



# Building Emergency Policies and Procedures

For

UC East

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Approved by the  
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## **A. Introduction**

The University of Cincinnati is committed to providing safe and comfortable environments for our students, employees and guests. That commitment is reflected in the following information, to be used in the event of a building emergency or evacuation. An emergency may include and is not limited to gas leaks, water leaks, power failures, hazardous material releases, fires, explosions, odors and bomb threats.

The following guidelines are reflective of existing University of Cincinnati Public Safety Department and Clermont County Fire Department policies and procedures and shall be distributed to all building occupants, as a tool for continuing personal safety.

## **B. Mission**

The mission of the Emergency Planning Committee is to assist any UC department affected by a disastrous incident to resume business functions as quickly as possible. The Emergency Planning Committee's activities will begin as soon as it knows about the incident and preferably, while the incident is being contained and mitigated. The areas it is primarily concerned with are:

- Health/Safety Issues
- Property
- Liability
- Return to Operational Status

The University Police Dispatch Center will notify the Emergency Planning Committee when an incident occurs.

## **C. Components of UC East**

UC East is occupied on two (2) floors with classrooms and offices. The first floor is located on ground level. There are parking lots on the east and west sides of the building entrances. The building is connected to the old Ford Plant that is currently not leased by the University of Cincinnati.

The fire alarm panel is located on floor two (2) at the top of the stairwell, in the **middle** set of stairs. The building is protected by a sprinkler system and is monitored 24/7 by an alarm company. There are stairwells located on the east and west sides of the building.



## **D. Safety Coordinators - Responsibilities and Contact Information**

Safety Coordinators are responsible for initial management of emergency situations, and assisting members of the department and the public until emergency personnel arrive.

Safety Coordinators must ensure that faculty and staff are aware of the procedures that are in place in the event of an emergency.

## **E. Persons with Disabilities – Special Circumstances**

### **1. Fire Emergencies**

Public Safety guidelines permit individuals with disabilities the option of staying in the building during an emergency if they are non-ambulatory, or where elevator assistance is essential for their evacuation, and they are located either above or below the ground floor.

- a. If on ground floor, exit the building as usual.
- b. If above or below ground, seek a safe place—preferably a room with an exterior window, a telephone, and a solid door.
  - Telephone Emergency Dispatch (9-1-1) and advise them you are a person or with a person with a physical disability. Give your exact location – Building, Floor and Room number and the phone number you are calling from.
  - The Fire Department will determine if evacuation of these occupants is necessary.

### **2. Severe Weather Emergencies**

Persons with disabilities may use the elevator for severe weather emergencies to access ground levels. A non-disabled person should stay with the disabled to assist, if necessary.



## F. Emergency Types / Evacuation Rally Points

### 1. Fire:

If you encounter smoke, fire, fire alarm activation or a report of burning odor, immediately:

- a. Activate the nearest fire alarm pull station.
- b. If possible, close all doors and windows, call 9-1-1, and activate a pull station on your way out of the building.
- c. **DO NOT USE THE ELEVATORS!**
- d. Exit the building as quickly as possible, using the nearest useable stairwell to the exit level (Level 1/Lobby) and exit the building.
- e. The Clermont East Assembly Locations are in either parking lot away from the building and the road entrances. Assemble with your department and/or class or as designated by the training you have received from your Safety Coordinator.
- f. Safety Coordinators will report any known missing employees, students or visitors, and their last known location, to the nearest emergency personnel.
- g. Instructors will account for any missing students.
- h. Await further instructions from UC Public Safety or Central Joint Fire Department.

### 2. Severe Weather:

If severe weather is detected (severe thunderstorms, tornadoes etc) the severe weather warning system will sound, instructing all occupants to:

- a. Evacuate your area using the nearest stairwell.
- b. Elevators may only be used by individuals with ambulatory disabilities.
- c. Severe weather safety locations for Clermont East are noted as the lowest level of the stairwells and the lower level restrooms.
- d. Await further instruction from Public Safety or Central Joint Fire Department before leaving the assembly area.

### 3. Bomb Threats / Suspicious Activities:

If you receive a bomb threat, suspicious package, locate a suspicious item or see suspicious activity:

- a. Do not use cell phones or radios!
- b. Call 9-1-1 to report what you have found, heard or seen from a landline (desk) phone.
- c. Do not attempt to move or open items, or confront individuals.
- d. If warranted, and if possible, clear all individuals from the immediate area lock the doors, exit the building using a stairwell, and assemble at your predetermined relocation points.
- e. Generally, do not use the fire alarm system to notify occupants.



- 4. Illness or Injury:** In the event of an illness or injury:
- Call 9-1-1 and report your location and what has happened.
  - Direct someone to the front door of the building to direct emergency personnel to the injured/ill person.
  - Automation External Deliberation (AEDs) and First Aid Kits are available. The AED is located next to the central stairway on the first floor. First Aid kits are in each Allied Health Lab and in the Faculty/Staff Lounge.

**5. Armed Individual:**

- If you observe an armed individual on campus at any time, or if an individual is acting in a hostile or aggressive behavior, contact UCPD immediately by dialing 911.
- If an armed subject is inside the building, but not in the room:
  - If you can leave the building safely, do so.
  - If flight is impossible, lock the door to the room. If you cannot lock the door, and can do so safely, move to another room that can be secured.
  - If you cannot lock the door, and cannot move to another location, barricade the door with furniture.
  - Stay out of line of sight if there are windows into the room, turn off the lights, and remain quiet.
  - Listen for instructions from Emergency Responders.
- If an armed subject enters your room:
  - There is no single procedure that can address all possibilities.
  - If possible, leave the room.
  - If it is not possible to leave, attempt to negotiate with the individual.
  - Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.

**G. Emergency Response Teams**

UC East is served by the University Police (556-1111), the Central Joint Fire Department (911), Environmental Health and Safety (556-4968), University Health Services and Facilities Management personnel. All immediate emergency concerns can be directed through the UC 9-1-1 Communications, by dialing 9-1-1 from any UC phone.

**H. Building Hours and Security**

UC East is open to the public from 7:00 am to 10:30 pm, Monday through Friday; 7:00 am to 3:00 pm on Saturday. After hours, access is restricted to those with current key card access, as approved by your Department.



**I. Major Fire Hazards for UC East**

There are no major fire hazards in UC East. No large chemicals quantities are stored in this building.

**J. Identification and Assignment of persons responsible for maintenance of systems to control and prevent fires**

The fire alarm system is maintained by the building owner's contracted provider.

**K. Other Resources**

For more information, please contact:513-556-4909

**Emergency Preparedness:** [http://www.uc.edu/pubsafety/emergency\\_services/Emergency\\_Prep.html](http://www.uc.edu/pubsafety/emergency_services/Emergency_Prep.html)

**Fire Prevention:** [http://www.uc.edu/pubsafety/emergency\\_services/fire\\_prevention1.html](http://www.uc.edu/pubsafety/emergency_services/fire_prevention1.html)

**Fire Alarms:** [http://www.uc.edu/pubsafety/emergency\\_services/Fire\\_Alarm.html](http://www.uc.edu/pubsafety/emergency_services/Fire_Alarm.html)