

# THE OHIO STATE UNIVERSITY

## OHIO UNION

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### Building Emergency Action Plan



Office of Student Life

**Ohio Union  
Building #: 161  
1739 North High Street  
Columbus, Ohio 43210**

## Introduction

The Office of Environmental Health and Safety in collaboration with University Public Safety developed this model Building Emergency Action Plan (BEAP) (formerly known as EOEP) to assist departments in preparing for building emergencies as required by university policy (OSU Occupational Health & Safety Policy – 3.61); the Ohio Fire Code – 1301:7-7-04 (D) Section 404 Fire Safety & Evacuation Plans; and the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38 as required by the Ohio Revised Code, Chapter 4167 (Public Employees Risk Reduction Act). This plan is intended for use by departments that occupy University facilities and should be completed as a building plan including all departments and areas of the building in the planning and implementation process. This plan is coordinated through the Enterprise Continuity Management Department, which is a division of Enterprise Risk Management.

It is expected departments will customize the appendices and complete this plan to meet their specific needs, operations and locations. Additional appendices can be added to customize the plan for building or department specific needs.

The BEAP model plan was written to correlate with the larger Ohio State University Comprehensive Emergency Management Plan (CEMP) for campus operations during large scale or campus-wide emergencies and departmental specific business continuity plans for departmental operations during departmental or campus emergencies.

The evacuation of university facilities presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in university facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc.

A major challenge for the successful evacuation of university facilities is the population of the facility changes every hour. It is quite difficult to know at any given time the exact number of occupants in any university facility. In university facilities, the timely and responsible evacuation often becomes the responsibility of a few key individuals.

This plan is designed to address these concerns and as a resource to provide important information and assist in the safe evacuation of campus facilities. Considerable effort has gone into trying to make this plan concise, clear, easy to use and easy to implement. If further assistance is needed, contact the Office of Environmental Health and Safety at (614) 292-1284 or Enterprise Continuity Management at (614) 688-3086.

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# Building Emergency Action Plan (BEAP)

## Chapter 1 COORDINATION

### 1.1 PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning and to establish training for fire and other emergency evacuations as required by university policy and applicable regulatory codes and standards. Area occupants, staff, and students are expected to be familiar with emergency procedures, participate in training, and orient and inform guests of the procedures to be followed in case of an alarm or emergency.

### 1.2 SCOPE

This plan applies to all employees and/or building occupants.

### 1.3 COORDINATION WITH OTHER EMERGENCY PLANS

This BEAP document is a key component in departmental and/or building safety planning. However, it is not intended to replace the university Comprehensive Emergency Management Plan, Business Continuity Planning or other emergency planning required by university policy or regulatory agencies. This BEAP must be coordinated with these and other emergency/safety documents.

### 1.4 OSU COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The OSU Comprehensive Emergency Management Plan (CEMP) outlines procedures and duties for a coordinated response to emergencies occurring on Campus. The CEMP is managed by the Department of Public Safety.

### 1.5 COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

This BEAP reflects the University's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by OSHA 29 CFR 1910.38. It is to be used in addition to other department specific plans.

### 1.6 COORDINATION WITH DEPARTMENTAL BUSINESS CONTINUITY PLANS

Business Continuity Plans outline procedures to be followed in case of catastrophic incidents affecting normal operations at The Ohio State University. This BEAP is not a replacement for departmental Business Continuity Planning; in fact, it should be included as an attachment to Business Continuity Plans and reviewed/updated when Business Continuity Plans are reviewed/updated.

## Chapter 2 UNIVERSITY EMERGENCY RESOURCES & CONTACTS

### NIMS (National Incident Management System)

#### Emergency Support Functions (ESF)

The National Response Plan (NRP) is part of the National Incident Management System (NIMS) and establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. The plan incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, emergency medical services and the private sector – and integrates them into a unified structure. It forms the basis of how the federal government coordinates with state, local and tribal governments and the private sector during incidents and identifies how specific entities support the overall goals. A building emergency as defined in this plan may cause the activation of the university Emergency Operations Center (EOC). Activation of the EOC will be decided and announced by University Public Safety or University Administration and requires support from departments as identified in the following Emergency Support Functions (ESF), which are part of NIMS through the NRP. Specific roles and responsibilities for each ESF are provided in the OSU Comprehensive Emergency Management Plan (CEMP) managed and implemented by the Department of Public Safety – Emergency Preparedness and Fire Prevention.

#### 2.1 OSU Transportation & Parking Services

##### ESF 1 Transportation

OSU Transportation & Parking (T&P) Services is responsible for university parking services including parking permits and enforcement; bicycle registration; Campus Area Bus Service (CABS); motorist assistance; car rental; bus charters; state vehicle repair; vehicle fuel purchases; and state vehicle purchasing. During emergencies, T&P enforcement officers assist with traffic control. T&P can be contacted at (<http://tp.osu.edu/>) or (614) 292-7341.

ESF 1: During campus emergencies where required, Transportation & Parking is responsible for providing vehicles and personnel to fulfill transportation-related mission assignments within the university at the time of a major disaster event. These assignments can be anticipated to involve two major operations. First is to provide evacuation transportation assistance for the transit dependent. The second is to provide transportation support of the movement of personnel and materials needed to initiate and sustain emergency response and disaster recovery operations related to the disaster event.

#### 2.2 Office of Information Technology (OIT)

##### ESF 2 Communications

OSU OIT is the telecommunications and networking department offering voice, data, and video services to the university community. OIT can be contacted at (<http://oit.osu.edu/>) or (614) 688-HELP (4357).

ESF 2: During campus emergencies where required, OIT is responsible for providing facilities, equipment, trained personnel, services and supplies necessary to sustain communications by university and other designated departments and organizations during emergency response and disaster recovery operations within or

for the benefit of The Ohio State University at the time of a disaster or major event. The communications facilities, systems and equipment provided, maintained, repaired or replaced during a disaster or major event include both permanent communications systems installed specifically to support university emergency response and disaster recovery operations.

WOSU AM 820 is the official area broadcast station in case of major disaster or university closing. Tune in to this station for information.

## **2.3 Facilities Operations and Development (FOD) ESF 3 Public Works and Engineering**

OSU Facilities Operations and Development (FOD) provides design and construction; planning and real estate; utilities support; maintenance operations; custodial operations; roads and grounds maintenance and support; and safety. FOD in collaboration with Student Life maintains a 24-hour, 7-days a week Customer Service Center called Service2Facilities available at 292-4357(HELP). Additionally, FOD can be contacted at (<http://www.fod.osu.edu/>).

ESF 3: FOD is responsible for coordination of debris removal actions, facilitating emergency access into impacted areas, implementing temporary measures for safety and property protection, assisting in the stabilization or demolition of damaged structures, restoration of roadway networks, and restoration or repair of other critical components of the university infrastructure.

## **2.4 OSU Public Safety City of Columbus Division of Fire ESF 4 Firefighting**

University Fire Prevention Services, a division of Public Safety acts as liaison with the State of Ohio Fire Marshal and the City of Columbus Division of Fire to provide fire safety services to the university community. These services include inspections and alarm response. Maintenance and repairs for building fire alarm systems should be directed to Service-2-Facilities at 292-4357(HELP). Public Safety can be contacted at (<http://www.ps.ohio-state.edu/>) or (614) 247-6300.

ESF 4: University Fire Prevention Services is responsible for coordination of support to fire prevention and suppression operations conducted at the time of a disaster impacting The Ohio State University. Operations at an incident scene will be directed and coordinated by the designated incident commander pursuant to established ICS procedures. University Fire Prevention Services will staff a workstation at the University Emergency Operations Center, when activated, to provide coordination and support to field operations, as well as to coordinate firefighting support to other university response and recovery operations.

## 2.5 OSU Public Safety

### University Security Services

#### ESF 5 Emergency Management

The Division of University Public Safety is the coordinating public safety entity on campus. The Public Safety offices are located in Blankenship Hall and in Tuttle Park Place. The OSU Police Department, Emergency Preparedness and Fire Prevention Services, Security Services & Student Safety Services are the main operating units. The Office of the Assistant Vice President for University Public Safety is also responsible for the maintenance of the university's overall emergency response and disaster planning efforts and protocols. Public Safety can be contacted at (<http://www.ps.ohio-state.edu/>) or (614) 247-6300.

University Security Services is responsible for alarm monitoring on Campus and provides Security Services for select university facilities. Security Services operates a 24-hour, 7-days a week alarm monitoring and communications center. Issues involving alarm systems, not including maintenance or repair, should be brought to their attention. Maintenance or repair of alarm systems should be directed to Service2Facilities at (614) 292-4357(HELP). University Security Services can be contacted at (<http://www.ps.ohio-state.edu/>) or (614) 292-7677.

ESF 5: University Public Safety provides the focal point for coordination of information gathering and analysis in the Emergency Operations Center (EOC). Information gathered by university response departments during or as a result of field operations provides the information to the EOC where it is processed for purposes of determining the characteristics of the event and its impacts on the university, for strategic planning of response and recovery operations by the university and for providing information to organizations involved in the response. The information gathered and processed by University Public Safety also represents the authoritative source for information to the general public about the event.

## 2.6 Student Life (University Housing)

### ESF 6 Mass Care

The Office of Student Life is responsible for many of the outside-the-classroom aspects of student life at Ohio State. Among these are student housing; food service; health, wellness and counseling; activities, organizations and leadership development; recreation and intramurals; ResNet; and BuckID. Student Life is a partner in the Multicultural Center, Living-Learning Programs, the Younkin Success Center and the Student Housing Legal Clinic. Student Life also operates the Ohio Union. The Office of Student Life can be contacted at (<http://studentlife.osu.edu/>) or (614) 292-9334.

ESF 6: In addition to sending a representative to the EOC, Student Life will establish and staff their own emergency operations center in the Alumni Lounge at the Fawcett Center to respond to issues and coordinate activities of the division during an emergency. A 1-800 number and a web site will be maintained to provide timely and accurate information for the community and the families of students. The website and 1-800 number will be in coordination with University Communications and OIT/UNITS. This emergency operations center may be

staffed whenever the university EOC is activated as well as for incidents, which impact large numbers of the student population.

The Ohio State University Office of Student Life is responsible for providing mass care services on campus for students, staff, faculty and visitors temporarily displaced or evacuated as a result of a hazardous event or that require mass care services in or near impacted areas due to the prolonged outage of public utilities and the inaccessibility of basic community services. Student Life will integrate operations with those of other university departments to ensure effective and timely activation, staffing and operation of shelters and field mass care locations.

## **2.7 Facilities Operations and Development (FOD) Business Operations ESF 7 Resource Support**

OSU Facilities Operations and Development (FOD) provides several services including design and construction; planning and real estate; utilities support; maintenance operations; custodial operations; roads and grounds maintenance and support; and safety. FOD in collaboration with Student Life maintains a 24-hour, 7-days a week Customer Service Center called Service2Facilities available at 292-4357(HELP). Additionally, FOD can be contacted at (<http://www.fod.osu.edu/>).

OSU Business Operations provides transportation and parking services, microscope repair, purchasing, receiving, mail, stores, trademarks and licensing, travel and printing services to the campus community. Business Operations can be contacted at (<http://busops.osu.edu/>) or (614) 292-4135.

ESF 7: During a Campus-wide emergency (disaster), Facilities Operations and Development will establish and staff a workstation at the Emergency Operations Center (EOC) in Blankenship Hall. FOD, in collaboration with Business Operations and other supporting departments, will process requests for procurement and purchasing. Additionally, FOD will receive requests for additional resources, personnel and services through other representatives at the EOC. In fulfilling requests, FOD will draw first from the existing inventories of university departments, if the materials can be obtained and delivered on a timely basis. Additional resources that may be requested include any materials needed to initiate and sustain emergency operations including emergency relief supplies, space, office supplies and equipment, vehicles, fuel, contracted services, telecommunications, temporary personnel, specialists and consultants, etc.

## **2.8 The Ohio State University Medical Center ESF 8 Health and Medical Services**

The Ohio State University Medical Center provides patient care, teaching and research at four major hospitals (University Hospital, James Cancer Hospital and Solove Research Institute, Ross Heart Hospital, OSU Hospitals East), at outreach and satellite clinics and at academic College of Medicine buildings on the main OSU Campus. The Ohio State University Medical Center can be reached at (<http://medicalcenter.osu.edu/>) or (614) 293-5123.

ESF 8: The Ohio State University Medical Center will provide direction, coordination and guidance to operations conducted within the university to provide

health and medical services to members of the public affected by the event, as well as to emergency workers responding to the event. Additionally, the OSU Medical Center representative at the EOC will receive information from impacted areas and establish emergency operations regarding the need for health and medical services and resources, and will deploy or activate facilities, personnel, equipment and other resources of the primary and support departments to meet those needs.

## **2.9 Environmental Health & Safety (EHS)**

### **ESF 10 Hazardous Materials**

The Office of Environmental Health & Safety (EHS) assists the university community in providing and maintaining a safe, healthful work environment for students, faculty, staff, contractors, and visitors. The EHS mission also encompasses responsibilities of protecting the local community and environment from potential hazards generated by university activities.

The EHS Emergency Response Team (ERT) is available to provide consultation and support for hazardous material spills and releases, temporary controls and other general information to the Columbus Division of Fire (CFD), OSUPD and OSU departments during normal business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday. After normal business hours, the EHS ERT can be contacted through the OSUPD. EHS can be contacted at ([www.ehs.ohio-state.edu](http://www.ehs.ohio-state.edu)) or (614) 292-1284.

ESF 10: Emergency response operations for hazardous materials releases will be directed and controlled at each incident scene by the designated incident commander responsible, utilizing established procedures for implementation of the incident command system (ICS). When the magnitude of the event warrants activation of this ESF, EHS will serve as the designated primary department and provide staff to the university EOC. EHS will coordinate the university-wide response to the hazardous materials aspects of the event and its impacts, utilizing the resources of the support departments and available mutual aid. The Columbus Division of Fire Hazardous Materials Team will be counted on for assistance during the event.

## **2.10 Student Life (Campus Dining Services)**

### **ESF 11 Food and Water**

The Office of Student Life is responsible for the Campus Dining Services operation which is a part of University Residence and Dining Services. Their mission is to support and enrich the university community by providing an exceptional dining experience.

In addition to sending a representative to the EOC, Student Life will establish and staff their own emergency operations center in the Alumni Lounge at the Fawcett Center to respond to issues and coordinate activities of the division during an emergency. This emergency operations center may be staffed whenever the university EOC is activated as well as for incidents, which impact large numbers of the student population.

During the operation of the EOC during campus emergencies, Campus Dining Services will process requests for food, water and ice, including types, amounts and destination locations for both impacted individuals and groups as well as staff supporting the emergency services effort.

## **2.11 Facilities Operations and Development (FOD) ESF 12 Utilities Support**

OSU Facilities Operations and Development (FOD) provides several services including design and construction; planning and real estate; utilities support; maintenance operations; custodial operations; roads and grounds maintenance and support; and safety. FOD in collaboration with Student Life maintains a 24-hour, 7-days a week Customer Service Center called Service2Facilities available at 292-4357(HELP). Additionally, FOD can be contacted at (<http://www.fod.osu.edu/>).

ESF 12: During a campus emergency when the activation of the EOC has occurred, FOD will process all requests for energy and utility related information and assistance. During the event, FOD Utilities personnel will gather and process information and assessments of the operations status of energy and utility systems serving the university, and will coordinate the allocation and deployment of university and outside resources to their repair or restoration.

## **2.12 The Ohio State University Police Department ESF 16 Law Enforcement**

The Ohio State University Police Department (OSUPD) located in Blankenship Hall at 901 Woody Hayes Drive maintains an Emergency Communications Center 24-hours a day, 7-days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial 9-1-1 from any campus telephone or 292-2525 from wireless, pay and off-campus telephones. Additionally, the OSUPD can be contacted at (<http://www.ps.ohio-state.edu/>).

## **2.13 OSU Emergency Operation Center**

For a major local or regional emergency, the university's Emergency Operation Center (EOC) may be activated. EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, resources and other needs must be provided to the EOC. The EOC may be reached by calling University Police at 292-2121.

## **2.14 WOSU AM 820 – Official Emergency Broadcast Station**

WOSU AM 820 is the official area broadcast station in case of major disaster or university closing. Tune in to this station for information.

## Chapter 3 EMERGENCY COMMUNICATIONS

### 3.1 Telephone

In case of emergency, the campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones may not function. Ohio Union staff will serve as messengers if phone communication is not an option.

An emergency phone list of building occupants will be located in the Ohio Union Director's office in order to notify if an emergency occurs. An additional list will be kept at the Information Center. In addition, Area Evacuation Coordinators will also have a copy of the emergency phone list for the building. A copy of the Emergency Call List is also included in Appendix A.

### 3.2 Emergency Telephone System

Some buildings are equipped with emergency backup telephone service capable of operating in the event of a university telephone system outage. These telephones are on State of Ohio telephone lines, are dark brown in color and identified with a sticker indicating "Emergency Telephone." The Ohio Union's brown emergency phone is located in Room 1152A the Ohio Union Security office.

### 3.3 Fire Alarm System

The Ohio Union is equipped with fire alarm systems that are continuously monitored for fire alarms and other life/safety systems by University Security Services. These alarms result in a call to the Columbus Division of Fire and OSUPD.

Only specific Ohio Union staff is authorized to reset the fire alarm panel and to make public announcements via the fire alarms system. Please see Appendices A & E for specific processes and contact people for the Ohio Union.

### 3.4 Mobile Telephones

Mobile telephones may or may not work in the event of an emergency. It should be noted, dialing 9-1-1 from a mobile telephone on main campus results in the call going to the Columbus Police Department (CPD) or other dispatchers. Emergency calls to OSU Police from a mobile phone should use 292-2525.

Emergency call lists are available with each Area Evacuation Coordinator, at the Information Center and the Ohio Union Director's Office.

### 3.5 Other Building / Department Specific Monitored Systems

The Ohio Union has specific monitored systems such as alarmed equipment; and communication resources such as radios, wireless telephones, etc. This information should be shared with emergency responders and managed through the agency monitoring such devices. Emergency contact information is available on equipment with local alarms.

The installed direct digital control system (Building Automation System) provides: control and monitoring of security, life safety, heating/cooling plant systems, equipment and environments within the facility. Critical alarms, conditions and warning messages are immediately issued to responsible parties including Service2Facilities, the 24 hour service desk which provide early warnings in order to help provide uninterrupted services to customers.

Several security-related systems are also installed within the Ohio Union facility. These include online and off line card reader systems, security cameras and security alarms for both art and duress situations. These systems are monitored by on site security and the Department of Public Safety.

### **Radios**

In the case of an emergency, radios should be used to communicate the need for evacuation. In the case of a bomb threat or discovery of a suspicious item, radios should only be used at the direction of the Department of Public Safety or Columbus Fire Department/Bomb Squad. Ohio Union radios are located in Room 2046 in the Ohio Union Administration Office.

### **Bullhorns**

Bullhorns can be used to make audible announcement to large groups of people. They may be necessary when an evacuation has occurred to communicate with occupants gathered at the assembly point. Bullhorns are located in Room 2095 in the Center for Student Leadership and Service.

## **3.6 Emergency Departmental Contact Information**

A list of emergency departmental contact information including staffing lists and contact numbers as well as vendor information may be established to identify individuals, departments and/or vendors that need notified in case of a department or building emergency. This information should be listed in appropriate business continuity plans. The coordinator of the Ohio Union Business Continuity Plan is Eve Esch.

## **3.7 Buckeye Alert**

The Buckeye Alert system is a text message alert system designed to inform faculty, students, staff and parents, who sign up for the service, of potential emergencies using telephones, mobile phones and email alerts. The website to sign up for Buckeye Alert is [www.buckeyealert.osu.edu](http://www.buckeyealert.osu.edu). All Ohio Union staff and tenants are strongly encouraged to sign up to receive alerts via the Buckeye Alert system.

## Chapter 4 EXPECTATIONS FOR DEPARTMENTS & EMPLOYEES

### 4.1 Employees, Faculty & Staff are Responsible for:

Being familiar with and following BEAP procedures when required

Participating in training.

Orienting and informing students and visitors of these procedures and what to do in case of a building alarm or emergency.

When the fire alarm sounds, evacuate the building and report to the designated evacuation assembly point. Do not hesitate or stop to make phone calls, retrieve personal items, etc.

### 4.2 Special Positions

The Building Emergency Coordinator and their alternate or designee are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. ([Appendix A](#))

### 4.3 Building Emergency Coordinator Responsibility and Control

The Building Emergency Coordinator acts as the liaison with responding emergency services and others if a building emergency occurs. In their absence, the alternates are responsible for carrying out the requirements. If an emergency occurs when these individuals are not available, the most senior employee will serve in this position. Any possible problem areas should be reported to responding emergency personnel.

For a community-wide event, the Building Emergency Coordinator or an alternate will establish contact with the OSU Emergency Operations Center (EOC) via the Student Life EOC Representatives.

### 4.4 Building Emergency Coordinator and Alternates Duties

Assist in the preparation and maintenance of this document and ensure a copy of the completed plan is available to all occupants.

Coordinate with building/department administrators (liaisons) responsible for employee, student, and visitor health and safety.

Assist in recruiting Floor Evacuation Coordinator(s) (and alternates) for all occupied areas of the building and ensure they know what their duties are in case of an evacuation. A current list of Floor Evacuation Coordinators and alternates is to be maintained in the building's BEAP (Appendix A).

Review this plan at least annually and confirm it is current.

Provide “drills” for building. If possible, these drills will be coordinated when classes are not in session, during student break periods.

Ensure emergency services (OSUPD, Student Life -Risk and Emergency Management (SL-REM) and/or EHS) are notified after all actual building emergencies as appropriate. False alarms do not need to be reported to EHS.

During a fire alarm, report to the evacuation assembly point and act as a liaison with responding emergency services and do the following:

1. Receive status reports from Floor Evacuation Coordinators.
2. Provide information about the building layout, systems, processes and special hazards to Student Life Facility Management and Logistics (SLFML), OSUPD, CFD, SL-REM and other emergency personnel.
3. Coordinate with key building administrators on building occupancy and operation issues.

Take direction from emergency responders and provide personnel assistance, when requested. When an "ALL CLEAR" determination is made by the fire or police department, the Building Emergency Coordinator notifies the Floor Evacuation Coordinators that the occupants may reenter the building. **SILENCING OF THE ALARM IS NOT CONSIDERED AN ALL-CLEAR SIGNAL.**

#### 4.5 Area and Floor Evacuation Coordinator Duties

Attend training sessions and meetings to review procedures and duties.

Be familiar with the Building Emergency Action Plan (BEAP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems and a list of all the Floor Evacuation Coordinators in your building.

Distribute copies of the completed plan, or appropriate sections of it, to all people in your area of responsibility. Your Building Emergency Coordinator will provide copies of the BEAP available for use.

Know where persons with disabilities are located in your area and what their alarm response will be.

Coordinate with the other Area and Floor Evacuation Coordinators on your floor to avoid duplication of tasks.

Walk over your primary and secondary evacuation routes at least once per quarter to familiarize yourself with emergency exits and routes to the assembly area.

Know where hazardous conditions or situations are in your area. Know the location of flammable and other hazardous materials.

Know where the phones and pull stations are and know how to report an alarm.

Know how the alarm system responds.

#### 4.6 Event Host Responsibilities

*“The Ohio State University holds in high regard the health and safety of faculty, staff, students, and visitors. It is the policy of the University to provide a loss-control program that protects employees from occupational injuries and illnesses, protects University property from loss and damage, and protects the environment. Operational procedures as developed by University safety organizations will be implemented and enforced by all University department/administrative units consistent with the State of Ohio Public Employees Risk Reduction Program.”*

- Provide his or her event with general information relating to emergency procedures. This information should be shared during the beginning of the event.
- Know how to report an emergency from the meeting space being used.

- Assure that persons with disabilities have the information they need. The event host should be familiar with the attendee's plan and be able to direct visitors with disabilities.
- Take responsible charge of the event space and follow emergency procedures for all building alarms and emergencies.

***As an event host, what do I need to know about Emergency Preparedness?***

Every University department and unit should have a written Emergency Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Event hosts will find it helpful to review the plans for the buildings in which they hold events to see if the plans differ from the general information provided here.

Calm, collected and clear directions by the event host will have a calming effect on the attendees. In order for the event host to exhibit this controlled personae he or she must be prepared for emergencies.

**EVACUATION ROUTES** – Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit.

**EMERGENCY ASSEMBLY POINTS** - After the group leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This “safe area” will be a designated Emergency Assembly Point where the group will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all attendees can be very difficult, particularly with a large group. However, an attempt must be made. For example, it might be possible for the event host to: wait until all the attendees have left the meeting space, use the participant roster, use a head count or have attendees see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (See below).

**EVACUATION FOR PERSONS WITH DISABILITIES** - If there is a person with a disability at an event, the event host must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:

***Horizontal Evacuation*** to outside or another building, if available.

***Stairway Evacuation.***

***Stay in Place*** unless danger is imminent.

***Area of Refuge*** if available.

**Elevators cannot be used during an emergency evacuation!**

**REPORTING TO BUILDING EMERGENCY COORDINATOR** - After exiting and accounting for attendees, the Building Emergency Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

**HOW TO REPORT AN EMERGENCY** - Check each event space for the nearest working telephone, your cell phone or the nearest life safety (fire) alarm pull station and the nearest fire extinguisher.

Fire <b>Station</b>	<b>Call 9-1-1 &amp; Activate Fire Alarm Pull</b>
Health/Police -	<b>Call 9-1-1</b>
Hazardous Material Spill -	<b>Call 9-1-1</b>
Facility or Utility Failure -	<b>Call 2-6158</b>

**What Emergency Preparedness materials should I have with me during the event?**

- Roster of participants
- Important telephone numbers (in addition to Emergency numbers)
- Department Administrator/Manager
- Other - as appropriate

## Chapter 5 EMERGENCY PROCEDURES

### 5.1 Fire

**When an alarm sounds on your floor or area, begin immediate evacuation** following your plan ([Appendix D](#), Building Evacuation Plan). Close doors behind you.

**If you discover a fire, activate the nearest pull station and call 9-1-1.** Then you may attempt to extinguish the fire with a fire extinguisher (use the acronym RACE – Rescue – Alarm – Confine – Extinguish / Evacuate). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, after sounding the alarm simply close the door and evacuate.

**If the fire alarm does not work, call 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Coordinators or another responsible party needs to confirm all occupants are notified.

**Remember: Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.**

**Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options listed in this document.

#### **DO NOT USE THE ELEVATORS**

**When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.**

**Go to your pre-determined Evacuation Assembly Point (EAP)** as outlined in [Appendix D](#). There are more than one EAP for the Ohio Union. Please make sure that you are familiar with all of them.

At the EAP, **account for personnel** and report to the Floor Evacuation Coordinators if any occupants are unaccounted for and may be trapped. Floor Evacuation Coordinators will report to the Building Emergency Coordinator.

**If an individual is trapped** by smoke, shelter in place, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.

#### **Special Instructions for Floor Evacuation Coordinators during a Fire**

Be familiar with at least two evacuation routes from the assigned floor and plan to use the alternate route if the primary is not accessible during an evacuation emergency.

Make a quick sweep of all areas within the Floor Evacuation Coordinator's area to ensure complete evacuation. Check stairwells and designated evacuation points for handicapped individuals requiring evacuation assistance. If opening doors during the sweep of the floor, first test the doorknobs and spaces around the doors with the back of your hand for heat. If a door is warm, make note of the room number or

area and do not open these doors. Check the stairwells for heat or smoke. Check the usability of the normal evacuation route, if smoke pours in; use the secondary route if possible. Report these findings to the Building Emergency Coordinator or appropriate emergency responders. Check the usability of the normal evacuation routes, and if necessary, advise of alternate routes to insure complete evacuation of all personnel from the assigned floor. If there is smoke in the evacuation route, stay low (keep head 12 to 18 inches from the floor), cover mouth with a damp cloth or handkerchief, visualize where the exits are and stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate, be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

Report the completed evacuation of the assigned floor or area to the Building Emergency Coordinator in accordance with the established building emergency procedures.

Instruct all personnel to move away from and remain well clear of the building. Congregating in the vicinity of a building entrance may result in injuries from the movement of firefighters and firefighting equipment.

Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for.

## 5.2 Bomb Threat

A person may become aware of a bomb threat by a telephone call, E-Mail, letter, etc. The person shall notify University Police by dialing 9-1-1 after getting as much information as possible (use the information card in [Appendix C](#)).

After notifying the police, the person should then notify his or her supervisor, the Building Emergency Coordinator and the Department Chairperson / Director as quickly as possible.

**A decision will be made to determine if a building evacuation is warranted by emergency responders only.** If it is warranted, evacuation should take place as outlined in the fire emergencies section because the fire alarm will likely be used to evacuate.

Occupants should not touch any suspicious or unfamiliar objects. Occupants should note the location and description of any suspicious, unusual or out of place objects and report such observation to the emergency responders. Occupants should not conduct any type of search of the building unless asked to do so by police or fire personnel. Police or fire personnel will provide instructions to those individuals conducting a search. Usually, those individuals most familiar with the areas will be asked to conduct the search.

The OSUPD, Building Emergency Coordinator or Student Life Risk and Emergency Management will manage the building's security once CFD or OSUPD releases the building. This group will also contact building occupants and advise them on when to return to work.

If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

### **Bomb Threat Assessment (Evacuation) Procedure**

The general policy will be to review each situation or circumstances as it presents itself.

A decision to evacuate or not to evacuate will be reached by consensus among the most senior or authorized building / facility official, the most senior University Public Safety official and the most senior University Police official.

If these individuals are unable to reach consensus, the most senior University Public Safety official will decide (based on the information available at the time).

If a senior Public Safety official is not available and consensus has not been reached, the decision of the most senior University Police official will stand.

Insofar as is possible, the desires of the building / facility leadership will be honored and supported by University Public Safety and police personnel.

A key component of this policy is that the considerations of people will take precedence over that of property.

In all aspects of this policy, as the situation allows itself or as is appropriate, the most senior University Public Safety official will communicate the nature of the situation and consult with the Senior Vice President of Administration and Planning, Vice President for Student Life and the Office of the President.

#### Clarification Notes:

Most senior official in regards to the OSU Police Department means the highest ranking officer in charge of the site / scene at the time of the incident.

Most senior Public Safety official on the Columbus Campus includes OSU Hospital and OSU Hospital East

### **5.3 Chemical Spills or Release (Indoors)**

Small spills that are identified and do not endanger workers in the immediate area may only be cleaned up by qualified personnel who have been trained and are properly equipped to handle the situation. Chemical spill guidelines have been established and are available in the university's Chemical Management Guidebook. Trained personnel should take into consideration the following:

- (1) The hazards of the chemical(s) involved.
- (2) The amount of the chemical(s) involved.
- (3) Spill locations.
- (4) Availability of spill cleanup materials or kits.

**See Section V of the Chemical Management Guidebook or the following information for spill cleanup guidelines**

If the spill is large, if the chemical is not easily identified, if the chemical is extremely hazardous or if there has been a fire, explosion or personal injury involved, then:

- (1) Evacuate all personnel from the area.
- (2) If the entire building requires evacuation, activate the building fire alarm system and evacuate utilizing the fire evacuation procedure. The fire alarm will be used for evacuation.
- (3) Report to:
 

OSU Police	-Dial 9-1-1
EHS	-Dial 292-1284
- (4) When placing an emergency call:
  - Give your name.
  - Give your location (room and building).
  - Give the phone number you are using.
  - Describe the emergency/injuries.
  - If possible, remain in vicinity, away from danger, to assist emergency responders.

Measures should be taken to prevent people from entering the contaminated area.

Meet the emergency responders and provide information and assistance as needed.

#### **5.4 Hazardous Materials Incident (Outdoors)**

This section should be implemented in the event of a major hazardous material incident that occurs outside the building, but the chemical could impact the building occupants (i.e., train derailment, tractor trailer accident, etc).

Hazardous material accidents can occur on campus or in the adjacent areas and could impact occupants inside buildings. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Community sirens might sound, notifying people within hearing range of the incident and to listen to local media. Once building occupants become aware of a hazardous material incident that may impact the building, they should notify the Building Emergency Coordinator. The Building Emergency Coordinator will immediately notify employees by word of mouth, telephone or public address announcement. This notification will advise building occupants to implement emergency actions.

The local community uses two strategies for protecting citizens during hazardous material emergencies; the Building Emergency Coordinator will notify the building occupants which strategy has been implemented.

##### **Shelter in Place**

The first strategy local government could use is “Shelter-in-Place.” Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:

1. Close all windows and doors.
2. Maintenance staff will turn individual heating/cooling systems (HVAC) off.

3. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.
4. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.

The Building Emergency Coordinator will ensure that these actions are completed. The Building Emergency Coordinator and/or Floor Evacuation Coordinators will also conduct a roll call to ensure that all personnel are protected.

The Building Emergency Coordinator will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The Building Emergency Coordinator will also announce the all clear when declared by community officials.

If building occupants become ill from the chemical release, the Building Emergency Coordinator or designate should contact OSUPD at 9-1-1.

If advised by public safety personnel, the Building Emergency Coordinator will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The Building Emergency Coordinator will also direct personnel to reactivate the heating/cooling system (HVAC).

Special attention should be given and procedures developed if disabled personnel occupy the building.

### **Evacuation**

The second strategy that local government could use is “Evacuation.” The Building Emergency Coordinator will direct personnel to take appropriate action as directed by public safety personnel. This action may include:

1. Walking to an assembly area to be evacuated by public transportation.
2. Walk or drive away from the area using travel direction determined by community officials.
3. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.
4. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.

Building Emergency Coordinator will ensure these actions are completed as directed by community officials. The Building Emergency Coordinator and/or Floor Emergency Coordinators will also ensure all personnel have evacuated the building.

If building occupants become ill from the chemical release, the Building Emergency Coordinator or designate should contact OSU Police at 9-1-1.

Special attention should be given and procedures developed if disabled personnel occupy the building.

## **5.5 Hazardous Chemical Spill Cleanup Guidelines**

### **You Clean Up the Spill**

For chemical spills which do not involve injury, do not represent a fire or life hazard, are less than one gallon and for which you have the proper training and proper personal protective equipment to do the cleanup, you clean up the spill. If there are

any questions concerning a particular spill situation, contact EHS.

### **EHS Cleans Up the Spill**

For all other chemical spill situations, including those for which you have any questions or doubts about your ability to clean up the spill, call Environmental Health and Safety (EHS) at 292-1284. The situation will be evaluated and a proper response will follow. After hours, call 9-1-1. Report all injuries, fires, explosions, and potential life-threatening situations first to 9-1-1, then to EHS. If the chemical spill is too large for the University Spill Response Team to clean up, the Columbus Fire Department HazMat Team and/or private contractors will be called in to handle the cleanup procedures.

### **Planning For Chemical Spill Emergencies**

Prepare an Emergency Telephone Sheet.

The sheet should contain the following information and should be posted by each telephone.

- Name and phone number of any on-site emergency personnel.
- Emergency telephone number: 9-1-1
- Environmental Health and Safety telephone number: 292-1284
- Location of the fire extinguishers.
- Location of the spill control equipment.
- Location of the fire alarm.

Train all applicable employees in chemical spill procedures when they are first hired and periodically thereafter. Document training and have the employee and supervisor sign the documentation form to certify that the training was given. Keep the certification forms on file with the Ohio Union Human Resources representative.

You can assist EHS by drawing a map of your lab or service area and clearly labeling where chemicals and waste chemicals are stored. Fire extinguishers, eyewashes, spill kits, exit routes and any additional hazards should be clearly marked. **Keep a copy of the map in the main office of your department and send a copy to EHS.** If an emergency does occur, your main office or EHS could provide advance warning to emergency response personnel of hazards in the room. Update these maps whenever chemical management practices change in the room.

### **Hazardous Chemical Spill Cleanup Guidelines**

Chemical spill or hazardous materials emergency situations should be handled as a fire emergency. Initial response in a fire situation can be summarized as RESCUE, CONFINE, REPORT, SECURE, and CLEANUP (FIGHT FIRE). These principles can also be applied to a hazardous materials spill situation.

### **RESCUE**

Just as you are not to reenter a burning building, do not go back in to an area where a chemical spill has occurred. In many documented cases, rescuers not wearing proper protective equipment have been overcome by toxic or asphyxiating fumes trying to rescue other victims and died as a result. Do not make this mistake.

As you leave an area involved in a chemical spill, assist people exiting the area by doing the following:

- Evacuate personnel from the spill area.
- Direct personnel to the nearest fire exit. Do not use the elevators.
- Attend to victims.

#### First Aid

- Remove victim from spill area to fresh air (but do not endanger your own life by entering areas with toxic gases).
- Immediately remove contaminated clothing.
- Wash skin with water.
- Flush skin and/or eyes with water for at least 15 minutes. (You may not feel any immediate effect from a chemical spill, but it is important to wash quickly and thoroughly because many chemicals can cause severe tissue damage which is not apparent until hours later.)
- Get medical attention for victims.

#### Chemical spills over large body areas

- Remove contaminated clothing while under a shower.
- Flood affected body area with water for 15 minutes.
- Resume water wash if pain returns.
- Wash off chemicals with water; do not use neutralizing chemicals, creams, lotions or salves.
- Make sure medical personnel understand exactly what chemical is involved.

#### **CONFINE**

- Close all doors.
- Isolate area.
- Contact maintenance staff via Service2Facilities (614) 292-4357(HELP) to establish exhaust ventilation.
- Open windows if possible without exposing yourself to the fumes.

#### **REPORT**

Call 9-1-1:

- for spills that involve injury requiring medical treatment.
- for spills that involve fire or explosion hazards.
- for spills which are potentially life threatening.
- for all chemical spills after work hours (4:30 PM -7:30 AM).

Call EHS at 292-1284:

- for chemical spill situations that do not require 9-1-1 assistance.
- for spills of one gallon or more of any chemical, or any quantity of a highly reactive or toxic material.
- for spills of an unknown chemical.
- for spills that you do not have proper training or proper personal protective equipment to do the cleanup.
- for spills for which you have any questions or doubts about your ability to clean up the spill.

When calling EHS the following information will be requested:

- Your name, telephone number, and location.
- Location of the incident.
- Time and type of incident.
- Name and quantity of the material involved.
- The extent of injuries, if any.
- The possible hazards to human health or the environment outside the facility.
- Other hazards that may be encountered in the area, such as large quantities of stored chemicals (particularly oxidizers, flammables, and air-borne toxic or irritant materials), radioactive materials, biohazards, etc.

### **SECURE**

Until emergency responders arrive on the scene, Ohio Union Building Emergency Coordinators will have to block off entrances to the spill site and prevent people from entering the contaminated area.

- Lock doors leading to the chemical spill and post signs on the doors warning of the spill (if necessary).
- Post staff at commonly used entrances to the spill site, so they can warn people to use other routes.
- For any large outdoor chemical spill, keep people upwind and uphill from the site.

### **CLEANUP**

Based on the chemical spill situations described in “Who Cleans up the Spill” section, decide who will do the cleanup. If you are going to do the cleanup, follow the procedures listed in the "What to do When You Clean Up a Spill" section.

#### *What To Do When You Clean Up A Spill*

If you have proper training, proper personal protective equipment and the proper materials to absorb and clean up your chemical spill, and no one has been injured, the spill is contained and the spill is not life threatening or a fire or explosion hazard, then follow the following procedures:

1. With the exception that you do not need to report the incident to 9-1-1 or EHS, perform all the procedures in the RESCUE, CONFINE, REPORT, and SECURE sections above.
2. When cleaning up the spill yourself, locate the spill kit.

3. Choose appropriate personal protective equipment.
  - Always wear protective gloves and goggles.
  - If there is a chance of body contact, wear an apron or coveralls.
  - If the spill is on the floor, wear protective boots or shoe covers.
  - If there are inhalation hazards, wear a respirator. If a respirator is used, the person wearing the respirator must meet all of the requirements set forth in 29 CFR 1910.134. (These include but are not limited to fit testing and medical exams).
4. Remove ignition sources.
  - Turn off hot plates, stirring motors and flame sources.
  - Shut down all other equipment.
  - If unable to shut off sources of ignition, notify the emergency responders.
5. Confine or contain the spill.
  - Cover with an absorbent mixture.
  - Clean up minor spill with paper towels or a sponge if they will not react.
  - Sweep solid materials into a dustpan, and place in a sealed container.
  - If it is an acid/base spill, first add a neutralizing agent.

Small amounts of inorganic acid/base:

- Use a neutralizing agent and then absorbent material.

Small amounts of other materials:

- Absorb with non-reactive material (e.g. vermiculite, sand, towels, Floor-Dri).

Large amounts of inorganic acid/base:

- Neutralize and call for help.

Large amounts of other materials:

- Make a judgment call, dependent upon the amount, toxicity and reactivity; you may handle it yourself or call for help.

6. Spills that require special handling:

Acid chlorides:

- Use Oil-Dri, Zorb-all, dry sand, etc.
- Avoid water and sodium bicarbonate.

Mercury:

- Small spills (broken thermometer and smaller quantities of mercury), use an aspirator bulb or suction device. Then mop with mercury decontaminating powder solution (saturated HgX in water or other commercially available products).
- For (1) larger spills than a broken thermometer, (2) any spill in an oven or heated area and (3) spills in small-unventilated rooms call EHS and ask for mercury vapor monitoring.

Alkali metals:

- Smother in dry sand.
- Put in a hood.
- If possible, dispose of by slow addition of isopropanol.

White (Yellow) Phosphorus:

- Blanket with wet sand or wet absorbent.
7. Remove absorbent material with a broom and dustpan.
    - Place in a plastic bag or other appropriate container.
    - If the spilled chemical is a volatile solvent, transfer the plastic bag to a fume hood for storage until the material can be picked up.
    - If a material is a non-volatile hazardous chemical, dispose of the material as a hazardous chemical waste.
    - If the spilled material is a non-volatile non-hazardous chemical, contact EHS to determine the appropriate disposal method.
  8. Wet mop the spill area.

### **COMMENTS**

Questions may arise as to what constitutes a large spill requiring EHS or other parties to cleanup or oversee the cleanup procedures and what are the limitations of commercially available spill cleanup kits.

A “large” chemical spill can be as small as a few milliliters if the material is a highly volatile, toxic or reactive compound spilled in a confined space. Many times you will have to make a professional judgment as to the severity of the spill. When in doubt, you can always call EHS at 292-1284 for advice.

Chemical spill cleanup kits are a must in the laboratory and other service areas that use chemicals. The kits are very useful if you and your fellow workers know how to use them properly. Chemical absorbents or neutralizers can be used quickly and effectively to contain a spill. Use these items if your personal safety is not in jeopardy. If in your judgment a respirator is necessary to clean up the spill, secure the room and call EHS to aid in the spill clean up.

Be aware of the fact that while you may be in a well ventilated room, the Lower Explosion Limit (LEL) of a chemical may be reached at the surface of the spill and you want to avoid any sparks or sources of ignition when doing the cleanup. The protective equipment in a spill kit will not protect you from a flash fire. Many times the best way to handle the spill of a highly volatile compound, such as diethyl ether or chloroform, is to open the windows and fume hoods, leave the room, close the doors and let the room air out. In these cases, call EHS at 292-1284, so they can send someone to monitor the situation. If in your professional opinion, there is a strong risk of fire or explosion, call 9-1-1 and EHS for fire department backup, pull the building alarm and evacuate the building. In most cases of a chemical bottle breaking in a laboratory, you will not need to call the fire department.

Do not forget that any person who needs to wear a respirator must be fit tested, have a medical exam and meet the requirements of 29 CFR 1910.134.

## **5.6 Earthquakes**

Although earthquakes are rare in Central Ohio, they can occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building

occupants must take immediate action. Individuals should take emergency action on their own and additional actions will be implemented after the quake stops.

If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a hallway by a pillar. Do not run outside.

### **Drop, Cover, and Hold**

Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.

Do not use the elevators.

### **Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.**

When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Check for fires or fire hazards - spills of flammable or combustible liquids or leaks of flammable gases.

Turn off ignition and heat sources if it is safe to do so. Shut off all gas sources.

Exit the building, if possible, and go to the assembly point to report injuries, damages and potentially hazardous conditions. Contact the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.

Use the telephone system only for urgent matters.

## **5.7 Workplace Violence / Terrorism / Active Shooter**

The OSU Campus Community may become aware of a violent act by the sounds of an explosion, gunfire, scuffling or by observation of events that could only be intentional acts of violence. Other types of communication such as telephone, pager, email, public address system, Buckeye Alert or local media may be used to notify occupants of a potential threat. Life-threatening acts should be reported immediately by calling OSU Police at 9-1-1.

Different types of workplace violence / terrorism require different actions:

*Explosion* – If an explosion occurs in the building, occupants should evacuate using the same evacuation plan and procedures as they would for a fire.

*Physical Threat* – If someone's actions pose a physical threat to you, get away from the perpetrator, evacuate the area and call 9-1-1 from a safe location.

*Toxic or Irritant Gas* – Immediately evacuate the building using the same evacuation plan and procedures for fire. Acquire medical attention if necessary.

*Hostage Situation* – If possible, immediately vacate the area, take no chances to endanger the life of the hostage. Contact OSU Police at 9-1-1 immediately.

*Biological / Chemical Threats* (Suspicious packages, letters or substances) – Biological or chemical threats targeting individuals or departments can be controlled by screening incoming materials and by following the procedures outlined in this document.

*Gunshot or Active Shooter* – An active shooter is a person who is actively threatening lives or apparently prepared to threaten lives in a populated area. These situations require immediate law enforcement resources to stop the shooting and mitigate harm to victims. Responding law enforcement agencies will provide information and direction if this occurs. The following are suggestions that may be followed, depending on the situation, in the event of an active shooter on campus:

- Proceed to a room that can be locked.
- Close and lock all the windows and doors, and turn off all of the lights.
- If possible, get down on the floor where no one is visible from outside the room.
- If you see or know where an active shooter is located, dial 911 if possible and safe to do so and alert police to the shooter's location. If you cannot speak, leave the line open so the dispatcher can listen to what's taking place because 911 can often determine a location without a caller speaking.

In the event someone is hurt and/or a fire is caused by these events, contact OSU Police at 9-1-1.

The Ohio State University Police will coordinate the building's security during an incident and will inform the occupants once the building has been cleared for occupancy.

## 5.8 Severe Weather

A NOAA weather radio or other severe weather notification system (i.e. computer alerts) should be available in each building and/or department. This notification service should be dual powered working on both batteries and the building's electrical service. The National Weather Service uses weather radios and computer alerts to announce watches or warnings. The severe weather alert system will be monitored for any emergency announcements and notification will be made to the Building Emergency Coordinator of any warnings. Additionally, any employee who becomes aware of a severe weather warning will immediately notify the Building Emergency Coordinator. The Building Emergency Coordinator will immediately notify employees by word of mouth, telephone, email or public address announcement. This notification will advise building occupants of the type of warning (thunderstorm, tornado, flood, etc.) and to implement emergency actions for severe weather.

Once occupants have become aware of a severe thunderstorm warning, they should take no steps other than to ensure they are prepared if conditions deteriorate.

A **Tornado Warning** is identified by the sounding of the outdoor emergency sirens for three minutes followed by seven minutes of silence, a weather radio alert tone broadcast by the National Weather Service, or notification by a local media outlet. A Tornado Warning indicates that a tornado has been sighted by ground observers or

has been confirmed by Doppler radar within Franklin County.

Once occupants have been notified of a tornado warning, they should take cover to the lowest level of the building. In most university buildings the safest area is the basement. If a basement is not available, occupants should move to the central portion of the building on the lowest floor possible away from outside walls and glass. Large unsupported roof structures, as typically found in auditoriums and gymnasiums, should be avoided if possible. Personnel should anticipate the tornado warning could last a significant period of time, perhaps thirty-minutes or longer. A battery operated radio tuned to any local AM or FM radio station will provide current weather information. Personnel should not leave shelter until a period of at least ten (10) minutes has elapsed without the sounding of the alert sirens, or the local news media announced an “all clear.”

Classroom instructors are expected to interrupt class activity and advise the students to move to the safest area available. Should the allotted class time expire during the warning, the instructor should encourage the students to remain in the safe area until the all clear is given.

Persons with disabilities should be provided assistance, if requested, on the same basis as described in the fire evacuation procedure.

The advisability of moving a disabled person from one floor to another as previously discussed applies equally to a tornado warning. It is recommended that persons in wheelchairs be assisted to the safest area on the same floor. The decision to remain with a disabled person would be the option for any individual providing assistance.

Elevators should not be used to move disabled persons during a tornado warning as the potential for electrical malfunction is considered to be too high to warrant the risk.

## 5.9 Utility Outages

Employees will become aware of utility interruptions by the obvious absence of that particular utility.

No Lights, Computers not working – Electric

Toilets won't flush, drinking fountains not working – Water

Inability to place outgoing telephone calls – Telephone

No Heat – Steam or Gas

No Air Conditioning – Electric or Chilled Water

In the event of a utility outage, the Building Emergency Coordinator or Building Coordinator should be notified. They should contact Facilities Operations & Development Service2Facilities at 292-6158 to report the problem and obtain any additional information.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator in conjunction with department Chairperson's / Director's will determine the appropriate course of action. The Building Emergency Coordinator and department Chairperson / Director should consider the following issues:

- Dangers from tripping and injuries due to lights being out.

- Person(s) trapped on elevators.
- Dangers from extreme heat or cold on employees.
- Inability to contact responders if an emergency occurs while telephones are out.
- Sanitation problems due to no water, etc.

The departmental Chairperson's / Director's will make a decision regarding the continuance of work in the buildings affected by the utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.

If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical process and operating electric equipment should be stopped in a manner that would not cause additional problems.

If anyone is trapped on an elevator, immediately call the Facilities Operations & Development Service2Facilities at 292-6158, or if there is a medical emergency or danger to the health of those who are trapped, call OSU Police at 9-1-1.

## 5.10 Medical Emergencies

In case of medical emergencies, immediately call OSU Police at 9-1-1 and report the emergency.

When reporting the emergency, provide the following information:

1. Your name.
2. Type of emergency.
3. Location of the victim.
4. Condition of the victim.
5. Any dangerous conditions.

Comfort the victim and try not to move him or her until emergency medical personnel arrive. **Practice universal precautions – protect yourself from blood or body fluid exposures.**

Have someone standby outside the building to “flag down” EMS when they reach the vicinity of the building.

If applicable, an employee accident report should be completed.

## 5.11 Emergency Evacuation for Persons with Disabilities

### General

These are general guidelines of evacuation procedures for persons with disabilities, which would make exiting difficult during a fire and other building emergencies. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use. They should:

- Be familiar with evacuation options.

- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Disabled Student Services or Environmental Health & Safety about evacuation plans for buildings.

Most OSU buildings have accessible exits at the ground level floor that can be used during an emergency. In buildings, like those at the Medical Center, people can move into unaffected wings of the building rather than exiting. However, in most OSU buildings, people located on floors above ground level will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe in emergencies and in some buildings they are automatically recalled to the ground floor.

### **Evacuation Options**

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

*Horizontal* evacuation: using building exits to the outside ground level or, on upper floors, going into unaffected wings or smoke divisions of multi-building complexes.

*Stairway* evacuation: using steps to reach ground level exits from the building.

*Stay in Place*: unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

*Area of Refuge*: with an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using

the stairway. For assistance in identifying Areas of Refuge, call EHS at (614) 292-1284.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Columbus Fire Department (CFD). The CFD will tell the individual their decision or relay the information via the OSU Police Department (OSUPD).

### **Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

#### **Mobility Impaired – Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell CFD or OSUPD the location of the person with a disability. If the person with a disability is alone, he/she should call 9-1-1 with their location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (CFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

#### **Mobility Impaired - Non-Wheelchair**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

#### **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.

## Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

## 5.12 Classroom Emergency Procedures

When you hear the **fire alarm...**

Everyone should calmly collect his or her coats and books and exit the classroom, lecture hall or laboratory. Please turn off the gas supplies in laboratories. Leave the room / lab and go the nearest building exit. Know the location of alternate exits.

**The elevators cannot be used during a fire alarm!**

Go to the Emergency Assembly Point. Exception: Persons with disabilities may choose to remain in place or report to an area of refuge based on their predetermined plan.

When there is a **power outage...**

Everyone should stay in his or her seat to see if the outage is temporary and to let his or her eyes adjust to the lower light level.

If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

If there is an **earthquake...**

**Drop and Cover** your head for protection from material that might fall from the ceiling or walls, after the shaking stops, calmly evacuate the building.

## 5.13 Suspicious Packages, Letters or Substances Biological or Chemical Threats

### SCREENING PACKAGES AND LETTERS

BIOLOGICAL OR CHEMICAL THREATS targeting individuals or departments can be controlled by screening incoming materials and by following the procedures listed below. University, City of Columbus and State of Ohio Public Safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents. Common features of SUSPECT letters/packages are:

- Liquid leaking from package
- No return address
- Hand written or poorly typed address
- Misspelling of common words

- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Foreign post marks and / or writing
- Source of the letter / package is not recognized by recipient / addressee

**IF YOU RECEIVE A LETTER OR NOTE THREATENING BIOLOGICAL CONTAMINATION (i.e., ANTHRAX) OR OTHER SUSPECT SUBSTANCES:**

**RELAX AND REMAIN CALM** – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX. If the suspected biological agent is reported as anthrax, be assured that it is NOT generally contagious (i.e., spread from person to person) and that treatment is available and effective if administered before the onset of symptoms.

**DO NOT OPEN THE LETTER OR PACKAGE.**

**CONTACT UNIVERSITY POLICE @ 292-2121.**

**REMAIN AT THE SITE UNTIL POLICE ARRIVE WITH INSTRUCTIONS.** Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building.

**IF YOU INADVERTENTLY OPEN A SUSPECT PACKAGE / LETTER OR IT IS LEAKING (LIQUID OR UNKNOWN SUBSTANCE):**

**IMMEDIATELY SET THE ITEM DOWN GENTLY AT THE LOCATION WHERE IT WAS OPENED.**

**CONTACT UNIVERSITY POLICE @ 292-2121.**

**ALL POTENTIALLY EXPOSED PERSONS SHOULD WASH EXPOSED SKIN SURFACES WITH SOAP AND WATER. SHUT DOWN ANY FANS, AIR CONDITIONERS OR HEATERS IF POSSIBLE.**

**RETURN TO AN AREA WITHIN THE BUILDING ADJACENT TO THE INITIAL EXPOSURE AND WAIT FOR THE POLICE (FOR EXAMPLE HALLWAY OUTSIDE ORIGINAL ROOM).**

**DO NOT ALLOW OTHERS INTO THE AREA. IF ANYONE ENTERS THE AREA, THEY SHOULD STAY IN THE AREA UNTIL INSTRUCTED TO LEAVE BY UNIVERSITY POLICE OR OTHER PUBLIC SAFETY RESPONDERS.**

Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

**WHAT YOU SHOULD NOT DO!**

**DO NOT** pass the letter or package to others to examine.

**DO NOT** touch, smell, taste or try to analyze the substance.

**DO NOT** disturb any contents in the letter or package. Handling the letter / package may only spread the substance inside and increase the chances of it getting into the air.

**DO NOT** ignore the threat, it must be treated as real until properly evaluated.

**DO NOT** leave the building until instructed to do so.

**IF YOU HAVE FURTHER QUESTIONS CONTACT OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY (292-1284), UNIVERSITY POLICE (292-2121) OR UNIVERSITY PUBLIC SAFETY (7-6300)**

## 6.1 EMPLOYEE ORIENTATION

New employees must be informed of the BEAP as part of their orientation as new employees. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss with their staff, students and visitors.

## 6.2 REVIEW AND EXERCISE OF BEAP

On an annual basis, the Ohio Union will exercise a portion of their department specific plan included in the BEAP. These activities may include a fire drill, chemical spill drill, bomb threat drill, etc. and may be included as part of a business continuity drill. Additionally, the BEAP should be reviewed at least on an annual basis to ensure employee listings, emergency phone numbers, building emergency coordinators and floor evacuation coordinators information is current. An updated copy of the BEAP should be sent to EHS and SL-REM.

## 6.3 TRAINING

Upon implementation of the BEAP and periodically thereafter, all employees must be informed of the BEAP and should attend training. Training is available either online at [http://www.ehs.ohio-state.edu/docs/labsafe/OSU\\_EOE.ppt](http://www.ehs.ohio-state.edu/docs/labsafe/OSU_EOE.ppt) or arrangements can be made to have a trainer from Environmental Health & Safety present a class for employees. Employees should be told where the plan is kept and copies distributed to those who want one.

### Appendix

#### Bomb Threat (Explosive Device) Data Card

This card (or a similar one) should be used when a bomb threat is received via the telephone.  
The Ohio State University Police Department will provide copies of a bomb threat data card upon request.

The Ohio State University  
Police Department

Explosive Device  
Data Card

#### CALLER'S VOICE:

- |       |          |       |                 |
|-------|----------|-------|-----------------|
| _____ | Calm     | _____ | Nasal           |
| _____ | Angry    | _____ | Stutter         |
| _____ | Excited  | _____ | Lisp            |
| _____ | Slow     | _____ | Raspy           |
| _____ | Rapid    | _____ | Deep            |
| _____ | Soft     | _____ | Ragged          |
| _____ | Loud     | _____ | Clearing throat |
| _____ | Laughter | _____ | Deep breathing  |
| _____ | Crying   | _____ | Cracking voice  |
| _____ | Normal   | _____ | Disguised       |
| _____ | Distinct | _____ | Accent          |

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PLACE THIS CARD UNDER YOUR TELEPHONE

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#### QUESTIONS TO ASK:

1. When is the explosive device set to explode?
2. Where is it right now?

3. What does it look like?
4. What kind of explosive device is it?
5. What will cause it to explode?
6. Did you place the explosive device?
7. Why?
8. What is your address?
9. What is your name?

**EXACT WORDING OF THE THREAT:**

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Sex of Caller: \_\_\_ Race/Nationality: \_\_\_\_\_  
 Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_  
 Number at which call was received: \_\_\_\_\_  
 \_\_\_\_\_  
 Time: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Slurred          \_\_\_\_\_ Familiar

If voice is familiar, whom did it sound like?

---

**BACKGROUND SOUNDS:**

_____ Street Noises	_____ Animal Sounds
_____ Voices	_____ Clear
_____ PA system	_____ Static
_____ Music	_____ Local
_____ House Sounds	_____ Long Distance
_____ Office Sounds	_____ Phone Booth
_____ Factory Sounds	_____ Other:

**THREAT LANGUAGE:**

_____ Well spoken	_____ Incoherent
_____ Foul	_____ Taped
_____ Irrational	_____ Read

**REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Immediately call The Ohio State University  
 Police Department at 911**

Give responding officers this completed card.  
 Date: \_\_\_\_\_ Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Phone #: \_\_\_\_\_