University of Cincinnati

Building Emergency Policies and Procedures

For

Blue Ash Campus
9555 Plainfield Road
Cincinnati, Ohio 45236

October 2017

University of Cincinnati
Department Public Safety

Table of Contents

A. Introduction

B. Components of Blue Ash Campus
      1. Building Components
      2. Emergency System Components
      3. Area of Rescue Assistance

C. Building Hours and Security

D. Calling 911 On Campus/ UC Communications Center

E. Accounting for Occupants After Evacuations

F. Building Points of Contact- Responsibilities and Contact Information

G. Persons with Disabilities – Special Circumstances
      1. Fire Emergencies
      2. Severe Weather Emergencies

H. Emergency Types / Evacuation Rally Points
      1. Fire
            i. Fire Drill
            ii. Fire Alarm
      2. Severe Weather
      3. Bomb Threats / Suspicious Activities
      4. Illness or Injury
      5. Active Shooter

I. Emergency Responders

J. Major Fire Hazards for Blue Ash Campus

K. Identification and Assignment of Personnel Responsible for Maintenance of Systems to Control and Prevent Fires.

L. Identification and Assignment of Personnel Designated for Information and Duties for a Building Emergency Plan.

A. Introduction

The University of Cincinnati is committed to providing a safe and environment for students, employees, and guests. One means of achieving that goal is the development of Building Emergency Plans.

It is impossible to predict campus emergencies or the magnitude of such emergencies. The complexity of a campus like the University of Cincinnati requires the full support of departments, faculty, staff, and students to successfully implement a Building Emergency Plan. The development, distribution, and familiarization of Building Emergency Plans are essential for student and employee safety.

Guidelines in this sample plan document are reflective of policies/procedures in place at the University of Cincinnati Department of Public Safety, Cincinnati Fire Department, Blue Ash Fire Department and Ohio Fire Marshall. All permanent and transient building occupants should become familiar with the information contained in these Building Emergency Plans.

B. Components for Building Blue Ash Campus
1. Building Components

Blue Ash Campus has 3 floors. The entire buildings are equipped with pull stations, smoke detectors, fire extinguishers, and a sprinkler system. The main fire alarm panel is located inside of the main entrance doors on the right side.

2. Emergency System Components

Audible fire alarms are designed to notify building occupants whenever fire alarm pull stations, smoke detectors, heat detectors, or fire sprinkler systems go into activation. Building occupants may receive additional verbal warning information through the fire alarm speaker system, and visual alarm notification via strobe warning lights, both co-located in most university buildings. Note: smoke and heat detector installation may be limited to specific areas of some buildings. Automatic fire sprinkler systems are used to protect building occupants and contents in residence halls, classrooms, meeting rooms, and most indoor places of assembly. Whenever anyone of these aforementioned systems is activated, notification is automatically transmitted to the University of Cincinnati 911 Communications Center responsible to dispatch appropriate resources to the respective emergency.

Several different types of fire extinguishers are installed throughout university buildings. Specific building hazards are the key factor used to determine the types of fire extinguishers installed. Blue Ash Campus contains mostly ABC type extinguishers used for fires fueled by paper, flammable liquids, and electrical fires. Fire extinguishers are maintained by Facilities Management.

3. Area of Rescue Assistance (ARA)

An ARA is an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. There are 2 ARA in

Walters Hall and 4 in Muntz Hall. For a complete list of ARA campus location, please see the UC Emergency Management website.

C. Building Hours and Security
Blue Ash Campus is unlocked and open to the public 7 am to 10 pm, Monday through Friday. Outside of those hours, access is limited to faculty and staff members with approved ID and who have been granted access by a supervisor. Some buildings may also be unlocked and occupied on weekends.

D. Calling 911 on campus/ UC Communications Center
The University of Cincinnati 911 Communications Center is interconnected with other communications centers operated by the City of Cincinnati, Hamilton County, and Clermont County. All four centers operate 24/365. All 911 calls using campus phones will be routed to the UC Communications Center regardless from which campus a call is placed. A 911 call from a cell phone will typically (but not always) be routed to the nearest city or county dispatch center. It is imperative that whenever placing a 911 call using a cell phone from any location that the caller provides the call-taker with the specific UC Campus and location where emergency assistance is needed. For example: 911 call takers are trained to ask callers, "911, where is your emergency"? The caller should reply, "The University of Cincinnati Blue Ash Campus; Walters Hall; Room 144". The city/county center receiving the call will ask for some additional information and then transfer the caller to the UC Communications Center while simultaneously notifying emergency responders in the appropriate geographical area.

E. Accounting for Occupants After Evacuations
Building Safety Points of Contact will attempt to account for all occupants after a building evacuation. Building occupants are strongly urged to check in at predetermined building evacuation collection points for accountability purposes, and so that emergency responders do not have to unnecessarily enter buildings searching for "missing" building occupants. Building Safety POCs will report any missing occupants and their last known location to emergency responders.

F. Building Safety Points of Contact - Responsibilities and Contact Information
Building Safety POCs are required for each Department. These individuals (or alternates) are responsible to make all reasonable efforts to ensure that evacuation/relocation takes place when an emergency alarm system is activated or a severe weather alert necessitates relocation within a building. Building POCs will not jeopardize personal safety while attempting to ensure that building occupants have taken appropriate protective actions. Building Safety POCs are also responsible to account for departmental employees and visitors who may have assembled at the designated evacuation/relocation points post building evacuation/relocation. UC Public Safety Emergency Management and Fire Inspectors will provide additional information to Building Safety POCs and alternates upon request.

Building Safety POCs are responsible to maintain a list of Building Safety POC alternates, and to ensure that all building occupants have received a copy of the Building Emergency Plan.

Building POC List

Department	Building POC	Telephone	Floor
Annex	**Stefanie Pettys**	**936-7151**	
Flory Center	**Joe Gallagher**	**936-1649**	
Progress Hall	**Susan Sipple**	**936-7127**	
Muntz Hall	**Pete Gemmer**	**600-0727**	
Veterinary Tech Building	**Jennifer Wells**	**936-7174**	
Raymond Walters Hall	**Shannon Habenicht**	**936-1702**	
Back up to all areas	**Rob Knarr**	**478-8892**	
Back up to all areas	**Jason Rutledge**	**936-1726**	
Back up to all areas	**Dale Hofstetter**	**535-1873**	
Back up to all areas	**Robin Lightner**	**859-443-8091**	

G. Persons with Disabilities – Special Circumstances
   1. **Fire Emergencies**
Disabled or non-ambulatory individuals located above or below the ground floor have the option to remain in the building during an emergency when the use of an elevator is essential for evacuation.

   a. If located on the ground floor, exit the building the same as other building occupants.

b. If located above or below the ground floor, seek a safe place—preferably a designated Area of Refuge, or a room with an exterior window, a telephone, and a solid door.

- ➢ Call Emergency Dispatch (911) and advise that you are a person or with a person who is non-ambulatory or has a physical disability. Give your exact location – Campus, Building, Room number, and the phone number from which you are calling.
- ➢ Upon arrival, the fire department will determine the best protective action for disabled or non-ambulatory building occupants.

2. Severe Weather Emergencies

Assist persons with disabilities to severe weather shelter locations. Elevators may be used by individuals who are disabled or non-ambulatory.

H. Emergency Types / Evacuation and Relocation Points

1. Fire: the following actions should be taken whenever a person encounters smoke, fire, burning odors, or fire alarm activation:

- Activate the nearest fire alarm pull station while exiting the building
- If possible, close all doors and windows
- DO NOT USE THE ELEVATORS
- Exit the building as quickly as possible and call 911 once outside
- The Blue Ash Campus Assembly Location is in the student parking lot.
- Building Safety POCs will account for all employees and visitors and advise the fire department of relevant information. Note: advise the fire department of only the information that is known. Do not guess.
- Building Safety POCs must report missing employees/visitors and the last known locations to emergency personnel
- Await further instructions from emergency personnel
- Do not reenter a building unless approved by emergency responders

Fire Drill or Fire Alarm

- ➢ Fire Drills are planned and scheduled. Public Safety conducts fire drills in university buildings as required by the Ohio Fire Code.
- ➢ Fire Alarms are not planned and building emergency plans should be followed until the cause of the alarm has been determined or the emergency resolved.

Note: *Unless otherwise stipulated, the Ohio Fire Code mandates evacuation of building occupants whenever a fire alarm is activated. All fire alarms are emergencies until resolved by UC Public Safety or authorities having jurisdiction.*

2. Severe Weather: Campus warning systems will be activated for tornado warnings (i.e. a tornado has been sighted in the alert area).

- Take shelter inside of a building relocation area designated for tornados. For a complete list of Severe Weather Shelter locations, please see the Emergency Management website.
- Elevator use is restricted except for persons who are non-ambulatory
- Severe weather safety locations for
  - Muntz Hall: lower stairwells and halls(1st floor, hallway away from windows and doors to the outside
  - Flory Center: bathrooms, hallways away from windows
  - Walters Hall: 1st floor hallway away from windows and doors to outside. Interior hallways and lower (enclosed) stairwells (1st and 2nd floors)
  - Pavilions A, B, C: seek shelter in Walters Hall
  - Vet Tech: any interior room or hallway with no exposure to the outside
  - Maintenance Garage: along walls away from doors, preferably go to Walters Hall, if time allows.
  - College Relations House: Basement
  - Annex: shelter in restrooms, rooms 102 and 120C and the basement, if accessible.
- Await further instruction from Public Safety or Blue Ash Fire Department before leaving the assembly area.

3. **Bomb Threats / Suspicious Activities: In the event of a bomb threat, suspicious package or suspicious item:**
   - Do not use cell phones or radios to make a report (e.g. cellular phones/radios could activate a bomb or suspicious device)
   - Call 911 using a landline phone
   - Do not move or open items
   - Remove all individuals from the immediate area, lock the door, secure the building, and assemble in the student parking lot.

4. **Illness or Injury**

For illness or injuries requiring medical assistance, call 911 from a UC landline to reach the UC 911 Communications Center. Calling 911 from a cell phone will typically contact the nearest 911 Communications Center. However, when using a cell phone, make sure to inform the dispatcher of your exact location including campus, building, and room number.

   - After notifying 911, the dispatcher will send emergency medical assistance as needed
   - Someone should meet emergency services at the building entrance to escort emergency personnel directly to the ill/injured person

5. **Active Shooter**
   - **RUN:**

- If you can escape safely during an active shooter event then <u>run</u>
- Run immediately – leave everything behind
- Encourage others to escape with you, but do not wait for them to decide
- Once you are safely away from the shooter, then call 911 and report the incident

> **HIDE:**
>   - If escape appears impossible then <u>hide</u>
>   - Lock and barricade doors, turn off lights, silence cell phones completely, and remain quiet
>   - Take cover behind furniture or fixtures away from doorways
>   - Stay away from windows
>   - Silently notify UC Communications using the <u>Bearcat Guardian App</u>
>   - Prepare yourself and others to <u>fight</u> if necessary

> **FIGHT:**
>   - If running or hiding are not possible or fail, and confronted by the aggressor then <u>fight</u>
>   - Use anything around you as a weapon to fight…there are no rules
>   - Fight to create an opportunity to escape
>   -

I. Emergency Responders
Blue Ash College is served by UC Public Safety (513-556-1111)
UC Environmental Health and Safety (513-556-4968)
UC University Health Services and Facilities Management (513-558-2500)

All immediate emergency concerns can be directed through the UC 911 Communications, by dialing 911 from any UC phone.

J. Major Fire Hazards for Blue Ash College
There are no major fire hazards in Blue Ash College. No large chemicals quantities are stored in this building**.**

K. Maintenance of Systems to Control and Prevent Fires
The fire alarm system is maintained by the UC Department of Public Safety. The UC Facilities Management Department maintains building operations and housekeeping. Both departments may be reached by contacting the University of Cincinnati Communications Center at 911 or 513-556-1111 (non-emergency).

L. Building Emergency Plan Additional Resources
UC Public Safety Emergency Management may be contacted at 513-556-4900.