Building Emergency Policies and Procedures

For

College of Design, Architecture, Art and Planning
and Planning (DAAP)
342-348 Clifton Court
Cincinnati, OH 45221

April 2024

University of Cincinnati
Department of Public Safety Department

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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 document are reflective of policies/procedures in place at the University of Cincinnati Department of Public Safety, Cincinnati 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 College of Design, Architecture, Art and Planning

1. Building Components

College of Design, Architecture, Art and Planning Complex has 4 buildings. The entire building is 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.

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. College of Design, Architecture, Art and Planning 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 is no ARA location for the College of Design, Architecture, Art and Planning.

4. Automatic External Defibrillator (AED)

AEDs are medical devices used to shock an unconscious person during times of cardiac arrest. Instructions for use are provided by the unit when turned on. 9-1-1 must be notified immediately for medical emergencies. AEDs are located in DAAP:

- Alms: DAA @ stair A 500 level
- Aronoff: 00 level @room 043
- Wolfson: 400 level @ entrance

5. Naloxone (Narcan)

Opioid overdose can quickly lead to death without intervention. The purpose of the program is to treat opioid overdose like any other medical emergency and reduce the number of deaths resulting from opioid overdoses.
University of Cincinnati is deploying a comprehensive program of opioid overdose harm reduction in January 2024. It will include NaloxBox installation for emergency intervention, as well as community-wide distribution of prevention methods and education. The NaloxBoxes are strategically installed in areas that are accessible to the campus community. They are paired with an AED for easy visibility. The NaloxBoxes will be monitored and maintained by the Student Wellness Center, in collaboration with Public Safety and Emergency Management.

NALOXBOX LOCATIONS

Langsam Library	Main Entrance
DAAP Wolfson Center	500 level at the entrance
Stratford Heights Building #16	1st Floor elevator lobby
Tangeman University Center	Dining Hall Floor
Steger Student Life Center	4th Floor near elevator
Corbett Center of Performing Arts	3rd Floor near room 3310
Kettering Laboratory Complex	G99 Hallway
60 West Charlton	1st Floor elevator lobby near room 197
UC Blue Ash – Muntz Hall	Main lobby near room 109
UC Clermont – Edith Peter Jones	Main lobby near room 20
College of Medicine	E Level elevator lobby
Lindner College of Business	Elevator lobby near room 1498

C. Building Hours and Security

College of Design, Architecture, Art and Planning is unlocked and open to the public 7 am to 9 pm, Monday through Friday and Saturday and Sunday 8am to 6pm. 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 Safety 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 Safety POC List

DAA Addition	**Tim Jachna**	**Dean**	**513-556-9808**
Wolfson	**Anton Harfmann**	**Assoc. Dean**	
Alms	**Patricia Vonderahe**	**Bus. Office**	**513-556-1203**
Aronoff Center	**Amberly Maryo**	**Sr. Asst. Dean**	**513-556-1514**
Annex	**Gail Trahan**	**Assoc. to Dean**	**513-556-9031**
	Dan Dugan	**Building Mgr**	**513-556-2938**

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 (none are currently located in College of Design, Architecture, Art and Planning), 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 College of Design, Architecture, Art and Planning Complex Assembly Location is on the sidewalk next to Geology/Physics Building.

- 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
    - Elevator use is restricted except for persons who are non-ambulatory
    - Severe weather safety locations for College of Design, Architecture, Art and Planning are designated as the lowest level, interior hallway, lower stairwells, and any lower level restrooms without glass windows or doors
    - Await further instruction from Public Safety before leaving the relocation 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 with your department on the sidewalk next to Geology/Physics.

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 run
     - 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 hide
     - 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 App
     - Prepare yourself and others to fight if necessary

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

I. Emergency Responders

College of Design, Architecture, Art and Planning 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 College of Design, Architecture, Art and Planning

There are no major fire hazards in College of Design, Architecture, Art and Planning. 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.