



Victory Parkway Classrooms (Administration Bldg.) Safety talk

REMEMBER! If you see something, say something!

- Make sure you have your **ICE (In Case of Emergency) card** at the back of your lanyard. If you don't have one, please stop off at the Welcome Table on your way out or at the OLLI office and pick one up (Room 207).
- In case of **medical emergency or accident**, class volunteers should
 - **call UC Emergency—513-556-1111 immediately**
 - designate 1 person to stay with the injured/ill person
 - go downstairs to the **front entrance—2nd floor**—and guide the EMTs up to the room
 - count the remaining students and report the situation to Mary Pat in the office—**513-608-3902**
- In case of a **fire alarm**, use the stairs located at either end of the hallways. **Do Not Use the Elevators**
Then follow UC protocol
 - VPC Administration Building (OLLI classrooms)—Go to the sidewalk along Victory Parkway. **Do Not go to the OLLI Parking Lot.**
 - Once the entire group is present on the sidewalk, a designated person should call the OLLI Office—Cate: **513-505-5144** or Mary Pat: **513-608-3902**.
 - If you are unable to evacuate without the use of elevators, shelter in a room and call 911. Advise them of your specific location (UC campus, VPC Admin. Building and room number) and the number of people with you.

EVACUATION DURING A FIRE ALARM IS MANDATORY—IT'S THE LAW!

- In case of **severe weather**, move to an interior **hallway on the 1st floor**, away from exterior doors and windows. Elevators may be used for severe weather relocation purposes. Save the elevators for those unable to use the stairs. All others should use stairs.
- In the case of an **active shooter**, UC Public Safety protocol is to Run, Hide, Fight. Since Running and/or Fighting may not be practical for OLLI students, our best option is to Hide.
 - **IMPORTANT STEPS—**
 - **Call UC Emergency—513-556-1111 or 911 immediately.**
 - Call Mary Pat—**513-608-3902**.
 - Turn all cell phones on silent immediately, if they aren't already.
 - Turn out the lights.
 - Secure the door.
 - Lower the door shades.
 - Barricade the door with tables and chairs.
 - Stay away from the windows and doors.
 - **DO NOT OPEN the door to anyone unless you see a valid ID (slid under the door).**