Building Emergency Coordinator Information

For questions with this information contact UC Public Safety, Emergency Management 513-556-4900

University of
CINCINNATI

Introduction

The University of Cincinnati is committed to providing a safe environment for students, employees and guests. One means of achieving that goal is the development of Building Emergency Plans.

Guidelines in this plan document are reflective of policies/procedures in place at the UC Department of Public Safety, the local fire departments and Ohio Fire Marshall. All permanent and transient building occupants should become familiar with the information contained in these Building Emergency Plans.

Building Emergency Plan <u>Example</u>:
University Hall

University Hall has six floors. The entire building is equipped with pull stations, smoke detectors, fire extinguishers and a sprinkler system. The main fire alarm panel is located inside of the main entrance doors on the right side.

Note: Each plan is unique to the specifics of the building. Also within the individual plans, the floor plans are included which locate pull stations, fire extinguishers and areas of rescue assistance. It is imperative to become familiar with your building and to know at least two ways out.

University of
CINCINNATI

Building Hours and Security

The majority of buildings are unlocked and open to the public 7 a.m. to 5 p.m., Monday through Friday. Outside of those hours, access is limited to faculty and staff members with approved ID and who have been granted access by a supervisor. Some buildings may also be unlocked and occupied on weekends.

Search UC   Go

University of CINCINNATI

UC ALERT •))

UC Alert

Current Status

UC UPTOWN CAMPUS

Open & operating under normal conditions.

UC BLUE ASH CAMPUS

Open & operating under normal conditions.

CLERMONT CAMPUS

Open & operating under normal conditions.

FISHWICK CAMPUS   READING CAMPUS   CENTER HILL CAMPUS   VICTORY PKWY CAMPUS

UC Alert provides important information regarding the status of UC's campuses. In the event of an emergency or inclement weather, information will be posted here. Please bookmark this page. You can also call 513-556-3333 for campus status updates.

Important Numbers

Emergency: 911
UC Police: 513-556-1111 / 513-558-1111
UC Blue Ash Security: 513-745-5707

When an emergency occurs, the University of Cincinnati utilizes several tools to communicate with members of our community in a quick and coordinated manner. These tools include:

▸ voice notification system
▸ text message

Helpful Resources:

Winter Weather Closure Policy

Emergency Operations Plan

Severe Weather Shelter Locations

University of CINCINNATI

UC Communications Center:
Calling 911 on Campus

The University of Cincinnati 911 Communications Center is interconnected with other communications centers operated by the City of Cincinnati, Hamilton County and Clermont County. All four centers operate 24/365.

University of
CINCINNATI

UC Communications Center:
Calling 911 on campus

All 911 calls using campus phones will be routed to the UC Communications Center regardless from which campus a call is placed. A 911 call from a cell phone will typically (but not always) be routed to the nearest city or county dispatch center.

The city/county center receiving the call will ask for some additional information and then transfer the caller to the UC Communications Center while simultaneously notifying emergency responders in the appropriate geographical area.

Note: It is imperative that whenever placing a 911 call using a cell phone from any location that the caller provides the call-taker with the specific UC Campus and location where emergency assistance is needed. For example: 911 call takers are trained to ask callers, "911, where is your emergency?" The caller in this example should reply, "The University of Cincinnati Blue Ash Campus; Walters Hall; Room 144."

University of
CINCINNATI

Building Point of Contact (POC) Responsibilities
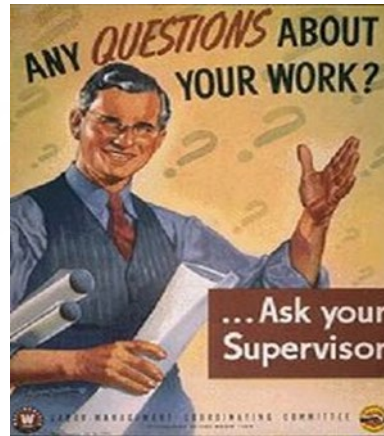
A Building POC (or alternate) is responsible to make all reasonable efforts to ensure that evacuation/relocation takes place when an emergency alarm system is activated or a severe weather alert necessitates relocation within a building.

Note: Building POCs will not jeopardize personal safety while attempting to ensure that building occupants have taken appropriate protective actions. Building POCs are also responsible to account for departmental employees and visitors who may have assembled at the designated evacuation/relocation points post-building evacuation/relocation

University of **CINCINNATI**

Accounting for Occupants After Evacuation

- The Building Point of Contact (POC) will attempt to account for all occupants after a building evacuation.
- Building POCs will report any missing occupants and their last known location to emergency responders.
- Per the Ohio Fire Code, Building POCs are responsible to educate new employees and to ensure that all building occupants have received a copy of the Building Emergency Plan.

Note: Building POCs are required for each department.

University of
CINCINNATI

Emergency System Components

- Audible fire alarms are designed to notify building occupants whenever fire alarm pull stations, smoke detectors, heat detectors or fire sprinkler systems go into activation.

- Whenever anyone of these aforementioned systems is activated, notification is automatically transmitted to the University of Cincinnati 911 Communications Center responsible to dispatch appropriate resources to the respective emergency.

- The majority of university buildings contain ABC type extinguishers used for fires fueled by paper, flammable liquids, and electrical fires.

Note: The majority of UC buildings contain a sprinkler system and voice announcement capabilities. If there are fire hazards within your area other than ordinary combustibles, a fire extinguisher or an extinguishment system is provided. It is important to become familiar with building fire hazards and the extinguishing systems.

PASS

PULL
AIM
SQUEEZE
SWEEP

University of
CINCINNATI

Area of Rescue Assistance (ARA)

An ARA is an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. The ARA contains a means of two-way communication with the dispatcher. Further instructions will be provided via this two-way communication system.

Note: Not all buildings have an ARA. If someone is unable to use the stairs for evacuation in a non-ARA building, that person may remain inside of a room with a solid core door, phone land line and exterior window. A 911 call must be made to advise the dispatcher of the person's specific location and other relevant information such as how many other people have remained in the ARA. Further instructions will be provided.
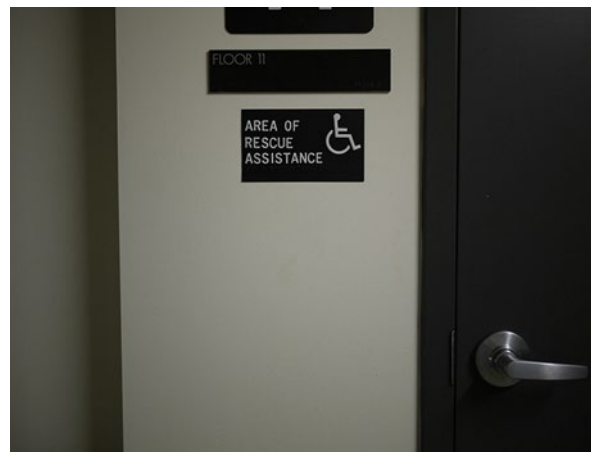
Persons with Disabilities: Special Circumstances

Fire Emergencies:
- Disabled or non-ambulatory individuals located above or below the ground floor in a building have the option to remain in the building during an emergency when the use of an elevator is essential for evacuation.
- If located above or below the ground floor, seek a safe place—preferably a designated Area of Rescue Assistance (none are currently located in University Hall), or in a room with an exterior window, a telephone and a solid door.
- Severe Weather Emergencies:
- Assist persons with disabilities to severe weather shelter locations. Elevators may be used by individuals who are disabled or non-ambulatory.

Note: Emergency Dispatch (911) should be contacted and advised that a person(s) with a disability or a non-ambulatory person(s) has remained inside of a building. It is necessary to provide an exact location – campus, building, room number and the phone number from which a notification call is made. Upon arrival, the fire department will determine the best protective action for disabled or non-ambulatory building occupants

University of
CINCINNATI

Emergency Types / Evacuation and Relocation Points

Fire: the following actions should be taken whenever a person encounters smoke, fire or burning odors, or when a fire alarm is activated.

- Activate the nearest fire alarm pull station while exiting the building
- If possible, close all doors and windows
- DO NOT USE THE ELEVATORS
- Exit the building as quickly as possible and call 911 once outside
- Assemble at designated relocation point and account for all personnel.
- Await further instructions from emergency personnel
- Do not reenter a building unless approved by emergency responders

Note: Building POCs will account for all employees and visitors and advise the fire department of relevant information.

University of CINCINNATI

Fire Drill or Fire Alarm

- Fire Drills <u>are planned and scheduled</u>. Public Safety conducts fire drills in university buildings as required by the Ohio Fire Code.

- Fire Alarms <u>are not planned</u> and building emergency plans including evacuation should be followed until the cause of the alarm has been determined or the emergency resolved.

Note: Unless otherwise stipulated, the Ohio Fire Code mandates evacuation of building occupants whenever a fire alarm is activated. All fire alarms are emergencies until resolved by UC Public Safety or authorities with jurisdiction.

University of
CINCINNATI

Severe Weather: Campus warning systems will be activated for tornado warnings

- A tornado warning is an alert when a tornado has been sighted in the area.
- Take shelter inside of a building relocation area designated for tornados.
- Elevator use is restricted except for persons who are non-ambulatory.
- Severe weather safety locations are designated for university buildings.
- Await further instruction from Public Safety before leaving a relocation area.

- Note: Severe Weather Shelter locations are noted as the lowest level of the building away from exterior doors and windows. Lower level restrooms and interior stairwells may also be used. Determine the best location for your department and familiarize yourself with the area. Some UC buildings (such as the PEER, Fieldhouse, 5/3rd Arena floor level, Commons Edge North and South) are NOT safe locations during severe weather. These areas will need to evacuate to a nearby building.

University of
CINCINNATI

Bomb Threats / Suspicious Activities

- In the event of a bomb threat, suspicious package or suspicious item:
- Do not use cell phones or radios to make a report (e.g. cellular phones/radios could activate a bomb or suspicious device)
- Call 911 using a landline phone
- Do not move or open items
- Remove all individuals from the immediate area, lock the door, secure the building and assemble at your evacuation location.

University of CINCINNATI

Illness or Injury

- Call 911
- Have someone stay with the victim
- Have someone meet emergency responders to direct them to the patient

Note: When using a cell phone, make sure to inform the dispatcher of your exact location including campus, building and room number.

University of
CINCINNATI

Shelter in Place vs Lockdown

Shelter in Place

- Term used for severe weather, chemical release and may be used for situations where you are being asked to stay indoors

Lockdown

- Term used for K-12
- UCPD cannot prevent anyone (over 18) from exiting a building or area if they chose to do so

University of CINCINNATI

Active Shooter

RUN-HIDE-FIGHT

- If you can escape safely during an active shooter event then run
- If escape appears impossible then hide
- If running or hiding are not possible or fail, and confronted by the aggressor, then fight

- https://www.youtube.com/watch?v=5VcSwejU2D0

ACTIVE SHOOTER RESPONSE
LEARN HOW TO SURVIVE A SHOOTING EVENT

RUN   HIDE   FIGHT

CALL 911 ONLY WHEN IT'S SAFE TO DO SO

University of CINCINNATI

Active Shooter

- Run immediately – leave everything behind
- Encourage others to escape with you, but do not wait for them to decide
- Once you are safely away from the shooter, then call 911 and report the incident
- Lock and barricade doors, turn off lights, silence cell phones completely and remain quiet
- Take cover behind furniture or fixtures away from doorways
- Stay away from windows
- Silently notify UC Communications using the Bearcat Guardian (formally LiveSafe)
- Prepare yourself and others to fight if necessary
- Use anything around you as a weapon to fight…there are no rules
- Fight to create an opportunity to escape

University of
CINCINNATI

Questions?

Please contact UC Emergency Management

513-556-4900

University of
CINCINNATI