



Building Emergency Policies and Procedures

for

Carl H. Lindner Hall
2925 Campus Green Drive
Cincinnati, OH 45221-0020

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

The University of Cincinnati (UC) is committed to providing a safe and comfortable environment for our students, employees, and guests. This commitment is reflected in the following information to be used in the event of a building emergency or evacuation at the Carl H. Lindner College of Business (LCB).

The ensuing guidelines reflect the existing policies and procedures of the UC Public Safety Department and Cincinnati Fire Department, and shall be distributed to all building occupants as a tool for continued personal safety.

B. Duties and Responsibilities

All Employees Are Responsible For:

- a. Learning how to report an emergency.
- b. Understanding evacuation procedures.
 - i. Fire
 - ii. Tornado
 - iii. Severe Weather
 - iv. Bomb Threat
- c. Understanding the Shelter-in-Place process.
- d. Reporting any unsafe conditions to your supervisor and/or Public Safety.
- e. Evacuating the building in the event of ANY fire alarm.
- f. Being aware of locations of fire pull stations and exits.
- g. Assisting visitors and/or disabled persons in an emergency.
- h. Following the outlined procedures to ensure the continuity of operations.

Supervisory Personnel:

- i. All supervisory personnel are responsible for ensuring that all employees within their jurisdiction have been properly briefed regarding emergency procedures.
- j. All supervisors, with the assistance of Safety Team coordinators, must ensure that all personnel located within their area of responsibility are safely evacuated from the building when an alarm is initiated.
- k. Supervisors typically are first responders in case of emergency. They must utilize Safety Team coordinators using the outlined procedures as a guide to ensure efficient response and care.

C. Safety Team – Responsibilities and Contact Information

The LCB Safety Team has coordinators assigned to each floor of Lindner Hall. The coordinators will make every effort, without endangering their own safety, to ensure each area is evacuated when the emergency alarm system or severe weather alert is activated. They will make every effort to account for the departmental employees and visitors who assemble at the designated Assembly Location (across Campus Green Drive) after evacuating the building or relocating to a safe zone. The Emergency Services area of UC Public Safety is responsible for coordinating with the members of the Safety Team. The Safety Team will ensure people do not re-enter the building. Once the area is cleared for re-entry by Public Safety, they will relay the message to employees, students, and guests.

The Safety Team will distribute a copy of the Building Emergency Policies and Procedures document to all Lindner Hall employees and ask that they become familiar with it. The document will be provided to all new employees. Current and new employees are encouraged to contact the Safety Team for further explanations, if necessary, so that everyone will have a thorough knowledge of what to do in case of emergencies while in Lindner Hall.

If an employee, student, or visitor refuses to evacuate, Safety Team coordinators should not argue with them. Instruct the person that everyone is going to a safe place and name the location. Tell the person that if he/she does not come with you, he/she could be arrested when the police arrive. The coordinators should report the location of persons who did not evacuate to the University Police upon their arrival.

The current members of the LCB Safety Team are listed below and will serve as back-ups for each other. Coordinators have access to two-way radios for communicating among themselves and with emergency services in the event land lines and cell phones are not available.

Coordinator	Direct Office Telephone	Floor	Location of 1 st Aid Kit
Rachel Bednar Building Manager	556-7003	Basement	05, near fire extinguisher
Julie Menchen Dean's Office	556-7001	1 st	104, top of bookshelf
Matt Conley Information Technology	556-7159	2 nd	211B, top cabinet across from desk
Sherry Hetzer Marketing	556-5669	3 rd	302 Supply Room, top of bookshelf
Mary Ann Lorenzen Finance & Marketing	556-7100	4 th	402, on table near window
Tricia Burger Management & OBAIS	556-7120	5 th	501, near window and fridge
Brandy Schroeder Graduate Programs	556-7061	6 th	606F, cabinet above desk

D. Evacuation

In the event of an evacuation (fire, bomb, severe weather, other threat), the following steps will be followed:

- When an alarm sounds, STOP activity in your area.
- Quickly gather personal belongings (keys, purse, and coat).

- Use all accessible stairways for evacuation of the building.
- The elevators are NOT to be used for evacuation (fire alarm sounding).
- When an evacuation is ordered, leave the building by the nearest usable stairway and exit door. Leave the building quickly, but do not run.
- Provide assistance to physically disabled persons (see below).
- Keep conversation to a minimum during evacuation.
- Close doors when leaving areas to limit fire and smoke damage.
- If confronted with smoke, keep near the floor.
- If confronted with smoke in a stairwell, attempt to use an alternate stairwell.
- Your Safety Team Coordinator will verify that all employees and members have evacuated.
- Assemble across Campus Green Drive (at the south end of the building) so that emergency personnel have access to the building and employees can be accounted for.
- Do not gather on the second floor patio.
- Complete the evacuation process even if the alarm ceases sounding.
- Do not re-enter the building until an all-clear is given by the Public Safety Department.

E. Persons with Disabilities – Special Circumstances

Fire Emergencies

Public Safety guidelines permit the option of staying in the building during an emergency for individuals with non-ambulatory disabilities or visual impairment who are not on the first floor or when elevator assistance is essential for their evacuation. An Area of Rescue Assistance is an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation.

- If on the first floor, exit the building as usual.
- If you are in the basement (stairwell) or on floors 2 (near room 214) through 6 (outside elevators), stay near the Blue Call Assistance Box, unless in imminent danger. If necessary, seek a safe place with an exterior window, telephone, and a solid door. For a complete list of ARA campus location, please see the UC Emergency Management website.
 - Call UC Public Safety (911) and advise them you are a person or with a person with a physical disability. Give your exact location – Building, Floor, Room Number, and the phone number from which you are calling.
 - If calling from a cell phone, dial 513-556-1111 to reach UC Public Safety.
 - The Fire Department will determine if evacuation of these occupants is necessary.

Severe Weather Emergencies

A non-disabled person should stay with disabled or impaired individuals, if necessary, and assist in seeking appropriate shelter. Volunteers should be sought from among fellow co-workers and/or office mates. The Safety Team Coordinator should be notified of their location.

F. Armed Individual

If you observe an armed individual on campus at any time, or if an individual is acting in a hostile or aggressive behavior, contact the UC Police Department immediately by dialing 911 from a UC landline phone, or 513-556-1111 from a cell phone.

If an armed subject is inside the building, but not in your room:

- Leave the building safely, if you can do so.
- If flight is impossible, lock the door to the room.
- If you cannot lock the door, safely move to another room that can be secured. If you cannot lock the door, and/or cannot safely move to another location, barricade the door with furniture.
- If there are windows into the room, stay out of the line of sight, turn off the lights, and remain quiet.
- Listen for instructions on the campus voice warning system.

If an armed subject enters your room:

- There is no single procedure that can address all possibilities. If possible, leave the room.
- If it is not possible to leave, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.

G. Bomb Threats/Suspicious Activities

If you receive a bomb threat or suspicious package, locate a suspicious item, or see suspicious activity:

- **DO NOT USE CELL PHONES OR RADIOS!**
- Contact Public Safety immediately by dialing 911 from a UC landline phone to report what you have found, heard, or seen.
- If you receive a bomb threat, write down exactly what was said as soon as possible. If there is a display phone, note the number the call was received from.
- Do not attempt to move or open items or confront individuals.
- If warranted, and if possible, clear all individuals from the immediate area, lock the door, exit the building, and assemble across Campus Green Drive at the south end of the building with others in your department.
- Notify your Safety Team Coordinator, who will meet the responding officers outside the main front doors.

H. Fire or Smoke

All employees should:

- Know where the nearest fire alarm pull station is located.
- Know where all emergency exits are located.
- Know where the nearest emergency “help phone” is located.

If you encounter fire, smoke, fire alarm activation, or a report of burning odor, immediately:

- Close all doors and windows, call 911 (or 513-556-1111 from a cell phone), and activate a fire alarm pull station on your way out of the building.
- Gather personal belongings (cell phones, keys, purse, and coat) in case you cannot return to the building. This should not delay your evacuation.
- **DO NOT USE THE ELEVATORS!**
- Exit the building as quickly as possible and meet at the Assembly Location (across Campus Green Drive at the south end of the building).
- The Safety Team will make every effort to account for all employees and visitors to ensure that everyone is out of the building.
- The Safety Team will report any missing employees or visitors, and their last known location, to the nearest emergency personnel.
- A Safety Team coordinator will meet the Fire Department by the main entrance to provide additional information.
- Await further instructions from UC Public Safety or Cincinnati Fire Department.
- There are two propane tanks for grills kept in the basement storage room 005 (OBAIS Cage). The notice of these is on the outer door to 005. There are no other known large chemical quantities or major fire hazards in Lindner Hall.
- The fire alarm system is maintained by UC's Emergency Services Personnel. The university's Facilities Management Department maintains the building operations and housekeeping. They may be reached by contacting the UC Dispatch Center from a UC land phone at 911 or from a cell phone at 513-556-1111.

I. Illness or Injury

In the event that an employee, student, or visitor is injured or taken ill, employees shall take appropriate first aid actions, including:

- Check the scene to ensure safety for the employees, victim, and any bystanders.
- Ensure that Public Safety is notified by calling 911 from a campus phone, or 556-1111 from a cellular phone. Emergency medical assistance will be dispatched.
- Ask the victim if they want your assistance.
- Check the victim to ascertain the nature of the injury or illness.
- Send an employee to meet the ambulance at the main entrance to Lindner Hall to direct emergency personnel to the injured/ill person.
- Care for the victim to the extent the employee is trained. ANSI/OSHA First-Aid Kits are on every floor of Lindner Hall. Any employee may use the kits for minor illnesses or injuries. Employees should be familiar with what is available in the kits.

An adult victim has the right to refuse an ambulance. However, if the employee feels an ambulance should be called, they may do so. This will allow the paramedics to make the call on whether the victim should be transported or not.

J. Severe Weather

UC 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 Lindner Hall if severe weather threatens. It will be used in conjunction with the existing Hamilton County siren warning system. The sirens effectively warn persons out of doors; 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 Hamilton County warning sirens use a steady tone to indicate a severe weather warning (a rise/fall tone is used for an attack warning). Sirens are tested on the first Wednesday of each month at 12:00 noon, unless there is a threat of severe weather. The campus severe weather warning system will be tested at the same time during the months of March through July.

Severe Thunderstorm:

A severe thunderstorm WATCH indicates that conditions are favorable for the formation of a thunderstorm of 58 mph or greater. A severe thunderstorm WARNING is issued when severe thunderstorms have developed in the area. Shelter should be sought indoors, away from windows.

What to do during a Severe Thunderstorm Warning:

- Remain indoors, away from windows and exterior glass.

Tornado:

When a tornado is coming, you have only a short amount of time to make life-or-death decisions. Advanced planning and quick response are the keys to surviving a tornado. The Cincinnati area is at risk for tornadoes, and in the past has experienced a number of deadly storms.

A tornado WATCH is issued by the National Weather Service when tornadoes are possible in your area. Remain alert for approaching storms. A tornado WARNING is issued when a tornado has been sighted or indicated by weather radar. The campus severe weather warning system will be activated. This system gives voice instructions, so please listen carefully to what is said. Hamilton County will activate the outdoor warning sirens. For a complete list of Severe Weather Shelter locations, please see the Emergency Management website.

What to do during a Tornado Warning:

- Move to a safe location in Lindner Hall: Basement, interior rooms and corridors away from glass windows, interior stairwells, and restrooms.
- Elevators may only be used by individuals with ambulatory disabilities.
- Listen to the campus severe weather warning system for instructions and for the “all clear” before leaving the sheltered area.

Snow Emergencies:

The Carl H. Lindner College of Business will follow the university policy for snow delays and cancellations. It will make all efforts to stay open when the university does not have a closing or delay during inclement weather.

If the Dean of the College feels that the weather warrants, faculty and staff may be permitted to use vacation or compensatory time to leave early or arrive late. There are no “essential personnel” (doctors, nurses, etc.) who work in Lindner Hall.

During inclement weather, Lindner employees are encouraged to listen to local news and sign up for text messages from UC Public Safety to learn of any delays or cancellations.

K. Power Failure

- Emergency power is provided to UC by a back-up generator. The generator provides power only to essential lighting and building equipment. In the event of a power failure, this generator will start in less than a minute. The generator is fueled for eight hours of operation. Facilities Management is responsible for re-fueling of the generator.
- Receptacles that are fed by the generator are identified by a red color. Only essential equipment should be plugged into these outlets. Contact Facilities Management if there are questions as to what outlets are supplied by the generator.
- Computers that are on uninterruptible power supplies should be shut down in an orderly fashion. Other computer equipment, including printers, should be turned off so that they are not damaged should there be voltage surges when the normal power comes back on.
- Only one elevator will operate on emergency power. The use of this elevator should be restricted to persons with physical disabilities.
- A Safety Team coordinator will contact Facilities Management at 558-2500 during the day, and Public Safety at 513-556-1111 during off hours to ascertain the expected duration of the outage.
- The Dean will determine if the outage is of sufficient duration to send faculty and staff home.

L. Building Security and Hours

Carl H. Lindner Hall is open to the general public during normal business hours, and when public events have been scheduled after hours. University ID cards must be used to access the building after normal business hours, as follows:

Open

Monday through Thursday	7:00 a.m. to 10:00 p.m.
Friday and Saturday	7:00 a.m. to 5:00 p.m.

UC ID Card Swipe Access

Monday through Thursday	6:00 to 7:00 a.m. and 10:00 p.m. to 12:00 midnight
Friday and Saturday	6:00 to 7:00 a.m. and 5:00 p.m. to 12:00 midnight

Sundays, Holidays, and Winter Season Days	6:00 a.m. to 12:00 midnight
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Locked with No Access

Monday through Sunday	Midnight to 6:00 a.m.
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Employees who encounter an unknown person in their workspace should (if they feel safe doing so), ask the person if they can be of assistance. If the employee feels the person does not belong in the space, or is otherwise suspicious, the police should be notified at 556-1111 (from a campus phone) or 513-556-1111 (from a cell phone).

Employees should not allow unknown persons to ‘tailgate’ into the building behind them after hours. Problems with the card readers during an emergency may be reported to Public Safety at 556-4925. For everyday problems and for changes to the normal building hours, e.g., for special events, contact our building manager, Rachel Bednar (rachel.bednar@uc.edu; 556-7003).

M. Theft

To report a theft (or other non-violent crime), contact the police at 911 (from a campus phone) or 513-556-1111 (cell).

N. Violence and Violent Crime

Unfortunately, workplace violence and violent crime do occur on university campuses, although very rarely. Examples of a violent crime are a shooter or hostage situation.

In the event that a violent event was to occur in Lindner Hall, employees should remove themselves, students, and guests out of the line of view of the attacker. Evacuate from the building, if possible. Contact the police by calling 911 on a campus phone, calling 513-556-1111 on a cellular phone, or using a Help Phone. Be aware that 911 calls from campus phones or picking up a Help Phone are automatically identified, so that if you cannot talk, officers will be sent to investigate. Public Safety personnel will provide further instructions on the building public address system.

O. Communicating During an Emergency

In the event of a major emergency affecting the college, the Safety Team coordinators will communicate with one another via cell phone or two-way radios. The Safety Team will, in turn, relay pertinent details to UC Public Safety. Public Safety will communicate and advise all personnel of the situation and what appropriate steps should be taken.

P. Crisis Management

The purpose of this plan is to try to prepare everyone in LCB with a plan of action in the event of a crisis situation (e.g., a robbery or mugging, etc.). This policy is in accordance with the Student Affairs & Services' Student Emergency/Crisis Response Plan.

- In a crisis, anyone can contact Public Safety.
- University Police and EMS will likely respond to the scene; ask the University Police supervisor to make the appropriate notifications for the emergency.
- Close the facility area where the incident has occurred, but try to keep open other parts of the facility.
- Do not allow a member of the press into the area of emergency. Make this or a similar statement: *"We are dealing with an emergency situation. We have no comment."* University Police will be able to assist you in controlling the media. Do not speak to anyone about the incident other than University Police, or your management staff.
- Alert the following individuals in order:
 - Immediate supervisor or department head.
 - Appropriate Safety Team Coordinator.

- When feasible, move staff and members directly involved, away from the scene to relax and calm down. Ask Public Safety where they would like to gather all individuals involved for debriefing.
- Follow-up debriefings may occur when necessary.

Q. Relocation

In the event of an emergency requiring the temporary relocation of the college, the Dean will contact the Office of the University Architect, who is responsible for assigning an alternate space. In the event of a major emergency affecting a large portion of the University, the Dean will contact the University Emergency Operations Center, where campus-wide coordination will occur.

R. Emergency Response Teams

Carl H. Lindner Hall is served by these teams:

UC Public Safety:	513-556-1111
UC Environmental Health and Safety:	513-556-4968
University Health Services:	513-556-2564
Facilities Management:	513-558-2500
Cincinnati Fire Department:	513-352-6220

All immediate emergency concerns can be directed through the UC 911 communications by dialing 911 from any UC phone or 513-556-1111 from any cell phone.

S. Other Resources

ANSI/OSHA-Compliant First-Aid Kits are available on every floor of Lindner Hall. Please consult with the LCB Safety Team coordinator for the location of the kit on your floor.

For more information and other non-emergency concerns, please contact UC Public Safety at 513-556-4900.

Emergency Preparedness: <http://www.uc.edu/publicsafety/staying-safe/preparedness.html>

Fire Prevention and Fire Alarms: <http://www.uc.edu/publicsafety/about/fire.html>

T. Continuity of Operations

In the event of an emergency preventing normal operations of the college, alternate means must be taken in order to ensure the continuity of operations. The exact circumstances will vary, depending upon the nature of the specific emergency; but the result will generally be one of three possible situations: First, that we are unable to occupy Lindner Hall, either for a short term or long term; second, that a large number of our college faculty and/or staff are unable to report to work; and third, that we are both unable to occupy the building, and large numbers of our faculty and/or staff are unable to report to work.

The Safety Team will assist the dean in coordinating with university administrators for continuity of operations and notifying everyone of next steps, as appropriate.