

RHODES STATE COLLEGE
BORRA CENTER FOR
HEALTH SCIENCES
Building Emergency Action Plan (BEAP)



Reviewed and Updated: 8/26/2025

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| Building Emergency Action Plan Rhodes State College | Section 1 - Introduction | Reviewed and Updated: 8/26/2025 |
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SECTION 1: INTRODUCTION

This is the Building Emergency Action Plan (BEAP) for Rhodes State College, Borra Center for Health Sciences. This is to provide emergency information pertaining to evacuation, shelter in place, Run/Hide/Fight, and other emergencies specific to this building. For questions regarding this document please contact Public Safety Coordinator Chad Cupples at cupples.c@rhodesstate.edu.

The evacuation of college facilities presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in college facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc. It is difficult to know at any given time the exact number of occupants in any college facility. Timely and responsible evacuation often becomes the responsibility of a few key individuals.

Different emergencies require different protective actions to keep people safe. The unpredictable nature of emergencies requires quick action and clear thinking to avoid injury. This document contains building specific information for protecting yourself during most emergencies but will not provide an absolute solution for every circumstance. During an actual emergency campus personnel and first responders may supplement these plans with detailed instructions via our emergency communications protocols. Any specific instructions given during an incident are to take precedence.

1.1 Before an Emergency (Pre-Plan)

This should be done within the first two weeks of class/employment.

1. Know how to get help.
2. Know the location of fire alarm pull stations in your department and how to activate them.
3. Know where the exits/stairways are located in your given area and how to access them.
4. Know where fire extinguishers are located in your area. Ensure they are not blocked and that you feel confident using them. Ensure that you are able to lift the extinguishers in your given area.
5. Keep the exits clear of any obstructions at all times.
6. If you may need any **special assistance** during an evacuation, notify the Office of Testing and Accommodative Services at 419-995-8476 (students) or the Office of Human Resources at 419-995-8302 (employees).
7. Faculty and staff should advise their students how to respond to alarms and where evacuation routes are from their classrooms, labs, or offices. They should also participate in planning for assisting any student who may have difficulty during an evacuation.

1.2 Protective Measures/Actions:

Evacuations:

For some emergencies, the best option is to leave the building or area. For example, the safest place away from a fire or hazardous materials spill (occurring inside the building) would be outside of that building.

Shelter in Place:

For some emergencies, evacuation will **NOT** be the appropriate **immediate** response. Evacuation during a tornado or for an outdoor hazardous materials leak could place people in greater danger than if they were to stay inside.

Run/Hide/Fight (Threat of Armed Intruders/Violence)

| Run | Hide | Fight |
|--|---|--|
| <ul style="list-style-type: none"> Have an escape route and plan in mind. Leave your belongings behind Keep your hands visible. | <ul style="list-style-type: none"> Your second option should be to hide. Do not huddle together as it makes one easy target. Lock and barricade doors and shut off lights. | <ul style="list-style-type: none"> Fighting is a last resort to be used only when your life is in imminent danger. Attempt to incapacitate the active shooter. Find an object to use as a weapon such as chair. |

1.3 Buckeye Alert

The Buckeye Alert system is a text/email/phone alert system designed to inform faculty, students, staff and parents of potential emergencies. The Buckeye Alert website is <https://www.rhodesstate.edu/safety-and-security/rhodes-alert-system.html> Throughout the semester, the phone number on file (in Banner) will be uploaded to the alert system. To include additional numbers text AlertRSC to 67283.

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SECTION 2: COORDINATION

2.1 Purpose

This plan establishes procedures and duties, promotes planning and provides training information for building emergencies.

2.2 Scope

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

2.3 Coordination with other Emergency Plans

This BEAP document is a key component to departmental and/or building safety planning. However, it is not intended to replace any Campus-wide emergency plans (i.e., Ohio State's Comprehensive Emergency Management Plan, OSU-Lima Regional Campus Business Continuity Plan, Rhodes State College's Emergency Operations Procedure, etc.) or any other emergency planning required by policy or regulatory agencies. This BEAP must be coordinated with these and other emergency/safety documents.

SECTION 3: EXPECTATIONS FOR DEPARTMENTS AND EMPLOYEES

3.1 Public Safety Personnel

The on campus Public Safety Personnel acts as the liaison to Emergency Responders (i.e., Facilities Operations, OSU Police Department, Lima Fire & Rescue, etc.) and other emergency personnel to communicate the following:

- Problems associated with missing and/or injured individuals.
- Information regarding building layout, systems, processes, and special hazards.
- Operational information related to the emergency with campus administrators.

In addition, the Public Safety Personnel assist in the development, training and annual review of the BEAP for accuracy and ensure a copy of the plan is accessible.

3.2 Employees, Faculty and Staff

- Being familiar with the BEAP procedures
- Participating in training.
- Inform students, visitors, contractors, and new employees of these procedures and what to do in case of a building alarm or emergency.
- When the fire alarm sounds, evacuate the building and report to the designated evacuation assembly point.

3.3 Faculty Classroom Responsibility

RSC faculty can strongly influence student behavior in emergencies. Clear, confident instructions help reassure students, so instructors must be well-prepared to project control and composure.

During the first week of classes, **at the start of each semester** faculty should review the following emergency expectations with students to promote awareness and preparedness:

- a. Emergency Evacuation – Review the primary and secondary evacuation routes, nearest exits and fire alarm pull stations, the designated assembly area outside, and remind students to leave belongings behind during an evacuation.
- b. Emergency Response Expectations – Advise students to follow faculty directions, remain calm and alert, and avoid using elevators during fire alarms.
- c. Students with Disabilities – Make a general announcement inviting students with mobility or other disabilities to self-identify early in the term. This communication should be inclusive, avoid singling out individuals, and refer students to Accommodative Services for available support.
- d. Shelter-in-Place Procedures - For shelter-in-place (e.g., weather emergency), explain how to stay safely indoors away from windows.
- e. Emergency Notification Systems – Urge students to sign up for the campus emergency alert system (e.g., text/email notifications), letting them know that they should follow official college communications during critical incidents.

SECTION 4: EVACUATION EMERGENCIES

4.1 When Is Evacuation Necessary?

Evacuation may be necessary in certain emergencies, such as a fire or when directed by Public Safety personnel. However, not all situations require immediate evacuation. In some cases (i.e., severe weather, power outages, the presence of an armed aggressor) it may be safer to shelter in place. In these instances, follow established emergency procedures and listen for instructions from Public Safety personnel and, if you are in class, from your instructor. The guide below outlines when evacuation is appropriate and when it is not.

| When to Evacuate | When <i>Not</i> to Evacuate |
|---|---|
| When the fire alarm sounds (evacuation is mandatory) | During a tornado warning — shelter in place instead |
| If you see fire or smell smoke | If it is unsafe to evacuate (e.g., armed aggressor nearby) |
| If you can safely escape from an armed aggressor situation | During a power outage |
| When directed by Public Safety personnel | When instructed not to evacuate by Public Safety personnel |

4.2 What to Do If Evacuation Is Necessary

1. Listen carefully to instructions of Public Safety personnel when applicable.
2. Remain calm and **quiet** (keep talking to a minimum so instructions can be clearly heard).
3. If the source of the emergency is present in the immediate area, leave all belongings and exit immediately.
4. Close all doors that you pass through as you leave.
5. Exit via stairwells, DO NOT use elevators.
6. Proceed to the building's evacuation assembly point unless instructed to an alternate location by Public Safety personnel.
7. Alert emergency personnel of anyone who may need assistance evacuating.

4.3 Description of Notification Systems

The fire alarm system, when activated will produce an audio signal as well as visual strobes alerting building occupants to evacuate.

4.4 Accountability of Employees and Occupants

The ever-changing number of occupants in a building poses a large challenge to account for the building's employees and occupants. As people are evacuating, they should group together at the evacuation assembly point based on their departments as outlined in [APPENDIX B: BUILDING-SPECIFIC EVACUATION MAPS/PLANS](#). If someone believes a co-worker or student is unaccounted for, they should inform Public Safety personnel.

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4.5 Return to Building

Individuals will return to the facility once Public Safety personnel have issued an "all clear".

4.6 Evacuation Assembly Point

The designated location for individuals to gather, check in with their departments, and await further instructions can be found in [APPENDIX B](#).

SECTION 5: EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES, ACCESS, AND FUNCTIONAL NEEDS

Faculty, staff, students, and visitors with disabilities or access and functional needs should work with Accommodative Services (for students) or the Office of Human Resources (for employees) to develop individualized evacuation plans. Student plans should be reviewed and updated each semester, and employee plans whenever the individual is assigned to a new work location. Each plan should identify primary and secondary evacuation routes for every building the individual regularly uses.

Preparation Steps:

- Be familiar with all available evacuation options.
- Identify and arrange for evacuation assistants in advance.
- Ask supervisors, instructors, or Public Safety personnel about specific evacuation plans for each building.

[Note: Most buildings have accessible exits on the ground floor. However, if you are above or below ground level, you may need to use stairwells, as elevators are not safe to use during emergencies. In some cases, elevators will automatically shut down or be recalled to a designated floor during an emergency.]

5.1 Evacuation Options

During an evacuation, individuals may use one of the following options:

1. Horizontal Evacuation – Move to an unaffected, connected building via an accessible route such as a hallway or ramp. This is often the safest and fastest method when available.
2. Stairway Evacuation – Use stairwells to reach a floor with an accessible building exit. Evacuation assistants may help guide or carry individuals, if trained and able to do so safely.

If neither horizontal nor stairway evacuation is possible, the following options may be appropriate:

1. Stay in Place – Remain where you are unless there is an immediate threat. Ensure the area has:
 - An exterior window,
 - A telephone or mobile device,
 - Fire-rated door: Check for a fire label on the doorjamb or frame.
 - If no label: Look for a heavy wooden door about 1¾ inches thick, preferably in a metal frame, as this may also provide adequate protection.

Important Actions – Inform someone who is evacuating of your exact location so they can notify emergency personnel. Alternatively, call 9-1-1 and report your location directly.

2. Area of Refuge / Rescue (e.g., fire-rated stairwells, fire-rated corridors near exit stairs) – Move to a safe location within the building, specifically designed to provide protection during an emergency.

5.2 Mobility Impaired – Wheelchair Users

Wheelchair users should remain in place or move to an Area of Refuge with an evacuation assistant when the alarm sounds. The assistant should then proceed to the designated assembly point outside and inform arriving Public Safety personnel of the individual's location. If alone, the person should call 9-1-1 and provide their location and intended refuge area. If using a stair landing as refuge, wait until stairwell traffic clears, as landings are often small. Only trained personnel should assist with stair evacuations—untrained individuals should not attempt to carry someone in a wheelchair unless in immediate, life-threatening danger.

5.3 Mobility Impaired – Non-Wheelchair

Individuals with limited mobility who can walk may be able to use stairs with minimal assistance. If danger is imminent, they should wait until stairwell traffic has cleared before beginning evacuation. If there is no visible threat (smoke, fire, or unusual odors), the individual may choose to stay in place or use other evacuation options until Public Safety arrives and determines next steps.

5.4 Hearing Impaired

Some campus buildings are equipped with visual fire alarms (strobe lights). Contact Public Safety if you're unsure about a specific building. Employees should contact the Office of Human Resources, and students should reach out to Accommodative Services.

5.5 Visually Impaired

People with visual impairments are often familiar with their surroundings, but emergency routes may differ from their usual paths. In such cases, an evacuation assistant should offer their arm and guide the individual while communicating clearly throughout the evacuation. If there's no immediate danger, the person may wait in place or use an alternative evacuation strategy until Public Safety personnel arrive.

SECTION 6: EMERGENCY PROCEDURES

6.1 Fire

[Note: This section is to be used for fire alarm activations, discovery of a fire, or when a general evacuation is required].

When an alarm sounds, begin immediate evacuation

- When a fire alarm is activated, evacuation is mandatory.
- Follow the evacuation plan as outlined in [APPENDIX B](#).
- Close doors behind you.

If a fire is discovered, activate the nearest pull station, and call 9-1-1.

Use R.A.C.E. – Rescue – Alarm – Confine – Extinguish/Evacuate.

- Do not attempt to fight the fire yourself, unless you have been trained in the use of firefighting equipment and only if:
 - The room is not filled with smoke,
 - You have a clear escape path,
 - The alarm is actively sounding,
 - You have an idea of what is burning and have the proper extinguisher.
- If the fire is too large or the proper use of a fire extinguisher is not familiar or uncomfortable:
 - Sound the alarm,
 - Close the door behind you and evacuate.

If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate. Public Safety personnel need to confirm all occupants are notified.

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

Evacuate via the nearest stairwell or grade level exit. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Building occupants who are unable to evacuate should use one of the options detailed in [5.1 Evacuation Options](#).

Do not use the elevators— when an alarm is sounded many of the elevators will automatically be recalled to a pre-determined floor and shut-off.

Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in [APPENDIX B](#). You may have more than one EAP depending on the size of the building.

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

Description of Notification Systems

The fire alarm system, when activated will produce an audio signal as well as visual strobes alerting building occupants to evacuate.

6.2 Chemical Spills or Release (Indoors)

Trained and properly equipped laboratory personnel may clean up small chemical spills that do not pose a risk to individuals in the immediate area. Guidelines for managing chemical spills are outlined in RSC's laboratory safety guidelines and in specific program handbooks. The OSU-Lima Chemical Management Guidebook is also available for lab instructors teaching in classrooms with hazardous materials. Additionally, lab instructors should also take into consideration the following:

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

In the event of a large chemical spill, or if the chemical is unidentified, highly hazardous, or involves fire, explosion, or injury:

- Evacuate all personnel from the area immediately.
- If building-wide evacuation is needed, activate the fire alarm and follow the fire evacuation procedures.
- Report the spill to Public Safety at call (419) 995-8499

When calling, provide the following:

- Your name and the phone number you're calling from.
- The building and room number (your exact location).
- A clear description of the emergency and any injuries involved.

6.3 Hazardous Materials Incident (Outdoors)

In the event of a major hazardous material incident that occurs outside the building (e.g., train derailment, tractor-trailer accident, etc.) the Department of Public Safety uses the following two strategies for protecting citizens.

1. Shelter in Place

Under this strategy, everyone in the building should stay in the building until the all clear is given. Employees will take the following actions:

- Close all windows and doors.
- Turn personal heating/cooling systems off, if possible. Main building systems will be adjusted from members of Facilities.

If you or someone becomes ill, they should call 9-1-1 immediately.

Public Safety personnel may direct individuals to open doors and windows and allow the building to air out after the all clear is given. Public Safety personnel will also direct individuals to reactivate their personal heating/cooling system.

2. Evacuation

This action may include one of the following items:

- Walking to an assembly area to be evacuated by public transportation,
- Walk or drive away from the area using travel direction determined by Public Safety personnel.

[Note: If you or someone becomes ill, they should call 9-1-1 immediately. Special attention should be given, and procedures developed if disabled personnel occupy the building.]

6.4 Explosion

In the event of an explosion:

1. Get under a sturdy table or desk if objects are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris. If you are trapped in debris:
 - If possible, use a flashlight to signal Emergency Responders.
 - Avoid unnecessary movement so you do not kick up dust.
 - Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
 - Tap on a pipe or wall so Public Safety personnel can hear where you are. If possible, use a whistle to signal rescuers.
 - Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
 - Slow your breathing and do not panic.
2. Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls. Do not use elevators. Once you are out of the building:
 - Gather away from the building near your evacuation assembly point, if safe to do so.
 - Do not stand in front of windows, glass doors, or other potentially hazardous areas.
 - Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.
 - Follow any instructions given by Public Safety personnel or Emergency Responders.
3. Consider the possibility that the explosion was not an accident, be aware of your surroundings and note any suspicious behavior.

What Will Happen:

1. Public Safety personnel will provide updated information as it becomes available.
2. Rescuers will work to treat the injured and extricate survivors.
3. You may be required to provide witness statements or other information to aid in determining the cause of the explosion.

6.5 Earthquakes

Although earthquakes are rare in Northwest Central Ohio, they can occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action on their own and additional actions will be implemented after the quake stops.

If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a corridor wall. Stay inside under cover until the shaking stops.

If you are indoors:

1. **“DUCK, COVER and HOLD!”** If you are not near a strong desk or table, drop to the floor and cover your head and neck with your arms.
 - a. Do not seek cover under laboratory tables or benches, chemicals could spill.
2. Avoid windows, heavy objects, or things hanging from the walls.
3. **Do NOT** try to exit the building during the earthquake. Many fatalities occur when people try to exit the building and are hit by falling debris.
4. **Do NOT** use elevators.
5. If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors:

1. Stay away from buildings: Falling debris can catch a wind gust and travel great distances.
2. Avoid power lines, trees, and other objects that have the ability to fall or do damage. Move to a clear area if you can safely walk.

Once the earthquake is over:

1. Check the area around you for injuries, or unstable structures or objects. Do not move seriously injured people unless they are in immediate danger. Listen for people who may be trapped or unable to move from danger. Only attempt to help them if it is safe to do so. Report any injured or trapped people immediately.
2. Be cautious of fires, downed power lines, or structural damage. If you are trained how to use a fire extinguisher, then put out small fires as soon as possible.
3. Avoid cell phone usage unless you are reporting injuries. This helps to free the lines for people who may be trapped or injured.

If you are trapped:

1. If possible, use a flashlight to signal your location to rescuers.
2. Avoid unnecessary movement so you do not kick up dust.
3. Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
4. Tap on a pipe or wall so rescuers can hear where you are. If possible, use a whistle to signal rescuers.
5. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
6. Slow your breathing and do not panic.

6.6 Armed Intruder/Active Shooter/Workplace Violence/Robbery

The Campus Community may become aware of a violent act by the sounds of an explosion, gunfire, scuffling or by observation of events that could only be intentional acts of violence. Other types of communication such as telephone, email, public address system, or Buckeye Alert.

Life-threatening acts should be reported immediately by calling 9-1-1.

Different types of workplace violence / terrorism require different actions:

- **Explosion** – If an explosion occurs in the building, occupants should evacuate using the same evacuation plan and procedures as they would for a fire.
- **Physical Threat** – If someone's actions pose a physical threat to you, get away from the perpetrator, evacuate the area and call 9-1-1 from a safe location.
- **Toxic or Irritant Gas** – Immediately evacuate the building using the same evacuation plan and procedures for fire. Acquire medical attention if necessary.
- **Hostage Situation** – If possible, immediately vacate the area, take no chances to endanger the life of the hostage. Contact Ohio State Public Safety at 9-1-1 immediately.
- **Biological / Chemical Threats (Suspicious packages, letters or substances)** – Biological or chemical threats directed at individuals or departments can be effectively managed by following the procedures outlined in this document.
- **Gunshots/Active Shooter/Armed Aggressor** – An active shooter/armed aggressor is a person who is actively threatening lives or apparently prepared to threaten lives in a populated area. These situations require immediate law enforcement resources to stop the shooting/aggression and mitigate harm to victims. Responding law enforcement agencies will provide information and direction if this occurs. If you see or know where an active shooter/armed aggressor is located, dial 9-1-1, if possible and safe to do so, and alert Public Safety personnel to the shooter's location. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place because the operator can often determine a location without a caller speaking. The following RUN-HIDE-FIGHT guidelines may be followed, depending on the situation, in the event of an active shooter on campus:

NOTE - Do NOT pull the fire alarm. If you hear the fire alarm do NOT evacuate, this could be a ploy to get people to come out of their offices/classrooms/etc.

RUN and escape, if possible.

- Getting away from the aggressor is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe, and describe the shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the aggressor's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and barricade doors, close blinds, and turn off lights.
- Do not hide in groups, spread out along walls or hide separately to make it more difficult for the aggressor.
- Try to communicate with police silently. Use text message or social media, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the aggressor's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the attacker.
- Recruit others to ambush the aggressor with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the aggressor.
- Throw items and improvise weapons to distract and disarm the aggressor.

Robbery— The taking of money or goods in the possession of another, from his or her person or immediate presence, by force or intimidation. You should always comply with the demand of the perpetrator and contact Public Safety personnel at 9-1-1, when it is safe to do so. The responding agencies will provide information and directions.

The following are steps that should be followed in the event of a robbery:

- Do not resist or interfere. Comply with the demands of the robber. Do not offer anything that the robber has not asked to have.
- If one is available **AND** it is safe to do so, push the handle on a panic button. This will silently alert Public Safety.
- If it is safe to do so, call 9-1-1. Provide details on the exact location, what has taken place, if a weapon was seen or a threat made and the general direction of travel of the robber. Provide as much descriptive information as possible.
- Go to a secure place and wait for Public Safety personnel. **DO NOT** attempt to follow the person. Do not discuss the description or the events with anyone until Public Safety personnel arrive.
- Do not touch anything at the scene of the crime.

What to expect from responding police officers:

- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.

When Public Safety personnel / Police Officers arrive be sure to:

- Remain calm and follow instructions,
- Always keep your hands visible,
- Avoid pointing or yelling,
- Know that help for the injured is on its way.

In the event someone is hurt and/or a fire is caused by these events, contact 9-1-1, if possible and safe to do so.

Public Safety will coordinate the building's security during an incident and will inform the occupants once the building has been cleared for occupancy.

Important Notes:

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid and apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

6.7 Suspicious Packages, Letters, or Substances

A suspicious package is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

Typical signs that should trigger suspicion:

- a) Packages that have a powdery substance on the outside.
- b) Packages that are unexpected or from someone unfamiliar to you.
- c) Packages that have excessive postage, handwritten or poorly typed address, incorrect titles, or titles with no name, or misspelling of common words.
- d) Have no return address or does not seem legitimate.
- e) Are of unusual weight given their size or are oddly shaped.
- f) Are marked with "personal" or "confidential."
- g) Have strange odors or stains.

What you should not do if you encounter a suspicious package:

- **DO NOT** pass the letter or package to others to examine.
- **DO NOT** touch, smell, taste or try to analyze the substance.
- **DO NOT** disturb any contents in the letter or package. Handling the letter / package may only spread the substance inside and increase the chances of it getting into the air.
- **DO NOT** ignore the threat, it must be treated as real until properly evaluated.
- **DO NOT** leave the building until instructed to do so.

If you find/receive a suspicious package:

1. Relax and remain calm
2. Do not open the letter or package.
3. Contact the Police at 9-1-1 in the event of an emergency or Campus Public Safety at 419-995-8499 (non-emergency, direct line).
4. REMAIN AT THE SITE UNTIL PUBLIC SAFETY PERSONNEL ARRIVE WITH INSTRUCTIONS.
 - a. Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building.

If you inadvertently open a suspicious package/letter, or it is leaking a liquid or unknown substance:

1. Immediately set the item down gently at the location where it was opened.
2. Contact Lima Public Safety at 419-995-8499.
3. All potentially exposed persons should wash exposed skin surfaces with soap and water.
4. Shut down any fans, air conditioners, or heaters, if possible.
5. Move to an area within the building adjacent to the initial exposure and wait for arriving Public Safety personnel. Example: hallway outside original room.
6. Do not allow others into the area.

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

If you have any further questions, please contact the Campus Public Safety at 419-995-8499.

6.8 Utility Outages

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

- **Electric** - No lights, computers not working.
- **Water** - Toilets will not flush, drinking fountains not working.
- **Telephone** - Inability to place outgoing telephone calls.
- **Steam/Gas** - No Heat.
- **Electric/Chilled Water** - No Air Conditioning.

In the event of a utility outage, Bonnie Edgin, Building Director, should be notified at 419-995-3010. In the event of an emergency, please call 419-995-8499 to report.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Facilities Superintendent in conjunction with department Deans / Directors will determine the appropriate course of action based on the following:

- Dangers from tripping and injuries due to lights being out.
- Person(s) trapped in elevators.
- Dangers from extreme heat or cold on employees.
- Inability to contact responders if telephones are not working.
- Sanitation problems due to no water, etc.

The departmental Deans / Directors will decide regarding the continuance of work in the buildings affected by the utility interruption. Employees should assist students, visitors and disabled individuals by directing them to take appropriate actions.

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. Stop processes in a manner that would not cause additional problems.

If anyone is trapped in an elevator, immediately call Bonnie Edgin, Building Director, at 419-995-3010 or if there is a medical emergency or danger to the health of those who are trapped, call the Police at 9-1-1.

6.9 Medical Emergencies

What you should do if you see or find a medical emergency.

What to do:

1. Check the area for your own safety. Be aware of unusual sights, smells, sounds, or behaviors.
 - a. If there is anything unusual, do NOT attempt care, call the Police at 9-1-1 and Public Safety at 419-995-8499 and report the situation.
2. If the scene is safe, only then approach the victim.
 - a. Determine if the victim is conscious and breathing.
 - b. If they are conscious, ask if they need assistance, and what the problem is.

- c. Note any unusual behavior, bleeding, trouble breathing, or anything else that may indicate that that person needs more assistance.
3. Call the police at 9-1-1. And give the dispatcher the following information:
 - a. Your name,
 - b. Type of emergency,
 - c. Location of the victim,
 - d. Condition of the victim,
 - e. Dangerous conditions,
 - f. Age of the victim, and
 - g. Any other information you have gathered during your assessment.
4. Only attempt care if you are trained to do so. If you are not trained, then simply stay with the victim until help arrives.
5. 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.
6. Have someone wait for arriving first responders' outside
7. If the victim is an employee, notify their supervisor when possible.
8. Public Safety will complete an accident reported.

6.10 Elevator Emergencies

What you should do for an elevator entrapment:

1. Use the elevator phone or cell phone to call Bonnie Edgin, Building Director, at 419-995-3010 or Public Safety at 419-995-3011.
2. If the elevator you are in has no phone or it does not work, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.
3. Do not attempt to exit the elevator through a hatch or pry the doors open.
4. Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
5. Never attempt to exit an elevator that has stalled.

6.11 Flooding and Water Damage

In the event of flooding or water damage from a source inside the building:

1. Notify Bonnie Edgin, Building Director, at 419-995-3010.
 - a. Tell her the location of the incident including building name, floor, and room number.
 - b. Tell her the areas affected.
 - c. Tell her the cause of the incident, if known.
 - d. Tell her the time flooding began, if known.
2. Attempt to stop the leak from the source if it is safe to do so.
 - a. Beware of any electrical sources present. Do not attempt to unplug or remove an electrical appliance from a flooded area.
3. Protect objects in jeopardy by taking essential steps to avoid or reduce immediate water damage.
 - a. Cover objects in plastic or move small or light objects out of danger.

In the event of flooding from a source outside the building:

1. Prepare for the possibility of widespread flooding from heavy rain by monitoring weather forecasts.
 - a. Adhere to advice relayed by the National Weather Service in Northern Indiana and Ohio State's Division of Emergency Management and Fire Prevention.
 - b. Follow @NWSIWX and @OSU_EMFP on X (Twitter) for the latest information.
2. Take precautions by protecting objects in jeopardy.
 - a. Cover objects in plastic or move small or light objects out of danger.

In the event of flash flooding:

1. Prepare for the possibility of flash flooding by monitoring weather forecasts.
 - a. Adhere to advice relayed by the National Weather Service in Wilmington.
 - b. Follow @NWSIWX and @OSU_EMFP on X (Twitter) for the latest information.
2. Once flash flooding begins, with or without warning, immediately evacuate to a higher floor until given more direction by public safety personnel.

6.12 Bomb Threat

A person may become aware of a bomb threat by a telephone call, e-mail, letter, etc. This person should gather as much information as possible once they become aware. Once all the possible information has been gathered, notify the Police by dialing 9-1-1.

A decision will be made to determine if a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in the fire emergencies section. Occupants should not touch any suspicious or unfamiliar objects. Occupants should note the location and description of any suspicious, unusual, or out of place objects and report such observation to the emergency responders. Occupants should not conduct any type of search of the building unless asked to do so by Public Safety personnel. If building occupants are asked to conduct a search, Public Safety personnel will provide instructions on how to proceed. Usually, those individuals most familiar with the areas will be asked to conduct the search.

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

Rhodes State Public Safety will manage the building's security during a bomb threat and will also contact building occupants and advise them on when to return to work if an evacuation occurs.

Bomb Threat Assessment (Evacuation) Procedure

The general policy will be to review each situation or circumstance as it presents itself. A decision to evacuate or not to evacuate will be reached by consensus among authorized building/facility officials and members from the Department of Public Safety.

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

In all aspects of this policy, as the situation allows itself or as is appropriate, the most senior Public Safety official will communicate the nature of the situation and consult with the Office of the President.

6.13 Severe Weather Emergencies

Severe weather can include tornadoes, high wind, thunderstorms, flash flood or winter weather, such as snow, hail, and sleet. Severe weather is monitored by Rhodes Public Safety. Usually, no action is required when there is severe weather. If action is necessary, the Public Safety Department will issue emergency alerts through all the emergency communications methods available. Remain calm and wait for further instruction and updates.

Severe Weather Alerts and Action

The National Weather Service has defined severe weather alerts that are of concern.

| Alert Type | Definition | Action |
|------------------------------------|---|--|
| Severe Thunderstorm Watch | Issued when conditions are favorable for the development of severe thunderstorms, which may produce large hail and/or high winds, in and close to the watch area. | Continue normal activities but keep an eye to the sky and an ear to the radio or TV, and for OSU emergency communications. |
| Severe Thunderstorm Warning | Issued when either a severe thunderstorm is indicated by radar, or a spotter reports a thunderstorm producing hail one inch or larger and/or winds \geq 58 mph. | Review the severe weather action plan. Stay away from windows and avoid going outside. Be prepared to move to shelter if advised. Stay alert for emergency communications. |
| Flash Flood Watch | Issued to indicate current or developing hydrologic conditions favorable for flooding in | Continue normal activities, but stay alert to radio or TV, and for OSU emergency |

| | | |
|--|---|--|
| Building Emergency Action Plan Rhodes State College | Section 6 - Emergency Procedures | Reviewed and Updated: 8/26/2025 |
|--|---|--|

| Alert Type | Definition | Action |
|--------------------------------|--|--|
| | and near the watch area, though occurrence is not certain or imminent. | communications. |
| Flash Flood Warning | Issued to inform the public and emergency agencies that flash flooding is in progress, imminent, or highly likely. | Continue normal activities, but stay alert to radio or TV, and OSU emergency communications. Watch for flooding signs around the lowest levels of the building. |
| Winter Weather Advisory | Issued when a low-pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that presents a hazard but does not meet warning criteria. | Continue normal activities, but stay alert to radio or TV, and for OSU emergency communications. |
| Winter Storm Watch | Issued when there is potential for heavy snow or significant ice accumulations, usually at least 24–36 hours in advance. Criteria vary by location. | Continue normal activities, but stay alert to radio or TV, and for OSU emergency communications. |
| Winter Storm Warning | Issued when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. Criteria vary by location. | Stay indoors. Avoid unnecessary travel. Continue normal activities, but stay alert to radio or TV, and for OSU emergency communications. |
| Tornado Watch | Issued when conditions are favorable for the development of tornadoes in and close to the watch area. | Review the severe weather action plan. Continue normal activities but be prepared to move to better shelter. Stay alert for emergency communications. Stay away from windows and avoid going outside. |
| Tornado Warning | Issued when a tornado has been detected by radar or visually confirmed by trained spotters. | <p>Take Shelter Immediately: At the first sign of a tornado or warning, go to your designated shelter (see Appendix B). Use the lowest interior level. Those already in interior offices, labs, or classrooms may stay in place.</p> <p>Avoid Hazards: Do not use elevators. Stay away from windows and glass doors. Protect Yourself: Sit or crouch in an interior hallway or room.</p> <p>Stay Put: Remain in shelter until the “all-clear” is given by emergency personnel or Emergency Management.</p> <p>Report Injuries: Call 9-1-1 to report injuries or trapped individuals. Provide detailed information.</p> |

SECTION 7: TRAINING AND REVIEW

7.1 Employee Orientation

During new employee onboarding, individuals will be introduced to the BEAP (Building Emergency Action Plan). They will receive the current version of the plan, and any major updates will be shared with all personnel. Employees are encouraged to familiarize themselves with the plan and discuss it with colleagues, students, and visitors as needed.

7.2 Review of the BEAP

Public Safety will review the BEAP annually to ensure it remains up to date. The revised plan will be sent to the RSC VPHR for employee distribution.

7.3 Training

Upon implementation and annually thereafter, all employees will be informed of the BEAP and should attend training as needed. The BEAP is accessible via the HR page on the RSC intranet ([MyRhodes/Human Resources](#)).

APPENDIX A: QUICK REFERENCE GUIDE FOR EMERGENCIES

| EMERGENCY EVENT | WHAT YOU SHOULD DO |
|---|---|
| When calling 9-1-1 or 419-995-8499 provide the following information: <ul style="list-style-type: none"> Type of emergency Location (building and room number) Your name | <p>Call 9-1-1 for all emergencies.</p> <p>Dialing 9-1-1 from a mobile telephone on main campus results in the call going to the City of Lima – please indicate you are on the OSU-Lima / Rhodes State College Campus.</p> |
| Fire | <ul style="list-style-type: none"> Immediately stop what you are doing and exit the area. (Do not use elevators) Pull closest fire alarm pull station, if the alarm is not already activated. Report to the evacuation assembly point. Remain at the assembly point until given the all clear. |
| Tornado | <p>Upon notification of a tornado warning from the National Weather Service please report to your building's designated tornado shelter:</p> <ul style="list-style-type: none"> Travel to the lowest level possible, preferably to an interior area. Occupants within interior offices, labs, and classrooms may stay in place. |
| Medical Emergency | <p>Call 9-1-1 and provide the following information to the dispatcher:</p> <ul style="list-style-type: none"> Your name, Type of emergency, Location of the victim(s), Condition of the victim(s), Any dangerous conditions. Monitor the injured person until EMS arrives. |
| Hazardous Materials Incident Occurring Outside | <ul style="list-style-type: none"> Upon notification of an incident close all windows and doors. Stay in the building until given the all clear or instructed to do so by Public Safety personnel. |
| Bomb Threat | <ul style="list-style-type: none"> Report anything suspicious to responding Public Safety personnel. If ordered to evacuate the building and you notice anything out of the ordinary inform Public Safety personnel immediately. Be sure to take all-important belongings (purses, wallets, medication, briefcases, etc.) with you when exiting because reentry to the building might not be possible for several hours. |
| Violent Incident (Armed Aggressor/ Active Shooter) | <ul style="list-style-type: none"> Run: Remove yourself from the danger zone as quickly as possible if safe to do so. Notify Public Safety and building occupants of the situation if safe to do so. Hide: Secure your room, by locks, furniture, etc. Turn off lights and silence your cell phone. Notify Ohio State Public Safety and building occupants of the situation if safe to do so. Fight: Find items to use to distract the attacker. Prepare to swarm the attacker. |

APPENDIX B: BUILDING-SPECIFIC EVACUATION MAPS/PLANS

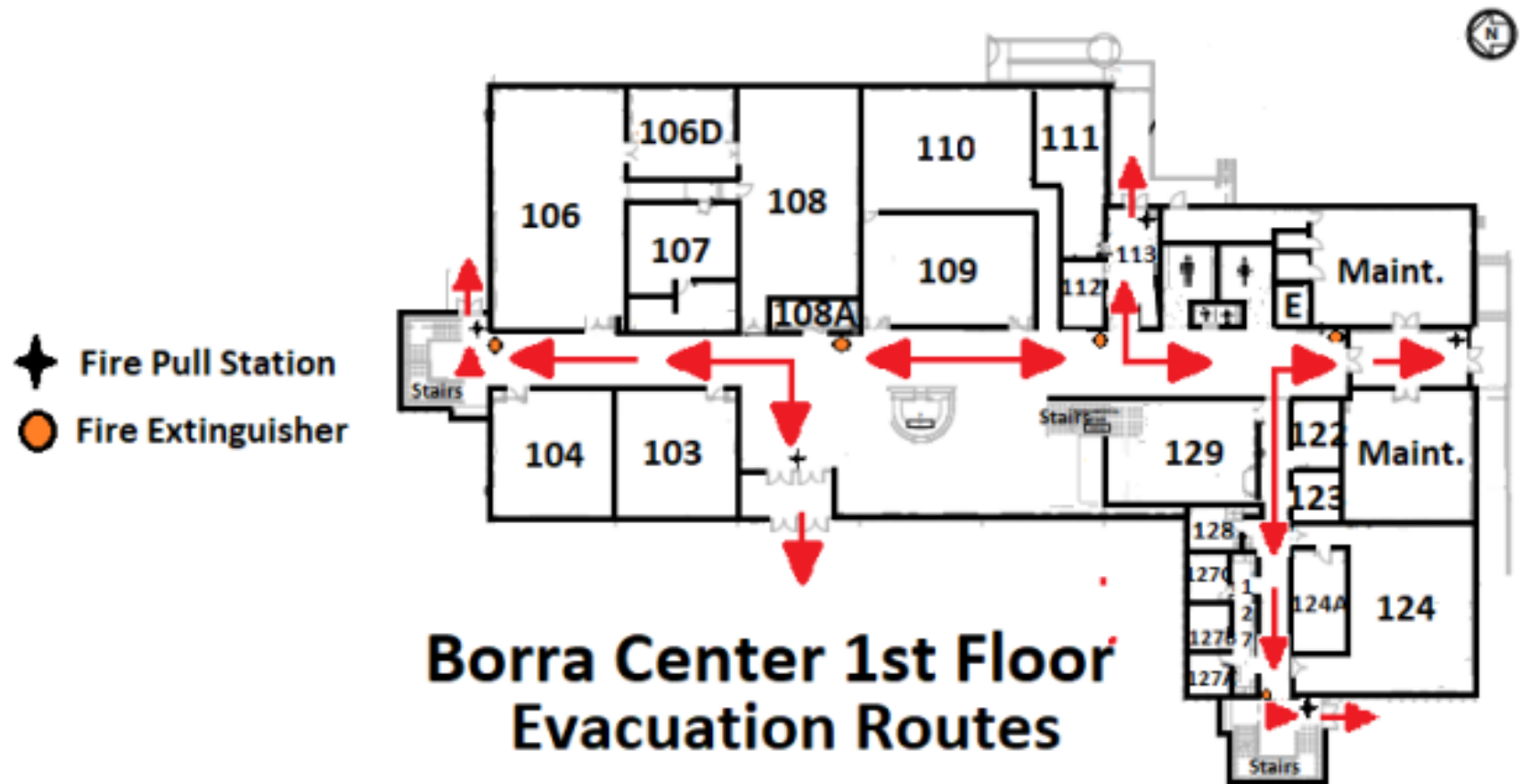
BORRA CENTER FOR HEALTH SCIENCES

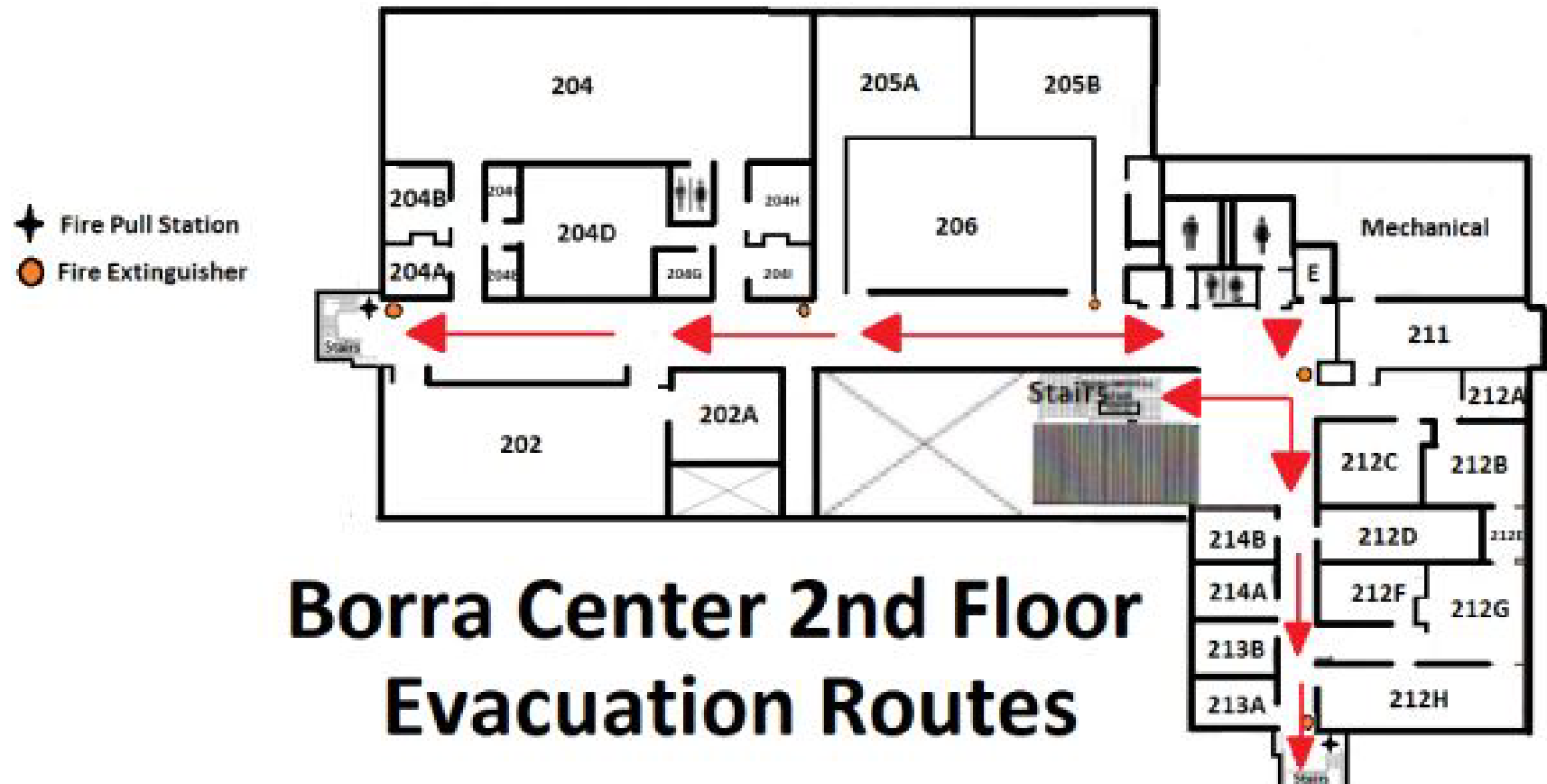
**PLAN DETAILS MAY VARY SLIGHTLY AT THE DIRECTION
OF THE PUBLIC SAFETY OFFICER AND COORDINATOR**













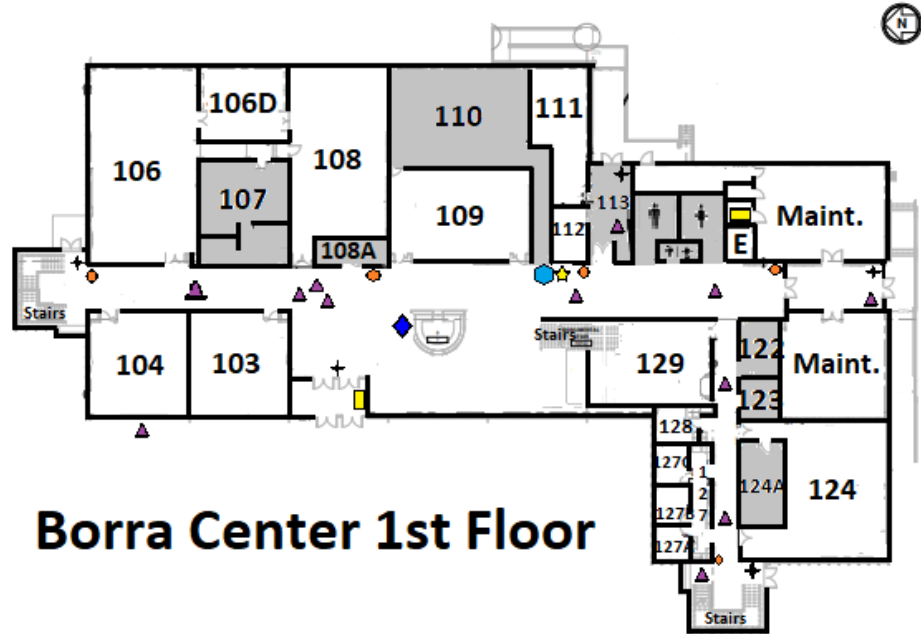
Building Name: Borra Center for Health Sciences
Address: 8 Town Square
Lima, Ohio 45801









BUILDING EVACUATION MAPS

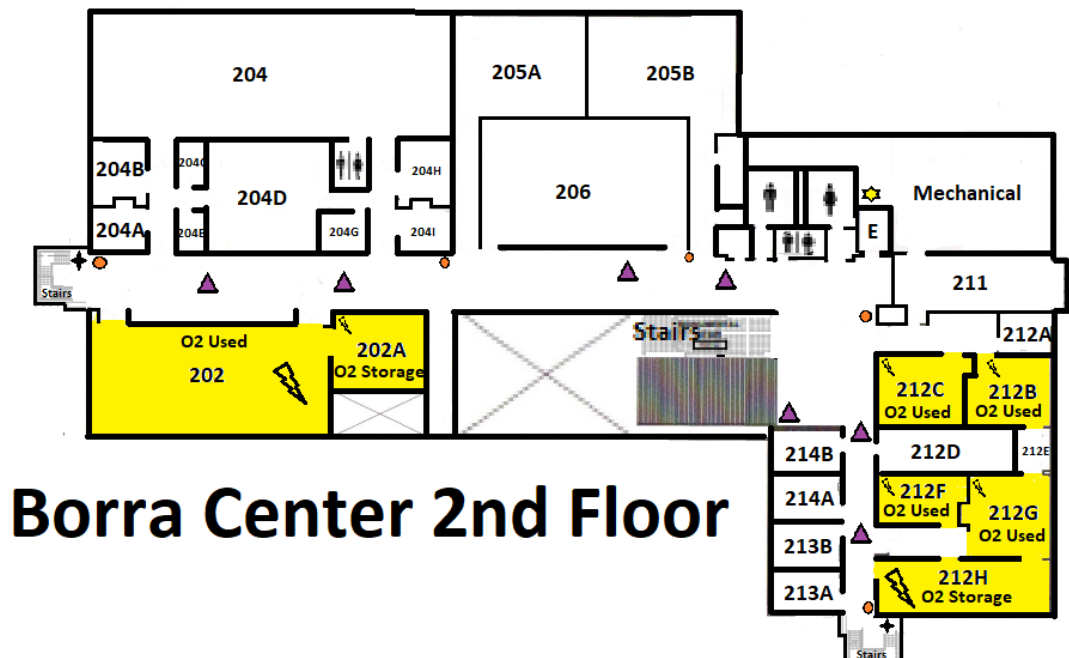




-  Shelter Area
-  First Aid Kit
-  AED
-  Fire Pull Station
-  Fire Extinguisher
-  Camera
-  Alarm Panel
-  Roof Access
-  Hazard O2-Oxygen
-  Narcan Location



-  Shelter Area
-  First Aid Kit
-  AED
-  Fire Pull Station
-  Fire Extinguisher
-  Camera
-  Alarm Panel
-  Roof Access
-  Hazard O2-Oxygen



| | | |
|--|---|--|
| Building Emergency Action Plan Borra Center for Health Sciences | Appendix B - Building-Specific Evacuation Maps/Plans | Reviewed and Updated: 8/26/2025 |
|--|---|--|

STAIRWELL & ELEVATOR INFORMATION

Stairwells

| Location | *Floor Access | Roof Access | Standpipe | Exit |
|----------------------------------|----------------------|----------------------|------------------|--|
| Center, North Side, West Side | 1, 2 | Ladder, trap door | No | 1 st floor, directly outside |
| Center, North Side, West Side | 1, 2 | No | No | 1 st floor, directly outside |

Elevators

| Elevator Number | Elevator Location | *Floors Access | Notes |
|----------------------------|--------------------------|-----------------------|---|
| 1 | West end of main hall | 1, 2 | Floor 1 is identified as the floor on which the closest accessible exit can be found |

*Floor Access Key

| Number | Description |
|---------------|-------------------------------------|
| 1 | 1 st floor, lowest level |
| 2 | 2 nd floor |

ASSEMBLY POINTS

1. ADA Interior Assembly Locations

If you are unable to evacuate for any reason, please go with a building occupant to one of the locations below that is away from any obvious danger. The building occupant will then go to the building evacuation assembly point and notify the on-site emergency personnel of your location. Emergency personnel will determine if further evacuation is necessary.

ADA INTERIOR ASSEMBLY POINTS:

| Floor Number: | Location(s): |
|----------------------|--|
| First Floor | This floor allows direct egress outside |
| Second Floor | The stairwells on the north, center or west. |

2. Outside and Indoor Assembly Points

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 the location of the exits.

SUGGESTED ASSEMBLY POINTS:

| Type: | Location: |
|--------------------|--|
| Outside - 1 | The west side of the building across Main St. In front of the Civic Center |
| Outside - 2 | The southeast corner of the student parking lot. |
| Indoor - 1 | |
| Outside - 2 | |