



(Sample) Building Emergency Plan

for

XXXXXX

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Cincinnati, OH 45221

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University of Cincinnati
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Table of Contents

- A. Introduction**
- B. Components of XXXXXX**
 - 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. Fire Wardens - 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 XXXXXX**
- 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 *(example)*

The University of Cincinnati is committed to providing a safe environment for students, employees, and guests. One means of achieving that goal is through the formulation 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, Blue Ash Fire Department, Clermont County Joint Central Fire District, Cincinnati Fire Department, Reading Fire Department, and the Ohio Fire Marshall. All permanent and transient building occupants should become familiar with the information contained in the Building Emergency Plan.

B. Components for Building xxxxxx *(example)*

1. Building Components *(example)*

XXXXXX has xxxxxx floors. The building is equipped with pull stations, smoke detectors, fire extinguishers, and a sprinkler system. The main fire alarm panel is located xxxxxx

2. Emergency System Components *(example)*

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 coverage 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 any one of these aforementioned systems is activated, notification is automatically transmitted to the University of Cincinnati 911 Communications Center which is 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. XXXXXX 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) *(example)*

An ARA is an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. The Areas of Rescue Assistance located in the XXXXXX building are as follows: 1) xxxxxx 2) xxxxxx 3) xxxxxx

C. Building Hours and Security *(example)*

XXXXXX is unlocked and open to the public xx am to xx pm, Monday through Friday. Outside of those hours, access is limited to faculty and staff members with approved ID 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 *(example)*

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”? In this example, the caller should reply, “The University of Cincinnati Blue Ash Campus; Walters Hall; Room 144”. The city/county communications 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 *(example)*

Building 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 POC’s are responsible to report any missing occupants and their last known location to emergency responders.

G. Persons with Disabilities – Special Circumstances *(example)*

1. Fire Emergencies *(example)*

Disabled or non-ambulatory persons located above or below the ground floor have the option to remain in the building during an emergency (e.g. fire alarm) when the use of an elevator is essential for evacuation of that person.

- If located on the ground floor, exit the building in the same manner as other building occupants.
- If located above or below the ground floor, seek a safe place—preferably a designated Area of Refuge (none are currently located in XXXXXX), 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 *(example)*

Assist persons with disabilities to severe weather shelter locations. Elevators should only be used by individuals who are disabled or non-ambulatory (or those assisting), and well in-advance of the severe weather impact in this situation. Don't wait until the last minute to relocate to a safe place within the building.

H. Emergency Types / Evacuation and Relocation Points *(example)*

1. Fire: Appropriate Actions for Smoke, Fire, Burning Odors, or Fire Alarm Activation: *(example)*

- 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 XXXXXX Building Assembly Location is on the sidewalk next to XXXXXX
- Building POC's will account for all employees and visitors and advise the fire department of relevant information. Note: advise the fire department only of information that is reasonably believed to be accurate. Do not guess.
- Building POC's must report missing employees/visitors and the last known locations to emergency personnel.
- Do not reenter a building unless approved by emergency personnel
- Await further instructions from emergency personnel

2. Fire Drill or Fire Alarm *(example)*

- 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.*

3. Severe Weather: Campus Warning Systems are activated for Tornado Warnings (i.e. a tornado has been sighted in the alert area).

(example)

- 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 XXXXXX are designated as (example) 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

4. Bomb Threats / Suspicious Activities: Suspicious Package or Suspicious Item: (example)

- Do not use cell phones or radios to make a report (e.g. cellular phones/radios could activate a bomb or suspicious device) ¹
- 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 xxxxxx

5. Illness or Injury (example)

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 personnel at the building entrance and escort them directly to the ill/injured person

6. Active Shooter (example)

➤ **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

¹ Exit the building to call 911 if a cell phone or radio must be used to report a suspicious device or possible bomb

- **HIDE:** *(example)*
 - 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 LiveSafe App²
 - Prepare yourself and others to fight if necessary
- **FIGHT:** *(example)*
 - 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 *(example)*

- XXXXXX 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 or reports of emergencies can be directed through the UC 911 Communications, by dialing 911 from any UC phone.

J. Major Fire Hazards for XXXXXX *(example)*

There are no major fire hazards in XXXXXX. No significantly dangerous chemicals or large quantities of chemicals are stored in this building.

K. Maintenance of Systems to Control and Prevent Fires *(example)*

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 *(example)*

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

² Download “LiveSafe” from Google Play or the App Store; Sign up with your name and information; Select “University of Cincinnati” as your school