



Emergency Guidelines

[FIRE]

All University buildings are equipped with an automatic fire alarm. Most are equipped with voice systems that will give specific instructions in the event of an emergency. The majority of UC buildings are also equipped with automatic fire sprinkler systems. In the event that a fire alarm sounds, all persons are required under state law to evacuate the building immediately. Failure to evacuate is a criminal offense. Persons in charge of a facility (including faculty teaching classes) are responsible for evacuating their area, and may be held personally liable for a failure to evacuate. Once a fire alarm has sounded, do not re-enter the building until the “all clear” message has been given by emergency personnel.

In the event of a fire or fire alarm take the following actions:

- Instruct building occupants to immediately exit the building via the nearest stairwell
- Exit the building and verify that all students have exited and close all doors as you exit
- Any attempts to fight a fire using portable fire extinguishers should in no way delay notification (call 911) of UC Police and the fire department
- Pull the fire alarm pull station (located at each stairwell) as you exit from the building
- If possible, call 911 from a phone located a safe distance away and report the exact location of the fire
- Exit the building and await further instructions
- Do not re-enter a burning building or a building with an active fire alarm for any reason
- Await the all-clear message from emergency responders before re-entering a building

Fire alarm tests are typically conducted during hours when a building is closed, and are announced in advance. Any fire alarm that sounds must be treated as an actual alarm unless prior notice is given of testing. Fire drills are conducted as required by state law. The exact schedule varies by campus and college, and is coordinated by Public Safety with the college offices. Whenever required to evacuate a building, take personal belongings with you, and secure your office as you leave, only as long as this does not cause a significant delay in building evacuation.

As part of the first class of each semester, it is required that faculty review emergency procedures with students, and advise students of designated meeting locations outside of the building in the event of a building evacuation. The respective faculty member is responsible to verify that all of the students have exited the building safely. Supervisors are required to review emergency plans with new employees within three days of each new employees' start date.

Special fire evacuation/shelter in place procedures for persons with physical disabilities are as follows: Persons with physical disabilities are permitted to remain in buildings during emergencies *only* when elevator assistance is essential for evacuation and the disabled person is located either above or below the ground floor. Elevators cannot be used during a fire or fire alarm. Many UC buildings have designated Areas of Rescue Assistance for disabled persons. Such areas should be equipped with two-way voice communications with a 911 dispatcher, and are located within fire resistive areas of buildings (typically stairwells). Building occupants near these locations should check these areas to assist persons with physical disabilities. For buildings where there are no known designated Areas of Rescue Assistance, disabled persons should be instructed to shelter in rooms with exterior windows, telephones, and solid doors. Disabled persons should then call 911 and report their location to the dispatcher. The fire department will determine if a disabled person should evacuate or shelter in place. Note: If a person with a visual disability is in an effected area, ask if others will assist that person during an evacuation.

[SEVERE WEATHER]

The University has a campus indoor voice warning system installed in most of the campus buildings. Public Safety will make announcements during tornado warnings issued by the National Weather Service.

The campus indoor public address warning system is used to deliver detailed messages to persons inside of buildings. This system is used in addition to the Hamilton County and Clermont County outdoor siren alert warning systems (civil defense sirens). The civil defense sirens alert persons who are outdoors, but do not provide adequate indoor warning coverage. The civil defense sirens and the campus indoor public address warning systems are activated to make announcements during tornado warnings issued by the National Weather Service.

Each building has a designated severe weather shelter area. Shelter area locations can be found on Public Safety's web site at http://www.uc.edu/content/dam/uc/publicsafety/docs/SHELTER_LOCATIONS.pdf

- **Severe Thunderstorm WATCH:** Conditions are favorable for the development of a severe thunderstorm (> 58 mph winds and/or hail measuring > ¾" diameter).
- **Severe Thunderstorm WARNING:** Severe thunderstorms (> 58mph winds; > ¾" diameter hail) are present in the area. Seek shelter indoors and stay away from windows. Thunderstorms present a risk of lightning strikes when persons are outdoors. Outdoor activities should be terminated when persons hear thunder or see lightning. Civil defense sirens and campus indoor public address warning systems are not used for severe thunderstorm warnings. Note: It is recommended that faculty conducting outdoor activities utilize a weather radio or smartphone app that will provide timely notifications in the event of a severe thunderstorm warning.
- **Tornado WATCH:** Conditions are favorable for the development of a tornado. No tornado has yet been sighted.
- **Tornado WARNING:** A tornado has been sighted in the alert area. Occupants should move to the severe weather shelter area of the building. In some cases (i.e., classrooms on lower levels with no exterior windows) it *may* not be necessary for a class to move. Faculty members should compare class locations with the list of building shelter areas. A general guideline is to seek immediate shelter in the lowest interior part of the building and avoid long span roof areas (auditoriums, gymnasiums, arenas) and areas with large amounts of glass.

The Hamilton County and Clermont County outdoor siren alert warning systems (civil defense sirens) are tested on the first Wednesday of each month at 12:00 noon (*tests* are postponed if there is a threat of severe weather). The campus voice warning system is tested concurrently.

[TITLE IX]

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in the university's programs and activities. Sexual harassment, sexual violence, and retaliation are forms of discrimination prohibited by Title IX.

The university prohibits sex discrimination, sexual harassment, and retaliation and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment while participating in university programs or activities. The university shall respond promptly and lawfully to allegations of sex discrimination, including sexual discrimination, sexual harassment, and retaliation. Investigations are conducted promptly and appropriate actions taken including disciplinary action on behalf of complainants and the campus community. Albeit uncommon, the university is committed to ending hostile work and hostile education environments. The university is committed to remedy the effects of any hostile environment on affected members of the campus community. For more information contact Title IX at <http://www.uc.edu/titleix.html>

[SHELTER IN PLACE]

There are some emergency situations where an accidental or intentional spill, release, or discharge of hazardous materials into the environment may result in the issuance of a shelter in place warning from emergency responders. Chemical, biological, and/or radiological releases may result in a shelter in place warning for the university and surrounding area. Shelter in place can be defined as taking refuge inside of a building or structure in an effort to isolate oneself as much as possible from the contaminants present in the outside air.

When necessary, a shelter in place warning will be made over the campus indoor public address warning system, by email, and by text message. The following steps should be taken upon hearing the shelter in place warning:

- Close outside windows and doors
- Turn off air conditioners, fan units, or other systems that bring outside air into the building
- Move to the upper floors of the building because most chemicals are heavier than air
- Remain indoors and await further instructions or for an all clear message
- Faculty will keep students in the classroom /lab until the emergency is over, or until other instructions are given

For students living in a residence hall, the actions are basically the same. All residence halls are part of the campus indoor public address warning system and will receive voice announcements. Residents should take the following steps upon hearing a shelter in place warning:

- Close outside windows and doors
- Turn off air conditioners, fan units, or other systems that bring outside air into the building
- Move to the upper floors of the residence hall because most chemicals are heavier than air
- Remain indoors and await further instructions or for an all clear message

[MEDICAL EMERGENCY]

For medical emergencies:

- Call 911 (campus phone)
- Call 513-556-1111 (cellular phone.)
- Call 513-558-1111 (cellular phone)

It is very important to specify *exactly* in what building *and* where in the building that the patient is located. Whenever possible, send someone to meet the paramedics at the main building entrance. Delays in finding patients results in delayed treatment.

[THEFT]

Contact UC Police at 513-556-1111

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[WORKPLACE VIOLENCE, VIOLENT CRIME, and ACTIVE SHOOTER]

Although rare at the University of Cincinnati, workplace violence and violent crime can occur. Training programs are available for interested departments. For more information, contact the UC Police Crime Prevention Unit at 513-556-4900. Further information can be found at <http://www.uc.edu/publicsafety/staying-safe/tips.html>

Active shooter threats have become more prevalent in society including institutions of higher learning. The University of Cincinnati is committed to the safety of all students, faculty, and staff at the university. In the unlikely, but possible event that an active shooter would violently attack the University of Cincinnati, the following guidelines have been deemed a smart practice for students, faculty, staff, and visitors at the University of Cincinnati.

FEMA Model: Video Link- [FEMA Video---RUN-HIDE-FIGHT](#)

- Run: exit the building as quickly as possible if safe to do so
- Hide: evade the violent criminal by hiding and barricading inside of a room if possible
- Fight: always be prepared to fight should a hiding place be discovered or a barricade defeated

Call 911 from a campus phone, 513-556-1111 or 513-558-1111 from a cellular phone, or notify UC Police using the [LiveSafe App](#). The [LiveSafe App](#) is available from Google Play or the App Store.

The University will activate the Emergency Alert System when a violent event (i.e. Active Shooter) occurs on campus. Students, faculty, and staff will receive voice announcements inside of buildings (campus indoor public address warning system), text messages sent to registered cell phones, messages on campus electronic signs, Twitter, and email. All faculty and staff are encouraged to register cellular phones for emergency messages when updating personal telephone directory information each year.

[BOMB THREATS & SUSPICIOUS PACKAGES]

If a suspicious package, letter, or item is received, do not move or open it. Clear persons away from the immediate area and secure the area so no one can enter that area. Notify UC Police using a telephone landline outside of the immediate area where the package/item/letter is located, and meet police outside. If a bomb threat is received, write down exactly what was said as soon as possible. Save the call back number if possible.

Bomb threats, suspicious packages, or suspicious items should be reported using a landline phone (Note: do not use cellular phones in proximity of a device or package because cellular phones can accidentally detonate a bomb). If a cell phone must be used to report a suspicious package or device, exit the room, secure the room so no one else can enter, exit the building, and *then call* using a cellular phone (911). Additional training and information regarding bomb threats and suspicious packages can be obtained by contacting Crime Prevention at 513-556-4900 or <http://www.uc.edu/publicsafety/staying-safe/prevention.html>.

[WINTER WEATHER CLOSURE]

When does UC close due to winter storms?

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Closures are based on the safety of students and employees who must drive to the campuses. In general, UC will either close or delay opening if a Level 2 or 3 Snow Emergency is declared by the respective county Sheriff, or if road conditions are such that major roads and highways to campuses cannot be traveled safely.

How are closings announced?

Closures are generally announced by 5AM, and are distributed as follows:

- An email is sent to all active UC accounts
- A text message is sent to everyone signed up for emergency messaging (Nixle)
- A banner message is displayed on the UC home web page
- A recording is placed on the campus status phone line (513-556-3333)
- A message is sent via the UCPublicSafety Twitter account
- The information is released to the local news media

Are closures always for an entire day?

When it appears that travel conditions may markedly improve during the morning, the University may close for only part of the day. Generally, 11AM is the cutoff for a partial day closure. In all cases, the closure announcement will specify the actual hours the University is closed.

What about classes which start before the time that the campus opens?

If a partial day closure is announced, classes that start during the closed period are cancelled. For example, if the campus will be closed until 10AM, and a class meets from 9AM to 11AM, it is cancelled in its entirety.

Will UC close for cold weather?

In some cases, the University may close for extreme cold temperatures. These closures occur in conditions where students and employees are at risk of physical injury due to the extreme cold. In general, this will occur when the National Weather Service issues a Severe Wind Chill Warning for the affected county.

[PHONE NUMBERS and WEB SITES]

Department of Public Safety www.uc.edu/publicsafety/

Emergency
Non-emergency

Dial 911 (24 hour)
513-556-1111, 513-558-1111 or 513-556-4900 (24 hour)

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Fire Prevention	513-556-4992
Emergency Management	513-556-4900

Environmental Health & Safety <http://ehs2.uc.edu/>

513-556-4968	(M-F 0800 to 5:00pm)
513-556-1111	(after hours, weekends)

Radiation Safety www.uc.edu/radsafety/

513-558-4110	(M-F 0800 to 5:00pm)
513-556-1111	(after hours, weekends)

Title IX <http://www.uc.edu/titleix.html>

513-556-3349	(M-F 0800 to 5:00pm)
911 or 513-556-1111	(after hours, weekends)