University of Cincinnati

Building Emergency Policies and Procedures

For

Siddall Hall
2540 Corbett Drive
Cincinnati, OH 45219

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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 of Siddall Hall
    1. Building Components
Siddall Hall has 14 floors. The entire building is equipped with pull stations, smoke detectors, fire extinguishers, and a sprinkler system. The main fire alarm panel is located across from the front desk on the lobby level. The first floor is located on ground level with entrances on the east and west sides of the building. There is a dining hall, on the east side, which is attached to the building, with a connected entrance to Siddall and two independent entrances on the north and south sides.

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

C. Building Hours and Security

Siddall Hall is not open to the public and is accessible to residents of the building via Bearcat card on swipe access. Access outside of residents is limited to those staff members who have been permitted access, by way of their UC ID card, by the housing staff.

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 (POC) 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 Point of Contacts - 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 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 Point of Contacts

Building	Building Safety Point of Contacts	Telephone	Floor
Siddall	Jaimie Biermann	6-4090	
Siddall	Jorge Almonte-Florimon	6-8280	
All RAs			

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 Siddall Hall), 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 the severe weather shelter location. The elevators may be used by individuals with ambulatory disabilities

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

- Siddall Hall Building Assembly Location is on the sidewalk next to CCM.
- 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 Siddall Hall are designated as the first floor 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 CCM.

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 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
Siddall Hall 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)

J. Major Fire Hazards for Siddall Hall
There are no major fire hazards in Siddall 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.