UNIVERSITY OF Cincinnati

Building Emergency Policies and Procedures

For

Clermont College
4200 Clermont College
Batavia OH 45103

August 25, 2014

Approved by the
University of Cincinnati
Public Safety Department

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A. Introduction

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. An emergency may include and is not limited to gas leaks, water leaks, power failures, hazardous material releases, fires, explosions, odors and bomb threats.

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

B. Mission

The mission of the Emergency Planning Committee is to assist any UC department affected by a disastrous incident to resume business functions as quickly as possible. The Emergency Planning Committee's activities will begin as soon as it knows about the incident and preferably, while the incident is being contained and mitigated. The areas it is primarily concerned with are:

- Health/Safety Issues
- Property
- Liability
- Return to Operational Status

The University Police Dispatch Center will notify the Emergency Planning Committee when an incident occurs.

C. Components of Clermont College

The Clermont College is comprised of seven (7) buildings. Five of these buildings are connected and the remaining two are independent.

- Edith Peter-Jones, lower level, first floor, second floor. The main entrance is on the first floor with access to the Snyder Building on the first floor. This building contains the college bookstore, cafeteria, library, faculty/staff lounge, and auditorium.
- Snyder, first and second floor. The main entrances are on the first floor, with access to the Edith Peter-Jones building.   The second floor contains major chemistry labs and access to McDonough Hall by way of the Skywalk. This building also contains Public Safety Office, Testing Center, Art Gallery, Offices.
- McDonough Hall, first and second floors. Second floor access to Snyder building, Biology labs, Dean's offices, and computer labs. Small kitchen in Room 247)
- Student Services, first and second floor. Main entrances on the first floor. Admissions/Registration , Business Office and Disabilities Services are in this building. Offices and classrooms are on the second floor.
- West Woods, first and second floors with access on both floors to the Edith Peter-Jones Building. This area has a small kitchen area on the second floor. This building houses classrooms and faculty offices.
- Student Activity Center, this is a one story independent "bubble type" structure. It maintains its own sprinkler and fire alarm system. This structure is used for assembly and athletic events and requires a separate evacuation (weather) policy.
- Utility Garage at the back of Jones Building.

There are four (4) main fire alarm panels which maintain the Clermont College Complex. The building is protected by a sprinkler system and is monitored 24/7 by the University of Cincinnati's Communication center.

D. Safety Coordinator - Responsibilities

Safety Coordinators are responsible for initial management of emergency situations, and assisting members of the department and the public until emergency personnel arrive.

Safety Coordinators must ensure that faculty and staff are aware of the procedures that are in place in the event of an emergency.

E. 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 belowground, seek a safe place—preferably 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**

   Persons with disabilities may use the elevator for severe weather emergencies to access ground levels. A non-disabled person should stay with the disabled to assist, if necessary.

F. Emergency Types / Evacuation Rally Points

1. Fire:

If you encounter smoke, fire, fire alarm activation or a report of burning odor, immediately:
   a. Activate the nearest fire alarm pull station.
   b. If possible, close all doors and windows, call 9-1-1, and activate a pull station on your way out of the building.
   c. DO NOT USE THE ELEVATORS!
   d. Exit the building as quickly as possible, using the nearest useable stairwell to the exit level (Level 1/Lobby) and exit the building.
   e. See *Appendix A* for the **Clermont College** Assembly Locations. DO NOT ASSEMBLE ON THE SIDEWALKS, AT THE DOORS, NEAR THE BUILDINGS, OR IN THE PATH OF RESPONDING EMERGENCY PERSONNEL. Assemble with your department and/or class or as designated by the training you have received from your Safety Coordinators.
   f. Safety Coordinators will report any known missing employees, students or visitors, and their last known location, to the nearest emergency personnel.
   g. Instructors will account for any missing students
   h. Await further instructions from UC Public Safety or Clermont County Central Joint Fire Department

2. Severe Weather:

If severe weather is detected (severe thunderstorms, tornadoes etc.) the severe weather warning system will sound, instructing all occupants to:
   a. Evacuate your area using the nearest stairwell.
   b. Elevators may only be used by individuals with ambulatory disabilities.
   c. Severe weather safety locations for Clermont College are noted as the lower level restrooms and lower level hallways away from exterior windows and doors.
   d. Await further instruction from Public Safety or Clermont County Central Joint Department before leaving the assembly area.

3. **Bomb Threats / Suspicious Activities**:

If you receive a bomb threat, suspicious package, locate a suspicious item or see suspicious activity:
   a. Do not use cell phones or radios!
   b. Call 9-1-1 to report what you have found, heard or seen from a landline (desk) phone.
   c. Do not attempt to move or open items, or confront individuals.
   d. If warranted, and if possible, clear all individuals from the immediate area lock the doors, exit the building using a stairwell, and assemble at your predetermined relocation points.
   e. Do not use the fire alarm system to notify occupants.

4. **Illness or Injury:** In the event of an illness or injury:

   a. Call 9-1-1 and report what has happened and your location. The dispatcher will send emergency medical assistance as needed.
   b. Direct someone to the front door of the building to direct emergency personnel to the injured/ill person.
   c. Automatic External Defibrillation (AEDs) and First Aid kits are available.

5. **Armed Individual:**
   a. If you observe an armed individual on campus at any time, or if an individual is acting in a hostile or aggressive behavior, contact UCPD immediately by dialing 911.
   b. If an armed subject is inside the building, but not in the room:
       *   If you can leave the building safely, do so.
       *   If flight is impossible, lock the door to the room. If you cannot lock the door, and can do so safely, move to another room that can be secured.
       *   If you cannot lock the door, and cannot move to another location, barricade the door with furniture.
       *   Stay out of line of sight if there are windows into the room, turn off the lights, and remain quiet.
       *   Listen for instructions from Emergency Responders.
   c. If an armed subject enters your room:
       *   There is no single procedure that can address all possibilities.
       *   If possible, leave the room.
       *   If it is not possible to leave, attempt to negotiate with the individual.
       *   Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.

G. Emergency Response Teams

Clermont College is served by the University Police (556-1111), the Clermont County Central Joint Fire Department (911), Environmental Health and Safety (556-4968), University Health Services and Facilities Management personnel. All immediate emergency concerns can be directed through the UC 9-1-1 Communications, by dialing 9-1-1 from any UC phone or 556-6111.

H. Building Hours and Security

Clermont College is open to the public from 7:00 am to 10:30 pm, Monday through Friday; 7:00 am to 3:00 pm on Saturday. After hours, access is restricted to those with current key card access, as approved by your Department.

I. Major Fire Hazards for Clermont College

There are kitchens within the Clermont campus and chemicals stored within the Biology labs and inside the Facilities Management areas.

J. 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 9-1-1 or 556-1111 (non-emergency).

K. Other Resources

For more information, please contact: 513-556-4909
Emergency Preparedness:http://www.uc.edu/publicsafety/fire_emergency/emergency_preparedness.html
Fire Prevention: http://www.uc.edu/publicsafety/fire_emergency/fire_prevention.html
Fire Alarms: http://www.uc.edu/publicsafety/fire_emergency/fire_alarms.html

Appendix A
MAP – Outside Assembly Locations

Building Evacuation Procedures or Fire Alarm:

- Leave the building immediately.
  Close doors, windows and other openings.
  If you are in a laboratory, turn off all gas lines, or flammable gas cylinders.

- Evacuate the building through the nearest exit to the outside.
  Use the stairs. DO NOT USE ELEVATORS.
  Take personal items with you.

- Assist Disabled Persons in exiting the building.

- DO NOT re-enter an evacuated building until directed to do so by Clermont Public Safety Staff.

Outside Assembly Locations:

Peters-Jones:
  ▲ Campus Commons (Front)
Snyder:
  ▲ Campus Commons (Front)
  ▲ Hillside Picnic Area (Back)
Education Services:
  ▲ Campus Commons (Front)
Student Services:
  ▲ Campus Commons (Front)
  ▲ East Parking Lot (Tree Line)
Student Activity Center:
  ▲ South Parking Lot (Tree Line)
West Woods Academic Center:
  ▲ Campus Commons (Front)