

THE OHIO STATE UNIVERSITY



Insert Department / Building Name Here

Emergency Operations and Evacuation Plan (EOEP)

DECEMBER 2001



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Introduction

The Office of Environmental Health and Safety in collaboration with University Public Safety developed this model Emergency Operations and Evacuation Plan (EOEP) to assist departments in preparing for building emergencies as required by University policy (Human Resources Policy and Procedure Manual – 7.10; Occupational Health and Safety), the Ohio Fire Code (FM707.0) and the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38 as required by the Ohio Revised Code, Chapter 4167 (Public Employees Risk Reduction Act). This plan is intended for use by multiple departments that occupy University facilities and may be completed as a departmental evacuation plan.

It is expected that departments will customize and complete this plan to meet their specific needs, operations and locations. Staff members from Environmental Health & Safety are available to assist; however review and dialog among departments within a fire zone must be part of the process.

The EOEP model plan was written to correlate with the larger Ohio State University Emergency Management Plan for campus operations during large scale or campus-wide emergencies.

Considerable effort has gone into trying to make this plan concise, clear, easy to use and easy to implement. If we can be of further assistance, please call your safety representative in the Office of Environmental Health and Safety at (614) 292-1284.

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[*Insert Department / Building Name Here*]
Emergency Operations and Evacuation Plan (EOEP)

Italicized text, such as this, is instructional information provided to help in completion of the plan and should be deleted when the plan is complete. The balance of the text should remain to assure full compliance with applicable regulations.

A. PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning and to establish training for the staff of [*insert department / building name*] for fire and other emergency evacuations as required by University Policy, the Ohio Fire Code and OSHA standards.

B. SCOPE

This plan applies to all occupants in [*insert building name here -or- insert building areas here*] occupied by *insert department name here in the insert building name here* as follows:]

List areas here occupied by your department if this will be a departmental plan serving only a portion of a single building.

C. COORDINATION WITH OTHER EMERGENCY PLANS

As part of the University's emergency management plan, this emergency operation and evacuation plan is a key component in department safety plans and University critical incident planning and must be coordinated with these other emergency/safety documents:

1. The Ohio State University (OSU) Critical Incident Manual

This plan outlines procedures and duties for obtaining information, communicating with the OSU Emergency Operation Center (Section E. 4), responding to non fire building emergencies and other contingencies, which are consistent with The Ohio State University's Critical Incident Manual for large scale or campus-wide emergencies.

2. Other Departmental Emergency Operations Plans

This departmental plan has been coordinated as necessary with other departmental plans in (*insert building name here*) as follows:

List other departmental evacuation plans here if applicable.

D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

This plan reflects the University's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by OSHA 29 CFR 1910.38.

E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

1. OSU Police Department

The Ohio State University Police Department (OSUPD) in Blankenship Hall at 901 Woody Hayes Drive maintains an Emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial 9-1-1 from any campus telephone.

2. Environmental Health and Safety

The Environmental Health and Safety (EHS) emergency response team is available to provide consultation and support for hazardous material spills and releases, temporary controls and other general information to the Columbus Fire Department (CFD), OSUPD and OSU departments during normal business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday. After normal business hours, the EHS emergency response team may be contacted through the OSUPD.

3. University Security Services

University Security Services (USS), located in Blankenship Hall at 901 Woody Hayes Drive, is responsible for all alarm monitoring on campus and provides Security Services for select University Facilities. USS operates a 24-hour, 7-day a week alarm monitoring center. Issues involving alarm systems, not including maintenance or repair, should be brought to the attention of USS. Maintenance or repair of alarm systems should be directed to the Physical Facilities Customer Service Center.

4. University Public Safety

The Division of University Public Safety is the coordinating public safety entity on campus. The main office is located in Blankenship Hall at 901 Woody Hayes Drive. The Office of the Assistant Vice President for Public Safety is also housed in Blankenship Hall. The OSU Police Department and University Security Services are the two main operating units within the Division of University Public Safety. The Office of the Assistant Vice President for University Public Safety is also responsible for the maintenance of the University's overall emergency response and disaster planning efforts and protocols.

5. Physical Facilities

The Physical Facilities division maintains a 24 hour, 7 days a week Customer Service Center. This support includes, but is not limited to building maintenance, utilities and janitorial emergencies.

6. Division of Student Affairs

The Division of Student Affairs will staff an emergency operations center in Room 128 Lincoln Tower to respond to issues and coordinate activities of the Division. A 1-800 number and a web site will be maintained to provide timely and accurate information. This emergency operations center will be staffed whenever the University Emergency Operation Center is activated as well as for incidents, which impact large numbers of the student population.

7. OSU Emergency Operation Center

For a major local or regional emergency, the University's Emergency Operation Center (EOC) may be activated. EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid and other needs must be provided to the EOC through the OSUPD. The EOC may be reached by calling University Police at 292-2121.

8. WOSU AM 820 – Official Emergency Broadcast Station

WOSU AM 820 is the official area broadcast station in case of major disaster or University closing. Tune in to this station for information.

F. EMERGENCY COMMUNICATIONS

A list of other department specific monitored systems such as alarmed equipment and communication resources such as radios; cellular phones; etc. should be inserted here.

1. Telephone

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones may not function. An alternative in some buildings is the emergency single-line phones, which could function in a power outage. *[Insert Building name here]* personnel will serve as messengers if phone communication is not an option.

If your building is equipped with a backup phone service capable of operating in the event of a system outage, list the equipment, plug location(s) and the location of instructions on its use here. Included in this list should be the location of pay phones as they are part of the Emergency Phone System.

Most buildings equipped with fire alarm systems are continuously monitored for alarm by University Security Services. These alarms result in a call to the Columbus Fire Department and OSUPD. Those buildings not monitored by University Security Services are equipped with a locally activated fire alarm system (pull station) that would require building occupants to notify OSUPD by dialing 9-1-1. If you are not sure whether your building is continuously monitored for alarms, it should be treated as a building not equipped with continuous monitoring and building occupants should notify OSUPD by dialing 9-1-1.

*****When calling 9-1-1 from cellular telephones, you will reach the Columbus Police Department*** You can either ask the Police Dispatcher to transfer you to OSUPD or call 292-2525 from your cellular telephone.**

G. EXPECTATIONS FOR DEPARTMENTS AND STAFF

1. Employees, Faculty & Staff are Responsible for:

- a. Being familiar with and following EOEP procedures when required.
- b. Participating in training as required.
- c. Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to ensure they are aware that evacuation is required when the alarm system is activated and where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.
- d. **When the fire alarm sounds, begin immediate evacuation according to the plan. Continue evacuation of the building until outdoors and away from the building. Do not hesitate or stop to make phone calls, retrieve personal items, etc.**

2. Special Positions

The Building Emergency Coordinators and their alternates or designees are employees and occupants of the buildings and have either volunteered or been appointed to serve in these positions. They receive special training and authority for their roles in employee safety. (Appendix A)

3. Building Emergency Coordinator Responsibility and Control

- a. The Building Emergency Coordinator acts as the liaison with the responding emergency service and others if a building emergency occurs. In their absence, the alternates are responsible for carrying out the requirements. If an emergency occurs when these individuals are not available, the most senior employee will have decision-making authority. A contact person appointed by the principal investigator of each research group is responsible for laboratories and work areas (Appendix B). Any possible problem areas should be reported to responding emergency personnel.
- b. For a community-wide event, the Building Emergency Coordinator or an alternate will establish contact with the OSU Emergency Operations Center (EOC).

4. Building Emergency Coordinator and Alternates Duties

- a. Prepare and maintain the building's Emergency Operations and Evacuation Plan (EOEP). EHS can help with technical questions.
 1. A copy of the completed plan (building or departmental) should be available in all departments.
- b. Coordinate with building/department administrators (liaisons) responsible for employee, student, and visitor health and safety.
- c. Assign Floor Evacuation Coordinator(s) (and alternates) for all areas of the building and ensure they know what their duties are in case of an evacuation. Floor Evacuation Coordinator orientation is required when there are changes of personnel. A current list of Floor Evacuation Coordinators and alternates is to be maintained in the building's EOEP (Appendix A). The Building Emergency Coordinator is responsible for training Floor Evacuation Coordinators who have been designated by department or building administrators.

Formal assignment of Floor Evacuation Coordinators may not be necessary in all cases depending upon the nature and occupancy of your building. If your building is relatively non-public, evacuation assurance using Floor Evacuation Coordinators may not be necessary. The role could alternately be assigned to managers and supervisors where appropriate.

- d. Ensure classroom instructors inform students about emergency procedures, exit routes and assembly points on the first day of class.
- e. Schedule "Floor Evacuation Coordinator Training" for assigned personnel. Contact EHS for training materials.
- f. Review the emergency plan at least annually and confirm it is current.

- g. Ensure emergency services (OSUPD and EHS) are notified after all actual building emergencies as appropriate. False alarms do not need to be reported to EHS.
- h. During a fire alarm, report to the evacuation assembly point and act as a liaison with responding emergency services and do the following:
 1. Receive status reports from Floor Evacuation Coordinators.
 2. Provide information about the building layout, systems, processes and special hazards to Physical Facilities, OSUPD, CFD and other emergency personnel.
 3. Coordinate with key building administrators on building occupancy and operation issues.
- i. Assign Floor Evacuation Coordinators or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When an "ALL CLEAR" determination is made by the fire or police department, the Building Emergency Coordinator notifies the Floor Evacuation Coordinators that the occupants may reenter the building.

SILENCING OF THE ALARM IS NOT CONSIDERED AN ALL-CLEAR SIGNAL!!!

5. Floor Evacuation Coordinator Duties

- a. Be familiar with the Emergency Operations and Evacuation Plan (EOEP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems, emergency equipment testing procedures and a list of all the Floor Evacuation Coordinators in your building. Your Building Emergency Coordinator will provide copies of the EOEP available for use.
- b. Distribute copies of the completed plan, or appropriate sections of it, to all people in your area of responsibility.
- c. Know where persons with disabilities are located in your area and what their alarm response will be (Appendix D). Areas of refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C.
- d. Coordinate with the other Floor Evacuation Coordinators on your floor to avoid duplication of tasks.
- e. Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the assembly area.

- f. Attend training sessions and meetings to review procedures and duties.
- g. Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials.
- h. Know where the phones and pull stations are and know HOW to turn in an alarm.
- i. Know how the alarm system responds. For most low-rise buildings, the alarm sounds throughout the building and all occupants must evacuate. Persons with physical disabilities should respond utilizing one of the evacuation options listed in Appendix D.

6. Classroom Instructor's Responsibility

- a. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. (Appendix E).
- b. Know how to report an emergency from or near the classroom being used.
- c. Ensure persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- e. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

7. Student Residential Units Responsibilities

- a. Hall directors will have primary responsibility for the evacuation of students living in residential units consistent with the Division of Student Affairs directives.
- b. Use of high-rise building public announcement systems may be used, consistent with prepared announcements by the Division of Student Affairs.
- c. Persons with disabilities are to be identified in advance of any emergency and plans made to provide for their safe removal in the event of an evacuation.

H. EMERGENCY PROCEDURES

1. Fire

- a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan (Appendix C, Building Evacuation Plan). Close doors behind you.

- b. **If you discover a fire, activate the nearest pull station and call 9-1-1.** Then you may attempt to extinguish the fire with a fire extinguisher (use the acronym RACE – Rescue – Alarm – Confine – Extinguish / Evacuate). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, after sounding the alarm simply close the door and evacuate.
- c. **If the fire alarm does not work, call 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Coordinators or another responsible party needs to confirm that all occupants are notified.

(Insert Department Specific Shutdown Procedures Here)

Remember: Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.

- d. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (Appendix D).

DO NOT USE THE ELEVATORS

When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.

- e. **Go to your pre-determined Evacuation Assembly Point (EAP)** as outlined in Appendix C. You may have two or more EAP's depending on the size of the building.
- f. At the EAP, **account for personnel** and report to the Floor Evacuation Coordinators if any occupants are unaccounted for and may be trapped. Floor Evacuation Coordinators will report to the Building Emergency Coordinator.
- g. **If an individual is trapped** by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.
- h. **Special Instructions for Floor Evacuation Coordinators**
 - 1. Be familiar with evacuation routes from the assigned floor and plan for alternatives.

2. Make a quick sweep of all areas within the Floor Evacuation Coordinator's area to ensure complete evacuation. Check stairwells and designated evacuation points for handicapped individuals requiring evacuation assistance. Report those findings to the Building Emergency Coordinator or appropriate Fire/Police Officers. Check the usability of the normal evacuation routes, and if necessary, advise of alternate routes to insure complete evacuation of all personnel from the assigned floor. If there is smoke in the hallway, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are and stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate, be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
 3. Report the completed evacuation of the assigned floor to the Building Emergency Coordinator in accordance with the established building emergency procedures.
 4. Instruct all personnel to move away from and remain well clear of the building. Congregating in the vicinity of a building entrance may result in injuries from the movement of firefighters and firefighting equipment.
 5. Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. (Appendix D).
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2. Bomb Threat

- a. 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 (use the information card in Appendix F).
- b. After notifying the police, the person should then notify his or her supervisor, the Building Emergency Coordinator and the Department Chairperson / Director as quickly as possible.
- c. A decision will be made to determine if a building evacuation is warranted (Appendix I). If it is warranted, evacuation should take place as outlined in the fire emergencies section.
- d. Occupants should not touch any suspicious or unfamiliar objects. Occupants should note the location and description of any suspicious, unusual or out of place objects and report such observation to the emergency responders. Occupants should not conduct any type of search of the building unless asked to do so by police or fire personnel. Police or fire personnel will provide instructions to those individuals

conducting a search. Usually, those individuals most familiar with the areas will be asked to conduct the search.

- e. The OSUPD, Building Emergency Coordinator or Department Chair / Director will manage the building's security once CFD or OSUPD releases the building. This group will also contact building occupants and advise them on when to return to work.
- f. If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

9. Chemical Spills or Release (Indoors)

- a. Small spills that are identified and do not endanger workers in the immediate area may be cleaned up by qualified laboratory personnel who have been trained and are properly equipped to handle the situation. Chemical spill guidelines have been established and are available in the University's Chemical Management Guidebook. Lab supervisors should take into consideration the following:
 - (1) The hazards of the chemical(s) involved.
 - (2) The amount of the chemical(s) involved.
 - (3) Spill locations.
 - (4) Availability of spill clean up materials or kits.

See Section V of the Chemical Management Guidebook or Appendix G of this document for spill cleanup guidelines

- b. If the spill is large, if the chemical is not easily identified, if the chemical is extremely hazardous or if there has been a fire, explosion or personal injury involved, then:
 - (1) Evacuate all personnel from the area.
 - (2) If the entire building requires evacuation, activate the building fire alarm system and evacuate utilizing the fire evacuation procedure.
 - (3) Report to:

OSU Police	- Dial 9-1-1
EHS	- Dial 292-1284

- (4) When placing an emergency call:
 - Give your name.
 - Give your location (room and building).
 - Give the phone number you are using.
 - Describe the emergency/injuries.
 - If possible, remain in vicinity, away from danger, to assist emergency responders.
 - c. Measures should be taken to prevent people from entering the contaminated area.
 - d. Meet the emergency responders and provide information and assistance as needed.
-

10. Hazardous Materials Incident (Outdoors)

- a. This section should be implemented in the event of a major hazardous material incident that occurs outside the building, but the chemical could impact the building occupants (i.e., train derailment, tractor trailer accident, etc).
- b. Hazardous material accidents can occur on campus or in the adjacent areas and could impact occupants inside buildings. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Community sirens might sound, notifying people within hearing range of the incident and to listen to local media. Once building occupants become aware of a hazardous material incident that may impact the building, they should notify the Building Emergency Coordinator. The Building Emergency Coordinator will immediately notify employees by word of mouth, telephone or public address announcement. This notification will advise building occupants to implement emergency actions.
- c. The local community uses two strategies for protecting citizens during hazardous material emergencies; the Building Emergency Coordinator will notify the building occupants which strategy has been implemented.

Shelter in Place

- a. The first strategy local government could use is “Shelter-in-Place.” Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:
 1. Close all windows and doors.
 2. Turn individual heating/cooling systems (HVAC) off if possible.
 3. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.

4. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.
- b. The Building Emergency Coordinator will ensure that these actions are completed. The Building Emergency Coordinator and/or Floor Evacuation Coordinators will also conduct a roll call to ensure that all personnel are protected.
 - c. The Building Emergency Coordinator will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The Building Emergency Coordinator will also announce the all clear when declared by community officials.
 - d. If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact OSUPD at 9-1-1.
 - e. If advised by public safety personnel, the Building Emergency Coordinator will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The Building Emergency Coordinator will also direct personnel to reactivate the heating/cooling system (HVAC).
 - f. Special attention should be given and procedures developed if disabled personnel occupy the building (Appendix D).

Evacuation

- a. The second strategy that local government could use is “Evacuation.” The Building Emergency Coordinator will direct personnel to take appropriate action as directed by public safety personnel. This action may include:
 1. Walking to an assembly area to be evacuated by public transportation.
 2. Walk or drive away from the area using travel direction determined by community officials.
 3. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.
 4. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.
- b. Building Emergency Coordinator will ensure these actions are completed as directed by community officials. The Building Emergency Coordinator and/or Floor Emergency Coordinators will also conduct a roll call to ensure all personnel have evacuated the building.
- c. If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact OSU Police at 9-1-1.

- d. Special attention should be given and procedures developed if disabled personnel occupy the building (Appendix D).
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5. Earthquakes

- a. Although earthquakes are rare in Central Ohio, they can occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action on their own and additional actions will be implemented after the quake stops.
- b. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a hallway by a pillar. Do not run outside.

Drop, Cover, and Hold

- c. Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.
- d. Do not use the elevators.
- e. **Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.**
- f. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- g. Check for fires or fire hazards - spills of flammable or combustible liquids or leaks of flammable gases.
- h. Turn off ignition and heat sources if it is safe to do so.
- i. Shut off all gas sources.

- j. Exit the building, if possible, and go to the assembly point to report injuries, damages and potentially hazardous conditions. Contact the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.
- k. Use the telephone system only for urgent matters.

6. Workplace Violence / Terrorism

- a. Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling or by observation of events that could only be intentional acts of violence. The person(s) who observes these life-threatening acts should immediately call OSU Police at 9-1-1.
- b. The Building Emergency Coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by public address announcement, telephone and/or word of mouth.
- c. Different types of workplace violence / terrorism require different actions:
 1. *Explosion* – If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
 2. *Gunfire* – If you become aware of gunfire occurring in the building, attempt to evacuate immediately. If evacuation might place you and/or fellow building occupants at risk, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner.
 3. *Physical Threat* – If someone’s actions pose a physical threat to you, get away from the perpetrator, evacuate the area and call 9-1-1 from a safe location.
 4. *Toxic or Irritant Gas* – Immediately evacuate the building using the same evacuation plan and procedures for fire.
 5. *Hostage Situation* – Immediately vacate the area, take no chances to endanger the life of the hostage. Contact OSU Police at 9-1-1 immediately.
 6. *Biological / Chemical Threats* (Suspicious packages, letters or substances) – Biological or chemical threats targeting individuals or departments can be controlled by screening incoming materials and by following the procedures listed in Appendix H.
- d. In the event someone is hurt and/or a fire is caused by these events, contact OSU Police at 9-1-1.

- e. The Ohio State University Police will coordinate the building's security during an incident and will inform the occupants once the building has been cleared for occupancy.
-

7. Severe Weather

- a. (*Insert Department Name Here*) has a NOAA Weather radio in (*insert location of weather radio here*). This radio is dual powered working on both batteries and/or the buildings electrical service. This radio will be activated by the National Weather Service to announce any watches or warnings. (Name) will monitor this radio for any emergency announcements and notify the Building Emergency Coordinator of any warnings. Additionally, any employee who becomes aware of a severe weather warning will immediately notify the Building Emergency Coordinator. The Building Emergency Coordinator will immediately notify employees by word of mouth, telephone or public address announcement. This notification will advise building occupants of the type of warning (thunderstorm, tornado or flood) and to implement the emergency action plan for severe weather.
- b. Once occupants have become aware of a severe thunderstorm warning, they should take no steps other than to ensure they are prepared if conditions deteriorate.
- c. A **Tornado Warning** is identified by the sounding of the emergency sirens for three minutes followed by seven minutes of silence, a weather radio alert tone broadcast by the National Weather Service, or notification by a local media outlet. A Tornado Warning indicates that a tornado has been sighted by ground observers or has been confirmed by Doppler radar within Franklin County.
- d. Once occupants have been notified of a tornado warning, they should take cover to the lowest level of the building. 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. Personnel should anticipate the tornado warning will extend for a significant period of time, perhaps thirty (30) minutes or longer. A battery operated radio tuned to any local AM or FM radio station will provide current weather information. 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."
- e. Classroom instructors are expected to 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.

- f. Persons with disabilities should be provided assistance, if requested, on the same basis as described in the fire evacuation procedure.

The advisability of moving a disabled person from one floor to another as previously discussed applies equally to a tornado warning. It is recommended that 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.

8. Utility Outages

- a. Employees will become aware of utility interruptions by the obvious absence of that particular utility.
1. No Lights, Computers not working – Electric
 2. Toilets won't flush, drinking fountains not working – Water
 3. Inability to place outgoing telephone calls – Telephone
 4. No Heat – Steam or Gas
 5. No Air Conditioning – Electric or Chilled Water
- b. The Building Emergency Coordinator or Building Coordinator should be notified. They should contact the Physical Facilities Service Center at 292-6158 to report the problem and obtain any additional information.
- c. While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator in conjunction with Department Chairperson's / Director's will determine the appropriate course of action. The Building Emergency Coordinator and Department Chairperson / Director should consider the following issues:
1. Dangers from tripping and injuries due to lights being out.
 2. Person(s) trapped on elevators.
 3. Dangers from extreme heat or cold on employees.
 4. Inability to contact responders if an emergency occurs while telephones are out.
 5. Sanitation problems due to no water, etc.

- d. The departmental chairperson's / Director's will make a decision regarding the continuance of work in the buildings affected by the utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.
 - e. If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical process and operating electric equipment should be stopped in a manner that would not cause additional problems.
 - f. If anyone is trapped on an elevator, immediately call the Physical Facilities Service Center at 292-6158, or if there is a medical emergency or danger to the health of those who are trapped, call OSU Police at 9-1-1.
-

9. Medical Emergencies

- a. In case of medical emergencies, immediately call OSU Police at 9-1-1 and report the emergency.
- b. When reporting the emergency, provide the following information:
 - 1. Your name.
 - 2. Type of emergency.
 - 3. Location of the victim.
 - 4. Condition of the victim.
 - 5. Any dangerous conditions.
- c. Comfort the victim and try not to move him or her until emergency medical personnel arrive. **Practice universal precautions – protect yourself from blood or body fluid exposures.**
- d. Have someone standby outside the building to “flag down” EMS when they reach the vicinity of the building.
- e. If applicable, an employee accident report should be completed.

I. EMPLOYEE ORIENTATION

New employees must be informed of the EOEP as part of their orientation as new employees. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss with their research groups, students and visitors.

J. REVIEW AND EXERCISE OF EOEP

On an annual basis, each department should exercise a portion of their department specific plan included in the EOEP. These activities may include a fire drill, chemical spill drill, bomb threat drill, etc. Additionally, the EOEP should be reviewed on an annual basis to ensure employee listings, emergency phone numbers, building emergency coordinators and floor evacuation coordinators information is current.

Appendix A

Insert Building Name Here

Responsible Individuals

BUILDING EMERGENCY COORDINATOR

Name _____
Title _____
Physical location (room number) _____
Phone number _____
E-mail address _____

ALTERNATE EMERGENCY COORDINATOR

Name _____
Title _____
Physical location (room number) _____
Phone number _____
E-mail address _____

FLOOR EVACUATION COORDINATOR

Floor or Area _____
Name _____
Title _____
Physical Location _____
Phone number _____

FLOOR EVACUATION COORDINATOR

Floor or Area _____
Name _____
Title _____
Physical Location _____
Phone number _____

FLOOR EVACUATION COORDINATOR

Floor or Area _____
Name _____
Title _____
Physical Location _____
Phone number _____

FLOOR EVACUATION COORDINATOR

Floor or Area _____
Name _____
Title _____
Physical Location _____
Phone number _____

FLOOR EVACUATION COORDINATOR

Floor or Area _____
Name _____
Title _____
Physical Location _____
Phone number _____

FLOOR EVACUATION COORDINATOR

Floor or Area _____
Name _____
Title _____
Physical Location _____
Phone number _____

A copy of this sheet should be sent to Environmental Health and Safety at 1314 Kinnear Road – Room 106 when completed and anytime any changes are made.

Appendix B (Optional)

Unusually Hazardous Locations and Key Laboratory Personnel

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that all hazardous processes, gas and power in these areas be shut down by the operator before evacuating the building.

List unusually hazardous locations; who the Principal Investigator and lab contacts are for each location and how to contact them.

Effective Date: _____

<i>Room:</i>	<i>PI:</i>	<i>Lab Contact:</i>	<i>Hazard(s):</i>

Appendix C

Building Evacuation Plans

The evacuation plans should be used as a guide in developing evacuation procedures for all building occupants. Evacuation routes should be available for review by employees and posted at various locations. Contact EHS, at (614) 292-1284, for building floor plans or assistance in identifying assembly points.

A. EVACUATION PLANS

The attached floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. ASSEMBLY POINTS

Establish outside assembly points for your building. Indicate each floor's designated assembly point(s) on or below the floor plan.

1. Outside Assembly Point

The assembly point(s) should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits.

Appendix D

Emergency Evacuation for Persons With Disabilities

General

This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult during fire and other building emergencies. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Disabled Student Services or Environmental Health & Safety about evacuation plans for buildings.

Most OSU buildings have accessible exits at the ground level floor that can be used during an emergency. In buildings like those at the Medical Center, people can move into unaffected wings of the building rather than exiting. However, in most OSU buildings, people located on floors above ground level will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation Options

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal** evacuation: using building exits to the outside ground level or, on upper floors, going into unaffected wings or smoke divisions of multi-building complexes.
- **Stairway** evacuation: using steps to reach ground level exits from the building.
- **Stay in Place**: unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Area of Refuge**: with an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site

emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EHS at (614) 292-1284.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Columbus Fire Department (CFD). The CFD will tell the individual their decision or relay the information via the OSU Police Department (OSUPD).

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired – Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell CFD or OSUPD the location of the person with a disability. If the person with a disability is alone, he/she should call 9-1-1 with their location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (CFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired - Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Appendix E

Classrooms and Teaching Laboratories Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

Instructor's Responsibility

“The Ohio State University holds in high regard the health and safety of faculty, staff, students, and visitors. It is the policy of the University to provide a loss-control program that protects employees from occupational injuries and illnesses, protects University property from loss and damage, and protects the environment. Operational procedures as developed by University safety organizations will be implemented and enforced by all University department/administrative units consistent with the State of Ohio Public Employees Risk Reduction Program.”

Ref: "Human Resources Policy and Procedure Manual", 7.10; Occupational Health and Safety

Consistent with this policy, instructors must:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for “Classroom Emergency Procedures”.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

Supplemental Information

As an instructor, what do I need to know about Emergency Preparedness?

Every University department and unit should have a written Emergency Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

1. EVACUATION ROUTES – Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit.

2. **EMERGENCY ASSEMBLY POINTS** - After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most University buildings lead the occupants out the building. However, in some high-rise buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Emergency Assembly Points for both inside and outside the building.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (See below).

3. **EVACUATION FOR PERSONS WITH DISABILITIES** - If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:

- ◆ ***Horizontal Evacuation*** to outside or another building, if available.
- ◆ ***Stairway Evacuation.***
- ◆ ***Stay in Place*** unless danger is imminent.
- ◆ ***Area of Refuge*** if available.

Elevators cannot be used during an emergency evacuation!

See Appendix D for additional information.

4. **REPORTING TO BUILDING EMERGENCY COORDINATOR** - After exiting and accounting for students, the Building Emergency Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.
5. **FIRE ALARMS** - Fire alarms will sound and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

Everyone Must Evacuate Immediately!

- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

6. **EARTHQUAKES** - Most injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** their head, and **hold that position**. After the shaking stops, and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

Procedures that may be hazardous if left unattended should be shut down.

7. **WHAT TO EXPECT IN A POWER OUTAGE** - The University campus power system is served by American Electric Power (AEP) and, over time, has proven to be reliable, even during major windstorms. Many campus buildings are provided with emergency lighting or standby power from emergency generators. This system is automatic and should be operational within 60 seconds. Consequently, if the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, then use the same evacuation procedures as during a fire. Caution students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway or stairways.
8. **HOW TO REPORT AN EMERGENCY** - Check each classroom, lecture hall or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station and the nearest fire extinguisher.

- | | |
|----------------------------------|---|
| a. Fire | Activate Fire Alarm Pull Station |
| and if possible - | Call 9-1-1 |
| b. Health/Police - | Call 9-1-1 |
| c. Hazardous Material Spill - | Call 9-1-1 |
| d. Facility or Utility Failure - | Call 2-6158 |

What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)

Department Administrator/Manager	_____
Classroom Services	_____
Student Services	_____
Other - as appropriate	_____

Classroom Emergency Procedures

1. When you hear the **fire alarm...**
 - Everyone should calmly collect his or her coats and books and exit the classroom, lecture hall or laboratory. Please turn off the gas supplies in laboratories.
 - Leave the room / lab and go the nearest building exit. Know the location of alternate exits.

The elevators cannot be used during a fire alarm!

- Go to the Emergency Assembly Point. Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. See Appendix D of the EOEP for additional information.
2. When there is a **power outage...**
 - Everyone should stay in his or her seat to see if the outage is temporary and to let his or her eyes adjust to the lower light level.
 - If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.
 3. If there is an **earthquake...**
 - **Drop and Cover** your head for protection from material that might fall from the ceiling or walls.
 - After the shaking stops, calmly evacuate the building.

Appendix F

Bomb Threat (Explosive Device) Data Card

This card (or a similar one) should be used when a bomb threat is received via the telephone.
The Ohio State University Police Department will provide copies of a bomb threat data card upon request.

The Ohio State University
Police Department

Explosive Device
Data Card

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. When is the explosive device set to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of explosive device is it?
5. What will cause it to explode?
6. Did you place the explosive device?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of Caller:____ Race/Nationality:_____

Age:_____ Length of Call:_____

Number at which call was received:_____

Time:_____ Date:_____

CALLER'S VOICE:

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar, whom did it sound like?

BACKGROUND SOUNDS:

- | | |
|----------------------|---------------------|
| _____ Street Noises | _____ Animal Sounds |
| _____ Voices | _____ Clear |
| _____ PA system | _____ Static |
| _____ Music | _____ Local |
| _____ House Sounds | _____ Long Distance |
| _____ Office Sounds | _____ Phone Booth |
| _____ Factory Sounds | _____ Other: |

THREAT LANGUAGE:

- | | |
|-------------------|------------------|
| _____ Well spoken | _____ Incoherent |
| _____ Foul | _____ Taped |
| _____ Irrational | _____ Read |

REMARKS:_____

**Immediately call The Ohio State University
Police Department at 911**

Give responding officers this completed card.
Date:_____ Name:_____ Position:_____ Phone #:_____

Appendix G

Hazardous Chemical Spill Cleanup Guidelines

The following guidelines are offered to help you decide if you should clean up a chemical spill.

Who Cleans Up the Spill?

You Clean Up the Spill

For chemical spills which do not involve injury, do not represent a fire or life hazard, are less than one gallon and for which you have the proper training and proper personal protective equipment to do the cleanup, you clean up the spill. If there are any questions concerning a particular spill situation, contact EHS.

EHS Cleans Up the Spill

For all other chemical spill situations, including those for which you have any questions or doubts about your ability to clean up the spill, call Environmental Health and Safety (EHS) at 292-1284. The situation will be evaluated and a proper response will follow. After hours, call 9-1-1. Report all injuries, fires, explosions, and potential life-threatening situations first to 9-1-1, then to EHS. If the chemical spill is too large for the University Spill Response Team to clean up, the Columbus Fire Department HazMat Team and/or private contractors will be called in to handle the cleanup procedures.

Planning For Chemical Spill Emergencies

1. Prepare an Emergency Telephone Sheet.

The sheet should contain the following information and should be posted by each telephone.

- Name and phone number of any on-site emergency personnel.
 - Emergency telephone number: 9-1-1
 - Environmental Health and Safety telephone number: 292-1284
 - Location of the fire extinguishers.
 - Location of the spill control equipment.
 - Location of the fire alarm.
2. Train all employees in chemical spill procedures when they are first hired and periodically thereafter. Document training and have the employee and supervisor sign the documentation form to certify that the training was given. Keep the certification forms on file.
 3. You can assist EHS by drawing a map of your lab or service area and clearly labeling where chemicals and waste chemicals are stored. Fire extinguishers, eyewashes, spill kits, exit routes and any additional hazards should be clearly marked. Keep a copy of the map in the main office of your department and send a copy to EHS. If an emergency does occur, your main office or

EHS could provide advance warning to emergency response personnel of hazards in the room. Update these maps whenever chemical management practices change in the room.

Hazardous Chemical Spill Cleanup Guidelines

Chemical spill or hazardous materials emergency situations should be handled as a fire emergency. Initial response in a fire situation can be summarized as RESCUE, CONFINE, REPORT, SECURE, and CLEANUP (FIGHT FIRE). These principles can also be applied to a hazardous materials spill situation.

RESCUE

Just as you are not to reenter a burning building, do not go back in to an area where a chemical spill has occurred. In many documented cases, rescuers not wearing proper protective equipment have been overcome by toxic or asphyxiating fumes trying to rescue other victims and died as a result. Do not make this mistake.

As you leave an area involved in a chemical spill, assist people exiting the area by doing the following:

- Evacuate personnel from the spill area.
- Direct personnel to the nearest fire exit. Do not use the elevators.
- Attend to victims.

First Aid

- Remove victim from spill area to fresh air (but do not endanger your own life by entering areas with toxic gases).
- Immediately remove contaminated clothing.
- Wash skin with water.
- Flush skin and/or eyes with water for at least 15 minutes. (You may not feel any immediate effect from a chemical spill, but it is important to wash quickly and thoroughly because many chemicals can cause severe tissue damage which is not apparent until hours later.)
- Get medical attention for victims.

Chemical spills over large body areas

- Remove contaminated clothing while under a shower.
- Flood affected body area with water for 15 minutes.
- Resume water wash if pain returns.
- Wash off chemicals with water; do not use neutralizing chemicals, creams, lotions or salves.
- Make sure medical personnel understand exactly what chemical is involved.

CONFINE

- Close all doors.
- Isolate area.
- Establish exhaust ventilation if possible.
- Open windows if possible without exposing yourself to the fumes.

REPORT

Call 9-1-1:

- for spills that involve injury requiring medical treatment.
- for spills that involve fire or explosion hazards.
- for spills which are potentially life threatening.
- for all chemical spills after work hours (4:30 PM -7:30 AM).

Call EHS at 292-1284:

- for chemical spill situations that do not require 9-1-1 assistance.
- for spills of one gallon or more of any chemical, or any quantity of a highly reactive or toxic material.
- for spills of an unknown chemical.
- for spills that you do not have proper training or proper personal protective equipment to do the cleanup.
- for spills for which you have any questions or doubts about your ability to clean up the spill.

When calling EHS the following information will be requested:

- Your name, telephone number, and location.
- Location of the incident.
- Time and type of incident.
- Name and quantity of the material involved.
- The extent of injuries, if any.
- The possible hazards to human health or the environment outside the facility.
- Other hazards that may be encountered in the area, such as large quantities of stored chemicals (particularly oxidizers, flammables, and air-borne toxic or irritant materials), radioactive materials, biohazards, etc.

SECURE

Until emergency responders arrive on the scene, you, your staff and your Building Emergency Coordinators will have to block off entrances to the spill site and prevent people from entering the contaminated area.

- Lock doors leading to the chemical spill and post signs on the doors warning of the spill (if necessary).
- Post staff at commonly used entrances to the spill site, so they can warn people to use other routes.
- For any large outdoor chemical spill, keep people upwind and uphill from the site.

CLEANUP

Based on the chemical spill situations described in “Who Cleans up the Spill” section, decide who will do the cleanup. If you are going to do the cleanup, follow the procedures listed in the "What to do When You Clean Up a Spill" section.

What To Do When You Clean Up A Spill

If you have proper training, proper personal protective equipment and the proper materials to absorb and clean up your chemical spill, and no one has been injured, the spill is contained and the spill is not life threatening or a fire or explosion hazard, then follow the following procedures:

1. With the exception that you do not need to report the incident to 9-1-1 or EHS, perform all the procedures in the RESCUE, CONFINE, REPORT, and SECURE sections above.
2. When cleaning up the spill yourself, locate the spill kit.
3. Choose appropriate personal protective equipment.
 - Always wear protective gloves and goggles.
 - If there is a chance of body contact, wear an apron or coveralls.
 - If the spill is on the floor, wear protective boots or shoe covers.
 - If there are inhalation hazards, wear a respirator. If a respirator is used, the person wearing the respirator must meet all of the requirements set forth in 29 CFR 1910.134. (These include but are not limited to fit testing and medical exams).
4. Remove ignition sources.
 - Turn off hot plates, stirring motors and flame sources.
 - Shut down all other equipment.
 - If unable to shut off sources of ignition, notify the emergency responders.

Confine or contain the spill.

- Cover with an absorbent mixture.
- Clean up minor spill with paper towels or a sponge if they will not react.
- Sweep solid materials into a dustpan, and place in a sealed container.
- If it is an acid/base spill, first add a neutralizing agent.

Small amounts of inorganic acid/base:

- Use a neutralizing agent and then absorbent material.

Small amounts of other materials:

- Absorb with non-reactive material (e.g. vermiculite, sand, towels, Floor-Dri).

Large amounts of inorganic acid/base:

- Neutralize and call for help.

Large amounts of other materials:

- Make a judgment call, dependent upon the amount, toxicity and reactivity; you may handle it yourself or call for help.

6. Spills that require special handling:

Acid chlorides:

- Use Oil-Dri, Zorb-all, dry sand, etc.
- Avoid water and sodium bicarbonate.

Mercury:

- Small spills (broken thermometer and smaller quantities of mercury), use an aspirator bulb or suction device. Then mop with mercury decontaminating powder solution (saturated HgX in water or other commercially available products).
- For (1) larger spills than a broken thermometer, (2) any spill in an oven or heated area and (3) spills in small-unventilated rooms call EHS and ask for mercury vapor monitoring.

Alkali metals:

- Smother in dry sand.
- Put in a hood.
- If possible, dispose of by slow addition of isopropanol.

White (Yellow) Phosphorus:

- Blanket with wet sand or wet absorbent.
7. Remove absorbent material with a broom and dustpan.
 - Place in a plastic bag or other appropriate container.
 - If the spilled chemical is a volatile solvent, transfer the plastic bag to a fume hood for storage until the material can be picked up.
 - If a material is a non-volatile hazardous chemical, dispose of the material as a hazardous chemical waste.
 - If the spilled material is a non-volatile non-hazardous chemical, contact EHS to determine the appropriate disposal method.
 8. Wet mop the spill area.

COMMENTS

Questions may arise as to what constitutes a large spill requiring EHS or other parties to cleanup or oversee the cleanup procedures and what are the limitations of commercially available spill cleanup kits.

A “large” chemical spill can be as small as a few milliliters if the material is a highly volatile, toxic or reactive compound spilled in a confined space. Many times you will have to make a professional judgment as to the severity of the spill. When in doubt, you can always call EHS at 292-1284 for advice.

Chemical spill cleanup kits are a must in the laboratory and other service areas that use chemicals. The kits are very useful if you and your fellow workers know how to use them properly. Chemical absorbents or neutralizers can be used quickly and effectively to contain a spill. Use these items if your personal safety is not in jeopardy. If in your judgment a respirator is necessary to clean up the spill, secure the room and call EHS to aid in the spill clean up.

Be aware of the fact that while you may be in a well ventilated room, the Lower Explosion Limit (LEL) of a chemical may be reached at the surface of the spill and you want to avoid any sparks or sources of ignition when doing the cleanup. The protective equipment in a spill kit will not protect you from a flash fire. Many times the best way to handle the spill of a highly volatile compound, such as diethyl ether or chloroform, is to open the windows and fume hoods, leave the room, close the doors and let the room air out. In these cases, call EHS at 292-1284, so they can send someone to monitor the situation. If in your professional opinion, there is a strong risk of fire or explosion, call 9-1-1 and EHS for fire department backup, pull the building alarm and evacuate the building. In most cases of a chemical bottle breaking in a laboratory, you will not need to call the fire department.

Do not forget that any person who needs to wear a respirator must be fit tested, have a medical exam and meet the requirements of 29 CFR 1910.134.

Appendix H

Suspicious Packages, Letters or Substances Biological or Chemical Threats

SCREENING PACKAGES AND LETTERS

BIOLOGICAL OR CHEMICAL THREATS targeting individuals or departments can be controlled by screening incoming materials and by following the procedures listed below. University, City of Columbus and State of Ohio Public Safety agencies 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. Common features of SUSPECT letters/packages are:

- Liquid leaking from package
- No return address
- Hand written or poorly typed address
- Misspelling of common words
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Foreign post marks and / or writing
- Source of the letter / package is not recognized by recipient / addressee

IF YOU RECEIVE A LETTER OR NOTE THREATENING BIOLOGICAL CONTAMINATION (i.e., ANTHRAX) OR OTHER SUSPECT SUBSTANCES:

1. **RELAX AND REMAIN CALM** – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX. If the suspected biological agent is reported as anthrax, be assured that it is NOT generally contagious (i.e., spread from person to person) and that treatment is available and effective if administered before the onset of symptoms.
2. **DO NOT OPEN THE LETTER OR PACKAGE.**
3. **CONTACT UNIVERSITY POLICE @ 292-2121.**
4. **REMAIN AT THE SITE UNTIL POLICE ARRIVE WITH INSTRUCTIONS.** Public Safety / Healthcare responders 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.

IF YOU INADVERTENTLY OPEN A SUSPECT PACKAGE / LETTER OR IT IS LEAKING (LIQUID OR UNKNOWN SUBSTANCE):

1. **IMMEDIATELY SET THE ITEM DOWN GENTLY AT THE LOCATION WHERE IT WAS OPENED.**
2. **CONTACT UNIVERSITY POLICE @ 292-2121.**

3. **ALL POTENTIALLY EXPOSED PERSONS SHOULD WASH EXPOSED SKIN SURFACES WITH SOAP AND WATER. SHUT DOWN ANY FANS, AIR CONDITIONERS OR HEATERS IF POSSIBLE.**
4. **RETURN TO AN AREA WITHIN THE BUILDING ADJACENT TO THE INITIAL EXPOSURE AND WAIT FOR THE POLICE (FOR EXAMPLE HALLWAY OUTSIDE ORIGINAL ROOM).**
5. **DO NOT ALLOW OTHERS INTO THE AREA. IF ANYONE ENTERS THE AREA, THEY SHOULD STAY IN THE AREA UNTIL INSTRUCTED TO LEAVE BY UNIVERSITY POLICE OR OTHER PUBLIC SAFETY RESPONDERS.**

Public Safety / Healthcare responders 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 affected area to normal activity will begin as soon as possible.

WHAT YOU SHOULD NOT DO!

1. **DO NOT** pass the letter or package to others to examine.
2. **DO NOT** touch, smell, taste or try to analyze the substance.
3. **DO NOT** disturb any contents in the letter or package. Handling the letter / package may only spread the substance inside and increase the chances of it getting into the air.
4. **DO NOT** ignore the threat, it must be treated as real until properly evaluated.
5. **DO NOT** leave the building until instructed to do so.

IF YOU HAVE FURTHER QUESTIONS CONTACT OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY (292-1284), UNIVERSITY POLICE (292-2121) OR UNIVERSITY PUBLIC SAFETY (7-6300).

Appendix I

Bomb Threat Assessment (Evacuation) Procedure

The general policy will be to review each situation or circumstances as it presents itself.

A decision to evacuate or not to evacuate will be reached by consensus among the most senior or authorized building / facility official, the most senior University Public Safety official and the most senior University Police official.

If these individuals are unable to reach consensus, the most senior University Public Safety official will decide (based on the information available at the time).

If a senior Public Safety official is not available and consensus has not been reached, the decision of the most senior University Police official will stand.

Insofar as is possible, the desires of the building / facility leadership will be honored and supported by University Public Safety and police personnel.

A key component of this policy is that the considerations of people will take precedence over that of property.

In all aspects of this policy, as the situation allows itself or as is appropriate, the most senior University Public Safety official will communicate the nature of the situation and consult with the Senior Vice President for Business and Finance, the Provost and the Office of the President.

Clarification Notes:

Most senior official in regards to the OSU Police Department means the highest ranking officer in charge of the site / scene at the time of the incident.

Most senior Public Safety official on the Columbus Campus includes OSU Hospital and OSU Hospital East.