

THE OHIO STATE UNIVERSITY EMERGENCY EVACUATION PROCEDURES FOR

Instructors and Students

NOTE TO INSTRUCTORS: Please familiarize yourself with material given below and please read the material “Classroom Emergency Procedures” at the end of this section to your students during the first week of class.

Reporting of Emergencies and Alarms “Sounding the Alarm”:

Emergency response for all police, fire, and medical emergencies will be initiated by calling 9-1-1. Personnel discovering an actual fire should activate the building alarm along with calling 9-1-1. If there is no alarm in the building, warn others by knocking on doors and shouting as you leave.

All alarms sounding in a building are to be reported via 9-1-1 as soon as possible. If discernable advise the 9-1-1 operator whether the alarm is a building evacuation alarm or a trouble/fault alarm which maybe a single, continuous, ringing bell outside the building’s mechanical room.

Building Evacuation “Leaving the Building”:

First and foremost, Treat every building evacuation alarm as the “Real Thing”...Your life may depend on it! Evacuation will be announced by sounding the emergency evacuation bells, horns, or fire alarms. Bells, horns or alarms will sound continuously and can therefore be easily distinguished from the class change bells.

All building personnel and students must promptly respond to the emergency evacuation alarm. If it can be done safely, turn off any equipment that could constitute a further hazard (e.g., gas, operating equipment), and then proceed quickly and calmly to the nearest stairway and out the nearest exit. If possible close all classroom or laboratory doors. Do *not* use **elevators**. Evacuees should proceed well away from the building (at least 300 feet) preferably to their pre-determined Evacuation Assembly Point so as to be clear from any danger and to allow emergency response personnel and/or equipment into the area. The **Evacuation Assembly Points** for Lloyd M. Parks Hall are:

- **North of Cannon Drive to the Women’s Field House** (Classrooms 157, 250, 257, 544, 550, and 551)
- **East of West 12th Avenue to the BRT Plaza** (Classrooms 103, 107, 111, 202, and 203)
- **Rooms 103, 107, 111 Lloyd M. Parks Hall and the central portion of the first floor of Lloyd M. Parks Hall** (Inclement Weather Site)

Building code requirements result in stairways being the safest locations in a building in the event of a fire. Stairways are routinely checked by the firefighters for people needing assistance.

Elevators should *not* be used as a means of evacuation. The high potential for electrical or mechanical failure coupled with the increased risk of smoke inhalation makes elevators an unsafe means of evacuation. Individuals on elevators when the alarm bells sound are advised to exit at the first opportunity and evacuate via the nearest stairway.

Classroom instructors must interrupt class activity and advise students to evacuate the building. Students are obligated to follow emergency procedures in accordance with the Code of Student Conduct and Provisions of the Ohio Revised Code as referenced in the University Operating Manual.

Building Evacuation for Disabled Students and Personnel:

Disabled students and personnel (e.g., persons with physical, visual, or hearing impairments, etc.) have the primary responsibility for requesting assistance. It is suggested that instructors/supervisors determine, in advance, if any students/personnel require assistance during an emergency. If assistance is requested, the instructor should advise the class without making any specific individual arrangements. Should the evacuation alarm sound, the instructor/supervisor should request assistance to move students/personnel with physical disabilities to the nearest enclosed stairway or designed evacuation point. Other arrangements can include: assisting a visually impaired person from the building or informing a hearing impaired student that an alarm is sounding. Instructors/supervisors must inform emergency officials of the location(s) of the disabled students/personnel.

Moving persons in wheelchairs down a stairway is *not* recommended, unless specifically requested and considered advisable by those providing the assistance. One individual should remain with the disabled person, if this can be done without unreasonable personal risk. Others should evacuate the building and advise Fire Officials or University Public Safety Personnel of the location of the persons remaining in the building so that the emergency personnel may complete the evacuation. Elevators should *not* be used to move persons with disabilities.

Silencing of the alarm should *not* be considered an all-clear signal. The building should *not* be reentered unless indicated by Fire Officials or University Public Safety Personnel at the scene.

Weather Emergencies (e.g., Tornado Warning):

Weather emergencies will be identified by weather radios or by the sounding of the emergency sirens for three minutes followed by seven minutes of silence, a tornado warning indicates a tornado has been sighted by ground observers or has been confirmed by Doppler radar within our area (i.e., Franklin County). All

university personnel must respond promptly to the sounding of the sirens and take the following precautions:

In most university buildings the safest area is the basement. If a basement is *not* available, occupants should move to the central portion of the building on the lowest floor possible, away from outside walls and glass. Large, unsupported roof structures, as typically found in auditoriums and gymnasiums should be avoided. The **Tornado Safe Areas** for Lloyd M. Parks Hall are:

- **Rooms 103, 107, and 111 Lloyd M. Parks Hall**
- **Central portion of the first floor of Lloyd M. Parks Hall**

The tornado warning may last for a significant period of time, perhaps thirty (30) minutes or longer. A battery-operated radio turned to any local AM or FM station could provide current weather information. In any case, Personnel should *not* leave shelter until a period of at least ten (10) minutes has elapsed without the sounding of the alert sirens, or the local news media announced an **all-clear**.

Again classroom instructors must 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 above for building evacuations.

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

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

Bomb Threats:

A person may become aware of a bomb threat by a telephone call, e-mail, letter, etc. The person shall notify the University Police by dialing 9-1-1 after getting as much information as possible.

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

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 Emergency Evacuation Procedure.

Suspicious Package, Letter or Substance:

Recent events have generated concern regarding the possibility of potentially dangerous substances being carried through the mail. Such threats can frequently be controlled by screening of materials and by following the procedures listed below. The University Police and Office of Environmental Health and Safety (OEHS) 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.

Characteristics of Suspicious Packages: Mail and package delivery to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following:

Potential Elements of Suspicion:

- Fictitious, unfamiliar or no return address
- Hand written or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings, like "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

The presence of one or more of these elements does *not* always mean that the letter/package is suspicious. In the final analysis, this evaluation depends upon the judgment of the individual screening the mail.

Do Not Open or Handle. Suspicious letters/packages should *not* be opened and should *not* be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item, leave it alone and call University Police at **292-2121**. Keep others away from the area.

A Letter or A Package Claiming Contamination. If you open a letter/package with information that claims to have contaminated you; but there is no substance seen or felt in the envelope or on the letter or package, then chances are you have *not* been contaminated. Call University Police at **292-2121** and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken

place. Secure the area until the OSUPD arrives. Do *not* handle the suspicious item any more and do *not* let anyone else handle the item.

A Letter or A Package with a Foreign Substance. If you open a letter or package that claims to have contaminated you or there is some sort of foreign substance in the envelope or package, place the letter back into the envelope or foreign substance back into the package and close it back up. The person that opened the envelope or package and anyone who came in contact with the envelope or package or its contents after it was opened should immediately leave the room, remove any clothing that has the substance on it and place the contaminated clothing in a plastic trash bag. Then wash your hands with soap and water. Call the University Police at **292-2121** to report the letter or package. Tell the dispatcher you have opened the envelope or package, there is a substance inside, and what you have done up to that point.

The Risks will be Evaluated and Further Measures Taken if Necessary. The OSU Police and the Office of Environmental Health and Safety (OEHS) 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 area involved to normal activity will begin as soon as possible.

If you have questions, feel free to contact OEHS at **292-1284** or the OSUPD at **292-2121**.

Additional information concerning fire, weather, or other emergencies can be obtained by visiting the OEHS Web page at <https://ehs.osu.edu/>.

Classroom Emergency Procedures

To Be Read to Students the First Week of Class

- **To report an emergency call 9-1-1.** Speak slowly and clearly. Hang up last!
- When you hear the Building Fire Alarm, **leave the Building by the nearest safe exit! Do not use the Elevators. Treat every fire alarm as the “real thing”. Your life may depend on it!** Do *not* wait to see fire or smoke. Everyone should quickly and calmly collect their materials, exit the classroom or laboratory and close the door(s). If time allows, turn off gas in laboratories to rescue others only if you can do so safely. Move to the nearest stairway, out the nearest exit and away from the building at least 300 feet, out of the way of the emergency equipment. Report to the Emergency Assembly Point. Do *not* go back into the building until advised that it is safe. Persons with disabilities may choose to remain in place or report to an area of refuge.
- **When there is a power outage**, everyone should stay in his or her seat to see if the outage is temporary. If the outage appears to be long term, then everyone should calmly collect their materials and carefully exit the building.
- **When there is a Weather Emergency (i.e., Tornado Warning).** Weather emergencies can be identified by weather radios or emergency sirens. Respond promptly. In most buildings the safest area is in the basement, otherwise, move to the central portion of the building on the lowest floor possible, away from outside walls and glass. Large, unsupported roof structures, as typically found in auditoriums and gymnasiums, should be avoided.