

Chemistry Department – Emergency Action Plan

The following information and procedures are taken directly from the UC Blue Ash College Emergency Action and Continuity of Operations Plans (effective August 2014). The intention of this document is to address Emergency Action steps most relevant to the Department of Chemistry housed in Walters Hall.

OVERVIEW

The safety of the faculty, staff, students and visitors is of utmost importance to the College. To this end this manual was prepared to provide information on common emergency procedures and the necessary actions that should occur. Since UC Blue Ash College is located in Blue Ash and is 11 miles distant from the main campus of the University of Cincinnati, the coordination of efforts with the Blue Ash Police and Fire Departments is just as critical as communication with the UC Dispatcher. For this reason maintaining a good working relationship with our community partners, performing combined regular training exercises and informing them of changes to our campus will improve our ability to address emergencies.

At the same time with the close proximity of the Blue Ash Elementary School, emergencies that may affect one institution may also impact the other. Having a close relationship with the school and providing updates, sharing phone contact information, holding drills, and convening regular meetings builds a stronger framework for addressing incidents on either or both campuses.

The plan is meant to:

- a. Provide a safe learning and working environment.
- b. Provide an orderly set of procedures to implement in case of emergency.
- c. Ensure the continued operations of the college.

DUTIES AND RESPONSIBILITIES

- A. All Employees Are Responsible For:
 1. Learning how to report an emergency.
 2. Calling for Assistance
 3. Understanding evacuation procedures.
 - i. Fire
 - ii. Tornado
 - iii. Severe Weather
 - iv. Bomb Threat
 4. Understanding the shelter in place process.
 5. Keeping fire hazards in the work area to a minimum.
 6. Reporting any unsafe conditions to your supervisor and/or Public Safety.
 7. Evacuating the building in the event of ANY fire alarm.
 8. Being aware of locations of fire exits.
 9. Assisting visitors and/or disabled persons in an emergency.
 10. Following the outlined procedures to ensure the continuity of operations.

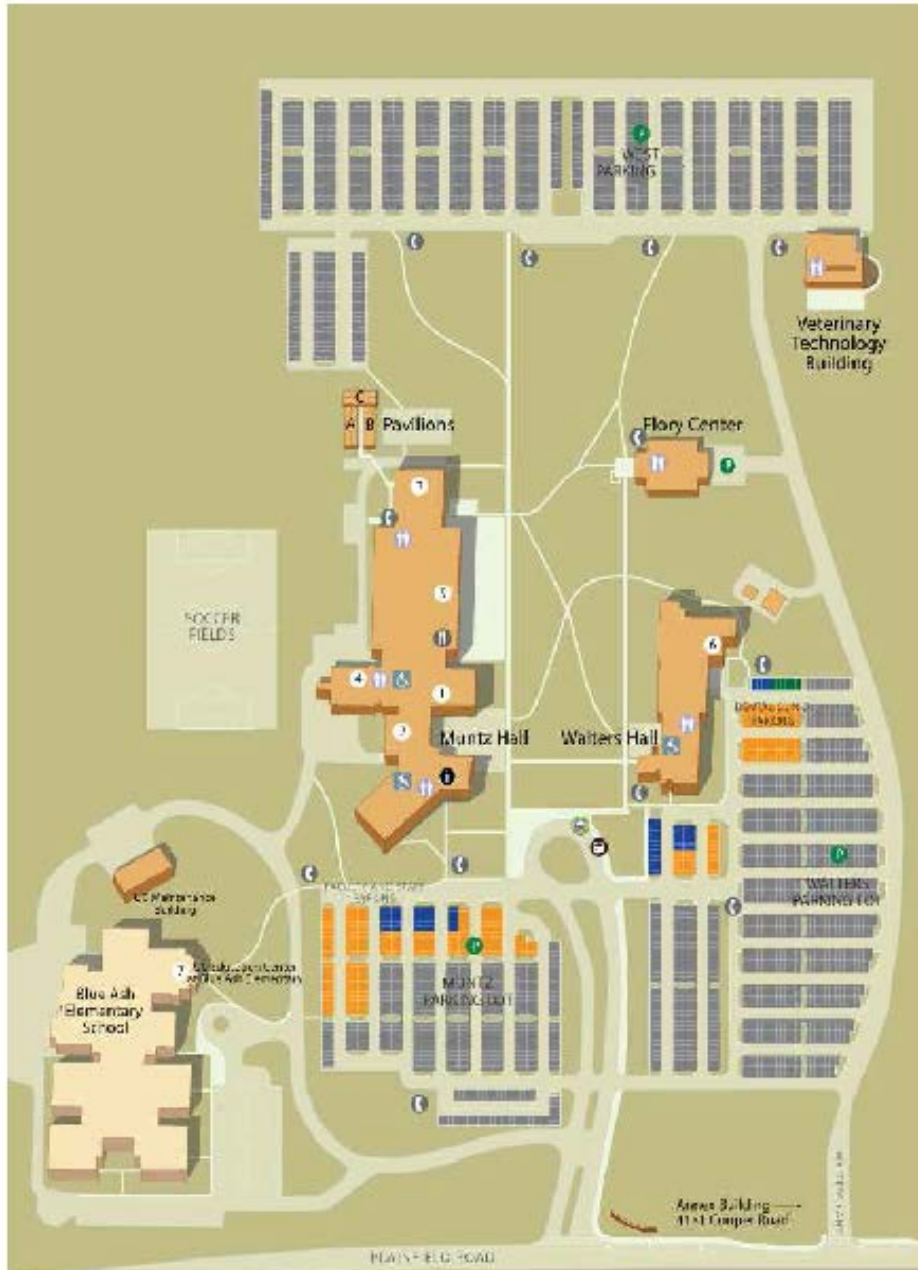
B. Supervisory Personnel:

1. All supervisory personnel are responsible for ensuring that all employees within their jurisdiction have been properly briefed regarding Emergency procedures.
2. All supervisors must also ensure that all personnel located within their area of responsibility are safely evacuated from the building when an alarm is initiated.
3. Supervisors are first responders in case of emergency. They must mobilize staff using the outlined procedures as a guide to ensure efficient response and care.

CALLING FOR ASSISTANCE

Since the UC Blue Ash College campus is located in the city of Blue Ash, all calls using a cell phone from the campus will be directed to the Hamilton County dispatcher. In this case you will need to explain that you are calling from UCBA and preferably provide the building and room number location of the emergency. The call will be directed to the Blue Ash Fire and Police Departments along with the UC Public Safety Dispatcher in Clifton.

Campus phones including the Help phones in the classrooms as well as the Blue outdoor Help Phone kiosks call the UC Public Safety dispatcher in Clifton. Once again please inform them that you are calling from UCBA along with the location when you describe your emergency. A third form of calling for assistance is to call 745-5707 to reach the office of the UCBA police. Keep in mind that officers are patrolling the campus and may not be in the office. By using the 556-1111 your call will be answered by the Clifton dispatcher who has the ability to radio a message to the UCBA officer on duty.



Map Key

- Information
- Elevators
- Restrooms
- UC Shuttle Stop
- Cafe
- Help Phones
- Parking Lots
- Metro Stop

- 1 Administration
- 2 One-Stop Center
- 3 Auditorium (Room 119)
- 4 Bookstore
- 5 Library
- 6 Dental Hygiene Clinic
- 7 UC Education Center at Blue Ash Elementary

Parking Spaces

- Handicap Spaces
- Faculty/Staff Spaces
- Clinic Spaces
- Student/Visitor Spaces

*If you park in the appropriate color parking space, a violation will be issued a ticket.
Parking Ticket Fines:
 Parking in a faculty space without a ticket \$35
 Parking in a handicap space without a placard \$75
 Fines Double after 3 business days.
 Additional fines apply for parking in reserved areas not listed here.

The following sections are provided to address some of the more common emergencies. This list is not meant to be all-inclusive; but rather should provide a common framework for dealing with most emergencies.

EVACUATION

In the event of an evacuation (fire, bomb, or other cause) the following steps will be followed:

- When an alarm sounds, STOP all activity in your area.
- All stairwells will be used for evacuation of the building.
- The elevators will NOT be used for fire evacuation (fire alarm sounding).
- When an evacuation is ordered, leave the building by the nearest stairwell and exit door. Leave the building quickly, but do not run.
- Provide assistance to physically disabled persons (described below).
- Keep conversation to a minimum during evacuation.
- Close doors when leaving areas to limit fire and smoke damage.
- If confronted with smoke keep near the floor.
- If confronted with smoke in a stairwell attempt to use an alternate stairwell. The Floor Captains should verify that all faculty staff students and visitors have evacuated their area. Any who have refused to vacate should be noted along with the location.
- Form an assembly point outside a safe distance from the facility. It should be far enough away from the building to permit the fire department access to the entrances and to permit fire equipment to be moved near the building. Take a physical count of those in your group and note any individuals who may still be inside.
- Complete the evacuation process even if the alarm ceases sounding.
- Do not re-enter the building until an all-clear is given by the Public Safety department.

EVACUATION OF DISABLED PERSONS

Special procedures are in place for persons with physical disabilities who may be present in the building during a fire. Persons with physical disabilities are permitted to stay in the building during a fire emergency only if they are non-ambulatory or where elevator assistance is essential for their evacuation and they are located either above or below the ground floor. Elevators cannot be used during a fire. All others with disabilities need to evacuate the building in an emergency situation. If required, those with a visual impairment should seek assistance from employees or other occupants in the building.

Areas of Rescue Assistance: The UCBA facilities contain designated Areas of Rescue Assistance. These areas are equipped for two-way voice communications with the UC Public Safety dispatcher, and are located within fire resistive areas of the building, inside the emergency stairwells. All Areas of Rescue Assistance are marked with a sign. A person with a physical disability preventing him/her from evacuating should be directed to the closest Area of Rescue Assistance and notify the dispatcher (by pushing the red button shown below) of their location. The dispatcher will relay this information to the fire department, and advise the individual as to what other steps should be taken. If unable to reach an Area of Rescue Assistance, the individual should go to an area of the building with an external window.

FIRE

All employees should:

- KNOW WHERE THE NEAREST FIRE ALARM PULL STATION IS LOCATED

- KNOW WHERE ALL EMERGENCY EXITS ARE LOCATED
- KNOW WHERE THE NEAREST EMERGENCY “HELP PHONE” IS LOCATED

A map of the above locations is found in the Appendix of this manual. In the event a fire is discovered, the following steps will be followed, as long as the employee is not putting him/herself in immediate danger:

- Exit the area of the fire immediately. **Employees should not attempt to fight a fire.** Guide persons in the area to exit the building by the nearest emergency exit or stairwell. (see evacuation procedures)
- An employee should not put him/herself in danger if a visitor or student refuses to leave. Give emergency personnel the description and last location of individuals who refuse to leave.
- Pull the fire alarm station on the way out of the building.
- Call 911 from a phone located a safe distance away to report the exact location of the fire.
- Exit the building and proceed to a safe distance from the building.
- Pre-arrange a meeting location for your staff, students or faculty in your department.
- Check to insure that all those you remember in the building have evacuated.
- Await for further instructions from the fire department.

SEVERE WEATHER

The University has implemented a severe weather warning system as part of its ongoing fire and life safety systems upgrade. This system allows Public Safety to play pre-recorded announcements in university buildings when severe weather threatens.

This system will be used in conjunction with the existing Hamilton County siren warning system. The sirens effectively warn persons out of doors, however they do not provide good coverage indoors. The campus system delivers the warnings to those inside the buildings, as well as providing more detailed instructions.

The Hamilton County warning sirens use a steady tone to indicate a severe weather warning (a rise fall tone is used for an attack warning). Both tones are tested on the first Wednesday of each month at 12:00 noon, unless there is a threat of severe weather. The campus severe weather warning system will be tested at the same time during the months of March through July.

Severe Thunderstorm:

A severe thunderstorm WATCH indicates that conditions are favorable for the formation of a thunderstorm of 58 mph or greater. Hail with a diameter of $\frac{3}{4}$ " or more may also be present. A severe thunderstorm WARNING is issued when severe thunderstorms have developed in the area. Shelter should be sought indoors, away from windows.

Tornado:

When a tornado is coming, you have only a short amount of time to make life-or-death decisions. Advance planning and quick response are the keys to surviving a tornado. The Cincinnati area is at risk for tornadoes, and has experienced a number of deadly storms. A tornado WATCH is issued by the National Weather Service when tornadoes are possible in your area. Remain alert for approaching storms.

A tornado WARNING is issued when a tornado has been sighted or indicated by weather radar. The campus severe weather warning system will be activated. This system gives voice instructions, please listen carefully to what is said. Hamilton County will activate the outdoor warning sirens.

What to do during a Tornado Warning:

Move to the interior lowest level of the building, away from windows. Look for the red Tornado Safe signs marking the shelter areas. Listen to the campus severe weather warning system for instructions and for the all clear.

Walters Hall Floor Plan





SHELTER IN PLACE

In the event of a hazardous materials spill or dangerous gas release, personnel may be asked to shelter in place. Shelter In Place is a safety procedure designed to help protect individuals during a serious airborne hazardous material emergency. It means taking shelter inside the building until the danger has passed. The University of Cincinnati is a participant in the Shelter In Place program coordinated by the City of Cincinnati and Hamilton County.

The goal of Shelter In Place is to prevent contaminated outside air from entering a building for the duration of the incident. In many cases, simply limiting the intake of outside air provides sufficient protection. In incidents involving very high levels of contamination, steps must be taken to seal off a safe area. Incidents usually last a few hours, not days or weeks. For this reason, there is little danger you will run out of oxygen during this procedure. The nature of most incidents requires individuals to remain inside a building rather than attempt to evacuate thus endangering themselves to the hazard. Efforts normally are made to evacuate persons in the immediate area of the chemical spill, where the risk is highest. Others who are located in surrounding locations will be advised to Shelter In Place.

If you are instructed to Shelter In Place, employees should take the following safety actions -

If on campus:

- Go to the designated shelter area for your building. This is normally located on the upper floors, in the center section of the building.
- Close the doors (and windows, if any) to the shelter area.
- If available use duct tape and plastic sheeting to seal the windows, doors, vents, and other openings to your shelter area. Wet towels may be used if plastic sheeting is not available.
- Stay inside the shelter area until the all-clear announcement is given OR until you are told to evacuate.

You will be notified of a serious hazardous material emergency on campus by the Campus Emergency Warning System. The Campus Emergency Warning System uses the fire alarm speakers located throughout buildings on the campus to give specific voice instructions in the event of an emergency. In the event that you need to Shelter In Place, announcements will be made directing you to take shelter, and when the emergency is over.

POWER FAILURE

- Emergency power is provided to UCBA facilities through back-up generators. The generator provides power only to essential lighting and building equipment. In the event of a power failure, this generator will start in less than a minute. The generator is fueled for eight hours of operation.
- No elevators will operate on emergency power. Those who are disabled should go to the Area of Rescue Assistance and call for help.
- Facilities Management and the Dean will determine if the outage is of sufficient duration to send faculty, staff and students home.