



Building Emergency Plan

for

Digital Futures

3080 Exploration Ave.
Cincinnati, OH 45206

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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 sample plan 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 Digital Futures

1. Building Components

Digital Futures has 6 floors. There is a garage on the lower levels of the complex. 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 south 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 City 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. Digital Futures contains mostly ABC type extinguishers used for fires fueled by paper, flammable liquids, and electrical fires. Fire extinguishers are maintained by the property management company.

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.

The Digital Futures' elevator lobbies are equipped with emergency phones that can be used to contact emergency services. Anyone who is unable to utilize the stairs during an emergency can relocate to the elevator lobbies and use the emergency phone to notify first responders.

For a complete list of ARA campus location, please see the UC Emergency Management website.

C. Building Hours and Security

Digital Futures is open during business hours Monday –Saturday 9-5pm. Outside of these of hours access is limited to building partners, their employees, and university staff, faculty and students with approved ID and who have been granted access.

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. A 911 call from a cell phone will typically (but not always) be routed to the nearest city or county dispatch center. All phone calls from the desk phones or cell phones will be routed to the nearest city or county dispatch center.

All emergency 911 calls for the Digital Futures building should be followed up with a call to the UC 911 Communications center at 513-556-1111, immediately following or simultaneous to the 911 call.

For example: 911 call takers are trained to ask callers, “911, where is your emergency”? The caller should reply, “The Digital Futures’ Building, 3080 Exploration Ave, Room 2030”. The city/county center receiving the call will ask for some additional information.

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.

The relocation point for the Digital Futures building will be the grassy area on the south side of the building. During inclement weather, occupants can relocate to the 1819 Innovation Hub on the corner of Reading Rd and Winslow Ave.

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

Department/Office	Building Safety POC	Telephone	Floor
Office of Research	Tony Almaguer	513-556-4842	6
Cybersecurity Lab	Stephanie Ellis	513-556-3698	3
AR/VR Lab	Chris Collins	513-556-3018	2
Digital Futures Reception	Teresa Hamrick	513-556-5600	1
High Bay Facility	Bryan Kowalczyk	513-556-8112	P1

G. Persons with Disabilities – Special Circumstances

1. Fire Emergencies

Disabled or non-ambulatory individuals located above 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 the ground floor, seek a safe place- may utilize the elevator lobby areas on each floor.
 - > 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. The interior hallway area in the P1 corridor may be utilized. Please be sure to close any doors leading to the exterior walls or windows.

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 relocation point for the Digital Futures building will be the grassy area on the south side of the building. During inclement weather, occupants can relocate to the 1819 Innovation Hub on the corner of Reading Rd and Winslow Ave.
- 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. The Cincinnati Fire Department will determine if a fire drill will take place in the Digital Futures Building.
- 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 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
- The interior hallway area in the P1 corridor may be utilized. Please be sure to close any doors leading to the exterior walls or windows.
- 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 desk phone –no cell phone or radio.
- 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 southeast parking lot, near Winslow Ave, away from the building.

4. **Illness or Injury**

For illness or injuries requiring medical assistance, call 911 from either a desk or cell phone. Calling 911 from a cell phone will typically contact the nearest county or city 911 Communications Center. Be sure to inform the dispatcher of your exact location including building, and room number. After 911 has been notified of the emergency, notify UC 911 center of the emergency by 513-556-1111.

- 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 Bearcat Guardian 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

Digital Futures is served by the City of Cincinnati

J. Major Fire Hazards for Digital Futures

There are no major fire hazards in Digital Futures. 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