# Building Emergency Guideline
Effective June 13, 2017

**IMPORTANT:** If a building emergency threatens the health or safety of anyone inside the building, get to safety immediately and call 911. In the event of a fire, pull the nearest fire alarm, evacuate and call 911 from a safe distance.

The College maintains a building emergency action plan (BEAP) for both Parks Hall and the Riffe building. These BEAPs include evacuation plans with floor coordinators who know what to do once the fire alarm is engaged.

## Scope

This guideline provides an overview of what to do in the event that you become aware of a building emergency in Parks Hall or the Riffe building. Any faculty or staff member is able to report a building emergency and all are required to follow this guideline in the event that a report must be made.

## Guidelines

Building emergencies can be as minor as an overflowing toilet or leaky pipe in the ceiling to a much more significant issue such as a flooded lab or a fire. The first determination that must be made by the person discovering the emergency is if health and safety are at risk. Is so, 911 must be called immediately. Once that is determined not to be the case, reporting procedures are the same regardless of the nature of the building emergency.

While our Facilities Manager is always willing to help, the first point of contact for building emergencies is the Facilities, Operations and Development (FOD) department. FOD is responsible for receiving building emergency reports from faculty and staff and addressing the emergency once a report is made.

FOD maintains two mechanisms for reporting a building emergency (or non-emergency) and will communicate with the building coordinator once a report is received.

- 614-292-HELP (2-4357) will allow you to report the emergency directly to an operator.
- Service to Facilities website at https://fod.osu.edu/make-request.

## Procedures

_Report by Phone:_
1. Call 614-292-HELP (4357).

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2. When you are connected to a customer service representative, explain the nature of the emergency, location (building, room number, etc.) and answer any other questions they have.

*Report through Website:*
1. Go to https://fod.osu.edu/make-request.
2. Click on Submit a S2F Request.
3. Enter you name.# and password.
4. Confirm your contact information.
5. Click on Report a Problem.
6. Click on Select from Campus and choose Columbus.
7. Enter the name of the building and select it.
8. Follow the remaining prompts to further identify the problem area (room, stairs, grounds, etc.)
9. Select the problem type.
10. Describe the problem in the open text field.
    a. Include information on urgency.
11. Click Submit.

*Chemical Spills:*
1. Each lab has specific handling procedures for the chemicals contained with that lab.
2. In the event of a chemical spill, lab staff will follow these procedures.

# Common Emergencies
- Overflowing toilet
- Water dripping from ceiling
- Strange smell
- Any water leak
- Broken Glass
- Electrical Disruption
- Lights out

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