



**Emergency Procedures
Guidelines for Employees
December 2, 2008**

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FIRE

All University buildings are equipped with automatic fire alarm systems. Many are equipped with voice systems that will give specific instructions, as well as automatic sprinkler systems. In the event that a fire alarm sounds, **all** persons are required under state law to evacuate the building immediately. Failure to evacuate is a criminal offense. Persons in charge of a facility (including faculty teaching class) are also responsible for evacuating their area, and may be held personally liable for a failure to evacuate. Once a fire alarm has sounded, do not re-enter a building until the all clear message has been given by emergency personnel.

In order to comply with the Ohio Fire Code, the University will begin conducting fire drills in most academic buildings on an annual basis.

Testing of the fire alarm system is normally conducted during hours the building is closed and is posted in advance. Any fire alarm that sounds must be treated as an actual alarm unless prior notice is given of the testing. When evacuating, take your personal belongings with you, and secure your office as you leave.

In the event of a fire or fire alarm, the employee should take the following actions:

- Instruct others to immediately exit the building via the nearest stairwell
- Exit the space, verifying all students have left. Employees shall not attempt to extinguish a fire unless specifically trained.
- Pull the fire alarm (located at each stairwell and main entrances)
- If possible, call 9-1-1 from a phone located a safe distance away from the building, to report the exact location of the fire
- Exit the building and await the fire department
- Do not re-enter until you receive the all clear message from Public Safety

PHYSICAL DISABILITIES

Special procedures are in place for persons with physical disabilities who may be present in a building during a fire. Persons with physical disabilities are permitted to stay in a building during an emergency situation only 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. Elevators cannot be used during a fire alarm. All other persons with disabilities need to evacuate the building in an emergency situation. If required, persons with a visual impairment should seek assistance from other occupants in the building. Many UC buildings are provided with designated Areas of Rescue Assistance for this situation. These areas are equipped for two-way voice communications with the 9-1-1 dispatcher, and are located within fire resistive areas of the building typically stairwells. The faculty members may want to check on the presence of these areas in order to assist a person with a physical disability in their class. For buildings where there are not designated Areas of Rescue Assistance, or if their presence is unknown, persons with disabilities should be instructed to seek a safe place (preferably a room with an exterior window, a telephone and a solid door), call 9-1-1 and report their location to the dispatcher. The Fire Department will then determine if they need to provide evacuation assistance or if the caller should stay in place.

SEVERE WEATHER

The University has implemented a severe weather warning system as part of its ongoing fire and life safety systems upgrade. This system allows Public Safety to play pre-recorded announcements in many of the campus buildings when severe weather threatens.

This system will be used in conjunction with the existing Hamilton County siren warning system. The sirens effectively warn persons outdoors; however they do not provide good coverage indoors. The campus system delivers the warnings to persons inside the buildings, as well as providing more detailed instructions. The sirens and the campus system are activated for severe weather warnings only, not for watches.

Each building has a designated severe weather shelter area. These locations can be found at www.uc.edu/pubsafety/documents/emergency_service/SHELTER_LOCATIONS.pdf

A severe thunderstorm **WATCH** indicates that conditions are favorable for the formation of a thunderstorm of 58 mph or greater. Hail with a diameter of $\frac{3}{4}$ " or more may also be present. A severe thunderstorm **WARNING** is issued when severe thunderstorms have developed in the area. Shelter should be sought indoors, away from windows.

A tornado **WATCH** indicates that weather conditions are such that tornadoes can develop, as well as implying that thunderstorm activity may be severe. A tornado **WARNING** indicates that a tornado has actually been sighted in the reporting area. Immediate shelter should be taken in the lowest interior area of a building. Avoid long span roof areas (auditoriums and gymnasiums) and areas with large amounts of glass.

The Hamilton County warning sirens use a steady tone to indicate a severe weather warning (a rise fall tone is used for an attack warning). Both tones are tested on the first Wednesday of each month at 12 noon; unless there is threat of severe weather. The campus weather warning system will be tested at the same time of the day also on the first Wednesday of every month.

Should a severe weather **WARNING** be issued, faculty members should instruct their students to move to the severe weather shelter area of the buildings. In some cases (classrooms on lower levels with no exterior windows) it may not be necessary for the class to move. Faculty members should review their class locations against the list of shelter areas (see above link in this section). Call the Fire Prevention Unit at 556-4992 if you have questions.

SHELTER IN PLACE

Several potential emergency situations that release hazardous materials into the air may result in local government issuing a "Shelter In Place" warning. These situations include chemical spills, fires, and chemical/biological attacks. Shelter in place means taking refuge inside a building and isolation yourself as much as possible from the outside air.

When a shelter-in-place warning is issued that affects the University of Cincinnati, an announcement will be made over the campus warning system. In buildings which are not part of the campus warning system, the warning will be issued via weather alert radio.

The following steps should be taken upon hearing the shelter in place warning:

- Close outside windows and doors
- Turn off individual window air conditioners or fan units that bring in outside air
- Remain indoors and await further instructions or the all clear message

Employees shall stay in their shelter in place location until the emergency is over, or until other instructions are given.

MEDICAL EMERGENCY

Should anyone suffer a medical emergency, assistance can be summoned by calling 9-1-1. University Hospital provides a paramedic service to the UC campuses, with back-up coverage from the Cincinnati Fire Department. Be sure to specify exactly where in the building the patient is located and if possible send someone to meet the paramedics at the main entrance.

THEFT

In the event that anyone is the victim of a theft (or other non violent crime) contact the UC Police department at 556-1111.

WORKPLACE VIOLENCE & VIOLENT CRIME

Unfortunately, workplace violence and violent crimes do occur on university campuses, although rarely. UC has a training program available for interested departments. For information, contact the Crime Prevention Unit at 556-4900. Further information can be found at http://www.uc.edu/pubsafety/police_services/Crime_Prev.html

In the event that a violent event was to occur elsewhere in a building while working, employees should lock the office door and move the employees out of the line of view of the door. Contact the police by calling 9-1-1 from a campus phone or 556-6111 from a cellular phone. Police personnel will provide further instructions on the building public address system.

Should a violent event occur in an office space, if the suspect has fled, follow the same steps as above. If the suspect is still present, attempt to evacuate the students from the room. Call 9-1-1 as soon as possible. Be aware that 9-1-1 calls from campus phones are automatically identified, so if you cannot talk, police officers will be sent to investigate. At the present time, there is no method of identifying where a cellular phone call is made, so you must be able to speak to summon assistance by cellular phone.

BOMB THREATS & SUSPICIOUS PACKAGES

If you should receive a bomb threat, a suspicious package, or locate a suspicious item, contact the Police Department immediately by calling 9-1-1 on a campus phone. **DO NOT USE A CELL PHONE!!** UC has training and information packages available regarding bomb threats and suspicious packages. For more information contact Crime Prevention at 556-4900 or http://www.uc.edu/pubsafety/police_services/Crime_Prev.html.

If you receive a bomb threat write down exactly what is said as soon as possible. If you have a display phone, note the number that the call was received from.

If you receive a suspicious package or locate a suspicious item, do not move or open the item. Clear everyone away from the immediate area and lock the area. Meet the responding police officers outside.

PHONE NUMBERS & WEB SITES

Department of Public Safety

Emergency Dial 9-1-1 or 556-1111

Non Emergency 556-4900

Dispatcher 556-6111

Crime Prevention 556-4900 (Workplace violence, theft, general info)

Fire Prevention 556-4992 (Fire Safety, evacuations, severe weather)

Emergency Planning 556-4900 (UC emergency plan, terrorism)

www.uc.edu/pubsafety

Environmental Health & Safety 556-4968

<http://ehs2.uc.edu>

Radiation Safety 558-4110

www.uc.edu/radsafety

Internal Audit/Management Services

Mission Continuity Planning 556-4305

www.uc.edu/iams/mcp