



Building Emergency Policies and Procedures

For

Victory Parkway Campus (5 buildings)
2220 Victory Parkway
Cincinnati, OH 45206

May 2024

Approved by the
Public Safety Department
of the
University of Cincinnati

Table of Contents

A. Introduction

B. Components of Victory Parkway Campus

1. **Building Components**
2. **Emergency System Components**
3. **Area of Rescue Assistance**
4. **Automatic External Defibrillator (AED)**
5. **Naloxone (Narcan)**

C. Building Hours and Security

D. Calling 911 On Campus/ UC Communications Center

E. Accounting for Occupants After Evacuations

F. Building Safety Points of Contact- Responsibilities and Contact Information

G. Persons with Disabilities – Special Circumstances

1. **Fire Emergencies**
2. **Severe Weather Emergencies**

H. Emergency Types / Evacuation Rally Points

1. **Fire**
 - i. **Fire Drill**
 - ii. **Fire Alarm**
2. **Severe Weather**
3. **Bomb Threats / Suspicious Activities**
4. **Illness or Injury**
5. **Active Shooter**

I. Emergency Responders

J. Major Fire Hazards for Victory Parkway Campus

K. Identification and Assignment of Personnel Responsible for Maintenance of Systems to Control and Prevent Fires.

L. Identification and Assignment of Personnel Designated for Information and Duties for a Building Emergency Plan.

A. Introduction

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

It is impossible to predict campus emergencies or the magnitude of such emergencies. The complexity of a campus like the University of Cincinnati requires the full support of departments, faculty, staff, and students to successfully implement a Building Emergency Plan. The development, distribution, and familiarization of Building Emergency Plans are essential for student and employee safety.

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

B. Components of Victory Parkway Campus

1. Building Components

The Victory Parkway Campus is composed of 5 buildings, with some connected. The fire alarm panel for the Administration Building is located on the 1st floor in the lobby at the front door.

The fire alarm panel for the Classroom building is located on the lower level, near the lower parking lot.

The fire alarm panel for the Library, North Lab and Science Building are located at the main entrance doors.

The entire building is equipped with pull stations, smoke detectors, fire extinguishers, and sprinkler system

2. Emergency System Components

Audible fire alarms are designed to notify building occupants whenever fire alarm pull stations, smoke detectors, heat detectors, beam detectors, or fire sprinkler systems go into activation. Building occupants may receive additional verbal warning information through the fire alarm speaker system, and visual alarm notification via strobe warning lights, both co-located in most university buildings. Note: smoke and heat detector installation may be limited to specific areas of some buildings. Automatic fire sprinkler systems are used to protect building occupants and contents in residence halls, classrooms, meeting rooms, and most indoor places of assembly. 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.

Several different types of fire extinguishers are installed throughout university buildings. Specific building hazards are the key factor used to determine the types of fire extinguishers installed. Victory Parkway Campus contains mostly ABC type

extinguishers used for fires fueled by paper, flammable liquids, and electrical fires. Fire extinguishers are maintained by Facilities Management.

4. Automatic External Defibrillator (AED)

AEDs are medical devices used to shock an unconscious person during times of cardiac arrest. Instructions for use are provided by the unit when turned on. 9-1-1 must be notified immediately for medical emergencies. AEDs are located in Victory Parkway:

- Admin: 2nd and 3rd floor elevator lobby
- Classroom at fire alarm panel
- Library
- North Lab: 2nd floor elevator lobby by room 200B
- Science Building: by room 106

5. Naloxone (Narcan)

Opioid overdose can quickly lead to death without intervention. The purpose of the program is to treat opioid overdose like any other medical emergency and reduce the number of deaths resulting from opioid overdoses.

University of Cincinnati is deploying a comprehensive program of opioid overdose harm reduction in January 2024. It will include NaloxBox installation for emergency intervention, as well as community-wide distribution of prevention methods and education. The NaloxBoxes are strategically installed in areas that are accessible to the campus community. They are paired with an AED for easy visibility. The NaloxBoxes will be monitored and maintained by the Student Wellness Center, in collaboration with Public Safety and Emergency Management.

NALOXBOX LOCATIONS

Langsam Library
DAAP Wolfson Center
Stratford Heights Building #16
Tangeman University Center
Steger Student Life Center
Corbett Center of Performing Arts
Kettering Laboratory Complex
60 West Charlton
UC Blue Ash – Muntz Hall
UC Clermont – Edith Peter Jones
College of Medicine (MSB)
Lindner College of Business

Main Entrance
500 level at the entrance
1st Floor elevator lobby
Dining Hall Floor
4th Floor near elevator
3rd Floor near room 3310
G99 Hallway
1st Floor elevator lobby near room 197
Main lobby near room 109
Main lobby near room 20
E Level elevator lobby
Elevator lobby near room 1498

3. 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 Areas of Rescue Assistance located in the Victory Parkway Campus are as follows: 1) Science Building 3rd floor 2) Science Building 4th floor and 3) Library 3rd floor. For a complete list of ARA campus location, please see the UC Emergency Management website.

C. Building Hours and Security

Victory Parkway Campus is unlocked and open to the public 6:30 am to 7 pm, 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.

D. Calling 911 on campus/ UC Communications Center

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. 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. 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 should reply, "The University of Cincinnati Blue Ash Campus; Walters Hall; Room 144". 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.

E. Accounting for Occupants After Evacuations

Building Safety Points of Contact (POC) will attempt to account for all occupants after a building evacuation. Building occupants are strongly urged to check in at predetermined building evacuation collection points for accountability purposes, and so that emergency responders do not have to unnecessarily enter buildings searching for "missing" building occupants. Building Safety POCs will report any missing occupants and their last known location to emergency responders.

F. Building Safety Points of Contact (POC) - Responsibilities and Contact Information

Building Safety POCs are required for each Department. These individuals (or alternates) are 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. Building Safety POCs will not jeopardize personal safety while attempting to ensure that building occupants have taken appropriate protective actions. Building Safety 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. UC Public

Safety Emergency Management and Fire Inspectors will provide additional information to Building Safety POCs and alternates upon request.

Building Safety POCs are responsible to maintain a list of Building Safety POC alternates, and to ensure that all building occupants have received a copy of the Building Emergency Plan.

Building Safety POC List

Department	Building Safety POC	Telephone	Floor
Administration	Minnie Easley David Wisor Charlotte Brinneman	513-556-6580 513 556-3173 513 556-3079	----- 2nd 4th
Classroom	MaryPat Buck	513 556-9186	
Library	Charlotte Brinneman	513 556 3079	
North Lab			
Science Building	Minnie Easley	513 556 6580	
OLLI	MaryPat Buck Cate OHara	513 556-9186 513-556-9174	
DAAP	Joe Girandola	513-556-2426	
CECH	Hazem Said	513-4874	

G. Persons with Disabilities – Special Circumstances

1. Fire Emergencies

Disabled or non-ambulatory individuals located above or below the ground floor have the option to remain in the building during an emergency when the use of an elevator is essential for evacuation.

- a. If located on the ground floor, exit the building the same as other building occupants.
- b. If located above or below the ground floor, seek a safe place—preferably a designated Area of Refuge (or a room with an exterior window, a telephone, and a solid door. Rooms 309, 501, 701, and 802 may be used.)

- Call Emergency Dispatch (911) and advise that you are a person or with a person who is non-ambulatory or has a physical disability. Give your exact location – Campus, Building, Room number, and the phone number from which you are calling.
- Upon arrival, the fire department will determine the best protective action for disabled or non-ambulatory building occupants.

2. Severe Weather Emergencies

Assist persons with disabilities to severe weather shelter locations. Elevators may be used by individuals who are disabled or non-ambulatory.

H. Emergency Types / Evacuation and Relocation Points

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

- 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
- The Victory Parkway Campus Building Assembly Location is sidewalk near Victory Parkway. The Classroom Assembly location is the Science Building vestibule.
- Building Safety POCs will account for all employees and visitors and advise the fire department of relevant information. Note: advise the fire department of only the information that is known. Do not guess.
- Building Safety POCs must report missing employees/visitors and the last known locations to emergency personnel
- Await further instructions from emergency personnel
- Do not reenter a building unless approved by emergency responders

Fire Drill or Fire Alarm

- Fire Drills are planned and scheduled. Public Safety conducts fire drills in university buildings as required by the Ohio Fire Code.
- Fire Alarms are not planned and building emergency plans 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 having jurisdiction.*

2. Severe Weather: Campus warning systems will be activated for tornado warnings (i.e. a tornado has been sighted in the alert area)

- Take shelter inside of a building relocation area designated for tornados. For a complete list of Severe Weather Shelter locations, please see the Emergency Management website.

- Elevator use is restricted except for persons who are non-ambulatory
- Severe weather safety locations for Victory Parkway Campus are designated as the lowest level, interior hallway, lower stairwells, and any lower level restrooms without glass windows or doors
- Await further instruction from Public Safety before leaving the relocation area

3. 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 with your department on the sidewalk next to Victory Parkway.

4. Illness or Injury

For illness or injuries requiring medical assistance, call 911 from a UC landline to reach the UC 911 Communications Center. Calling 911 from a cell phone will typically contact the nearest 911 Communications Center. However, when using a cell phone, make sure to inform the dispatcher of your exact location including campus, building, and room number.

- After notifying 911, the dispatcher will send emergency medical assistance as needed
- Someone should meet emergency services at the building entrance to escort emergency personnel directly to the ill/injured person

5. Active Shooter

➤ RUN:

- If you can escape safely during an active shooter event then run
- 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

➤ HIDE:

- If escape appears impossible then hide
- 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 App

- Prepare yourself and others to fight if necessary
- **FIGHT:**
 - If running or hiding are not possible or fail, and confronted by the aggressor then fight
 - Use anything around you as a weapon to fight...there are no rules
 - Fight to create an opportunity to escape

I. Emergency Responders

Victory Parkway Campus is served by UC Public Safety (513-556-1111)

UC Environmental Health and Safety (513-556-4968)

UC University Health Services and Facilities Management (513-558-2500)

All immediate emergency concerns can be directed through the UC 911 Communications, by dialing 911 from any UC phone.

J. Major Fire Hazards for Victory Parkway Campus

There are no major fire hazards in Victory Parkway Campus. No large chemicals quantities are stored in this building.

K. Maintenance of Systems to Control and Prevent Fires

The fire alarm system is maintained by the UC Department of Public Safety. The UC Facilities Management Department maintains building operations and housekeeping. Both departments may be reached by contacting the University of Cincinnati Communications Center at 911 or 513-556-1111 (non-emergency).

L. Building Emergency Plan Additional Resources

UC Public Safety Emergency Management may be contacted at 513-556-4900.

