Building Emergency Policies and Procedures

For

Sheakley Athletic Fields
45 W. Charleton
Cincinnati, OH 45221

September 2014

Approved by the
Department of Public Safety Department
of the
University of Cincinnati
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A. Introduction

The University of Cincinnati is committed to providing safe and comfortable environments for our students, employees and guests. That commitment is reflected in the following information, to be used in the event of a building emergency or evacuation.

The following guidelines are reflective of existing University of Cincinnati Public Safety Department and Cincinnati Fire Department policies and procedures and shall be distributed to all building occupants, as a tool for continuing personal safety.

B. Mission

The mission of the Emergency Recovery Team is to assist any UC department affected by a disastrous incident to resume business functions as quickly as possible. The Emergency Recovery Team’s activities will begin as soon as it knows about the incident and preferably, while the incident is being contained and mitigated. The areas it is primarily concerned with are:

- Health/Safety Issues
- Property
- Liability
- Return to Operational Status

The University Police Dispatch Center will notify the Emergency Recovery Team’s when an incident occurs.

C. Components of Sheakley Athletic Fields

The Sheakley Athletic Fields area is a 100 yard football field and a 50 yard field. The 100 yard field has a “bubble” type structure which is removable during the warmer months. This added structure encloses the field for use during the colder months as a practice field for athletic groups.
D. Fire Wardens - Responsibilities and Contact Information

Fire Wardens are required for each Department. These individuals (or their designated backup) will be responsible for making sure each area is evacuated in the event the emergency alarm system or severe weather alert is activated on their way out of the building. Fire Wardens will not delay their egress out of the building or to a safe location ensuring occupants have evacuated. They are also responsible to account for the departmental employees and visitors who assemble at the designated rally points after evacuating the building or relocating to a safe zone. The Fire Wardens for this type of structure will be the coaching staff for practice events and the Athletic Department along with Public Safety for all other events. The Emergency Services area of UC Public Safety is responsible for training all Fire Wardens and their Backups.

As new employees are hired, the designated Fire Wardens will be responsible for training them within three (3) days of their start date. All Fire Wardens are responsible for maintaining a documentation list of all trained employees.

The current Fire Wardens are listed below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Fire Warden (First Contact) Telephone</th>
<th>Backup Contact Telephone</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td></td>
<td></td>
<td>All areas</td>
</tr>
<tr>
<td>Public Safety</td>
<td>556-6111</td>
<td></td>
<td>All Areas</td>
</tr>
</tbody>
</table>

E. Persons with Disabilities – Special Circumstances

1. Fire Emergencies

Public Safety guidelines permit individuals with disabilities the option of staying in the building during an emergency if they are non-ambulatory, or where elevator assistance is essential for their evacuation, and they are located either above or below the ground floor.

a. On ground floor, exit the building/area as usual.
b. If above or below ground, where using an elevator is necessary, seek a safe place—preferably a designated area of refuge or a room with an exterior window, a telephone, and a solid door.
   - Telephone Emergency Dispatch (9-1-1) and advise them you are a person or with a person with a physical disability. Give your exact location – Building, Floor and Room number and the phone number you are calling from.
   - The Fire Department will determine if evacuation of these occupants is necessary.

2. Severe Weather Emergencies
A non-disabled person should stay with the disabled to assist, if necessary.

F. Emergency Types / Evacuation Rally Points

1. Fire: If you encounter smoke, fire, fire alarm activation or a report of burning odor, immediately:
   a. Activate the nearest fire alarm pull station.
   b. If possible, close all doors and windows, call 9-1-1, and activate a pull station on your way out of the building.
   c. DO NOT USE THE ELEVATORS!
   d. Exit the building as quickly as possible.
   e. The Sheakley Athletic Fields Assembly Location is on the sidewalk towards baseball stadium or 60 W. Charleton.
   f. Assemble with your department
   g. Fire Wardens will account for all employees and visitors to ensure that all are out of the building/area.
   h. Fire Wardens will report any missing employees or visitors, and their last known location, to the nearest emergency personnel.
   i. Await further instructions from UC Public Safety or Cincinnati Fire Department.

2. Severe Weather: If severe weather is detected (severe thunderstorms, tornadoes etc.) the campus severe weather warning system will sound, instructing all occupants to:
   a. Evacuate the field area and take shelter.
   b. Elevators may only be used by individuals with ambulatory disabilities.
   c. Severe weather safety locations for Sheakley Athletic Fields are noted as 60 W Charleton basement, Schott Stadium locker rooms, lower level hallways, 5/3 Arena on the 1st and 2nd floors. Do not send anyone into Corry Garage as it is open on two sides and is not a safe location. Safe areas should be the lower levels-below grade-without exterior windows or doors.
d. Await further instruction from Public Safety or Cincinnati Fire Department before leaving the assembly area.

3. Bomb Threats / Suspicious Activities: If you receive a bomb threat, suspicious package, locate a suspicious item or see suspicious activity:
   a. Do not use cell phones or radios!
   b. Call 9-1-1 to report what you have found, heard or seen from a landline phone.
   c. Do not attempt to move or open items, or confront individuals.
   d. If warranted, and if possible, clear all individuals from the immediate area lock the doors, exit the building, and assemble at the sidewalk towards the tennis courts with your department.

4. Illness or Injury: In the event of an illness or injury:
   
   911 from a UC landline will get you directly to UC Communications Center; 9-1-1 from a cell phone will get City of Cincinnati dispatcher. When using a cell phone, make sure to inform the dispatcher you are on UC’s campus and your location.
   
   a. Call 9-1-1 and report what has happened. The UC 9-1-1 dispatcher will send emergency medical assistance as needed.
   b. Direct someone to the main entrance of the area to direct emergency personnel to the injured/ill person.

G. Emergency Response Teams

Sheakley Athletic Fields is served by the University Police (556-1111), the Cincinnati Fire Department, Environmental Health and Safety (556-4968), University Health Services and Facilities Management (558-2500) personnel. All immediate emergency concerns can be directed through the UC 9-1-1 Communications, by dialing 9-1-1 from any UC phone.

H. Building Hours and Security

I. Major Fire Hazards for Sheakley Athletic Fields

There are no major fire hazards in Sheakley Athletic Fields. No chemicals quantities are stored in this building.

J. Identification and Assignment of persons responsible for maintenance of systems to control and prevent fires
The university’s Facilities Management Department maintains the building operations and housekeeping. They may be reached by contacting the University of Cincinnati’s dispatch center at 9-1-1 or 556-1111 (non-emergency).

K. Other Resources

For more information, please contact: 513-556-4909

Emergency Services: http://www.uc.edu/publicsafety/fire_emergency.html

Emergency Preparedness: http://www.uc.edu/publicsafety/fire_emergency/emergency_preparedness.html

Fire Prevention: http://www.uc.edu/publicsafety/fire_emergency/fire_prevention.html

Fire Alarms: http://www.uc.edu/publicsafety/fire_emergency/fire_alarms.html