



## Building Emergency Plan

For

Logan Hall  
311 Albert Sabin Way  
Cincinnati, OH 45221

(Known to the City of Cincinnati  
as 265 Albert Sabin Way)

Revised December 2022

University of Cincinnati  
Department of Public Safety Department

## **Table of Contents**

### **A. Introduction**

### **B. Components of Logan Hall**

- 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 Safety Point 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 Logan Hall**

### **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**

It is impossible to predict when and where a campus emergency may take place or the extent and magnitude of such an emergency. The complexity of a campus like the University of Cincinnati requires the full support of its departments, faculty, staff, and students to successfully implement an Emergency Action Plan. The development, distribution, and familiarization of the Emergency Action Plan are an integral part of the overall program.

The University of Cincinnati is committed to providing safe and comfortable environments for our students, employees, and guests. That commitment is reflected in the following information, to be used in the event of a building emergency or evacuation.

The following guidelines are reflective of existing University of Cincinnati Public Safety Department, Cincinnati Fire Department and Ohio Fire Marshall's policies and procedures and shall be distributed to all building occupants, as a tool for continuing personal safety.

## **B. Components of Logan Hall**

### **1. Building Components**

Logan Hall has 6 floors including the basement. The entire building is equipped with pull stations, smoke detectors, fire extinguishers, and a sprinkler system. The main fire alarm panel is located inside the main entrance doors on the left side.

### **2. Emergency System Components**

The building is fully protected by a sprinkler system throughout. The ability to notify building occupants and emergency responders by way of pull stations, smoke detector or sprinkler activation which emit notification through the fire alarm speaker system and strobe lights are located in the building. Smoke and heat detectors may be limited to specific areas within the building. Once a system is activated, notification is sent to 911 Communications Center and building occupants are simultaneously notified of the emergency.

The university has installed several fire extinguishers throughout the building, at least one per floor. Fire extinguishers are placed due to the hazards within the area they will serve. Logan Hall contains mostly ABC type extinguishers are used to the common type hazards such as paper, flammable liquids, and electrical fires. Fire extinguishers are maintained by Facilities Management.

### **3. Area of Rescue Assistance**

ARA is an area where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation. There are no Areas of Rescue Assistance located in the Logan Hall building. For a complete list of ARA campus location, please see the UC Emergency Management website.

### **C. Building Hours and Security**

Logan Hall is unlocked and open to the public 7:30 am to 5:30 pm, Monday through Friday. Access outside of those hours is limited to those faculty and staff members who have been permitted access, by way of their UC ID card, and/ or by their supervisor. The building is occupied 24/7 with MHAP staff in the basement.

### **D. Calling 911/ UC Communications Center**

University of Cincinnati has a 911 communications center which is a duplicate of the City of Cincinnati Hamilton and Clermont Counties 911 centers where information is shared between the three organizations. The Communications Center operates 24/7/365. When calling 911 from a campus phone, you will reach UC communications center, no matter which campus you are on. Because Logan Hall is not a UC property, UC's 911 center will transfer any 911 calls to the City of Cincinnati, when any calls have been made from office phones. When calling 911 from a cell phone, you will reach one of the city or county dispatch centers. When using a cell phone, you will need to immediately inform the 911 dispatcher you are calling from UC campus and your location.

### **E. Accounting for occupants after evacuations**

The Building Safety Points of Contact will attempt to account for all occupants after an evacuation or relocation. Building occupants are encouraged to arrive at the relocation point prior to leaving the area. Building Safety Points of Contact 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 Points of Contact are required for each Department. These individuals (or their designated backup) will be responsible for making sure each area is evacuated in the event the emergency alarm system or severe weather alert is activated on their way out of the building or to the relocation point. Building Safety Points of Contact will not delay their egress out of the building or to a safe location to ensure occupants have evacuated. They are also responsible to account for the departmental employees and visitors who assemble at the designated rally points after evacuating the building or relocating to a safe zone. The Emergency Management area of UC Public Safety is responsible for training all Building Safety Points of Contact and their Backups.

As new personnel are hired, the designated Building Safety Points of Contact will be responsible for training them within three (3) days of their start date. All Building Safety Points of Contact are responsible for maintaining a documentation list of all trained personnel and will ensure all occupants have received a copy of the plan.

**The current building points of contact are listed below:**

	<b>Contact Person</b>	<b>Telephone</b>	<b>Floor/ Department</b>
Primary Contact	Lauren Hughes: Training, Safety, and Health Coordinator	558-5826	3 <sup>rd</sup> Floor
Secondary Contacts	Lisa Steffen: HR Director Barb Namett: Compliance Officer	558-9006 558-2941	3 <sup>rd</sup> Floor 3 <sup>rd</sup> Floor
Tertiary Contacts	Robyn Leonard Tracy Sickles Suzanne Oliver Jamie Barham Chris Sickles Danielle Stanton Angie Discepoli	558-3425 558-5821 558-5826 558-4873 558-5801 558-5840 558-9067	Basement 1 <sup>st</sup> Floor Front Desk 1 <sup>st</sup> Floor Front Desk 2 <sup>nd</sup> Floor 2 <sup>nd</sup> Floor 3 <sup>rd</sup> Floor 4 <sup>th</sup> Floor

## **G. Persons with Disabilities – Special Circumstances**

### **1. Fire Emergencies**

Public Safety guidelines permit individuals with disabilities the option of staying in the building during an emergency 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.

- a. If on ground floor, exit the building as usual
- b. If above or below ground, seek a safe place—preferably a designated area of refuge (none are currently located in Logan Hall), or a room with an exterior window, a telephone, and a solid door
  - Telephone Emergency Dispatch (9-1-1) and advise them you are a person or with a person with a physical disability. Give your exact location – Building, Floor and Room number and the phone number you are calling from
  - The Fire Department will determine if evacuation of these occupants is necessary

### **2. Severe Weather Emergencies**

Assist persons with disabilities to the severe weather shelter location. The elevators may be used by individuals with ambulatory disabilities.

## **H. Emergency Types / Evacuation Rally Points**

### **1. Fire: If you encounter smoke, fire, fire alarm activation or a report of burning odor, fire or smoke immediately:**

- Activate the nearest fire alarm pull station on the way out of the building
- If possible, close all doors and windows
- DO NOT USE THE ELEVATORS!
- Exit the building as quickly as possible, call 911 once outside
- The Logan Hall Building Assembly Locations are on the sidewalk towards Medical Science Building and in front of the building
- Building Safety Points of Contact will account for all employees and visitors to ensure that all are out of the building
- Building Safety Points of Contact will report any missing employees or visitors, and their last known location, to the nearest emergency personnel
- Await further instructions from UC Public Safety or Cincinnati Fire Department
- Do not reenter the building until approved by emergency responders

### **Fire Drill vs. Fire Alarm**

- Fire Drills are planned. Public Safety conducts fire drills in majority of the university academic buildings annually as required by the Ohio Fire Code.

- Fire Alarms are unplanned and may be accidental, some are on purpose.

**The Ohio Fire Code mandates evacuation of all occupants, when the alarm sounds and to treat every alarm as real.**

**2. Severe Weather: If severe weather is detected (severe thunderstorms, tornadoes etc.) the campus severe weather warning system will sound, instructing all occupants to:**

- Evacuate your area and take shelter
- Elevators may only be used by individuals with ambulatory disabilities
- Severe weather safety locations for Logan Hall are noted as the basement corridor between north stairwell and old tunnel area, away from the doors and windows. The public restrooms may also be used as a shelter if they do not contain windows and are on the lower levels. Await further instruction from Public Safety before leaving the assembly area.
- For a complete list of Severe Weather Shelter locations, please see the Emergency Management website.

**3. Bomb Threats / Suspicious Activities: If you receive a bomb threat, suspicious package, locate a suspicious item or see suspicious activity:**

- Do not use cell phones or radios!
- Call 9-1-1 to report what you have found, heard, or seen from a landline phone
- Do not attempt to move or open items, or confront individuals
- If warranted, and if possible, clear all individuals from the immediate area, then lock the door, exit the building, and assemble at your designated evacuation location

**4. Illness or Injury**

**In the event of an illness or injury:** For illness or injuries requiring medical assistance, call 911 from a cell phone to reach the City of Cincinnati 911 Communications Center. Calling 911 from a cell phone will typically contact the nearest 911 Communications Center. 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 an active shooting, run.
- Run immediately – leave everything behind.
- Encourage others to escape with you, but do not wait on them.

- Once you are safely away from the shooter call, or have someone call, 911 and report what you know.

**HIDE:**

- If escape appears impossible, hide
- Lock and barricade doors, turn off lights, silence cell phones completely, remain quiet
- Take cover behind furniture or fixtures away from doorways.
- Stay away from windows
- Prepare yourself and others for FIGHT

**FIGHT:**

- If running or hiding are not possible or fail, and you are confronted by the aggressor, fight
- Use items around you as weapons to fight
- Fight to create an opportunity to escape

**I. Emergency Responders**

Logan Hall is served by the UC Public Safety (556-1111), the Cincinnati of Cincinnati Fire Department, Environmental Health and Safety (556-4968), University Health Services and Facilities Management (558-2500) personnel. All immediate emergency concerns can be directed through City of Cincinnati 911, by dialing 911 from any cell phone.

**J. Major Fire Hazards for Logan Hall**

There are no major fire hazards in Logan Hall. No large chemicals quantities are stored in this building.

**K. Identification and Assignment of persons responsible for maintenance of systems to control and prevent fires**

The fire alarm system is maintained by the University of Cincinnati's Emergency Services Personnel. The university's Facilities Management Department maintains the building operations and housekeeping. They may be reached by contacting the University of Cincinnati's dispatch center at 911 or 556-1111 (non-emergency).

**L. Identification and assignment of personnel who can be contacted for further information on duties under this plan.**

UC Public Safety Emergency Management may be contacted at 513-556-4900.