Rhodes State College
&
The Ohio State University at Lima

BUILDING EMERGENCY ACTION PLAN
Introduction

This Building Emergency Action Plan (BEAP) has been developed to assist departments at Rhodes State College and Ohio State University in preparing for building emergencies as required by Campus policy; the Ohio Fire Code-1301:7 7-04 (D) section 404 Fire Safety & Evacuations 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 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 Director of Safety & Security at (419) 995-8067.
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Chapter 1: Introduction

1.1 Purpose

The purpose of this plan is to establish procedures to promote, plan and to establish training for fire and other emergency’s as required by Campus Policy and applicable regulatory codes and standards.

1.2 Scope

This plan applies to all employees, staff, students, visitors and visitors to the Ohio State University and Rhodes State College campus.

1.3 BEAP Coordination with Other Emergency Plans

As a part of a total campus emergency management plan that includes such key components as the Departmental Safety Plans, Campus Critical Incident Planning and Business Continuity Planning, the Building Emergency Action Plan (BEAP) will support these other emergency/safety documents. This BUILDING EMERGENCY ACTION PLAN (BEAP) does not replace any of these documents.

1.4 Building Emergency Action Plan

The Building Emergency Action Plan outlines procedures and duties for a coordinated response to emergencies occurring on Campus. This Plan is managed by the Safety & Security Division.

1.5 Coordination with Campus Safety & Security Plans

The BUILDING EMERGENCY ACTION PLAN (BEAP) reflects the Campus’s emergency response procedures and programs and satisfies the Departmental Health and Safety Plan, OSHA 29 CFR 1910.38.

Coordination with Departmental Business Continuity Plans

Business Continuity Plans outline procedures to be followed in case of catastrophic incidents affecting normal operations at the Campus. This BUILDING EMERGENCY ACTION PLAN (BEAP) is not a replacement for departmental Business Continuity Planning; in fact, it should be included as attachments to Departmental Business Continuity Plans and reviewed/updated when Business Continuity Plans are reviewed/updated.
Chapter 2: Campus Emergency Resources and Contacts

2.1 Campus Safety & Security Department

The Campus Safety & Security Department is located in Technical Education (Tech Lab) Building Room 140 and is maintained 24-hours a day, seven days a week. This is to report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release. Dial 8499 from any campus telephone or (419) 995-8499 from cell phone or off-campus telephones.

2.2 Environmental Health and Safety

The Allen County Emergency Management Services are part of the community first response teams that includes the Bath Township Fire Department, Allen County Sheriff’s Department and State and Federal agencies, Hazmat Emergency Response Team, Search and Rescue Team and are part of a larger Regional Emergency Response Team for the state of Ohio that will respond to provide consultation and support for all emergency incidents covered in this document. These County departments can be reached by either dialing 9-1-1 or (419) 227-3535.

2.3 Facilities/Plant

Facilities maintains a five days a week service. This support includes, but is not limited to building maintenance, utilities, safety, grounds and janitorial services.

2.4 Division of Student Affairs

The Division of Student Affairs will have a duty staff person as an emergency contact who will have a cell phone number should there be a need to contact the designed staff person on duty.

2.5 Campus Emergency Response Team

The Campus will activate the plan’s Emergency Response Team (ERT) in any major emergency affecting the whole campus, to include major campus emergency and local or regional emergency’s that may affect the campus in part or whole, requiring the necessity to activate the campus’s Building Emergency Response Plan.

The Campus Emergency Response Team is comprised of the Command post personnel; Building Coordinators, Floor Team Leaders; Classroom Instructor (Faculty) and the Security Department.
The command post will decide on the use of available campus resources and communicate with outside agencies, press and authorities.

The Command Post will contain the Emergency Response Team identified in Appendix O.

2.6 Official Emergency Broadcast Stations

In case of a major disaster or closing of the campus local news stations WLIO local TV broadcast channel 25 will provide timely information to the public.

You may also visit WLIO’s website to receive this same information; www.hometownstations.com.
Chapter 3: Emergency Communications

3.1 Telephone

In case of emergency, the campus telephone system will be used to the fullest extent possible. In case of system failure or power failure, campus phones may not function. An alternative in some buildings are the emergency single-line phones, which could function in a power outage. Assigned personnel will serve as messengers if phone communication is not an option.

3.2 Emergency Telephone System

The telephone is the primary means of emergency notification for Rhodes State College and Ohio State University on campus. This system is intended for the immediate transmission of specific information in a campus wide emergency. Two other alert systems that may be used are Rhodes State One Call Alert system and the Ohio State Buckeye Alert System.

3.3 Alarm System

Fire alarm systems are continuously monitored by Simplex. Once these alarms are activated, Simplex Grinnell will contact the Allen County Sheriff’s Office to dispatch the Bath Fire Department. Simplex Grinnell will then contact the Rhodes State College Security Department about the fire alarm activation.

3.4 Mobile Telephones

Mobile telephones may or may not work in the event of an emergency. All calls to 9-1-1 will go to a central county dispatcher at the Allen County Sheriff Office. All Emergency calls to Campus Safety & Security should use (419) 995-8499.

3.5 Campus email and web site pop-up alert tabs can also be used as a means for emergency notification.

Chapter 4: Expectations for Departments & Employees

4.1 Employees, Faculty and Staff

All employees, staff and students at Rhodes State College and Ohio State University are responsible for the following:

- Being familiar with BUILDING EMERGENCY ACTION PLAN (BEAP)
- Participating in training as required.
- Know what to do in an emergency; where to shelter in place (Safe areas are) or how to evacuate the campus or a specific building safely.
- Be prepared to assist and help others during the emergency.
- Know when to evacuate; always when a fire alarm sounds, evacuate the building outdoors, and away from the building.
- Safety information has designated safe evacuation sites for the summer and winter. For your safety do not stop to make phone calls, retrieve personal items, etc. get to a place of safety before you start making your phone calls.

4.2 Emergency Response Team

The BEAP Response Team is composed of five working parts to provide guidance and manage emergency operations. These are:

1. The Command Post Personnel (See Appendix O)
2. Building Coordinators; assisted by
3. Floor Team Leaders and
4. Class Room Instructors
5. Security Department

In case of an emergency and activation of the BEAP, every Campus building’s Building Coordinator(s) and/or the most Senior Floor Team Leader in the absence of the Building Coordinator, will communicate with the command post for informational update(s) and specific emergency response direction to any number of possible emergency situations discussed in this document. Primarily, you as a BEAP Emergency Response Team member will be advised to evacuate or to shelter in place for your safety.

The BEAP Emergency Response Team member will receive special training and authority for the duration of the emergency situation so that they can better protect campus community members during the emergency incident.

Those campus members who chose not to obey instructions during a declared campus emergency incident are subject to code of conduct and possible civil sanctions (Please refer to the student code of conduct for specific sanctions). See Appendix C for a listing of the Building Coordinators and Floor Team Leaders.

4.3 Building Coordinator Responsibilities

The Building Coordinator is responsible for the general safety of campus community members in his or her building. They are directed by the
command post; and they provide information to the Command Post as to the conditions of their building and all the campus community members in their building.

- It is important to pre-plan emergency incidents and to know what to do in case the BEAP is activated.

In his/her absence, the alternate(s) is responsible for carrying out the above duties.

*If an emergency occurs when the Building Coordinator or alternate are not available, the most senior employee or command post designee in that building takes on the role and responsibilities of Building Coordinator.* See Appendix C.

### 4.4 Building Coordinator and Alternate Duties include the following:

- Maintains a copy of the Building’s Emergency Action Plan
- Works as a Team with Floor Team Leaders and Faculty to establish a roster of the number of students, faculty, and staff in their building, by class, floor, to report this information to the command post.

- Assign Floor Team Leaders (and alternates) for each floor in your building and ensure they are informed of their duties in case of an emergency. A current list of Floor Coordinators and alternates is to be maintained by Campus Safety and Security.

- Ensure Floor Team Leaders know emergency procedures, exit routes and Evacuation Assembly Points (EAP) on the first day of classes and during the semester as required to maintain an operational knowledge of the BEAP.

- Review this documentation at least annually and confirm it is current.

- Ensure Campus Safety & Security is notified in any emergency incident or situation.

- It is important that communication between the command post and Building Coordinators continue as needed throughout the emergency incident.

- Receive timely status reports to and from the command post and with the Building Coordinators and Floor Team Leaders.
- Floor Team Leaders may request assistance of assigned faculty or staff personnel, as needed, to assist in maintaining order or safety within their buildings.

- Assistants may be stationed at all building entrances to prevent others from re-entering the building.

- Student and employees should be reminded of possible sanctions for violation of student code of conduct or employee duties should they decide to not follow instructions or place themselves or others in a dangerous/unsafe situation.

**End of Emergency Incident:**

The Command Post will determine when it is safe for normal business on campus.

- The command post will issue an “ALL CLEAR” based on information from the County Emergency Agency (Bath Fire Department OR LOCAL LAW ENFORCEMENT AGENCY).

- **PLEASE NOTE:** Silencing of the alarm is not considered an all-clear signal.

**4.5 Floor Team Leader Duties**

- Be familiar with the Building’s Emergency Action Plan (BEAP). It contains the duties and responsibilities of building staff during emergencies.

- Know where persons with disabilities are located in your area and provide assistance or call 9-1-1 for assistance.

- Know what the alarm response will be in the following emergency incidents: (See Appendix B).
  - Fire (Immediate evacuation)
  - Bomb Threat (Possible Immediate evacuation)
  - Chemical Spills or Release (Indoor) (Immediate evacuation)
  - Hazardous Materials Incident (Outdoor) (Shelter in Place)
  - Earthquakes (Shelter in Place – Evacuation)
- Severe Weather (**Shelter in place**)
- Workplace Violence/Terrorism (**Shelter in Place**)
- Utility Outage (Extreme Outage – partial evacuation of affected campus area)

- Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to Evacuation Assembly Point (EAP).

### 4.6 Classroom Instructor Duties

- Provide class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of the seminar (See Appendix H).
- Know how to report an emergency from or near the classroom being used.
- Ensure persons with disabilities have the information they need for evacuation. (See Appendix G)
- Ensure minors attending class, usually PSEOP students, are accompanied by an adult.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.
- Have a roster of students in their class

### 4.7 Traffic Control

- Provide drivers with general information and emergency procedures. This information should be shared with designated Traffic Control Leaders at the beginning of each quarter or semester.
- Understanding of their roles directing traffic out of campus to ensure the smooth evacuation of people in vehicles from campus.
- Take responsible charge of the streets and parking and follow emergency procedures for all emergencies.
Chapter 5: Emergency Procedures

Definitions:

The campus uses two strategies for protecting citizens during emergencies: 1) Shelter-in-Place and 2) Evacuation.

The Building Coordinator will notify the building occupants which strategy has been implemented.

Shelter-in-Place (definition)
Evacuation (definition)

Shelter-in-Place

The first strategy local government 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. Turn individual heating/cooling systems (HVAC) off, if possible.
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 physically disabled should assist those individuals.

Evacuation

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

1. Walking to an Evacuation Assembly Point (EAP) to evacuate by public transportation.
2. Walk or drive away from the area using travel direction determined by Campus Security.
3. Any building occupant who comes into contact with a student or visitor should direct him/her to take appropriate actions.
4. Any building occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals (See Appendix G).

The Building Emergency Coordinator will ensure these actions are completed as directed by the Command Post and thru Campus Safety & Security. The Building Coordinator and/or Floor Team Leader will also
ensure as far as possible to ensure all personnel have evacuated the building.

5.1 Fire (Immediate evacuation)

- When an alarm sounds in your building, floor or area, begin immediate evacuation following your building evacuation plan (See Appendix F). Close the doors behind you, this will help to contain or prevent the spread of the fire.

- If you discover a fire, activate the nearest pull station and call 9-1-1. Then you may attempt to extinguish the fire with the fire extinguisher if you have been trained on the use of fire extinguisher. Otherwise contact campus security immediately.

- Stay calm and move quickly to evacuate the building. Tell others and help others along your exit from the building.

- Remember the acronym RACE:
  - Rescue, Alarm, Confine, Extinguish/Evacuate.
  
    After sounding the alarm:

    If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.

- Call 9-1-1 and notify occupants in the nearby area verbally of the emergency and the need to evacuate.

- Building Coordinators, Floor Team Leaders working with Classroom Instructors or another responsible person need to confirm all occupants are notified and safely evacuated from the building.

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

- Evacuate via the nearest stairwell exit.

- Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out. Leaving doors open makes the stairwells dangerous and unusable. Assist persons with physical disabilities or needs; call security if additional assistance is required. **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.

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

**Evacuation Assembly Point**

- Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in Appendix F. You may have two or more EAP’s depending on the size of the building.
- At the EAP, account for campus community members in your building and report to this information to the command post.
- Building Coordinators and Floor Team Leaders, if any occupants are unaccounted for or who may be trapped, contact the command post or campus security and advise them of this information.
- Building Coordinator’s, their Floor Team Leaders and Classroom Instructors must work as a team to ensure the safety of campus community members. Contact Safety & Security or the Command Post for additional assistance when needed

### 5.1.2 Special Instructions for each BEAP building team:

- **Be familiar with at least two evacuations routes from your building.**
- Make a quick sweep of all areas within the Floor Team Leader’s area to include bathrooms 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 a note of the room number or area and do not open these doors. Check the stairwells for heat and 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 Coordinator or appropriate fire/police officers. 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 during the evacuation, stay low (keep head 12 to 18 inches from the floor), cover your 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 to the Building 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. Do not congregate near fire hydrants or sprinkler systems hook ups.

- 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 (See Appendix G).

### 5.2 Bomb Threat

A person may become aware of a bomb threat by a telephone call, e-mail, letter, etc. The person needs to notify Campus Safety & Security by dialing 8499 after getting as much information as possible (See Appendix I for data sheet).

After notifying Campus Security, the person should then notify his/her supervisor as quickly as possible. The campus security department will notify the building coordinators and the command post staff of the bomb threat. The command post staff will determine whether to initiate the BEAP for the campus or a particular building based upon the threat information.
Security will have responsibility to notify law enforcement including the Ohio State Highway Patrol of the bomb threat at the campus (required as a state institution).

The Command Post, with information from campus security, will make the decision to determine if a building evacuation is warranted (See Appendix L). In most case for the safety considerations a building will be evacuated until 1st Responders can arrive to determine if a bomb is actually in the affected campus area or building.

If an evacuation should take place, follow the same evacuation procedures outlined in the fire emergencies section, except have all occupants take the personal belongings with them.

Occupants should not touch any suspicious or unfamiliar objects. Occupants should note the location and descriptions of any suspicious, unusual or out of place objects and report such observation to the emergency responders.

BEAP Response Team Member, campus community members should not conduct any type of search of the building.

The Campus Safety & Security will manage the building’s security once Bath Fire Department or Allen County Sheriff’s Department releases the building. The command post or command post duty person will 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.

5.3 Chemical Spills or Release (Indoors)

Small spills that are identified and do not endanger workers in the immediate area may be cleaned up by qualified laboratory personnel who have been trained and are properly equipped to handle the situation. See Appendix J: Hazardous Chemical Spill Cleanup Guidelines.

Lab supervisors should take into consideration the following.

1. The hazards of the chemical(s) involved,
2. The amount of the chemical(s) involved,
3. Spill location, and
4. Availability of spill cleanup materials or kits.
If there is a large spill of an un-identified chemical or agent that is extremely hazardous that may result in 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.
3. Report to Campus Safety & Security Department (Dial 8499 or 419.995.8499)
4. When placing an emergency call, give
   a. Your name,
   b. Your location (room and building),
   c. Phone number you are using, and
   d. Emergency/injuries information.
5. If possible, remain in vicinity, away from danger, to assist emergency responders.
   a. Measures should be taken to prevent people entering the contamination area.
6. Meet the emergency responders and provide information and assistance as needed.
7. **Toxic or Irritant Gas:** Immediately evacuate the building using the same evacuation plan and procedure for fires.
8. Assemble all occupants in a safe location so that they may be checked by medical personnel before being released from the scene.

### 5.4 Hazardous Materials Incident (Outdoors)

If an off campus event occurs such as a chemical release or vehicle accident involving the transport of chemical or toxic material that poses a threat to the campus.

Security will be alerted and will so advise the command post or duty command post person for appropriate action for the emergency incident. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred. The National Weather Service may broadcast similar warnings over NOAA Weather Radios.

If the community emergency sirens are activate, Command Post will be activated and the BEAP may be activated. The Building Coordinator should contact his team or the Command Post for any addition updates and instructions.
The Building Coordinator will immediately notify his team members. Who, time permitting, will notify building occupants to implement the emergency actions plan.

If personnel become ill from the chemical release, the Building Coordinator or designate should contact Campus Safety & Security Department at 8499 or Bath Fire Department at 9-1-1.

5.5 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 action 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.

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.

Avoid collapsed areas or crumbling areas.

When the building stops shaking; check for injuries to personnel in your area. Do not attempt to move seriously injured individuals 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 Evacuation Assembly Point (EAP) to report injuries, damages and potentially hazardous conditions. Contact Campus Security of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until trained emergency personnel have declared the building safe.

5.6 Severe Weather

A NOAA Weather radio or other severe weather notification system is available on both campus websites; campus computers will have pop up information alerts and the command post will provide additional information and direction.

The radio is activated by the Nation Weather Service announcing any watches or warnings.

BEAP members can obtain informational updates from these sources; but directions will come from the command post.

The Command Post will monitor for any emergency announcements and notification will be made to the Building Coordinator of these warnings. Additionally, if any employee becomes aware of a severe weather warning, should immediately notify the campus security or anyone in authority who can act on the matter.

Tornado Warning

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 alter tone broadcast by the Nation Weather Service, or notification by local media outlet. A Tornado Warning indicates that a tornado has been sighted by ground observers or has been confirmed by Doppler radar within Allen County.

County Emergency Services will notify the campus of a potential weather threat and the command duty person will make the determination to activate the BEAP. Once the BEAP is activated follow establish BEAP shelter in Place Procedures.

Once occupants have been notified of a tornado warning, they should take cover to the lowest level of the building. In most campus 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.

**See Appendix F for Safe Shelter Areas in case of an evacuation. 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, perhaps 30 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 (10) minute 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 procedures.

The advisability of assisting disabled persons from one floor to another applies equally to a tornado warning (See Appendix G). It is recommended that persons in a wheelchair 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 too high to warrant the risk.

### 5.7 Workplace Violence/Terrorism

Building occupants 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.

The person(s) who observes this life-threatening act should immediately call Campus Safety & Security Department at 8499.

The Building Coordinator should contact security for an immediate response to delay or disrupt the active shooter/armed violence. Police responders will arrive to assist campus security resolve the matter.
Different types of workplace violence/terrorism require different actions:

1. **Explosions:** If an explosion occurs; building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

2. **Gunfire:** If you become aware of gunfire occurring in the building, shelter in place; lock yourself in a safe location; do not attempt to evacuate unless you are positive that such action will not place you in immediate danger from the armed attacker.

3. If evacuation might place you and/or fellow building occupants at greater risk, take refuge in a room that can be locked.

4. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in a corner.

5. **Non-Active Shooter Physical Threat:** If someone’s actions pose a physical threat to you, get away from the perpetrator; evacuate the area and call 8499 or 419.995.8499 from a safe location.

6. **Hostage Situation:** Immediately vacate the area; take no chances to endanger the life of the hostage. Contact Campus Safety & Security immediately at 8499 or 419.995.8499.

7. **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 listed in Appendix K.

In the event someone is hurt and/or a fire is caused by these events, contact Campus Safety & Security Department at 8499 or 419.995.8499.

The Campus Security & Safety Department will coordinate with all law enforcement and 1st Emergency Responders ie, Allen County Sheriff’s Department, Ohio State Police, and the Emergency Director during an incident and will inform the command post of all action on campus by emergency personnel.

In a major incident 1st Responders may join the command post as supplement support advisory team members or establish an onsite command post.
5.8 Utility Outages are not BEAP emergency incidents; but do require an immediate maintenance or security response.

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

<table>
<thead>
<tr>
<th>Outage</th>
<th>Interruption</th>
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<tbody>
<tr>
<td>Electric</td>
<td>No lights, computers not working</td>
</tr>
<tr>
<td>Water</td>
<td>Toilets won’t flush, drinking fountains not working</td>
</tr>
<tr>
<td>Telephone</td>
<td>Inability to place outgoing telephone calls-</td>
</tr>
<tr>
<td>Heat</td>
<td>Steam or Gas</td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>Electric or Chilled Water</td>
</tr>
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</table>

In the event of a utility outage, the Building Coordinator and Floor Team Leader should be notified. They should contact Physical Facilities at 8277 or 419.995.8277 to report the problem and obtain any additional information.

While a power interruption does not usually cause emergencies within a facility or injuries to the employees, hazards may be created. The Building Coordinator should consider the following issues:

- Danger from tripping and injuries due to lights being out.
- Person(s) trapped on elevators.
- Dangers from extreme heat or cold.
- Inability to contact responders in an emergency occurs while telephones are out.
- Sanitation problems due to no water, etc.

The Emergency Response Team will make the decision regarding the continuance of work in the buildings affected by the utility interruption. Any occupants who come into contact with a student or visitor should direct them to take appropriate actions. Any occupant who comes in 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, chemicals 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 Campus Safety & Security at 8499, or if there is a medical emergency of danger to the health...
of those who are trapped, call Campus Safety & Security Department at 8499 or 419.995.8499.

5.9 Medical Emergency is not a BEAP emergency Incident but do require an immediate security response.

In case of medical emergencies, immediately call 9-1-1 and then call Campus Safety & Security Department at 8499 or 419.995.8499 and report the emergency.

When dialing from an inside phone dial 9-9-1-1 (a 9 is required to get an outside extension).

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” emergency responders when they reach the vicinity of the building.

If applicable, an employee accident report should be completed. Contact Campus Safety & Security at 8499.

Chapter 6: Training & Review

6.1 New Employee Orientation

New employees must be informed of the BUILDING EMERGENCY ACTION PLAN (BEAP) as part of their orientation. The initial plan and all significant review to the plans should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss with their research groups, students and visitors.
6.2 Review and Exercise of BUILDING EMERGENCY ACTION PLAN (BEAP)

At least on an annual basis, each department should exercise a portion of their department specific plan included in the BUILDING EMERGENCY ACTION PLAN (BEAP). These activities may include a fire drill, chemical spill drill, bomb threat drill, etc. Additionally, the BUILDING EMERGENCY ACTION PLAN (BEAP) should be reviewed at least on an annual basis to ensure employees listings, emergency phone numbers, Building Coordinators and Floor Team Leaders information is current.

6.3 Training

Upon implementation of the BUILDING EMERGENCY ACTION PLAN (BEAP) and periodically thereafter, all employees must be informed of the BUILDING EMERGENCY ACTION PLAN (BEAP) and training will be available online or scheduled by Command Post directives.
Appendix A: Definitions

ALL CLEAR – signal from the Emergency Response Team to all Building and Floor coordinators that danger has passed and normal operations may continue.

Building Emergency Action Plan (BEAP) – the Lima campus planning document used to train for and coordinate emergency responses.

Building Coordinator – the person in charge of the designated building for the purposes of emergency coordination. Alternate building coordinators have also been named in the case the designated lead is unavailable.

Emergency Response Team (ERT) – the leadership team that works together to prevent injury and secure our campus during emergency situations.

Campus – the grounds of our property in Lima, including off-site locations such as the YMCA, Ford Training Center, among others.

Departmental Safety Plans – specific safety plans developed where special equipment or chemicals may present an additional hazard.

Evacuation Assembly Point (EAP) – points on campus where evacuees are to congregate to facilitate communication, coordination, and further action.

Floor Team Leader – the leadership team that works with faculty and students to prevent injury and secure our campus during emergency situations.

Shelter-in-Place – securing oneself or one’s group in a safe location inside of a building. Best shelter-in-place solutions vary by type of emergency situation and may including hiding in the current room or seeking shelter on a lower level in a more secure area.
## Appendix B: Campus Emergency Codes

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<th>CODE NAME</th>
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<td>Code Red</td>
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<td>Code White</td>
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<td>Code Green</td>
<td>Evacuation of Buildings</td>
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<td>Code Amber</td>
<td>Child Abduction</td>
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### Appendix C: Responsible Individuals

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<th>Building</th>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Agricultural/Extension Building *</td>
<td>Building Emergency Coordinator</td>
<td>Sara Ambroza</td>
<td>OSU</td>
<td>419-995-8236</td>
<td><a href="mailto:ambrozj.2@osu.edu">ambrozj.2@osu.edu</a></td>
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<tr>
<td></td>
<td>Alternate Emergency Coordinator</td>
<td>Josh Luke</td>
<td>OSU</td>
<td>419-995-8847</td>
<td><a href="mailto:jluke.4@osu.edu">jluke.4@osu.edu</a></td>
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<td>Cook Hall *</td>
<td>Building Emergency Coordinator</td>
<td>Carol Schmidt</td>
<td>Rhodes State</td>
<td>419-995-8218</td>
<td><a href="mailto:schmidt.c@rhodesstate.edu">schmidt.c@rhodesstate.edu</a></td>
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<td></td>
<td>Alternate Emergency Coordinator</td>
<td>Eric Mason</td>
<td>Rhodes State</td>
<td>419-995-8265</td>
<td><a href="mailto:mason.e@rhodesstate.edu">mason.e@rhodesstate.edu</a></td>
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<tr>
<td>First Floor</td>
<td>Floor Evacuation Coordinator</td>
<td>Terri Scheider</td>
<td>OSU (Tibbey)</td>
<td>419-995-8326</td>
<td><a href="mailto:scheider.29@osu.edu">scheider.29@osu.edu</a></td>
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<td>Alternate Floor Evacuation Coordinator</td>
<td>Sue Osman</td>
<td>Rhodes State</td>
<td>419-995-8346</td>
<td><a href="mailto:osman.s@rhodesstate.edu">osman.s@rhodesstate.edu</a></td>
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<td>Floor Evacuation Coordinator</td>
<td>Kathy Need</td>
<td>Rhodes State</td>
<td>419-995-8275</td>
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<td>Alternate Floor Evacuation Coordinator</td>
<td>Tisha Carder</td>
<td>Rhodes State</td>
<td>419-995-8378</td>
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<td>Galvin Hall</td>
<td>Building Emergency Coordinator</td>
<td>Marc Pescosolido</td>
<td>OSU (Maintenance)</td>
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<td><a href="mailto:pescosolido.m@osu.edu">pescosolido.m@osu.edu</a></td>
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<td>Alternate Emergency Coordinator</td>
<td>Debbie Hornath</td>
<td>OSU (Maintenance)</td>
<td>419-995-8699</td>
<td><a href="mailto:hornath.d.6@osu.edu">hornath.d.6@osu.edu</a></td>
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<td>Basement</td>
<td>Alternate Floor Evacuation Coordinator</td>
<td>Nadine Gusto</td>
<td>Rhodes State</td>
<td>419-995-8221</td>
<td><a href="mailto:gusto.n@osu.edu">gusto.n@osu.edu</a></td>
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<td>Floor Evacuation Coordinator</td>
<td>Samantha Haudenschield</td>
<td>OSU</td>
<td>419-995-8272</td>
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<td>Alternate Floor Evacuation Coordinator</td>
<td>Rachel Richardson</td>
<td>OSU</td>
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<td>Floor Evacuation Coordinator</td>
<td>John Brady</td>
<td>Rhodes State</td>
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<td>Becky Verhoff</td>
<td>Rhodes State</td>
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<td>Floor Evacuation Coordinator</td>
<td>Shane McCrory</td>
<td>OSU</td>
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<td>Alternate Floor Evacuation Coordinator</td>
<td>Maryann Kramer</td>
<td>Rhodes State</td>
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<td>Naima Cassaahela</td>
<td>OSU</td>
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<td>Amy Livchak</td>
<td>OSU (Student Activities)</td>
<td>419-995-8414</td>
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<td>Nanette Smith</td>
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<td>Keese Hall *</td>
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<td>Dorothy Kiels</td>
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<td>Tim Hahn</td>
<td>OSU (Maintenance)</td>
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<td>Portable Trailers *</td>
<td>Building Emergency Coordinator</td>
<td>Jennifer Carack</td>
<td>Rhodes State</td>
<td>419-995-8009</td>
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<td>Doug Raver</td>
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<td>Science Building *</td>
<td>Building Emergency Coordinator</td>
<td>Susan Heaply</td>
<td>OSU</td>
<td>419-995-8853</td>
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<td>Alternate Emergency Coordinator</td>
<td>Will Witts</td>
<td>Rhodes State</td>
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<td>First Floor</td>
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<td>Keith Stephens</td>
<td>Rhodes State</td>
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<td>Greg Phillips</td>
<td>Rhodes State</td>
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<td>Bonnie Smith</td>
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<td>Alternate Floor Evacuation Coordinator</td>
<td>Nancy Vennemukker</td>
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<td>Tech Lab Building *</td>
<td>Building Emergency Coordinator</td>
<td>Scott Barlett</td>
<td>Rhodes State</td>
<td>419-995-8085</td>
<td><a href="mailto:barlett.s@rhodesstate.edu">barlett.s@rhodesstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Alternate Emergency Coordinator</td>
<td>Brenda Riser</td>
<td>Rhodes State</td>
<td>419-995-8326</td>
<td><a href="mailto:riser.b@rhodesstate.edu">riser.b@rhodesstate.edu</a></td>
</tr>
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<tr>
<td></td>
<td>Floor Evacuation Coordinator</td>
<td>Andrea Jones</td>
<td>Rhodes State</td>
<td>419-995-8284</td>
<td><a href="mailto:andrea.j@rhodesstate.edu">andrea.j@rhodesstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Alternate Floor Evacuation Coordinator</td>
<td>Diane Haller</td>
<td>Rhodes State</td>
<td>419-995-8202</td>
<td><a href="mailto:haller.d@rhodesstate.edu">haller.d@rhodesstate.edu</a></td>
</tr>
</tbody>
</table>

Last Reviewed/Updated 5/21/2013
Appendix C: Responsible Individuals – cont’d

<table>
<thead>
<tr>
<th>Traffic Control</th>
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</thead>
<tbody>
<tr>
<td>Mumaugh Entrance</td>
<td></td>
</tr>
<tr>
<td>Harding Hwy Entrance</td>
<td>Updated: 9-May-13</td>
</tr>
<tr>
<td>Science/Keese Parking</td>
<td></td>
</tr>
<tr>
<td>West/Galen Entrance</td>
<td></td>
</tr>
<tr>
<td>4 Stop Biddle &amp; Campus Drive</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D: Communication Flow Chart –
Appendix E: Unusually Hazardous Locations and Key Laboratory Personnel

The following areas have been identified as unusually hazardous locations. The first responsibility, in case of an emergency, is keeping yourself and others safe. If time permits, it is recommended that the operator shut down all hazardous processes, gas and power in the areas before evacuating the building.

For each location, list unusually hazardous locations and lab contact information.

Building & Room #: Lab Contact: Hazard(s):

<table>
<thead>
<tr>
<th>Science 112</th>
<th></th>
<th>Chemicals</th>
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</thead>
<tbody>
<tr>
<td>Science 220</td>
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<td>Chemicals</td>
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<tr>
<td>Science 222</td>
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<tr>
<td>Science 320</td>
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<td>Chemicals</td>
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<tr>
<td>Science 325</td>
<td></td>
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<tr>
<td>Science 365</td>
<td></td>
<td>Chemicals</td>
</tr>
<tr>
<td>Cook Hall</td>
<td></td>
<td>Oxygen</td>
</tr>
</tbody>
</table>
Appendix F: Building Evacuation Plans

The evacuation plans should be used as a guide in developing evacuation for all building occupants. Evacuation routes will be posted at various locations. Contact Campus Safety & Security at (419) 995-8499 for building floor plans or assistance in identifying Evacuation Assembly Points (EAP).

A. Evacuation Plans
   a. The attached floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. Evacuation Assembly Points (EAP)
   a. Establish outside assembly points for your building.
   b. Indicate each floor’s designated assembly point(s) on or below the floor plan.
   c. The assembly point(s) should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and location of the exits.

C. Shelter Safe Areas
   a. If building occupants need to shelter in place due to a severe weather alarm, the following shelter safe areas should be used. All floors (except basement) report to the first floor shelter safe areas.
   b. Public Service Building
      1. Men’s and Women’s restroom located in the main lobby.
      2. The employee lounge Room 116.
      3. East hallway by Bookstore and OSU Admissions Office
   c. Galvin Hall
      1. The first floor shelter safe areas are as follows:
      2. Men’s and Women’s restrooms
      3. Room 118
      4. Room 119
      5. Room 124
      6. Room 125
      7. Main hallway that runs North and South
      8. Do not use lobby area
      9. Hallway area outside of Art Department Rooms 139 and 140.
      10. The basement floor shelter safe areas are as follows:
          i. Game room 015
          ii. Room 056
          iii. Room 060
          iv. Student Activities room 066
          v. Main hallway
d. **Agriculture Extension Building**
   1. Men’s and Women’s restrooms
   2. Lobby West hallway
   3. Room 120A West wall and South wall
   4. Room 120B South wall
   5. North hallway by Rooms 164, 168 and 170

e. **Countryman Building (Engineering Technology)**
   1. Men’s and Women’s restrooms
   2. Hallway by Room 125
   3. Hallway in the center of the building
   4. Rooms 176 & 179

f. **Technical Education Lab (Tech Lab) Building**
   1. Men’s and Women’s restroom North side of building
   2. Men’s and Women’s restroom East side of building
   3. North hallway by Rooms 140-158
   4. East hallway by Rooms 119-126

g. **Reed Hall**
   1. Men’s and Women’s restroom
   2. Center hall by Rooms 160, 170 and 174

h. **Cook Hall**
   1. Men’s and Women’s restroom.
   2. Men’s and Women’s locker room.
   3. Center hallway outside of locker rooms and elevator.

i. **Keese Hall**
   1. Men’s and Women’s restroom.
   2. Room 116
   3. Dock area
   4. Hallway outside of restrooms

j. **Science Building**
   i. Men’s and Women’s restroom – 1\textsuperscript{st} floor.
   ii. Rooms 100, 109, 115, 119, 151, 161, 165, and 179
   iii. Center hallways - East and West sides of building
Appendix G: Emergency Evacuation for Persons with Disabilities

General

This appendix provides a general guideline 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:

1. Be familiar with evacuation options.
2. Seek evacuation assistants who are willing to assist in case of an emergency.
3. Ask supervisors, instructors, Disability Services Office or Campus Safety & Security Department about evacuation plans for buildings.

Most campus buildings have accessible exits at the ground level floor that can be used during an emergency. However, in most campus 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.

1. **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.

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

3. **Stay in Place**: unless danger is imminent, remaining in a room with 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 services 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 or refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A label on the jam and frame can identify a “solid” or fire-resistant door.
Non-labeled 1 ¾” thick solid core wood doors hung on a metal frame also offer good fire resistance.

4. **Areas 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 (EAP) 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 corridors construction that may offer safe refuge. Taking a position in a rated corridor next to the stairs 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 campus safety & security department at 8499.

**For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate.**

The Bath Fire Department will tell the individual their decision or relay the information via Allen County Sheriff’s Department, Ohio State Police, or Campus Safety & Security Department.

**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 (EAP) outside the building and tell Bath Fire Department and Allen County Sheriff’s Department 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 he/she is headed to.

**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, some are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergencies. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for person 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. Person 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 his/her elbow to the individual with a visual impairment and guide him/her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

**Appendix H: Emergency Procedures for Faculty, Lectures, and Teaching Assistants**

**Instructor’s Responsibility**

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

Consistent with this policy, instructors must:

1. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for “Classroom Emergency Procedures”.
2. Know how to report an emergency from the classroom being used.
3. Assure that persons with disabilities have the information they need. The instructor should be familiar with the students’ plan and be able to direct visitors with disabilities.
4. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.
Supplemental Information

As an instructor, what do I need to know about Emergency Preparedness?

Some campus department and unit may have a written Emergency Plan covering specific procedures for their faculty and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the building in which they teach to see if the plans differ from the general information provided here.

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected and clear directions by the instructor will have a calming effect on the students. In order for the instructor 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 door.

Evacuation Assembly Point (EAP)
After the class leaves the alarmed building area, it is important for them to go to a pre-determined area where the presence of person can be documented. The “safe area” will be a designated Evacuation Assembly Point (EAP) where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes lead the occupants out the building.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to wait until all the students have left the room/lab, use the class roster, use a head count or have students see if the students seated next to them are at the Evacuation Assembly Point (EAP). You must also account for persons with disabilities. (See below)

Evacuation for persons with disabilities (Also see Appendix G)
If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting him/her. Four options are available to persons with disabilities:

1. **Horizontal Evacuation** to outside or another building, if available.
2. **Stairway Evacuation**
3. **Stay in Place** unless danger is imminent.
4. **Area of Refuge** if available.

Elevators cannot be used during an emergency evacuation!
Reporting To Building Emergency Coordinator
After exiting and accounting for students, 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.

Fire Alarms
Fire alarms will sound and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

Everyone Must Evacuate Immediately!
- Classroom procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Close doors to significantly reduce fire and smoke damage.
Earthquakes
Most injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone DROP to the floor, COVER his or her head, and HOLD THAT POSITION. After the shaking stops, and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point (EAP). Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

Classroom procedures that may be hazardous if left unattended should be shut down.

What to Expect in a Power Outage
The campus power system is served by American Electric Power (AEP) and, over time, has proven reliable, even during major windstorms. Many campus buildings are provided with emergency lighting or standby power from emergency generators. This system is automatic and should be operational within in 60 seconds. Consequently, if the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time, (5 minutes), then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, and then use the same evacuation procedures as during a fire. Caution students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway or stairways.

How To Report an Emergency—Check each classroom, lecture hall or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station and the nearest fire extinguisher.

<table>
<thead>
<tr>
<th>Event</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Call 9-1-1 &amp; Activate Fire Alarm Pull Station</td>
</tr>
<tr>
<td>Police/Security</td>
<td>Call 8499 or 419.995.8499 or 9-1-1</td>
</tr>
<tr>
<td>Hazardous Material Spill</td>
<td>Call 8499 or 419.995.8499 or 9-1-1</td>
</tr>
<tr>
<td>Facility or Utility Failure</td>
<td>Call 8499 or 419.995.8499 or 8277</td>
</tr>
</tbody>
</table>

What Emergency Preparedness material should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)
- Department Administrator/Manager Contact Information
- Classroom Services Contact Information
- Student Services Contact Information
- Other-as appropriate
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 to the nearest building exit. Know the location of alternate exits.

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

Go to the Evacuation Assembly Point (EAP). Exceptions: Person with disabilities may choose to remain in place or report to an area of refuge. See Appendix D for additional information.

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.

When there is a Chemical Spill or Burn …

Note location of fire alarms/first aid kits and AEDs
First aid – make sure chemical is not water reactive…make things worse
Chemical follow regular MSOS
Appendix I: Bomb Threat (Explosive Device) Data Sheet

This sheet (or a similar one) should be used when a bomb threat is received via the telephone. The Campus Emergency Flip Chart also has a copy of this card. **Place this sheet under your telephone**

**Questions to Ask:**
1. When is the explosive devise 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:**

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Sex of caller: ☐ Male  ☐ Female  Race/Nationality: ____________________________
Age: ____________________ Length of Call: ____________________
Number at which call was received: ________________________________

Time: ____________________ Date: ____________________

**Callers Voice:**
- ☐ Calm
- ☐ Nasal
- ☐ Angry
- ☐ Stutter
- ☐ Excited
- ☐ Lisp
- ☐ Slow
- ☐ Raspy
- ☐ Rapid
- ☐ Deep
- ☐ Soft
- ☐ Ragged
- ☐ Loud
- ☐ Clearing throat
- ☐ Laughter
- ☐ Deep Breathing
- ☐ Crying
- ☐ Cracking voice
- ☐ Normal
- ☐ Disguised
- ☐ Slurred
- ☐ Accent
- ☐ Distinct
- ☐ Familiar

If the 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 Campus Safety & Security Department at 8499

Give responding officer this completed sheet.
Date: ___________________
Name: ___________________
Position: ___________________
Phone# ___________________

Do not use phone that the bomb threat came in on until advised by Security.

Use another phone to contact security or to dial 9-1-1

Last Reviewed/Updated: 5/21/2013
Appendix J: Hazardous Chemical Spill Cleanup Guidelines

Chemical spills or hazardous material emergencies 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). The following guidelines are offered to help you decide if you should clean up a chemical spill.

Planning For Chemical Spill Emergencies

Prepare an Emergency Telephone sheet, posted by each telephone, which contains the following information:

1. Name and phone number of any on site emergency personnel.
2. Emergency telephone number: 9-1-1
3. Location of the fire extinguishers.
4. Location of the spill control equipment.
5. Location of the fire alarm.

Train all 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.

You can assist Campus Safety & Security 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 Campus Safety & Security Department. If an emergency does occur, your main office or Campus Safety & Security can provide advance warning to emergency response personnel of hazards in the room. Update these maps whenever chemical management practices change in the room.

RESCUE

Do not go back into 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 dies 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:
1. Evacuate personnel from the spill area.
2. Direct personnel to the nearest fire exit. Do not use the elevators.
3. Attend to victims.
First Aid
1. Remove victim from spill area to fresh air (but do not endanger your own life by entering areas with toxic gases).
2. Immediately remove contaminated clothing.
3. Wash skin with water.
4. Flush skin and/or eyes with water for at least 15 minutes. (You may not feel any immediate effect from chemical spill, but it is important to wash quickly and thoroughly because many chemical can cause severe tissue damage which is not apparent until hours later.)
5. Get medical attention for victims.

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

CONFINE
1. Close all doors.
2. Isolate area.
3. Establish exhaust ventilation if possible.
4. Open windows if possible without exposing yourself to the fumes.

REPORT
Call 9-1-1:
1. For spills that involve injury requiring medical treatment.
2. For spills that involve fire or explosion hazards.
3. For spills that are potentially life threatening.

Call Maintenance at 8277 or 419.995.8277
1. For chemical spills that do not require 9-1-1 assistance.
2. For spills of one gallon or more of any chemical or any quantity of a highly reactive or toxic material.
3. For spills of an unknown chemical.
4. For spills that you do not have proper training or proper personal protective equipment to clean up.
5. For spills for which you have any question or doubts about your ability to clean up.
When calling Maintenance, the following information will be requested:

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

SECURE

You, your staff and your Building Emergency Coordinator will have to block off entrances to the spill site and prevent people from entering the contaminated area until emergency responders arrive on the scene.

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

CLEAN UP

Who Cleans Up the Spill?

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 Hazmat at Allen County Sheriff’s Department.

Hazmat 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 Allen County Hazmat at 419 227-3535. The situation will be evaluated and a proper response will follow. After 5:00 p.m., call 9-1-1. First, report all injuries, fire, explosions, and potential life-threatening situations to 9-1-1. Call Campus Safety & Security Department immediately after.
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 you 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, follow the following procedures:

1. With the exception that you do not need to report the incident to 9-1-1 or Maintenance, perform all the procedures in the RESCUE, CONFINE, REPORT and SECURE section 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 plate, 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 sponge if they will not react.
   - Sweep solid materials into dustpan, and place in a sealed container.
   - If it is 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:
   a. Acid chlorides:
i. Use Oil-Dri, Zorb-all, dry sand, etc.
ii. Avoid water and sodium bicarbonate.

b. Mercury:
i. 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).

ii. 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 Maintenance and ask for mercury vapor monitoring.

c. Alkali metals:
i. Smother in dry sand.
ii. Put in a hood.
iii. If possible, dispose of by slow addition of isopropanol.

d. White (Yellow) Phosphorus:
i. 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 non-hazardous chemical, contact Maintenance to determine the appropriate disposal method.

8. Wet mop the spill area.

FURTHER INFORMATION

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

  o 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, call Maintenance at 419 995-8277 for advice.

• Chemical spill cleanup kits are necessary in the laboratory and other service areas that use chemicals. The kits are very useful if you and your fellow workers have knowledge 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 Maintenance to aid in the spill cleanup.
• Be aware of the fact that while you may be in a well-ventilated room, the Lower Explosion Limit of a chemical may be reached at the surface or the spill and you want to avoid any sparks or sources of ignition when doing the clean-up. The protective equipment 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 Maintenance at 419-995-8277, 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 Campus Safety & Security Department for the Bath Fire Department for back up. Additionally, 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.
Appendix K: 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. The campus, Allen County Sheriff’s Department and other county 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:

1. Liquid leaking form packages
2. No return address
3. Hand written or poorly typed address
4. Misspelling of common words
5. Restrictive markings such as “Confidential”, “Personal”, etc.
6. Excessive weight and/or feel of powdery foreign substance
7. Foreign post marks and/or writing
8. Source of the letter/package in not recognized by recipient/addressee.

IF YOU RECEIVE A LETTER OR 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 Campus Safety & Security at 8499 or 419.995.8499

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

IF YOU INADVERTENTALLY 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 campus Safety & Security at 8499 or 419.995.8499.
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 Security (for example hallway outside original room).

Do not allow others into the area. If anyone enters the area, he/she should stay in the area until instructed to leave by security or other public officials.
Appendix L: Bomb Threat Assessment (Evacuation) Procedure

When a bomb threat is received, 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 Emergency Director/and or President/Dean.

If these individuals are unable to reach consensus, the most senior Campus Safety & Security Official will decide (based on the information available at the time).

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 Safety & Security Supervisor will communicate the nature of the situation and consult with the Emergency Director or designee.

Clarification notes:
Most senior official in regards to the Campus Safety & Security Department means the highest-ranking officer in charge of the site/scene at the time of the incident.
## Appendix M: Emergency Telephone System

The following are locations of Emergency Telephones and Pay Phones:

<table>
<thead>
<tr>
<th>Type of Telephone:</th>
<th>Locations of Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Phone</td>
<td>Public Service Lobby 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
</tr>
<tr>
<td>Pay Phone</td>
<td>Outside Public Service Building</td>
</tr>
<tr>
<td>Pay Phone</td>
<td>Tech Lab by Room 130</td>
</tr>
<tr>
<td>Pay Phone</td>
<td>Cook Lobby 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
</tr>
<tr>
<td>Pay Phone</td>
<td>JJC Countryman Engineering Technology Lobby</td>
</tr>
<tr>
<td>Pay Phone</td>
<td>Reed Hall by Room 168</td>
</tr>
<tr>
<td>Pay Phone</td>
<td>Keese Hall by Help Desk 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
</tr>
<tr>
<td>Pay Phone</td>
<td>Science by Room 100</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>Rhodes lot</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>Small Galvin Parking lot</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>Sidewalk out front of Science Building</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>Sidewalk between Cook and Countryman</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>Sidewalk in front of Keese Hall</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>Sidewalk between Keese Hall and Countryman</td>
</tr>
</tbody>
</table>
Appendix N: Department Specific Monitored Systems

The following are buildings/departments specific monitored systems (i.e. Security Systems, Alarmed Equipment, Fire alarms, etc.):

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Location of Equipment</th>
<th>Type of Alarm:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm</td>
<td>Public Service Lobby</td>
<td>Simplex</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Galvin Basement 031</td>
<td>Simplex</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Tech Lab 102</td>
<td>Simplex</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Cook Dock</td>
<td>Simplex</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Countryman-148</td>
<td>Simplex-Monitored</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Keese-138 dock</td>
<td>Simplex-Monitored</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Science-130</td>
<td>Simplex-Monitored</td>
</tr>
<tr>
<td>Security Alarm</td>
<td>Bookstore</td>
<td>Simplex</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Portable Trailers 1-4</td>
<td>Simplex</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Agriculture Extension</td>
<td>Simplex</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Reed Hall</td>
<td>Simplex</td>
</tr>
</tbody>
</table>
Appendix O: Emergency Response Team

As designated in this plan, the Campus Emergency Response Team will assist in response to an emergency by directing support operations, coordination media relations, repair, and clean-up efforts or as designated. The Emergency Response Team is the responsibility of the BEAP Command Post assisted by Department of Safety & Security Ohio State University and Rhodes State representatives are listed as BEAP Command Personnel and BEAP Building Coordinators.

These are:

Emergency Response Team
Ohio State University

The following are individuals or departments personnel from The Ohio State University at Lima that need to be notified in case of a BEAP emergency.

Command and Control
John Snyder
Allison Gilmore

Emergency Director
Chris Schmidt

Safety & Security Director
Dennis Bower

Academic Affairs Coordinator
Roger Nimps

Student Affairs Coordinator
Beth Keehn

Plant Manager
Marc Pescosolido

Financial Affairs Coordinator
Devon Phelps

Public Information Coordinator
Pam Joseph

Technology Coordinator
James Kerr
**Human Resources Coordinator**  
Whitney Clark

**Emergency Response Team**  
**Rhodes State College**

The following are individuals or departments from Rhodes State College that need to be notified in case of an emergency.

**Command and Control**  
Debra McCurdy

**Emergency Director**  
Chris Schmidt

**Safety & Security Director**  
Dennis Bower

**Academic Affairs Coordinator**  
Rick Woodfield

**Student Affairs Coordinator**  
Dr. Cynthia Spiers

**Plant Manager**  
Marc Pescosolido

**Financial Affairs Coordinator**

**Public Information Coordinator**  
Paula Siebeneck

**Technology Coordinator**  
Diane Moots

**Human Resources Coordinator**  
Jon Horn
EMERGENCY RESPONSE TEAM RESPONSIBILITIES

Emergency Director
Vice-President for Business or Appointee

The Emergency Director is responsible for implementation, coordination and support of the Building Emergency Response Plan and to ensure that once activated all Team members cooperate as necessary to ensure its operational status meets the emergency situation.

The Emergency Command Post will be under the direct control of the Emergency Director who will be in constant communication with Team members to ensure the appropriate resources are being directed during the emergency situation.

PRESIDENT/DEAN:

- Have ultimate responsible and command of campus emergency response during a BEAP emergency incident

- In consultation with the Emergency Director and Safety & Security Director ensures successful implementation of the Emergency Response Plan. Call secondary responders if necessary.

EMERGENCY DIRECTOR:

- Assumes responsibility for the overall direction of the Emergency Response.

- Works with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response.

- Initiates and maintains consistent contact with the President/Dean and begins assessment of the College’s situation.

- Contacts the Campus Emergency Response Team members and informs them of the nature of the emergency.

- Declares and ends, in consultation with the President/Dean, when appropriate, the campus state of emergency as provided in this plan.

- Notifies and conducts liaison activities with the College Administration, governmental agencies, Campus Emergency Response Team, and others as necessary.

- Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
• Notifies and directs Safety & Security Department personnel to maintain safety, security and order.

• Notifies and conducts liaison activities with appropriate outside organizations, such as fire, police, Emergency Management Services, etc.

• Insures that appropriate notification is made to off-campus security personnel when necessary.

• In conjunction with the Plant Manager Officer, prepares and submits a report to the President/Dean appraising the final outcome of the emergency.

• Performs other related duties as necessary.

SAFETY & SECURITY DIRECTOR

• Maintains the Safety & Security Department office in a state of readiness.

• Notifies the Emergency Director, President/Dean and Plant Manager of emergency situations as they develop.

• Monitors campus emergency warning and evacuation systems.

• Takes immediate and appropriate action to protect life and property and to safeguard property.

• Obtains assistance from the City, County, State and Federal Government for radiological monitoring and first aid as required.

• Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.

• Provides and equips an alternate site for the Emergency Command Post.

• The Safety & Security Department will be the focal point for two-way transmission of official emergency communications between the Response Team members. In the event an emergency develops, or the potential to develop exists, the Supervisor or officer on duty will initiate contact with the Safety & Security Department Director.

PUBLIC INFORMATION COORDINATOR:

• Establishes liaison with the news media for dissemination of information as requested by the President/Dean.

• Establishes liaison with local radio and TV services for public announcements.
• Arranges for photographic and audio-visual services.

• Advises the President/Dean or Appointee of all news concerning the extent of disaster affecting the campus.

• Prepares news releases for approval and releases to the media information concerning the emergency.

TECHNOLOGY COORDINATOR:

• Coordinates all necessary technological resources on campus.

• Establishes liaison with all applicable service providers to maintain and/or restore communication.

• In conjunction with the Public Information Coordinator, disseminates information via e-mail/phone as requested by the President/Dean.

• Will coordinate a secondary location for the use of lap top if failure to use existing resources at the campus.

PLANT MANAGER:

• Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.

• Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to the Campus Emergency Response Team for emergency use.

• Obtains the assistance of utility companies as required for emergency operations.

• Furnishes emergency power and lighting as required.

• Surveys habitable space and relocates essential services and functions.

• Provides facilities for emergency generator fuel during actual emergency or disaster periods.

• Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.
FINANCIAL AFFAIRS COORDINATOR:

- Coordinates and approves all fiscal resources.
- Serves as a liaison with Emergency Management Personnel for monetary assistance.
- Directs the staffing and operations of each institution’s Business Office.
- Determines appropriate emergency purchases and fiscal responsibility for specific situations.
- Reviews all damage assessment reports, coordinates claims for insurance, and determines if a state of financial emergency exists as a result of a disaster or emergency.
Appendix P: Emergency Response Team Post

When an emergency occurs, or is eminent, it shall be the responsibility of the BEAP Senior Management to set up and staff an appropriate Emergency Command Post.

The Safety & Security Department office of the campus will be a backup or alternate command and communication center.

On-site Command Post:

If the emergency involves only one building or a small part of the campus, First Responders, fire/police may set up an onsite command post to direct immediate response personnel.

Command Post Locations

1. Keese Hall Room 115
2. Public Service Building, Room 214
3. JJC Engineering Technology Building, Room 115

BEAP Emergency Command Post equipment will include:

A. Building Emergency Response Plan
B. Communication
   1. Computers
   2. Campus communication system (to be determined)
C. Cellular telephones
D. Desk telephones
E. Telephone directories
F. First Aid equipment
G. Appropriate report forms and supplies

Emergency Response Team Command Post set up:

If the emergency involves a large part of a campus, the Command Post is to be set up in the President’s Office (Keese Hall 155) and Dean’s Office (PS 208) or otherwise determined.

If these two sites are unavailable, the Emergency Director will select an alternate location. A staging area for outside and local agency assistance shall be established by the Security & Safety. A media staging area with facilities for media crews, will be designed for news briefings.
PUBLIC SERVICE BUILDING

IN THE EVENT OF SEVERE WEATHER OR A TORNADO, EVACUATE TO THE FIRST FLOOR AND TAKE SHELTER IN THE DESIGNATED SHELTER SAFE AREAS.

SECOND FLOOR PLAN

SHELTER SAFE AREA
FIRST AID KIT
FIRE EXIT
FULL STATION
FIRE EXTINGUISHER
GALVIN HALL 1ST FLOOR

IN THE EVENT OF SEVERE WEATHER OR A TORNADO, EVACUATE TO THE DESIGNATED SHELTER SAFE AREAS.

- SHELTER SAFE AREAS
- FIRE EXIT ROUTE
- PULL STATION
- FIRE EXTINGUISHER

BUILDING EMERGENCY ACTION PLAN (BEAP)

Last Reviewed/Updated 5/21/2013
GALVIN HALL 4TH FLOOR
REED HALL

Last Reviewed/Updated 5/21/2013

Building Emergency Action Plan (BEAP)
SCIENCE BUILDING 3RD FLOOR

Last Reviewed/Updated 5/21/2013  Building Emergency Action Plan (BEAP)
KEESE HALL 1ST FLOOR

Last Reviewed/Updated 5/21/2013  Building Emergency Action Plan (BEAP)
Appendix Q – Traffic Control Plan

Traffic flow shown designed to avoid congestion and bottleneck at 309 & Mumaugh Rd intersection and maintain flow of vehicles out of campus, and ensure that emergency vehicles have a path into campus.
APPENDIX Q
ADDITIONAL TRAFFIC CONTROL MAP AND PLANS

Rhodes State College
4240 Campus Drive
Lima, Ohio 45804
(419) 995-8320
www.rhodesstate.edu

1. Galvin Hall
2. Technology Education Laboratory
3. Cook Hall
4. Reed Hall
5. Public Service Building
6. Life & Physical Sciences Building
7. James J. Countryman Engineering and Industrial Technology Building
8. Keese Hall
9. Agricultural Services Building
10. Portable Trailers
11. Visitor parking
**Bomb Threat Response Traffic Plan**

The following traffic plan is to be implemented in the event that the Rhodes State College/the Ohio State University at Lima Campus is evacuated because of a bomb threat or other situation which may require quickly evacuating campus.

Emergency Response Units responding to campus should use Campus Drive to enter the campus and assemble near the front entrance to the Public Service Building or other location identified by the Emergency Director.

Once the determination has been made to evacuate the campus, student, staff and faculty will be notified to evacuate the campus. Prior to issuing the notification the safety and security department will set up the traffic cones limiting vehicle traffic to parts of campus. Cones will be placed at the 4 way stop at Campus and Biddle, Biddle Drive at the 4 way Stop and the Science Lot & Rhodes Lot, and on Campus Drive at the “Y” to prevent people from using the left lanes to turn left onto Mumaugh Road.

Campus Drive from the 4 way stop at Biddle Drive to Mumaugh Road will become 1 way-traffic outbound. Vehicle traffic coming from Galvin Hall lots, PSB and Faculty Lots will be routed Westbound on Campus Drive to Mumaugh Road. Biddle Drive from the 4 way stop south of the Science Building to ST. RT 309 will become 1 way-traffic outbound. All vehicle traffic coming out of the Science Lot, Keese/Reed Lot and the Countryman Lot will turn southbound on Biddle Drive and exit campus via ST. Rt. 309.

We have designated the small maintenance building off of Mumaugh Road as the Student Pick Up area for those students who were dropped off. If that area gets over crowded we have designated the gravel lot off of Campus Drive as the overflow Student Pick up lot. People entering campus to pick up students should use the gravel drive off of Mumaugh Road to enter campus. Those picking up students in the gravel lot may exit campus by way of Campus Drive.

**Officer Locations:**

#1 – One officer to help direct traffic at the Student Pick Up locations.

#2 – Two officers on Campus Drive at the West Entrance/Exit to Galvin Parking Lots

#3 – One officer at the 4 way stop at Campus Drive and Biddle Drive

#4 – Two officers at the 4 way stop and the Science Lot to direct vehicles south on Biddle Drive.

#5 – One officer at the South Entrance/Exit to Rhodes Lot to direct traffic south on Biddle Drive.

Additional officers may be assigned as need to these or other location depending on the time of time and resources that are available.

The ACSO or the OSP will have officers posted at St. Rt. 309 and Biddle Drive and Campus Drive and Mumaugh Road.