 or 593-1911 to contact Ohio University Police.
- Be prepared to give the following information:
 - The name of the group, if known.
 - The exact location of the group.
 - The size of the group.
 - Weapons involved.
- Avoid provoking or obstructing demonstrators.
- Avoid the area of the disturbance.

IN CASE OF A CIVIL DISTURBANCE IF DISTURBANCE IS OUTSIDE AND YOU ARE INSIDE:

- Stay inside.
- Stay away from doors and windows.
- Continue with normal business operations, if possible.
- If necessary, cease operations and evacuate.
- Secure your work area (lock doors, safes, files, vital records, and expensive equipment).
- Log off computers.

EARTHQUAKE AFTER SHAKING STOPS – Action Steps

- Do not use regular or cellular phones except to call 911 or 593-1911 (Ohio University Police Department) to report serious injuries.
- Assist and accompany persons with disabilities.
- Use battery-powered radios to follow instructions given by the Emergency Alert System.
- Obey instructions/audio announcements by Ohio University Police.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

EARTHQUAKE AFTER SHAKING STOPS continued...

- Evacuate if instructed to do so.
- Do not enter any building that is deemed or looks unsafe.

IF INSIDE:

- Stay inside—do not run outside.
- Do not use elevators.
- Take cover beneath a desk or table.
- Protect your head and neck.
- Stay away from windows and objects that could fall.

IF OUTSIDE:

- Get away from trees, buildings, walls, and power lines.
- Assume a fetal position on the ground, with eyes closed, and arms crossed over back of your neck for protection.
- Stay in a fetal position until the shaking stops.

ELEVATORS DURING AN EMERGENCY – Action Steps

- Remain calm
- Call the Ohio University Police at 593-1911 on the campus phone in the elevator.
- Police and Physical Plant personnel will assist you.

EMERGENCY CLOSING PROCEDURE – Action Steps

- Know the Emergency Closing Procedures for your department
- Leave campus if notified campus is closing.
- If you have children at the Child Development Center, pick them up before leaving campus.
- If evacuation is ordered, help students, faculty, and staff leave campus.
- For information during an emergency or to find out if the University is closed, visit www.ohiou.edu/emergency

EVACUATIONS – Action Steps

BUILDING EVACUATION:

- Remain calm.
- Walk quickly—DO NOT RUN.
- Do not use elevators, except to assist a person with a disability when:

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

EVACUATIONS continued...

- o Evacuation is urgent;
 - o Use of an elevator is necessary; or
 - o An elevator is operated by Fire Department personnel.
- Gather at a predetermined location so your supervisor can account for personnel.
- QUICKLY check restrooms, copy rooms, and storage rooms for people unaware of the evacuation.
- Only take essential items with you.
- Close doors behind you as you leave.
- Assist and accompany persons with disabilities.
- Move to designated area at least 300 feet away from building.
- Follow instructions by Police or Fire personnel.

CAMPUS WIDE EVACUATIONS:

- LEAVING BY VEHICLE: Follow traffic instructions.
- LEAVING BY FOOT: Leave campus by the most direct route.
- If being picked up, meet your party at a predetermined location.
- PERSONS WITH DISABILITIES: Call 593-1911 for assistance.

EXPLOSION on Campus – Action Steps

IF AN EXPLOSION OCCURS IN YOUR WORK AREA OR BUILDING IF TRAPPED IN A BUILDING:

- Remain calm.
- If ordered, evacuate.
- DO NOT MOVE SERIOUSLY INJURED PERSONS unless danger is immediate.
- Assist persons whose injuries are not serious.
- Avoid windows, mirrors, furnishings that might fall, and electrical equipment. Watch for falling objects.
- Open doors carefully.
- Do not use elevators.
- Assist and accompany persons with disabilities.
- Do not use phones, matches, or lighters.
- DO NOT USE CELL PHONES. They can trigger explosions.
- IF A DOOR IS WARM, DO NOT OPEN IT.
- IF SMOKE IS ENTERING AROUND DOORS, stuff clothing in cracks to block smoke.
- Signal rescue crews by placing clothing outside window, if possible.
- If there is no window, stay near the floor where the air may be less toxic.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

EXPLOSION on Campus continued...

- Shout periodically to alert rescue crews.

IF TRAPPED IN A BUILDING:

- DO NOT USE CELL PHONES. They can trigger explosions.
- IF A DOOR IS WARM, DO NOT OPEN IT.
- IF SMOKE IS ENTERING AROUND DOORS, stuff clothing in cracks to block smoke.
- Signal rescue crews by placing clothing outside window, if possible.
- If there is no window, stay near the floor where the air may be less toxic.
- Shout periodically to alert rescue crews.

FIRE EMERGENCY – Action Steps

IF A FIRE ALARM IS ACTIVATED:

- Evacuate building immediately; close doors behind you.
- DO NOT try to save belongings, files, or equipment.
- DO NOT go to the basement.
- DO NOT use elevators.
- Help people with disabilities (non-wheelchair) leave building if possible.
- If disabled persons cannot be evacuated lead them to the nearest enclosed stairwell and close the doors leading to the stairwell.
- Tell Fire personnel or Ohio University Police the location of disabled persons remaining in the building.
- Proceed to the designated meeting point at least 300 feet away from the building.
- Stay clear of firefighting equipment.
- If you activated the fire alarm, meet with Fire or Police personnel to identify the location of smoke or fire.

IF YOU DISCOVER A FIRE:

- Evacuate building immediately.
- DO NOT use elevators.
- Activate the closest fire alarm as you exit, if possible.
- Call 911.
- Use fire extinguisher ONLY IF trained in its proper use.

IF IN DOUBT ABOUT THE SERIOUSNESS OF THE FIRE:

- Evacuate building immediately.
- DO NOT use elevators.
- Activate the closest fire alarm as you exit, if possible.
- Call 911.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

FIRE EMERGENCY continued...

- Stay clear of the building and emergency equipment.
 - Do not reenter the building until instructed by Fire or Police personnel.

IF YOUR CLOTHES CATCH ON FIRE:

- STOP whatever you are doing; do not run.
- DROP to the ground.
- ROLL to smother flames.

RENDER FIRST AID AS NECESSARY:

- DO NOT ATTEMPT TO MOVE PERSONS WHO HAVE EXTREME INJURIES.
- Get help from Fire or Police personnel.
- Administer CPR, if trained to do so.

FLOODING AND WATER DAMAGE - Action Steps

IN CASE OF MAJOR FLOODING:

- Remain calm.
- AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.
- IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE AREA.
- Call 593-1911 immediately.
- Evacuate the building or campus if instructed to do so.
- Do not return to the building unless instructed to do so.

IN CASE OF MINOR FLOODING:

- Remain calm.
- AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.
- IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE AREA.
- Call Ohio University Police at 593-1911 or call Facilities Management at 593-2911.
- If you are confident you can stop the leak (i.e., unclog the drain, turn off the water), do so.
- Help protect or secure vital equipment, records, or chemicals that are in jeopardy, if directed to do so.
- Take only essential action to avert immediate water damage (i.e., move items to higher ground, or covering objects with plastic).
- Do not return to your building unless instructed to do so.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

HAZARDOUS MATERIAL SPILL/ INFECTIOUS MATERIAL SPILL RESPONSES – Action Steps

HAZARDOUS MATERIAL SPILL:

- Call 911 or 593-1911 immediately.
- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and then seek medical attention.
- Stop the source of the hazardous material if possible.
- Evacuate the immediate area, closing doors behind you.
- Unless trained, DO NOT attempt to clean up the spill you.
- Make yourself available to emergency personnel to supply critical information to aid in clean up.
- Provide as much of the following information as possible:
 - o Where has the hazardous material spill occurred? Specify the floor, room number, and location in room.
 - o Have there been a fire and/or explosion?
 - o Are there any injuries? If so, how many?
 - o What material has been spilled?
 - o What is the state of the material (i.e., solid, liquid, gas, combination)?
 - o Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

INFECTIOUS MATERIAL SPILL RESPONSE:

- If the infectious material comes in contact with your skin, immediately wash with soap and water.
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Contact Ohio University Police (593-1911).

Make yourself available to responding emergency and Environmental Health and Safety personnel to supply information to aid in clean up.

HOSTAGE SITUATION – Action Steps

- Dial 911 or 593-1911, if possible, and supply as many details as possible including
 - o Number of people involved
 - o Description of hostage takers
 - o Weapons displayed
 - o Threats made
 - o Any other information
- Do what you are told without argument.
- Do not attempt to negotiate or argue with the hostage taker.
- Try to get others to remain calm.
- Tell them to do what they are told.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

MEDICAL EMERGENCIES – Action Steps

IF YOU EXPERIENCE OR WITNESS A MEDICAL EMERGENCY:

- Call 911 or 593-1911 immediately.
- Remain calm.
- Be prepared to provide information about the emergency.
- Unless trained, DO NOT render first aid—wait for emergency personnel.
- IF TRAINED, use pressure to stop bleeding.
- IF TRAINED, use CPR if victim has NO PULSE and is NOT BREATHING.
- Do not move a victim unless safety dictates.
- Be prepared to provide Ohio University Police with vital information, such as:
 - Your name and telephone number
 - Location of the injured person (building, room, etc.)
 - Type of injury or problem
 - Individual's present condition
 - Sequence of events leading to the emergency
 - Medical history and name of injured person's doctor, if known
 - Stay on phone with emergency personnel
 - Alert others of the emergency, if possible

MENACING PERSON – Action Steps

IF YOU ENCOUNTER A POTENTIALLY DANGEROUS PERSON:

- Remain calm.
- Cooperate with the person.
- Make no sudden movements.
- Call Ohio University Polices (593-1911) as soon as possible.
- Prepare to provide as much information as possible.
- If safe to do so, alert others of the emergency/danger.
- Advise others to quietly leave the area.

IF YOU ENCOUNTER A DISRUPTIVE PERSON:

- Remain calm.
- Do not ignore disruptive behavior.
- Tell the disruptive person that such behavior is inappropriate.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

MENACING PERSON continued...

- Set limits and explain that disruptive behavior has consequences.
- Explain clearly and directly what behaviors are acceptable.
- Allow the disruptive person to voice what is upsetting him/her.
- Acknowledge the disruptive person's feelings.
- Maintain eye contact.
- If appropriate, postpone dealing with the situation.
- Set a mutually agreeable time and place to discuss the issues again.
- Apprise supervisor or department chair of the problem.
- Call Ohio University Police at 593-1911.
- Be prepared to give your name, the name of the disruptive person, your location, and a brief description of the incident.

POWER OUTAGE/DOWNED POWERLINES – Action Steps

IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING:

- Remain calm.
- Call Ohio University Police at 593-1911 or Facilities Management at 593-2911 to report power loss.
- Help those in your area who may be unfamiliar with your space.
- If in an unlighted area, cautiously move toward an area with emergency lights.
- If in an elevator, stay calm. Use the emergency button or phone to contact Ohio University Police at 593-1911 or Facilities Management at 593-2911.
- Evacuate building if instructed to do so.

DOWNED POWER LINES:

- Distance is Your Friend
 - Under normal conditions, power lines are not supposed to lie on the ground. However, there are circumstances, such as high winds and storms that can bring down power lines and other utility wires. Downed power lines can be dangerous because they carry an electric current that can instantly injure or cause death.
 - There is no way for you to determine whether fallen power lines are energized or not because you can't smell, see, or hear electricity. Always keep your distance and presume a fallen wire is energized and dangerous.
- Don't Guess, Stay Away
 - Never touch a fallen wire, no matter how harmless it may look. Power lines are not insulated or coated like power cords for home appliances. In some instances, power lines may have a coating of weatherproofing material that may appear to be some form of insulation. It is not an insulating material and does not make the power line safe to touch.
 - It is sometimes difficult even for professionals to tell the difference between energized power lines and other utility lines. Don't guess and stay away from all wires.
- Keep Cars Clear, Too
 - If your vehicle comes in contact with a downed power line, stay put. If you can, honk and lower your windows to alert passers-by. Caution them to stay away from the vehicle and ask

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

POWER OUTAGE/DOWNED POWERLINES continued...

them to call 911.

- If you must exit the vehicle, remove all loose items or clothing and jump clear of the vehicle. Avoid touching the car and the ground at the same time. Land with both feet together; keep your feet as close together as possible; and shuffle away from the car.

ROBBERY/SHOPLIFTING/THEFT SITUATION – Action Steps

- Do what you are told without argument during a robbery.
- Tell others around you to do what they are told.
- As soon as it is safe, dial 911 or 593-1911 and supply as many details as possible including number of people involved, description of person(s) involved, weapons displayed, threats made, etc.
- Do not attempt to negotiate or argue with the person(s) involved.
- If there is more than one person available, have someone maintain visual contact to provide direction of travel from a safe distance. If there was a weapon displayed DO NOT ATTEMPT TO FOLLOW.

SEVERE WEATHER – Action Steps

STEPS TO TAKE IF CAUGHT IN SEVERE WEATHER:

- Be alert to possible weather conditions.
- Monitor local radio/television for information.
- Stay or get indoors.
- Lightening is generally associated with these storms. Time is critical and moving to an interior room must be done quickly. People outdoors should move indoors to a permanent facility interior room.
- Ensure that you are in a permanent building and not a temporary structure such as a trailer, automobile, truck, or pole building.
- Move to an interior room away from windows.
- Monitor 970 WATH AM Radio or WOUB Channel 20 Television for Watch & Warning details.
- If you hear thunder you are in close proximity to lightning and a possible lightning strike.
- Check road conditions online at: <http://www.ohgo.com/>

REMEMBER TO PLAN AHEAD

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

STUDENTS/PEOPLE IN CRISIS – Action Steps

MENTAL ILLNESS:

- *DO be respectful*
- DO attribute symptom(s) to the illness
- DO maintain poise and self-control
- DO maintain personal space
- DO keep your voice low and calm
- DO use short, simple statements
- DO keep your hands in view
- DO be matter-of-fact
- DO reduce contact if the individual is especially ill
- DON'T give sharp commands or use threats
- DON'T challenge – verbally or physically
- DON'T argue, criticize, or be judgmental
- DON'T make promises you can't keep
- DON'T take anger personally

Alcohol & Chemical Dependency:

- Contact Counseling & Psychology 593-1616 or Tri-County Mental Health 592-3091

Traumatic Incident:

- Call 911 or the Ohio University Police Department 593-1911

SUSPICIOUS PACKAGES/OBJECTS – Action Steps

IF YOU RECEIVE A WRITTEN THREAT OR SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT:

- Call Ohio University Police at 593-1911.
- Keep others away from object.
- Do not use cell phones or radio equipment within 100 feet of object.
- Write down everything you can remember about receiving the letter or parcel or finding the object.
- Be prepared to relay this information to law enforcement.
- Follow instructions of Ohio University Police or Fire personnel.
- If instructed to evacuate, move at least 300 feet away from the building. Do not reenter the building until instructed to do so.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

TORNADO WATCH AND TORNADO WARNING – Action Steps

WHAT TO DO IN A TORNADO WARNING:

- Remain calm.
- If notified of a tornado warning, PROCEED IMMEDIATELY to a basement or the lowest level of building.
- USE ELEVATORS IF YOU HAVE A DISABILITY OR ARE HELPING A PERSON WITH A DISABILITY.
- Stay away from windows, glass, stairwells, and unsecured objects.
- Stay tuned to a media outlet for notification of an “all-clear.”
- Do not contact the Ohio University Police unless an emergency situation exists.
- In the event of an emergency, call 593-1911 to contact Ohio University Police.

IF OUTDOORS IN A TORNADO WARNING:

- SEEK SHELTER IMMEDIATELY
- Protect your face and head.

WHAT TO DO IN A TORNADO WATCH:

- Be prepared to seek shelter.
- Determine the location of the nearest shelter.
- Listen to TV or radio for further weather reports.
- Realize the next step could be a warning.
- Be aware of your surroundings.
- Advise others of severe weather conditions.
- If weather grows threatening, SEEK SHELTER even if you hear no tornado warnings.

WITNESS TO A CRIME – Action Steps

IF YOU WITNESS A CRIME:

- Contact OUPD at 593-1911 immediately.
- Do not attempt to physically intervene.
- All information is needed in investigating crimes that occur on campus.
- Be attentive to all details, descriptions, mannerisms, actions, license plates, etc.

Appendix A: Emergency Procedures Guidelines

Please follow the following Action Steps for the appropriate Emergency Situation

WORKPLACE VIOLENCE – Action Steps

EXAMPLES OF WORKPLACE VIOLENCE:

- Threats direct or implied.
- Physical conduct that results in harm to people or property.
- Conduct that harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile environment.

POTENTIAL WARNING SIGNS:

- Verbal, nonverbal, or written threats.
- Fascination with weapons or violence.
- New or increased stress at home or work.
- Expressions of hopelessness or anxiety.
- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.
- Drug or alcohol abuse.
- Externalization of blame.

REPORTING WORKPLACE VIOLENCE:

- Report ALL incidents of workplace violence to Ohio University Police at 593-1911.

Appendix B: Building Emergency Template

Instructions for the Building Emergency Plan (BEP) Template

The Building Emergency Plan (BEP) template was created by the Emergency Programs Office. The BEP is a tool to identify the specifics of your building and provide information for your occupants and first responders. If you need assistance or have any questions contact:

Jill Harris, Emergency Programs Manager

harrisj4@ohio.edu or 740.593.9532

Instructions

Enter your building's specific information. Some of the information requested may not be available or necessary for your building. Similarly, you may know of additional information in your building that would be of assistance to your occupants in an emergency. Please adapt this document and any additional information that makes your BEP more effective!

After you have completed your Building Emergency Plan (BEP), and it has been reviewed by your safety committee and department head, please send a copy to:

Campus Emergency Programs Office

108 Human Resource Training Center

The next step is to put the program into action. Distribute the BEP to appropriate members of your department.

Please Note: You need to review the BEP at least annually and revise it when there are changes. Please forward a copy of the revised plan or annual review documentation to the Campus Emergency Preparedness and Planning Office. Completion and review of your BEP are required.

Building Emergency Plan

Date Adopted: ??/??/????

Date Revised: n/a

Prepared By: Name

SECTION I: Plan Development and Validation

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. An individual designated by the department head will develop the BEP and submit it to the Campus Emergency Programs Office for review and posting to the Emergency Operations Center building binder.
2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Campus Emergency Programs.
3. If you have any questions about this plan, contact the Emergency Programs Manager at 593-9532.
4. This BEP has been developed, revised or reviewed by the following individuals:

Prepared or revised by: *Name*

Reviewed by: *Department Head (or Designated Individual)*

Reviewed by Campus Emergency Programs Office: Jill Harris

Annual Review: ??/??/????

SECTION II: Your Building Emergency Plan

Introduction

- The Building Emergency Plan (BEP) is designed to provide students, faculty, staff and visitors basic emergency information to include shelter-in-place and building evacuation procedures for natural and human-made events.
- All building occupants need to review and understand their Building Emergency Plan information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. Emergency warning notification, evacuation, and shelter-in-place procedures need to be understood by all building occupants.
- As a member of the OHIO Community, you should also be familiar with [the OHIO University Campus Emergency Guide](#). This manual describes the procedures to follow in a variety of emergencies. The OHIO University Emergency Response Guide may <http://www.ohio.edu/safetyandrisk/responses.htm> .

Responsibilities

Department Head or designated representative

- Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.
- Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.

BEP Developer (building deputy or an individual designated by the department head)

- Prepare, coordinate, and distribute the BEP to department employees.
- Ensure the BEP is readily available and used during emergency incidents.
- Review the BEP annually to ensure information and procedures are current.

- Report to emergency assembly area (EAA) and assist with accounting for evacuated personnel.
- Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).
- Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

Department Employees

- Know the evacuation routes and EAA location(s).
- Participate in annual exercises/drills.
- Attend department training sessions.
- Be familiar with:
 - The OHIO University Emergency Warning Notification System—OHIO Alert.
 - Evacuation routes, exit points, and location to report for roll call after evacuating the building.
 - When and how to evacuate the building.
 - Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
 - Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).
 - Additional building specific procedures and requirements.

SECTION III: Notification Procedures

Emergency Notification Procedures

- Any building occupant that needs emergency assistance should immediately dial **911** from any public or campus telephone.

Ohio University Emergency Warning and Notification System—OHIO Alert

OHIO University is a large and complex institution; people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Warning and Notification Plan:

- Outdoor Emergency Notification System
- Campus e-mail (oak accounts)
- Text Message
- Emergency Webpage – www.ohio.edu/emergency
- CAT Vision – campus cable television
- OHIO University homepage – www.ohio.edu
- Call in number – 740-597-1800
- Non-tech methods – bullhorns, posted alerts, etc.

SECTION IV: Emergency Procedures

- OHIO University Emergency Response Guide will be referred to for all emergencies. A copy of the Emergency Response Guide should be reviewed periodically.
- The BEP focuses on two basic and immediate warning notifications:
 - Fire Alarms mean to **immediately evacuate** the building and proceed to your Emergency Assembly Area.

- Shelter in Place means to **seek shelter immediately** in a safe location inside the closest facility/building. This course of action may need to be taken during a tornado, hazardous materials incident, or a civil disturbance. When you hear the announcement to “shelter in place” immediately do so and use any/all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional instructions or tell you it is safe to leave. You may be required to Shelter In Place for events such as:
 - Tornado warning or other severe weather events.
 - Hazardous materials release.
 - Active shooter, building intruder, or civil disturbance.
 - As directed by police personnel for any other situation that requires you to find protection within a building.
 - Additional warning notifications may be issued using OHIO ALERT...the campus emergency warning notification system.

SECTION V: Shelter in Place

Tornado warning or other severe weather events

- Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
- In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. OHIO emergency webpage, TV, radio, etc.)

Hazardous materials release

If you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:

- Close all windows and doors.
- Move to the shelter in place location.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- Do not use elevators as they may pump air into or out of the building.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. OHIO emergency webpage, TV, radio, etc.)

Active shooter, building intruder, or civil disturbance

If you are “sheltering” due to an active shooter, building intruder or a civil disturbance on campus, immediately go to a safe location in your building.

- If possible, take refuge in a room that can be locked.
- If possible, close and lock the building’s or room’s door (s). If unable to lock the door secure it by any means possible.
- The room should also provide limited visibility to anyone that is outside of it.
- Hide under a desk, in a closet, or in the corner.
- After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. OHIO emergency webpage, TV, radio, etc.)

- Report any suspicious activity if you can do so without jeopardizing your safety...Call **911** if possible.

Building Specific Shelter in Place Procedures and Locations

Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures. Insert your building specific shelter in place procedures here. Recommend you list/describe your shelter in place locations/procedures for weather-related, HAZMAT, or civil disturbance incidents. You can enter as much information as needed.

- See **Attachment A** – Floor Plans

SECTION VI: Evacuation

Evacuation Policy:

OHIO policy requires **immediate** evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must promptly depart the building using designated exit routes.

- Departments are responsible to ensure all people in their area are aware of exit routes and location of their department's Emergency Assembly Area (EAA).
- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued fire and police personnel.
- After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the Department Head (or designated representative) and emergency responders.
- No one may re-enter building until authorized to do so by fire or police department officials.

General Evacuation Procedures

If you hear the fire alarm or are instructed to leave the building:

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA.
- Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- Remain in EAA until roll is taken and instructions are given.
- Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

Building Specific Evacuation Procedures

Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area. Insert your building specific evacuation procedures here. You can enter as much information as needed.

Emergency Assembly Area Location

Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct. Do your best and be prepared to provide first responder personnel as much information as you know.

It is recommended that you have at least two locations (some buildings will require multiple locations). One location should be outside, in an area away from the building. A second location should be inside a nearby building in case of inclement weather.

Describe the EAA location(s) and your accounting procedures here. This should include specific procedures in what to do if you are with a client.

- See **Attachment B** – Evacuation Assembly Location
- See **Attachment C** – Employee Roster

Evacuation Guidelines for People Requiring Additional Assistance

- Check on people with additional needs during an evacuation. A “buddy system,” where people with additional needs arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- Always ask someone requiring additional assistance how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Faculty and staff who have mobility impairments should let the Department Head or designated representative know the location of their usual work area and additional needs.

Attachment A: Floor Plans

Attachment B: Emergency Assembly Area

Example



Please reference the above map for Emergency Assembly locations.

In case of a building evacuation for Hudson Health Center (building 35 on above map), Counseling and Psychological Services employees should meet at Howard Park (143 on above map) as the primary emergency assembly area. In case of inclement weather, employees should meet in the lobby of Glidden Hall (40 on the above map).

Attachment C: Employee Roster

Department Employee Roster		
Name	Room Number	Contact Phone Number
Ex. Jane Doe	241	740-590-XXXX

Appendix C: OHIO Alert Emergency Warning and Notification

Summary

Federal law requires Ohio University and other institutions of higher learning to establish and maintain an emergency warning and notification plan. At Ohio University this plan is commonly referred to as "OHIO ALERT".

OHIO Alert uses a variety of channels (outdoor sirens, email, MyOHIO portal, text messaging, CATVision, etc.) to provide timely notification to all students, faculty, staff, and visitors on the Ohio University Athens Campus of emergencies that require immediate action to reduce the threat of injury or loss of life.

1. Purpose

This document establishes roles, responsibilities, processes, and execution plans for emergency notification and warning at Ohio University.

2. Authority

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008. Under Title IV, the federal law requires all colleges and universities to have a notification and warning plan in place to alert the campus community of an emergency.

Ohio University policy # 44.100, Critical Incidents, provides the Ohio University policy authority for this plan.

3. Scope

3.1 This plan applies only to the OHIO University Athens Campus. Other Ohio University campuses, centers, and facilities will develop conforming *OHIO ALERT* plans tailored to the specific circumstances and requirements of their locations.

3.2 This plan is applicable to emergencies such as but not limited to:

- Security threats (suspicious packages, bomb threats, explosive devices)
- Active shooters, armed and dangerous individuals, or reports of shots fired
- Tornado warnings
- Major fires, explosions, water contamination
- Flooding
- Release of hazardous materials (HAZMAT incident)
- Other critical incidents as determined by Ohio University's executive leadership

3.3 This plan covers the warning and notification phase of emergencies. With the exception of follow on emails and postings to the ohio.edu/emergency webpage, it does not address the breath of Internal and External Relations necessary for complete recovery or continuity of operations.

3.4 For the purposes of warning and notification, this plan divides emergencies into two (2) types: **Imminent Threats** and **Campus Emergencies**

3.4.1. Imminent threats (such as tornado warning, active shooter, hazardous situations) that require immediate and urgent notification of the campus. For such threats OUPD will activate the public address systems and then initiate the notification chain.

Notification: In the event of an imminent threat, the Ohio University Police Department will notify:

- Chief of Police/Supervisor on Duty
- Emergency Programs Manager/AVP Risk Management and Safety
- UCM on-call media team to activate the appropriate emergency message channels

- Dean of Student's on-call person

Additional notifications, such as updating the university's emergency page, email, and so on using pre-approved messages will as rapidly as possible using channels outlined in the plan below.

3.4.2. Campus Emergency (such as flooding, water contamination, and so on). These do not require urgent or immediate campus notification. The public address system will normally not be used. Pre-approved messages will form the basis of communications, but approvals will normally be obtained before messages are deployed.

Notification: For communications concerning a campus emergency, Risk Management and Safety or the Ohio University Police Department will notify:

- Chief of Police/Supervisor on Duty
- Emergency Programs Manager/AVP Risk Management and Safety
- UCM on-call media team to activate the appropriate emergency message channels
- Dean of Student's on-call person

4. Assumptions

1. Imminent threats requiring activation of the OHIO ALERT emergency notification system will be "no notice." This means that there is an immediate threat to individual life or limb.
2. Normal, formal channels of decision-making and information release will not have sufficient speed to respond adequately to imminent threats.
3. No single method of communication will reach everyone, everywhere, every time. Utilization of numerous and varied communication methods is required.
4. Electronic communication mechanisms are subject to failure. Redundancy through the use of numerous and various communication methods is required.
5. Due to factors beyond the university's control, a small portion of the intended audience may receive their emergency messages in a later timeframe than desired.
6. Some of the emergency communication methods identified require deliberate action on the part of the recipient to obtain the emergency message. Some individuals may not take this required action.
7. Despite best efforts, errant information may still be generated and distributed by alternative means of communication (i.e. word of mouth).
8. Notification systems must account for communication impairments (hearing and/or sight).
9. Language barriers could result in some misunderstood messages.
10. Emergency messages must be identifiable as "official" OHIO ALERT messages.
11. Regular testing of the OHIO ALERT system is required to ensure functionality and to familiarize recipients with the system's features. All tests must be evaluated and corrective action recommendations developed, as necessary.
12. As communication technology evolves, new communication methods may be identified as others become obsolete.

5. Roles and Responsibilities

The roles and responsibilities mentioned below are in addition to everyday roles and responsibilities.

5.1 President, Ohio University

The President, Ohio University has responsibility for the overall health and safety of the students, faculty, and staff of the university.

5.2 Chief of Staff, Ohio University

The Chief of Staff, Ohio University shall:

1. Ensure staff coordination necessary to keep this plan current
2. Serve, in the absence of the Vice President for Finance and Administration and Vice President for Student Affairs, as a primary staff member for emergency notification and warning decision making

5.3 Vice President for Finance and Administration

The Vice President for Finance and Administration (VPFA) is the President's designated executive staff member responsible for emergency planning. The VPFA shall:

1. Provide executive staff visibility and responsibility for emergency preparedness, plans, and programs
2. Designate an Emergency Programs Manager
3. Make decisions to and issue directives to activate the OHIO ALERT warning system in circumstances where executive decision making is required or possible
4. Provide budget visibility for emergency warning and notification expenditures

5.4 Executive Director, University Communications and Marketing

The Executive Director, University Communications and Marketing (UCM) is the principal executive staff member responsible for university emergency communications planning and execution in support of university emergency planning and operations. The Executive Director, UCM shall:

1. Prepare and maintain an emergency communications plan
2. Maintain 24 x 7 capability, via External Relations on-call team, to update the below emergency messaging channels
3. Supervise the execution of emergency messaging in the following channels:
 - Ohio.edu/emergency (Internet)
 - 7-1800 (telephone)
 - MyOhio (intranet—upon full deployment by OIT)
 - COMPASS (electronic newsletter)
 - Ohio.edu (Internet)
 - OHIO ALERT email (electronic message)
 - Twitter (electronic social network)
 - Facebook (electronic social network)
4. Coordinate, develop, and deliver post-emergency communications
5. Serve as the designated spokesperson for the university or appoint an appropriate spokesperson

5.5 Chief, Ohio University Police Department

The Chief of Ohio University Police will:

1. Maintain a 24x7x365 communications center capable of initiating an OHIO ALERT notification
2. Serve as the central point for receipt of information that might activate an OHIO ALERT notification
3. Ensure responsible personnel are briefed on OHIO ALERT activation protocol
4. Designate an internal protocol for activation of the OHIO ALERT emergency notification system
5. Maintain a system for notification of the Emergency Programs Manager/AVP Risk Management and Safety, UCM on-call media team to activate the appropriate emergency message channels, and Dean of Student's on-call person

6. Activate the OHIO ALERT emergency notification system upon receipt of a confirmed report of:
 - Tornado warning for Athens County
 - Active shooter
 - A hazardous situation (explosion, fire, chemical emergency, suspicious device) which in the judgment of the Chief warrants such action)

5.6 Vice President Student Affairs

The Vice President for Student Affairs shall:

1. Ensure current students are provided with information on the OHIO ALERT notification system.
2. Provide information on the OHIO ALERT notification system to parents.
3. Serve as primary decision maker in activating an OHIO ALERT notification in non-automatic notification situations.

5.7 AVP of Risk Management and Safety

The AVP of Risk Management and Safety shall:

1. Ensure that response and recovery operations maintain a safe environment
2. Direct the Critical Incident Response Team
3. Serve as a point of contact for Executive Staff communications

5.8 Executive Director, Residential Housing

The Executive Director, Residential Housing shall:

1. Provide CATVision as a channel for execution of emergency messaging on CATVision (Assistant Dir. For Communications is primary manager).
2. Ensure that all students living in the residence halls are briefed on OHIO ALERT notification plan and appropriate actions.

5.9 Emergency Programs Manager

The Manager of Emergency Programs Ohio University shall:

1. Provide oversight, management, and coordination of the University's emergency notification and warning system.
2. Ensure compliance with all applicable federal, state, and local laws pertaining to emergency notification and warning requirements.
3. Initiate an OHIO ALERT for any immediate or imminent threat to the campus community stemming from a threat of a natural disaster or hazard.
4. Disseminate the "OHIO ALERT" for emergency text message.
5. Plan, schedule, and conduct routine tests of the OHIO ALERT system.
6. Provide notification to UCM in the event of a non-law enforcement campus emergencies
7. Activate the CIRT communications system as applicable.
8. Provide regular status reports on the status of the OHIO ALERT system to the AVP of Risk Management and Safety

5.10 Chief Information Officer

The Chief Information Officer will:

1. Provide technology assistance and support for the emergency notification plan, to include input in planning, support in execution, and the identification of technology to improve the effectiveness of the plan.

2. Upon activation of the OHIO ALERT system, supervise the updating of the Ohio University portal (my.Ohio.edu) with emergency information.

5.11 Executive Vice President and Provost

The Executive Vice President and Provost has major responsibilities for academic programs, university budget planning, research and coordination of internal university matters with the vice presidents. The EVPP shall provide information and guidance to faculty, relevant to faculty concerns, in the event of a campus emergency or imminent threat.

6. Emergency Messages

6.1 Pre-Approved Scenarios and Messages for imminent threats

The following emergency scenarios and associated OHIO ALERT messages are preapproved by the Office of the President and will be initiated upon receipt of notification by the Ohio University Chief of Police (or his designated representative).

1. Tornado Warning, Athens County
2. Active Shooter
3. Hazardous Situation (explosion, fire chemical emergency, suspicious device)
4. Testing

University Communications and Marketing will deploy pre-approved messages upon notice by the OUPD or Risk Management and Safety.

In addition, Residential Housing will activate a pre-approved message for CATVision upon notification from the National Weather Service that a Tornado Warning has been issued for Athens County.

6.2 Activation Procedures and Approval Hierarchy for campus emergencies

Activation of the OHIO ALERT emergency notification system, for purposes not preapproved above, will be approved by University leadership and the system activated using the below activation approval hierarchy. Upon notification that communications concerning a campus emergency the Executive Director of UCM will initiate activation procedures and approval.

- Contact an approver (see below)
 1. Chief of Staff, Ohio University
 2. Vice President of Finance and Administration
 3. Chief of Police, Ohio University
 4. Emergency Programs Manager
 5. Police Supervisor on duty
 6. Police Dispatch Supervisor
 7. Police Dispatcher
- Receive approval
- Activate the appropriate emergency communication system
- Notify UCM on-call external media team to activate additional communication channels
- Send notification

7. Notification Procedures

7.1 Imminent Threat: The Ohio University Police Department will notify

- Chief of Police/Supervisor on Duty
- Emergency Programs Manager/AVP Risk Management and Safety
- UCM on-call media team to activate the appropriate emergency message channels
- Dean of Student's on-call person

7.2 Campus Emergency: Risk Management and Safety or the Ohio University Police Department will notify:

- Chief of Police/Supervisor on Duty
- Emergency Programs Manager/AVP Risk Management and Safety
- UCM on-call media team to activate the appropriate emergency message channels
- Dean of Student's on-call person

7.3 Additional Notifications: Upon initial notification of an emergency those listed above have additional responsibilities for notification of the event within their Divisions/reporting structures. Plans and procedures will be maintained by the appropriate Division/reporting structure.

Technical activation Procedures of the OHIO ALERT emergency notification system are maintained in separate, secure documents. Given the sensitive operational nature of the contents of the Activation Procedures document, it is considered to be CONFIDENTIAL and FOR OFFICIAL USE ONLY.

8. Post-emergency email communications

The Executive Director, UCM will coordinate post-emergency email communications under the direction of the Chief of Staff, Office of the President. The foundational and common document will be a press release prepared by the Senior Manager, External Relations, UCM under the supervision of the Executive Director, UCM.

The following offices may issue post-emergency communications.

- VPSA/Dean of students – all students email, sent within 24 hours of end of the emergency. Note this email is normally sent after normal working hours.
- EVPP – all faculty and staff email, sent within 24 hours of the end of the emergency.

Additionally, UCM will prepare an informational article for the official university news source (COMPASS) and publish same.

9. Plan Maintenance

This Policy and Plan is maintained by the Emergency Programs Manager in coordination with University Communications and Marketing.

Attachment 1: Emergency message delivery times and use

The below table contains estimated worst-case delivery times, which messages are used in a given emergency, and responsible parties for each emergency message channel.

	Channel								
	CATVision	Email	Public Address	Text	Recorded Phone message	Website ohio.edu/emergency	Portal	Twitter (generic message only)	Facebook (generic message only)
Estimated time to deploy/deliver	30 minutes	Delivery time from OIT	2 minutes	Deploy=5min Deliver=????	30 minutes	30 minutes	30 minutes (?)	15 minutes	15 minutes
Responsible parties		Ex Dir UCM/Sr Mgr External Relations	OUPD/ Emergency Programs Mgr	OUPD/ Emergency Programs Mgr	Ex Dir UCM/ Sr Mgr External Relations	Ex Dir UCM/ Sr Mgr External Relations	Ex Dir UCM/Mgr Social Media & Web	Ex Dir UCM/ Mgr Social Media & Web	Ex Dir UCM/ Mgr Social Media & Web
All Clear	X	X	X	X	X	X	X	X	X
Armed and dangerous / Active Shooter	X	X	X	X	X	X	X	X	X
Shots fired	X	X	X	X	X	X	X	X	X
Bomb (explosive device/suspicious package/security) threat If device found, use "Suspicious device"	X	X		X	X	X	X	X	X
Classes cancelled	X	X		X	X	X	X	X	X
Hazardous situation (explosion, fire, flooding, HAZMAT, hostage, utility failure, other hazardous / dangerous situation)	X	X	X	X	X	X	X	X	X
Tornado Warning	X	X	X	X	X	X	X	X	X
Water Contamination	X	X		X	X	X	X	X	X
Flooding (or expected flooding)	X	X	X	X	X	X	X	X	X
TEST	X	X	X	X	X	X	X	X	X