

THE OHIO STATE UNIVERSITY
MCPHERSON LABORATORY

Building Emergency Action Plan (BEAP)



Department(s):

- Department of Chemistry and Biochemistry
- Department of Astronomy

Building Name: McPherson Laboratory

Building #: 053

Address: 140 W. 18th Ave.

Columbus, Ohio 43210

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SECTION 1: INTRODUCTION

This is the Building Emergency Action Plan (BEAP) for McPherson Laboratory. This is to provide emergency information pertaining to evacuation, shelter in place, Run/Hide/Fight, and other emergencies specific to this building. For questions regarding this document please contact the OSU Emergency Management Department at 614-247-4911 or via email at emergencymanagement@osu.edu.

This plan was developed to provide for the safety of the occupants of McPherson Laboratory. This plan is required by university policy (OSU Occupational Health & Safety Policy – 3.61); the Ohio Fire Code – 1301:7-7-04 (D) Section 404 Fire Safety & Evacuation Plans; 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 departments that occupy university facilities and should be completed as a building plan that includes all departments and areas of the building. This plan is managed and coordinated through the Office of Public Safety, Emergency Management and Fire Prevention with the assistance of Environmental Health and Safety.

It is expected departments will customize the appendices and complete this plan to meet their specific needs, operations and locations. Additional appendices can be added to customize the plan for building or department specific needs.

The BEAP correlates with the larger Ohio State University Comprehensive Emergency Management Plan (CEMP) for campus operations during large scale or campus-wide emergencies and departmental specific business continuity plans for departmental operations during departmental or campus emergencies.

The evacuation of university facilities presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in university facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc. It is difficult to know at any given time the exact number of occupants in any university facility. Timely and responsible evacuation often becomes the responsibility of a few key individuals.

Different emergencies require different protective actions to keep people safe. The unpredictable nature of emergencies requires quick action and clear thinking to avoid injury. This document contains building specific information for protecting yourself during most emergencies, but will not provide an absolute solution for every circumstance. During an actual emergency university personnel and first responders may supplement these plans with detailed instructions via our emergency communications protocols. Any specific instructions given during an incident are to take precedence.

1.1 Before an Emergency (Pre-Plan)

1. Know how to get help.
2. Know where the fire alarm pull stations are located in your area and how to use them.
3. Know where the exits/stairways are located in your given area and how to access them.
4. Know where fire extinguishers are located in your area. Ensure they are not blocked and that you feel confident using them. Ensure that you are able to lift the extinguishers in your given area.
5. Keep the exits clear of any obstructions at all times.
6. If you may need any **special assistance** during an evacuation, notify and discuss it with the Office of Disability Services, 614-292-3307. Do **not** wait until an actual emergency occurs.
7. Faculty and staff should advise their students how to respond to alarms and where evacuation routes are from their classrooms, labs, or offices. They should also participate in planning for assisting any student who may have difficulty during an evacuation.

This should be done within the first two weeks of class.

1.2 Protective Measures/Actions:

Evacuations:

For some emergencies, the best option is to leave the building or area. For example, the safest place away from a fire or hazardous materials spill (occurring inside the building) would be outside of that building.

Shelter in Place:

For some emergencies, evacuation will **NOT** be the appropriate **immediate** response. Evacuation during a tornado or for an outdoor hazardous materials leak may actually place people in greater danger than if they were to stay inside.

Run/Hide/Fight (Threat of Armed Intruders/Violence)

Run

Hide

Fight

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Have an escape route and plan in mind. • Leave your belongs behind • Keep your hands visible. | <ul style="list-style-type: none"> • Your second option should be to hide. • Do not huddle together as it makes one easy target. • Lock and barricade doors and shut off lights. | <ul style="list-style-type: none"> • Fighting is a last resort to be used only when your life is in imminent danger. • Attempt to incapacitate the active shooter. • Find an object to use as a weapon such as chair. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1.3 Buckeye Alert

The Buckeye Alert system is a text/email/phone alert system designed to inform faculty, students, staff and parents of potential emergencies. The Buckeye Alert website is <https://dps.osu.edu/alert-notices>. OSU Department of Public Safety encourages you to sign up for this service.

SECTION 2: COORDINATION

2.1 Purpose

This plan establishes procedures and duties, promotes planning and provides training information for building emergencies.

2.2 Scope

This plan applies to all employees and/or building occupants.

2.3 Coordination with other Emergency Plans

This BEAP document is a key component to departmental and/or building safety planning. However, it is not intended to replace the university Comprehensive Emergency Management Plan, Business Continuity Planning or other emergency planning required by university policy or regulatory agencies. This BEAP must be coordinated with these and other emergency/safety documents

2.4 OSU Comprehensive Emergency Management Plan

The OSU Comprehensive Emergency Management Plan (CEMP) outlines procedures and duties for a coordinated response to emergencies occurring on Campus. The Department of Public Safety manages the CEMP.

2.5 Coordination with Departmental Business Continuity Plans

Business Continuity Plans outline procedures to be followed in case of catastrophic incidents affecting normal operations at The Ohio State University. This BEAP is not a replacement for departmental Business Continuity Planning. It should be included as an attachment to Business Continuity Plans and reviewed/updated when Business Continuity Plans are reviewed/updated.

SECTION 3: EXPECTATIONS FOR DEPARTMENTS AND EMPLOYEES

3.1 Employees, Faculty and Staff

- Being familiar with the BEAP procedures
- Participating in training.
- Inform students, visitors, contractors, and new employees of these procedures and what to do in the case of a building alarm or emergency.
- When the fire alarm sounds, evacuate the building and report to the designated evacuation assembly point.
- If interested, volunteer for special positions such as the Building Coordinator or an Evacuation Coordinator.

3.2 Special Positions

Building Coordinator, Alternate or Designee Building Coordinator, and/or Evacuation Coordinator(s) are employees (usually are occupants of the building) and have either volunteered or been appointed to serve in these positions.

3.3 Building Coordinator Responsibility and Control

The Building Coordinator acts as the liaison with responding emergency services 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 qualified person will act in this roll. The Building Coordinator should ensure evacuation coordinators are assigned and designated in [Appendix B](#) of this document.

A contact person appointed by the Principal Investigator of each research group is responsible for laboratories and work areas.

For a community-wide event, the Building Coordinator or an alternate will establish contact with the OSU Emergency Operations Center (EOC) through email, emergencymanagement@osu.edu

3.4 Building Coordinator Duties

Assist in the preparation and maintenance of this BEAP and ensure a copy of the completed plan is available to building occupants.

Coordinate with building/department administrators (liaisons) responsible for employee, student, contractor and/or visitor health and safety.

Assist in recruiting Evacuation Coordinators(s) for occupied areas of the building and ensure they know what their duties are in case of an evacuation. A current list of Evacuation Coordinators and their alternates should be maintained in [Appendix B](#).

Review this plan at least annually and confirm it is current.

Ensure emergency services (DPS and EHS) are notified after all actual building emergencies as appropriate. False alarms do not need to be reported to EHS.

During a fire alarm, report to the evacuation assembly point, act as a liaison with responding emergency service, and do the following:

1. Receive status reports from Evacuation Coordinators.
2. Report problems including missing or trapped individuals to responding emergency personnel.
3. Provide information about the building layout, systems, processes, and special hazards to Facilities Operations & Development, OSUDPS, CFD and other emergency personnel.
4. Coordinate with building administrators on building occupancy and operation issues.

Take direction from Public Safety personnel and provide assistance when requested. When Public Safety personnel make an “ALL CLEAR” determination, the Building Coordinator notifies the Evacuation Coordinators that the occupants may reenter the building.

SILENCING OF THE ALARM IS NOT CONSIDERED AN ALL CLEAR SIGNAL.

3.5 Evacuation Coordinator Duties

Become familiar with this BEAP. It contains the function and activities of building staff during emergencies, how these activities mesh with responding emergency personnel, information about the building and its protection systems and who is responsible for filling special position duties as part of the plan.

Distribute copies of this plan to occupants and coworkers.

Know where persons with disabilities are located and what their alarm responses are. Persons with mobility disabilities may use areas of refuge or individual rooms during a fire alarm. The Areas of Refuge may be identified on evacuation plans found in [Appendix D](#). Report the location(s) of persons with disabilities to emergency responders.

Coordinate with other Evacuation Coordinators to avoid duplication of tasks.

Become familiar with primary and secondary evacuation routes.

Know where hazardous conditions or situations (i.e., flammable, radioactive, etc.) are and provide the information to emergency responders through the Building Coordinator.

Know where the fire alarm pull stations are and how to report an alarm.

Know how the alarm system responds. For most low-rise buildings (less than six stories), the alarm sounds throughout the building and all occupants must evacuate. For most high-rise buildings (more than six stories), the alarm sounds for the floor above, the floor below, and the floor that activated the alarm (pull station, smoke detector, etc.). Persons with physical disabilities should respond utilizing one of the evacuation options listed in this document.

3.6 Classroom 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.”

- 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. Note any posted information for “Classroom Emergency Procedures”.
- Add emergency information to the classroom syllabus.
- Know how to report an emergency from the classroom being used.
- Assure 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.

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

Review the BEAP and follow emergency procedures outlined within.

The Instructor is an authoritative figure for the student 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 persona he or she must be prepared for emergencies.

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

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 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. 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.

EVACUATION FOR PERSONS WITH DISABILITIES - Four options are available if evacuation is required. Choosing the correct option is key during these times. It is important to know where all the given evacuation routes are in your given area and how to access them. Please see [Section 5: Emergency Evacuation for Persons with Disabilities](#) for more information.

- **Horizontal Evacuation:** Some buildings may be connected to other buildings via ramps, tunnels, or bridges. If this is the case moving to an unaffected adjacent building may be the safest option.
- **Stairway Evacuation:** In times of evacuation, stairwells are used to move people from top/bottom floors to a floor that allows them to exit the building.
- **Stay in Place:** Staying at your current location unless danger is imminent.
- **Area of Refuge:** Safe areas in a building that offer protection example; fire rated stairwells, hallways, or rooms.

Elevators cannot be used during an emergency evacuation

REPORTING TO BUILDING COORDINATOR - After exiting and accounting for students, the Building Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

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

3.7 Student Residential Units Responsibilities

Hall directors will have primary responsibility for the evacuation of students living in residential units consistent with the Division of Student Life directives.

Use of high-rise building public announcement systems may be used, consistent with prepared announcements by the Division of Student Life.

SECTION 4: EVACUATION EMERGENCIES

4.1 When to evacuate*

- Anytime you hear the fire alarm in your building.
(Evacuation is **MANDATORY** during fire alarms)
- If you smell smoke, or know an actual fire is burning.
- If you can safely escape an armed aggressor situation.
 - [6.7 Armed Intruder/Active Shooter/Workplace Violence](#)
- When instructed to do so by Public Safety personnel.

4.2 When not to evacuate**

- When a tornado warning is given.
- When it is unsafe to do so (i.e. an armed aggressor nearby). ***
 - [6.7 Armed Intruder/Active Shooter/Workplace Violence](#)
- During a power failure.
- When instructed not to evacuate by Public Safety personnel.

4.3 What to do if you must evacuate

1. Listen carefully to instructions of floor coordinators and Public Safety personnel.
2. Remain calm and **quiet** (keep talking to a minimum so instructions can be clearly heard).
3. If the source of the emergency is present in the immediate area, leave all belongings and exit immediately. Otherwise, when the fire alarm sounds or evacuation is ordered quickly (i.e. a couple of seconds, not minutes) gather essential personal belongings only if it can be done safely (I.D., keys, purse, wallets, etc.) and proceed out of the building.
4. Close all doors that you pass through as you leave.
5. Exit via stairwells, DO NOT use elevators.
6. Proceed to the buildings evacuation assembly point unless instructed to an alternate location by your Building Coordinator or Public Safety personnel.
7. Alert emergency personnel of anyone who may need assistance evacuating.

*Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location via cell phone or hanging something out the window.

**These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.

***The presence of an armed aggressor is a stressful situation that requires quick, rational decision-making. If you are unable to evacuate you may need to take additional protective actions such as locking your door or hiding under a desk. [6.7 Armed Intruder/Active Shooter/Workplace Violence](#)

4.4 Notification of a Fire or Emergency

- The preferred method to notify occupants in the building of a fire or other evacuation related emergency is through the building’s fire alarm system.
- Alternative methods may include the Buckeye Alert system or word of mouth (bullhorn).

4.5 Description of Notification Systems

The fire alarm system when activated will produce an audio signal as well as visual strobes alerting building occupants to evacuate.

4.6 Accountability of Employees and Occupants

The ever-changing amount of occupants in a building poses a large challenge to account for the building’s employees and occupants. In an effort to provide better accountability, the Evacuation Coordinators will quickly check their assigned area(s) for occupants that are not evacuating as they proceed to the exit, if safe to do so. Once outside the Evacuation Coordinators will move to the evacuation assembly point and report to the Building Coordinator. Evacuation Coordinators will report if everyone has evacuated their area or if someone has not and why they could not evacuate. If the person did not leave, they should provide the location of the person to the Building Coordinator. The Building Coordinator will relay all the information that has been gathered from all floors, to the Incident Commander. In the absence of the Building Coordinator or their alternate, the most senior staff member will relay the information to the arriving Public Safety personnel.

As people are evacuating they will be asked to group together at the evacuation assembly point based on their departments. They should then determine who is present and who is unaccounted for. If someone is unaccounted for this information should then be shared with the Building Coordinator.

It is encouraged that your department create a roster of those that work in the building. It should then be distributed among the rest of your group, and referenced during an emergency.

4.7 Return Policy

Evacuees will return to the facility once Public Safety personnel have issued an "all clear" through the Building Coordinator.

4.8 Evacuation Assembly Point

The location for evacuees to gather to check in with their departments and await further instructions is:

Location
Click for Descriptions of Evacuation Locations
Click for evacuation overview maps.

SECTION 5: EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

The following are general guidelines for evacuation procedures for persons with disabilities. Faculty, staff, students and visitors who may need additional assistance should develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use. They should:

- Be familiar with evacuation options,
- Seek evacuation assistants who are willing to assist in case of an emergency,
- Ask supervisors, instructors, the Office of Emergency Management, or Environmental Health and Safety about evacuation plans for buildings.

Most OSU buildings have accessible exits at the ground level floor that can be used during an emergency. However, if you are located on floors that are above or below the ground level you may need to access a stairwell in order to reach the buildings exits. Elevators cannot be used during an emergency because they have been shown to be unsafe in emergencies and in some buildings; they are automatically recalled to a predetermined floor.

5.1 Evacuation Options

During an evacuation, building occupants have two evacuation options.

1. **Horizontal Evacuation:** Some buildings may be connected to other buildings via ramps, tunnels, or bridges. If this is the case moving to an unaffected adjacent building may be the safest option.
2. **Stairway Evacuation:** using steps to move people from top or bottom floors to a floor that allows an individual to exit the building.

Individuals that are unable to use the two above options have the following options.

1. **Stay in Place:** unless danger is imminent, remaining at your current location may be the best option. Ensure there is an exterior window, a telephone, and a solid or fire-resistant door.
 - a. With this approach, make sure someone who is evacuating knows your current location and that they relay this location to on site emergency personnel once outside. You may also contact emergency personnel by dialing 9-1-1 and report your location directly.
 - i. Public Safety Personnel will determine the necessity for evacuation. If required they will assist.
 - b. 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.
 - c. A “solid” or fire-resistant door can be identified by a fire label on the jam and frame.
 - i. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

2. **Area of Refuge:** are safe areas in a building due the way it was constructed/designed examples include: fire rated stairwells, hallways, rooms, or pressurized areas.
 - a. If your current location does not offer protection for the given emergency moving to a safer location should occur.
 - b. Usually, the safest areas of refuge are:
 - i. Pressurized stair enclosures, common to high-rise buildings,
 - ii. Open-air exit balconies.
 - iii. Fire rated corridors or vestibules adjacent to exit stairs,
 - iv. Many campus buildings feature fire rated corridor construction that may offer safe refuge.
 - v. 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.
 - c. For assistance in identifying Areas of Refuge, contact the Office of Emergency Management, emergencymanagement@osu.edu.

5.2 Disability Guidelines

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

5.3 Mobility Impaired – Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with an evacuation assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the arriving Public Safety personnel of their location of the person location. If 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.

Trained Public Safety personnel should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

5.4 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 may choose to stay in the building, using the other options, until Public Safety personnel arrive and determine if evacuation is necessary.

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5.5 Hearing Impaired

Many buildings on campus are equipped with fire alarm strobe lights; however, some are not. Please contact the Office of Emergency Management, emergencymanagement@osu.edu if you are unsure.

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 the Disability Services Office.

5.6 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. Their evacuation assistant should offer their arm/hand 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. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person may choose to stay in the building, using the other options, until Public Safety personnel arrive and determine if evacuation is necessary.

5.7 Persons with Functional Needs

Building occupants that may need assistance during a building emergency are encouraged to self-identify themselves. A functional need is defined as, “the needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.”

Any individual that has self-identified himself or herself will have their information included within this BEAP in [Appendix I: Persons with Functional Needs](#) if they wish. In addition, a special personal emergency action plan may also be created.

SECTION 6: EMERGENCY PROCEDURES

6.1 Fire

(Note: This section is to be used for fire alarm activations, discovery of a fire, or when a general evacuation is required).

When an alarm sounds, begin immediate evacuation –

- When a fire alarm is activated evacuation is mandatory
- Follow the evacuation plan as outlined in [Appendix D](#).
- Close doors behind you.

If a fire is discovered, activate the nearest pull station and call 9-1-1.

Use **R.A.C.E.** – Rescue – Alarm – Confine – Extinguish/Evacuate).

- Do not attempt to fight the fire yourself, unless;
 - You have been trained in the use of firefighting equipment.
 - It is safe to do so;
 - The room is not filled with smoke,
 - You have a clear escape path,
 - The alarm is actively sounding,
 - You have an idea of what is burning and have the proper extinguisher.
- If the fire is too large or the proper use of a fire extinguisher is not familiar or uncomfortable;
 - Sound the alarm,
 - Close the door behind you and evacuate.

If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate. Public Safety personnel need to confirm all occupants are notified.

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

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. Building occupants who are unable to evacuate should use one of the options detailed in [5.1 Evacuation Options](#)

Do not use the elevators— when an alarm is sounded many of the elevators will be automatically be recalled to a pre-determined floor and shut-off.

Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in [Appendix D](#). You may have more than one EAP depending on the size of the building.

At the EAP, **account for personnel** and report to the Building Evacuation Coordinators if any occupants are unaccounted for and may be trapped. Floor Evacuation Coordinators will report to the Building Coordinator who will relay this information to Public Safety personnel.

If you become trapped by smoke, shelter in place, 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 Public Safety personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.

Special Instructions for Evacuation Coordinators during a Fire

Be familiar with at least two evacuation routes from the assigned floor and plan to use the alternate route if the primary is not accessible during an evacuation emergency.

Description of Notification Systems

The fire alarm system when activated will produce an audio signal as well as visual strobes alerting building occupants to evacuate.

6.2 Chemical Spills or Release (Indoors)

Qualified laboratory personnel who have been trained and are properly equipped to handle the situation may clean up small spills that do not endanger workers in the immediate area.

Chemical spill guidelines have been established and are available in the [University 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 cleanup materials or kits

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 the spill to:
 - a. Ohio State Public Safety- Dial 9-1-1
 - b. EHS- Dial 614-292-1284
4. When placing an emergency call:
 - a. Give your name.
 - b. Give your location (room and building)
 - c. Give the phone number you are using
 - d. Describe the emergency/injuries
 - e. If possible, remain in vicinity, away from danger, to assist emergency responders
 - f. Measures should be taken to prevent people from entering the contaminated area.
 - g. Meet the emergency responders and provide information and assistance as needed.

6.3 Hazardous Materials Incident (Outdoors)

This section should be implemented in the event of a major hazardous material incident that occurs outside the building. In this type of event (i.e., train derailment, tractor-trailer accident, etc.). The Ohio State Department of Public Safety uses two strategies for protecting citizens during hazardous material emergencies; The Ohio State Department of Emergency Management will send out alert broadcasts of the proper emergency procedures.

Shelter in Place

The first strategy Public Safety personnel may use is Shelter-in-Place. Under this strategy, everyone in the building should stay in the building until the all clear is given. Employees will take the following actions:

1. Close all windows and doors.
2. Turn personal heating/cooling systems off, if possible.
 - a. Main building systems will be adjusted from members of FOD.

The Building Coordinator will ensure these actions are completed. The Building Coordinator and/or Evacuation Coordinators will also conduct a roll call to ensure all personnel are protected.

The Building Coordinator should monitor emergency.osu.edu for updates in real time. Additional, follow up messages will be sent out by OSU's Emergency Management Department as the conditions warrant them. The Building Coordinator will also announce the all clear when declared by Public Safety personnel.

If you or someone becomes ill, they should call 9-1-1 immediately.

If advised by public safety personnel, the Building Coordinator will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The Building Coordinator will also direct personnel to reactivate their personal heating/cooling system.

Special attention should be given and procedures developed if disabled personnel occupy the building.

Evacuation

The second strategy that Public Safety personnel may use is Evacuation. This action may include one of the following items:

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 Public Safety personnel.

Building Coordinator will ensure these actions are completed as directed by Public Safety personnel. The Building Coordinator and/or Floor Emergency Coordinators will also ensure all personnel have evacuated the building.

If you or someone becomes ill, they should call 9-1-1 immediately.

Special attention should be given and procedures developed if disabled personnel occupy the building.

6.4 Explosion

If an explosion occurs

What you should do:

- 1.** Get under a sturdy table or desk if objects are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- 2.** Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls. Do not use elevators.
- 3.** Once evacuated, find a way to receive emergency communications from the university's administration or other jurisdictional agency.
- 4.** Follow any instructions given by administrators or on scene emergency responders.
- 5.** Consider the possibility that the explosion was not an accident, be aware of your surroundings and note any suspicious behavior.

Once you are out:

- a)** Gather away from the building near your evacuation assembly point, if safe to do so.
- b)** Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- c)** Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

If you are trapped in debris:

- a)** If possible, use a flashlight to signal your location to rescuers.
- b)** Avoid unnecessary movement so you do not kick up dust.
- c)** Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- d)** Tap on a pipe or wall so Public Safety personnel can hear where you are. If possible, use a whistle to signal rescuers.
- e)** Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
- f)** Slow your breathing and do not panic.

What Will Happen:

- 1.** Public Safety personnel will provide updated information as it becomes available.
- 2.** Rescuers will work to treat the injured and extricate survivors.
- 3.** You may be required to provide witness statements or other information to aid in determining the cause of the explosion.

6.5 Earthquakes

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. 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 corridor wall. Stay inside under cover until the shaking stops.

If you are indoors:

1. **“DUCK, COVER and HOLD!”** If you are not near a strong desk or table, drop to the floor and cover your head and neck with your arms.
 - a. Do not seek cover under laboratory tables or benches, chemicals could spill.
2. Avoid windows, heavy objects, or things hanging from the walls.
3. **Do NOT** try to exit the building during the earthquake. Many fatalities occur when people try to exit the building, and are hit by falling debris.
4. **Do NOT** use elevators.
5. If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors:

1. Stay away from buildings: Falling debris can catch a wind gust and travel great distances.
2. Avoid power lines, tress, and other objects that have the ability to fall or do damage. Move to a clear area if you can safely walk.

Once the earthquake is over:

1. Check the area around you for injuries, or unstable structures or objects. Do not move seriously injured people unless they are in immediate danger. Listen for people who may be trapped or unable to move from danger. Only attempt to help them if it is safe to do so. Report any injured or trapped people immediately.
2. Be cautious of fires, downed power lines, or structural damage. If you are trained how to use a fire extinguisher, then put out small fires as soon as possible.
3. Avoid cell phone usage unless you are reporting injuries. This helps to free the lines for people who may be trapped or injured.

If you are trapped:

1. If possible, use a flashlight to signal your location to rescuers.
2. Avoid unnecessary movement so you do not kick up dust.
3. Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
4. Tap on a pipe or wall so rescuers can hear where you are. If possible, use a whistle to signal rescuers.
5. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
6. Slow your breathing and do not panic.

6.6 Armed Intruder/Active Shooter/Workplace Violence/Robbery

The OSU Campus Community may 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. Other types of communication such as telephone, email, public address system, or Buckeye Alert.

Life-threatening acts should be reported immediately by calling Ohio State Public Safety at 911

Different types of workplace violence / terrorism require different actions:

- **Explosion** – If an explosion occurs in the building, occupants should evacuate using the same evacuation plan and procedures as they would for a fire.
- **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.
- **Toxic or Irritant Gas** – Immediately evacuate the building using the same evacuation plan and procedures for fire. Acquire medical attention if necessary.
- **Hostage Situation** – If possible, immediately vacate the area, take no chances to endanger the life of the hostage. Contact Ohio State Public Safety at 9-1-1 immediately.
- **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 outlined in this document.
- **Gunshots/Active Shooter/Armed Aggressor** – An active shooter/armed aggressor is a person who is actively threatening lives or apparently prepared to threaten lives in a populated area. These situations require immediate law enforcement resources to stop the shooting/aggression and mitigate harm to victims. Responding law enforcement agencies will provide information and direction if this occurs. The following are suggestions that may be followed, depending on the situation, in the event of an active shooter on campus:

Do NOT pull the fire alarm. If you hear the fire alarm do NOT evacuate, this could be a ploy to get people to come out of their offices/classrooms/etc.

- 1. Run— When an armed aggressor is in your vicinity:**
 - a. If there is an escape path, attempt to evacuate.
 - i. Help others escape if possible.
 - ii. Evacuate- whether others agree to or not.
 - iii. Leave your belongings behind.
 - b. Keep your hands visible as you leave the building.
 - c. Call 9-1-1 when you are safe.
- 2. Hide— If evacuation is not possible, find a place to hide:**
 - a. Proceed to a room that can be locked.
 - i. If the cannot be locked try and secure the door.
 - b. Close and lock all windows and doors, and turn off all the lights.
 - c. Blockade the door if possible.
 - d. Silence your cell phone.
 - e. Hide behind large objects.
 - f. If possible, get down on the floor where you are not visible from outside the room.
 - g. Do not huddle together.
 - h. Your hiding place should;
 - i. Be out of the shooter’s view,
 - ii. Provide protection if shots are fired in your direction,
 - iii. In addition, not trap or restrict your options if you must move quickly.

3. Fight— As a last resort, and only if your life is in danger:

- a. Attempt to incapacitate the active shooter/ armed aggressor.
- b. Act with physical aggression.
- c. Improvise weapons,
 - i. Fire extinguishers, books, chairs, etc.
- d. No matter what, be sure to commit to your actions.

When Public Safety personnel arrives be sure to:

- Remain calm and follow instructions,
- Keep your hands visible at all times,
- Avoid pointing or yelling,
- Know that help for the injured is on its way.

If you see or know where an active shooter/armed aggressor is located, dial 9-1-1, if possible and safe to do so and alert Public Safety personnel to the shooter's location. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place because the operator can often determine a location without a caller speaking.

In the event someone is hurt and/or a fire is caused by these events, contact at 9-1-1, if possible and safe to do so.

The Ohio State Department of Public Safety will coordinate the building's security during an incident and will inform the occupants once the building has been cleared for occupancy.

Robbery— The taking of money or goods in the possession of another, from his or her person or immediate presence, by force or intimidation. You should always comply with the demand of the perpetrator and contact Public Safety personnel at 9-1-1, when it is safe to do so. The responding agencies will provide information and direction.

The following are steps that should be followed in the event of a robbery:

- Do not resist or interfere. Comply with the demands of the robber. Do not offer anything that the robber has not asked to have.
- If one is available **AND** it is safe to do so, pull the handle on a panic device. This will silently alert Public Safety.
- If it is safe to do so, call 9-1-1. Provide details on the exact location, what has taken place, if a weapon was seen or a threat made and the general direction of travel of the robber. Provide as much descriptive information as possible.
- Go to a secure place and await Public Safety personnel. **DO NOT** attempt to follow the person. Do not discuss the description or the events with anyone until Public Safety personnel arrive.
- Do not touch anything at the scene of the crime.

6.7 Suspicious Packages, Letters, or Substances

A suspicious package is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

Typical signs that should trigger suspicion:

- a) Packages that have a powdery substance on the outside.
- b) Packages that are unexpected or from someone unfamiliar to you.
- c) Packages that have excessive postage, handwritten or poorly typed address, incorrect titles, or titles with no name, or misspelling of common words.
- d) Have no return address, or does not seem legitimate.
- e) Are of unusual weight given their size, or are oddly shaped.
- f) Are marked with “personal” or “confidential.”
- g) Have strange odors or stains.

What you should not do if you encounter a suspicious package:

- **DO NOT** pass the letter or package to others to examine.
- **DO NOT** touch, smell, taste or try to analyze the substance.
- **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.
- **DO NOT** ignore the threat, it must be treated as real until properly evaluated.
- **DO NOT** leave the building until instructed to do so.

If you find/receive a suspicious package:

1. Relax and remain calm
2. Do not open the letter or package.
3. Contact Ohio State Public Safety at 614-292-2121.
4. **REMAIN AT THE SITE UNTIL PUBLIC SAFETY PERSONNEL ARRIVE WITH INSTRUCTIONS.**
 - a. 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 suspicious package/letter or it is leaking a liquid or unknown substance:

1. Immediately set the item down gently at the location where it was opened.
2. Contact Ohio State Public Safety at 614-292-2121.
3. All potentially exposed persons should wash exposed skin surfaces with soap and water.
4. Shut down any fans, air conditioners, or heaters, if possible.
5. Move to an area within the building adjacent to the initial exposure and wait for arriving Public Safety personnel. Example: hallway outside original room.
6. Do not allow others into the area.

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.

If you have any further questions, please contact Ohio State Public Safety at 614-292-2121 or The Office of Environmental Health and Safety at 614-292-1284.

6.8 Utility Outages

Employees will become aware of utility interruptions by the obvious absence of that particular utility.

- **Electric-** No lights, computers not working.
- **Water-** Toilets will not flush, drinking fountains not working.
- **Telephone-** Inability to place outgoing telephone calls.
- **Steam/Gas-** No Heat.
- **Electric/Chilled Water-** No Air Conditioning.

In the event of a utility outage, the Building Coordinator or Evacuation Coordinator should be notified. They should contact Facilities Operations & Development, Service2Facilities at 614-292-4357, to report the problem and obtain any additional information.

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 Coordinator in conjunction with department Chairperson's / Director's will determine the appropriate course of action based on the following:

- Dangers from tripping and injuries due to lights being out.
- Person(s) trapped in elevators.
- Dangers from extreme heat or cold on employees.
- Inability to contact responders if telephones are not working.
- Sanitation problems due to no water, etc.

The departmental Chairperson's / Director's will make a decision regarding the continuance of work in the buildings affected by the utility interruption. Employees should assist students, visitors and disabled individuals by directing them to take appropriate actions.

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. Stop processes in a manner that would not cause additional problems.

If anyone is trapped on an elevator, immediately call the Facilities Operations & Development Service2Facilities at 614-292-4357, or if there is a medical emergency or danger to the health of those who are trapped, call Ohio State Public Safety at 9-1-1.

This building is equipped with an emergency generator that will start within 90 seconds upon loss of power. This generator will supply power to the emergency lighting, exit signs, fire alarm, and mechanical room lights. The fire alarm system, which is on battery backup will remain functional for approximately 24 hours in the event of generator failure.

6.9 Medical Emergencies

What you should do if you see or find a medical emergency

What to do:

1. Check the area for your own safety. Be aware of unusual sights, smells, sounds, or behaviors.
 - a. If there is anything unusual, do NOT attempt care, call Ohio State Public Safety at 9-1-1, and report the situation.
2. If the scene is safe, only then approach the victim.
 - a. Determine if the victim is conscious and breathing.
 - b. If they are conscious, ask if they need assistance, and what the problem is.
 - c. Note any unusual behavior, bleeding, trouble breathing, or anything else that may indicate that that person needs more assistance.
3. Call The University Public Safety Department at 9-1-1. And give the dispatcher the following information;
 - a. Your name,
 - b. Type of emergency,
 - c. Location of the victim,
 - d. Condition of the victim,
 - e. Dangerous conditions,
 - f. Age of the victim,
 - g. And any other information you have gathered during your assessment.
4. Only attempt care if you are trained to do so. If you are not trained, then simply stay with the victim until help arrives.
5. 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.
6. Have someone wait for arriving first responders' outside
7. If the victim is a staff member notify his or hers supervisor if able.
8. If applicable, an employee accident report should be completed.

6.10 Elevator Emergencies

What you should do for an elevator entrapment:

1. Use the elevator phone or cell phone to call Service2Facilities 614-292-4357.
 - a. Tell the dispatcher your name and that you are stuck in an elevator.
 - b. Tell the dispatcher what building you are in and which elevator (if known).
 - c. Tell the dispatcher if others are in the elevator with you and how many.
2. If the elevator you are in has no phone or it does not work, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.
3. Do not attempt to exit the elevator through a hatch or pry the doors open.
4. Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
5. Never attempt to exit an elevator that has stalled.

What will occur once Dispatch is notified:

1. Facility Services will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.

6.11 Flooding and Water Damage

In the event of flooding or water damage from a source inside the building:

1. Notify Service2Facilities by calling 614-292-4357.
 - a. Tell the dispatcher the location of the incident including building name, floor, and room number.
 - b. Tell the dispatcher the areas affected.
 - c. Tell the dispatcher the cause of the incident, if known.
 - d. Tell the dispatcher the time flooding began, if known.
2. Attempt to stop the leak from the source if it is safe to do so.
 - a. Beware of any electrical sources present. Do not attempt to unplug or remove an electrical appliance from a flooded area.
3. Protect objects in jeopardy by taking essential steps to avoid or reduce immediate water damage.
 - a. Cover objects in plastic or move small or light objects out of danger.

In the event of flooding from a source outside of the building:

1. Prepare for the possibility of widespread flooding from the Olentangy River or from heavy rain by monitoring weather forecasts.
 - a. Adhere to advice relayed by the National Weather Service in Wilmington and Ohio State's Division of Emergency Management and Fire Prevention.
 - b. Follow @NWSILN and @OSU_EMFP on Twitter for the latest information.
2. Take precautions by protecting objects in jeopardy.
 - a. Cover objects in plastic or move small or light objects out of danger.
3. In the event of imminent flooding, contact your department head to determine if you need to report to work.

In the event of flash flooding:

1. Prepare for the possibility of flash flooding by monitoring weather forecasts.
 - a. Adhere to advice relayed by the National Weather Service in Wilmington and Ohio State's Division of Emergency Management and Fire Prevention.
 - b. Follow @NWSILN and @OSU_EMFP on Twitter for the latest information.
2. Once flash flooding begins, with or without warning, immediately evacuate to a higher floor until given more direction by public safety personnel.

6.12 Bomb Threat

A person may become aware of a bomb threat by a telephone call, e-mail, letter, etc. This person should gather as much information as possible once they become aware. Please see the information card in [Appendix C](#). Once all the possible information has been gathered, notify Ohio State Public Safety by dialing 9-1-1.

After notifying the Department of Public Safety, the person should then notify his or her supervisor, the Building Coordinator and the Department Chairperson/Director as quickly as possible.

A decision will be made to determine if a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in the fire emergencies section. 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 Public Safety personnel. If building occupants are asked to conduct a search, Public Safety personnel will provide instructions on how to proceed. Usually, those individuals most familiar with the areas will be asked to conduct the search.

If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

The Ohio State University Department of Public Safety or the Building Coordinator/Department Chair/Director will manage the building's security during a bomb threat. This group will also contact building occupants and advise them on when to return to work if an evacuation occurs.

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 authorized building/facility officials and members from the Department of Public Safety.

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 either the Senior Vice President for Administration and Planning and/or Business and Finance, the Provost and the Office of the President.

6.13 Severe Weather Emergencies

Severe weather can include tornado, high wind, thunderstorms, flash flood or winter weather, such as snow, hail, and sleet. Severe weather is monitored by the OSU Emergency Management Department. Usually no action is required when there is severe weather. If action is necessary, the OSU Emergency Management Department will issue emergency alerts through all the emergency communications methods available. Remain calm and wait for further instruction and updates.

Severe Weather Alerts and Action

The National Weather Service has defined severe weather alerts that are of concern.

a) Severe Thunderstorm Watch:

Definition: Issued when conditions are favorable for the development of severe thunderstorms, which may produce large hail and/or high winds, in and close to the watch area.

Action: Continue your normal activities, but keep an eye to the sky and an ear to the radio or TV, and for OSU emergency communications.

b) Severe Thunderstorm Warning:

Definition: Issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour.

Action: Review this severe weather action plan. Stay away from windows and avoid going outside. Continue normal activities but be prepared to move to better shelter, if advised. Continue to stay alert for emergency communications.

c) Flash Flood Watch:

Definition: Issued to indicate current or developing hydrologic conditions that are favorable for flooding in and close to the watch area, but the occurrence is neither certain or imminent.

Action: Continue your normal activities, but stay alert to the radio or TV, and for OSU emergency communications.

d) Flash Flood Warning:

Definition: Issued to inform the public, emergency management and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Action: Continue your normal activities, but stay alert to the radio or TV, and for OSU emergency communications. Watch for signs of flooding in or around the lowest levels of the building.

e) Winter Weather Advisory:

Definition: Issued when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

Action: Continue your normal activities, but stay alert to the radio or TV, and for OSU emergency communications.

f) Winter Storm Watch:

Definition: Issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Action: Continue your normal activities, but stay alert to the radio or TV, and for OSU emergency communications.

g) Winter Storm Warning:

Definition: Issued when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.

Action: Stay indoors. Avoid unnecessary travel. Continue your normal activities, but stay alert to the radio or TV, and for OSU emergency communications.

h) Tornado Watch:

Definition: Issued when conditions are favorable for the development of tornadoes in and close to the watch area.

Action: Review this severe weather action plan. Continue normal activities but be prepared to move to better shelter. Continue to stay alert for emergency communications. Stay away from windows and avoid going outside.

i) Tornado Warning:

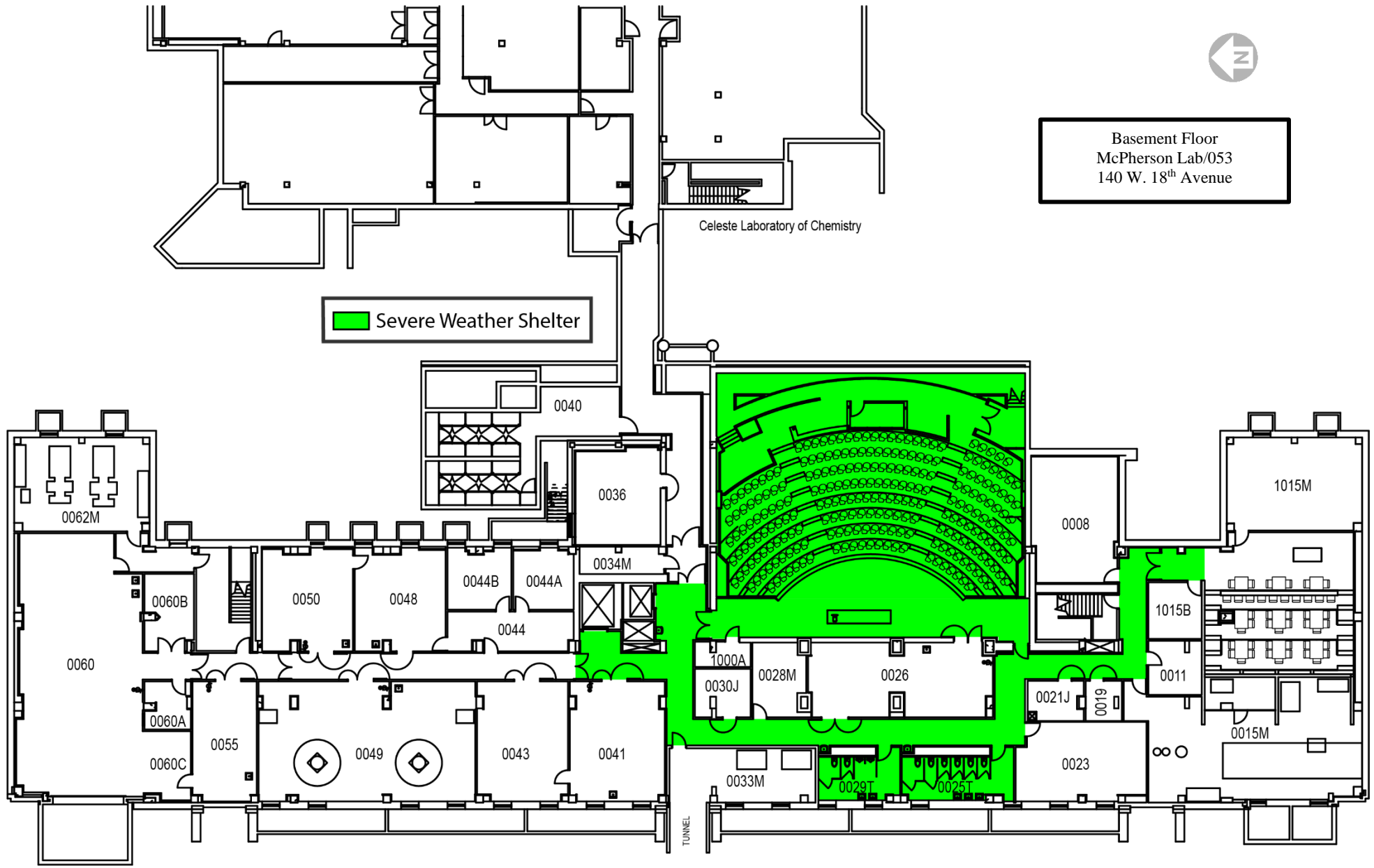
Definition: Issued when a tornado is indicated by radar or sighted by spotters.

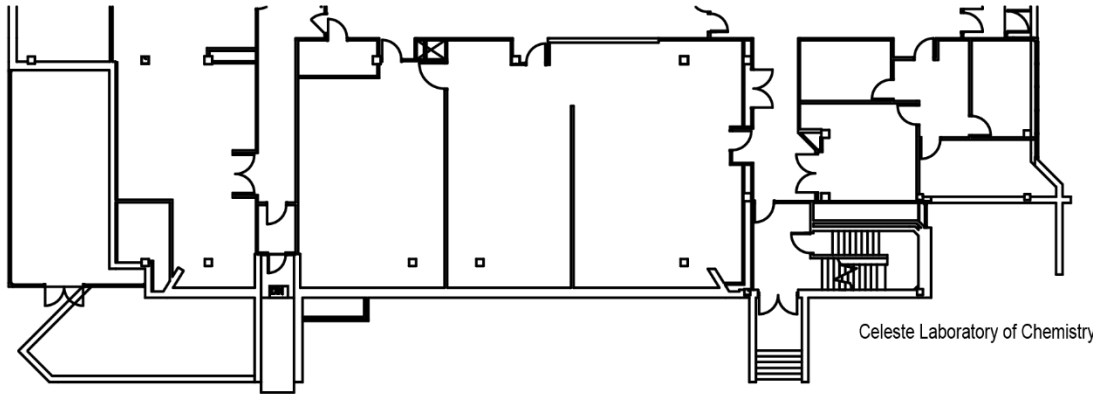
Action:

1. In the event of a tornado, or tornado warning, do not wait for instruction. Move to your severe weather shelter, which is:

Directions
Travel to the lowest level possible, preferably to an interior area.
Basement Floor- main auditorium, center hallway or the restrooms 025T/029T
First Floor- main auditorium, room 1000

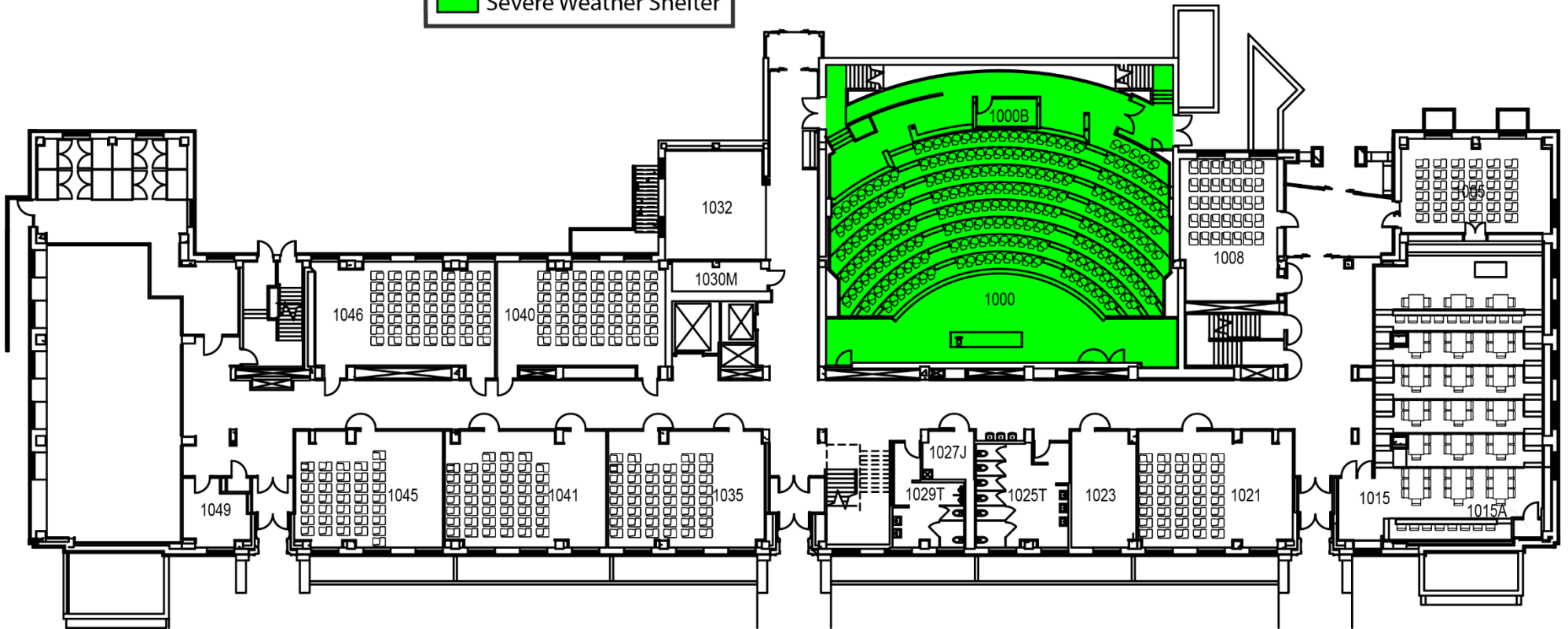
- If you cannot make it to the above location, try to move to the lowest level possible and find any interior area that does not have windows or glass (i.e. a bathroom). Close office doors as you leave, and if you have any emergency kit already prepared, bring it. The greatest threats from high tornado winds are roof failure, breaking glass, and flying debris.
2. **Do not use** elevators, and stay away from windows and doors with glass in them.
 3. Sit or crouch in an inner hall or room.
 4. Do not leave the severe weather shelter area until the “**all-clear**” is given from emergency personnel or from updated alerts from the Department of Emergency Management.
 5. If someone is trapped or injured, report it to the Department of Public Safety at 9-1-1 and give them as much information as possible.





First Floor
McPherson Lab/053
140 W. 18th Avenue

 Severe Weather Shelter



SECTION 7: TRAINING AND REVIEW

7.1 Employee Orientation

New employees must be informed of the BEAP as part of their orientation as new employees. This initial plan and all significant revisions to the plan will be routed to all personnel via the Building Coordinator. Faculty and staff will be reminded of the plan as necessary and encouraged to discuss with their staff, students and visitors.

7.2 Review of the BEAP

On an annual basis, the Building Coordinator will review the BEAP to ensure employee listings, emergency phone numbers, and the Building Coordinators information is current. An updated copy of the BEAP should be sent to emergencymanagement@osu.edu.

7.3 Training

Upon implementation of the BEAP and periodically thereafter, all employees must be informed of the BEAP and should attend training. Training is available either [online](#) or arrangements can be made to have a trainer from the Ohio State Emergency Management Department, please send an email to emergencymanagement@osu.edu to set up an in person training. Employees may receive a copy of the plan by contacting their Building Coordinator.

APPENDIX A: QUICK REFERENCE GUIDE

EMERGENCY EVENT	WHAT YOU SHOULD DO
When calling 9-1-1 or 614-292-2121 provide the following information: <ul style="list-style-type: none"> Type of emergency Location (building and room number) Your name 	<p>Call 9-1-1 for all emergencies.</p> <p>Dialing 9-1-1 from a mobile telephone on main campus results in the call going to the City of Columbus – please indicate you are on OSU’s main campus. If elevators are inoperable, people in wheelchairs should be moved to the closest safe area and await assistance. Alert 9-1-1 for the need for assistance.</p> <p>Building Coordinator: John Herrington; 614-679-1820</p>
Fire	<p>Immediately stop what you are doing and exit area. (do not use elevators)</p> <p>Pull closest fire alarm pull station. (If the alarm is not already activated)</p> <p>Report to the evacuation assembly point:</p> <ul style="list-style-type: none"> The courtyard west of McPherson Lab <p>Remain at the assembly point until given the all clear to re-enter the building</p>
Tornado	<p>Upon notification of a tornado warning from the National Weather Service please report to your building’s designated tornado shelter:</p> <ul style="list-style-type: none"> Basement Floor- main auditorium, center hallway or the restrooms 025T/029T First Floor- main auditorium, room 1000
Medical Emergency	<p>Call Ohio State Public Safety at 9-1-1. Provide the following information to the dispatcher:</p> <ul style="list-style-type: none"> Your name, Type of emergency, Location of the victim(s), Condition of the victim(s), Any dangerous conditions. <p>Monitor the injured person until EMS arrive.</p>
Hazardous Materials Incident Occurring Outside	<p>Upon notification of an incident: close all windows and doors.</p> <p>Stay in the building until given the all clear or instructed to do so by Public Safety personnel.</p>
Bomb Threat	<p>Contact Ohio State Public Safety at 9-1-1.</p> <p>Report anything suspicious to responding Public Safety personnel.</p> <p>If ordered to evacuate the building and you notice anything out of the ordinary inform Public Safety personnel immediately.</p> <p>Be sure to take all-important belongings (purses, wallets, medication, briefcases, etc.) with you when exiting because reentry to the building might not be possible for several hours.</p>
Violent Incident (Armed Aggressor/ Active Shooter)	<p>Run— Remove yourself from the danger zone as quickly as possible if safe to do so. Notify Ohio State Public Safety and building occupants of the situation if safe to do so.</p> <p>Hide— Secure your room, by locks, furniture, etc. Turn off lights and silence your cell phone. Notify Ohio State Public Safety and building occupants of the situation if safe to do so.</p> <p>Fight— Find items to use to distract the attacker. Prepare to swarm the attacker.</p>
Utility Emergency	<p>Contact Service2Facilities— 614-292-4357</p> <p>Electric— No Lights, Computers not working.</p> <p>Water— Toilets will not flush, drinking fountains not working.</p> <p>Telephone— Inability to place outgoing telephone calls.</p> <p>Steam/Gas— No Heat.</p> <p>Electric/Chilled Water— No Air Conditioning.</p>

APPENDIX B: RESPONSIBLE INDIVIDUALS

Building Coordinator
Name: John Herrington.5
Room Number: Rm 163, CBEC
Phone Number: 614-679-1820

Alternate Building Coordinator
Name: Susan Waller.74
Room Number: 4055A, McPherson
Phone Number: 614-292-1737

Basement Floor Evacuation Coordinator
Name: N/A
Room Number: N/A
Phone Number: N/A

Basement Floor Evacuation Coordinator
Name: N/A
Room Number: N/A
Phone Number: N/A

First Floor Evacuation Coordinator
Name: John Herrington.5
Room Number: Rm 163, CBEC
Phone Number: 614-679-1820

First Floor Evacuation Coordinator
Name: Donald Tong.2
Room Number: Rm 163, CBEC
Phone Number: 614-679-1438

Second Floor Evacuation Coordinator
Name: John Herrington.5
Room Number: Rm 163, CBEC
Phone Number: 614-679-1820

Second Floor Evacuation Coordinator
Name: Donald Tong.2
Room Number: Rm 163, CBEC
Phone Number: 614-679-1438

Third Floor Evacuation Coordinator
Name: Prabir Dutta.1
Room Number: Rm 3033C, Newman-Wolfrom
Phone Number: 614-292-4532

Third Floor Evacuation Coordinator
Name: Karin Musier-Forsyth.1
Room Number: Rm 3033B, Newman-Wolfrom
Phone Number: N/A

Fourth Floor Evacuation Coordinator
Name: Kristy Krehnovi.6
Room Number: Rm 4055, McPherson
Phone Number: 614-292-2022

Fourth Floor Evacuation Coordinator
Name: Susan Hyrne.2
Room Number: 4055A, McPherson
Phone Number: 614-292-1737

Appendix B.1: University Resource List

University Department:	Phone:	Web Address:
Central Alarm Center (Dispatch/Security Alarm)	Police Emergency 911	OSU Communications Center
	Police Non-Emergency 614-292-2121	OSU Communications Center
	Central Alarm Center 614-292-6677	OSU Communications Center
Service2Facilities	614-292-4357	OSU Service2Facilities
Environmental Health & Safety	614-292-1284	OSU EHS
OSU Transportation & Traffic Management	614-292-7433	OSU TTM
Office of the Chief Information Officer	614-688-4357	OSU OCIO
Facilities and Operations Development	614-292-4357	OSU FOD
Department of Public Safety	614-247-6300	OSU DPS
Central Campus Security Services	614-292-6677	OSU Central Campus Security
Office of Student Life	614-292-9334	OSU Student Life
Student Safety Service	Request a Safe Ride 614-292-3322	OSU Student Safety Service
The Ohio State University Wexner Medical Center	Transfer Center 614-293-5123	OSU Wexner Medical Center
	Medical Center Security 614-293-8500	OSU Medical Center Security
Ohio State University Police Division	614-292-2121	OSU Police Division
Ohio State University Emergency Management and Fire Prevention Division	Emergency Management 614-247-4911	OSU Emergency Management
	Fire Prevention 614-247-3473	OSU Fire Prevention
	Building Emergency Action Plans 614-688-2863	Building Emergency Action Plans (BEAPs)
OSU Purchasing	614-292-2694	OSU Purchasing
Lenel	614-292-7462 614-292-1415	N/A

APPENDIX C: BOMB THREAT (EXPLOSIVE DEVICE) DATA CARD

This section (or a similar one) should be used when a bomb threat is received via the telephone.

The Ohio State University
Department of Public Safety

Explosive Device
Data Card

CALLER'S VOICE:

PLACE THIS CARD UNDER YOUR TELEPHONE

Date: _____ Time: _____

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?

Number at which call was received:

Sex: _____ Race/Nationality: _____

EXACT WORDING OF THE THREAT:

- | | |
|----------------|-----------------------|
| 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 _____ | Other _____ |
| Factory Sounds _____ | |

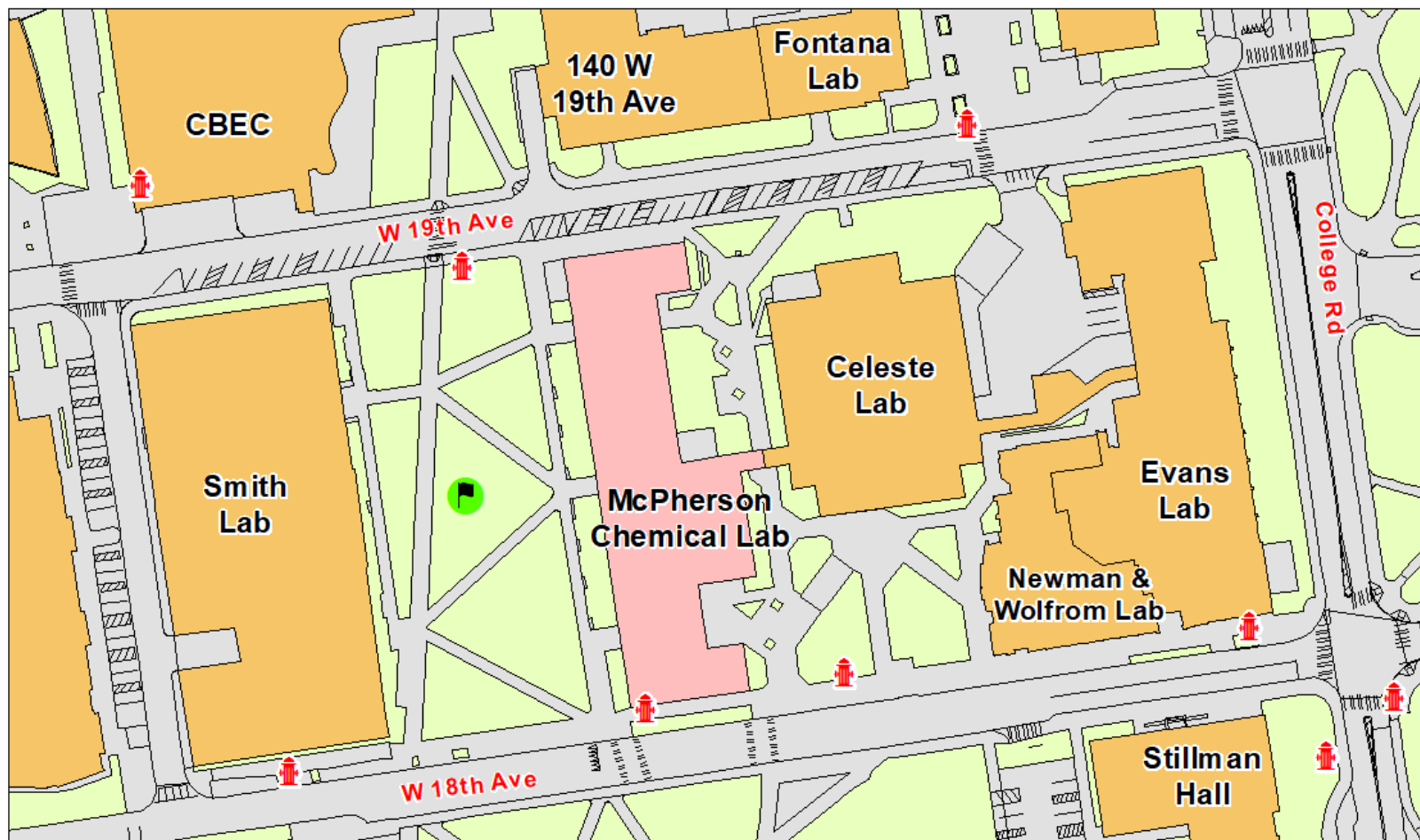
THREAT LANGUAGE:

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


REMARKS: _____

**Immediately call The Ohio State University
Public Safety Department at 9-1-1
Give responding officers this completed card.**





APPENDIX D: BUILDING EVACUATION MAPS



Legend

 **Evacuation Assembly Point**
The courtyard to the west of the building

Buildings

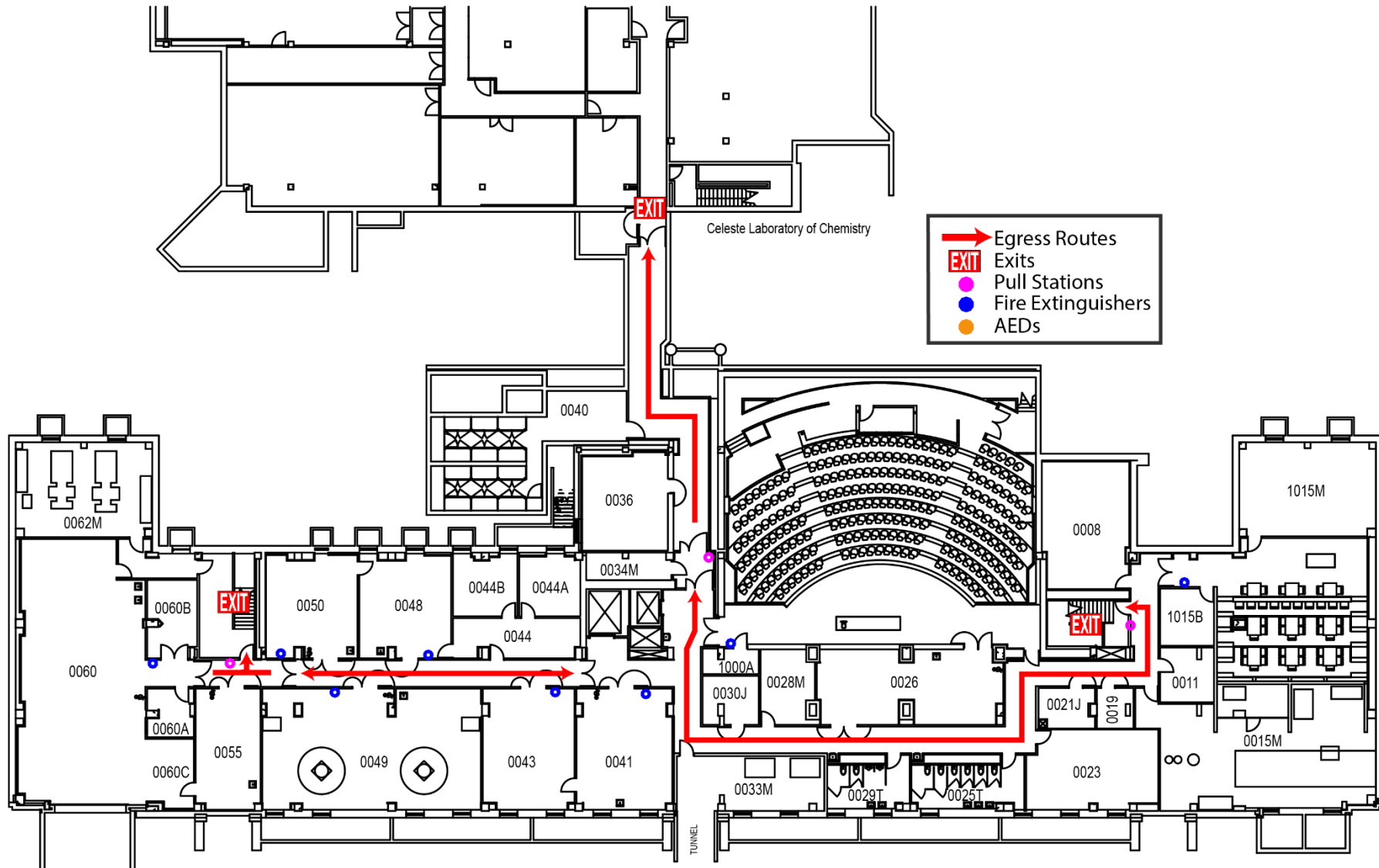
-  McPherson Chemical Lab
-  OSU Buildings
-  Non-OSU Buildings
-  Waterbodies

In the event of a Fire Alarm or other evacuation order go to the Evacuation Assembly Point, as quick and safely as possible.
Report anyone known missing or trapped inside the building to arriving Emergency Responders.

0 100 200 Feet



McPherson Chemical Lab
Evacuation Assembly
02-21-2019
R. Evans
OSU DPS



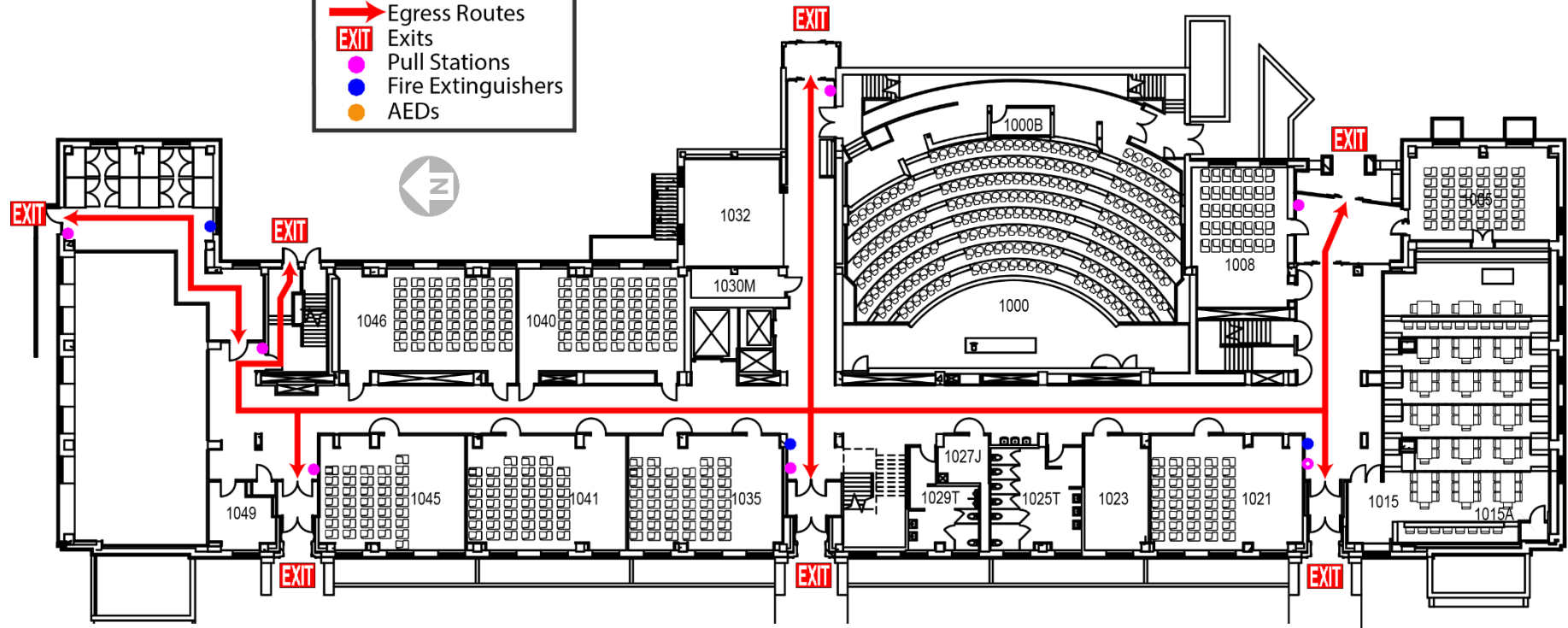
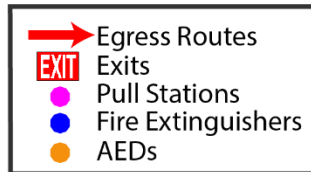
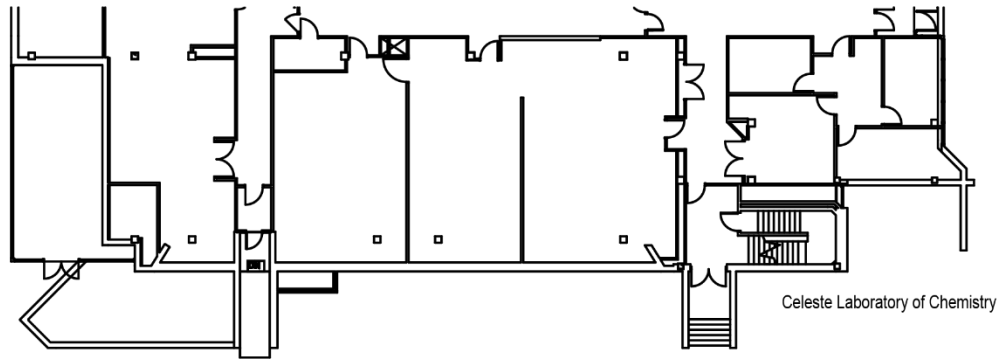
Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Notify the Department of Public Safety by calling **9-1-1** from a safe location.
- Follow department specific procedures, if available.
- Assist those unable to evacuate on their own (if safe to do so).
- Report anyone trapped, needing assistance, or staying behind to keep critical processes operational to emergency response personnel.
- Go to the **EVACUATION ASSEMBLY POINT:**
 - The courtyard west of the building
- Report anyone known missing or trapped inside the building. Share this information with Emergency Responders.

Safety Guidelines

- Be familiar with your building's exits, fire alarm, and fire extinguisher locations.
- Only use fire extinguishers if you know how, and it is safe to do so.
- Keep fire doors closed to prevent the spread of smoke and fire.
- Be familiar with department specific emergency procedures, if available, and know your role.
- In case of a tornado warning, proceed to the lowest level possible and keep away from outside doors and windows.

Basement Floor
McPherson Lab/053
140 W. 18th Avenue



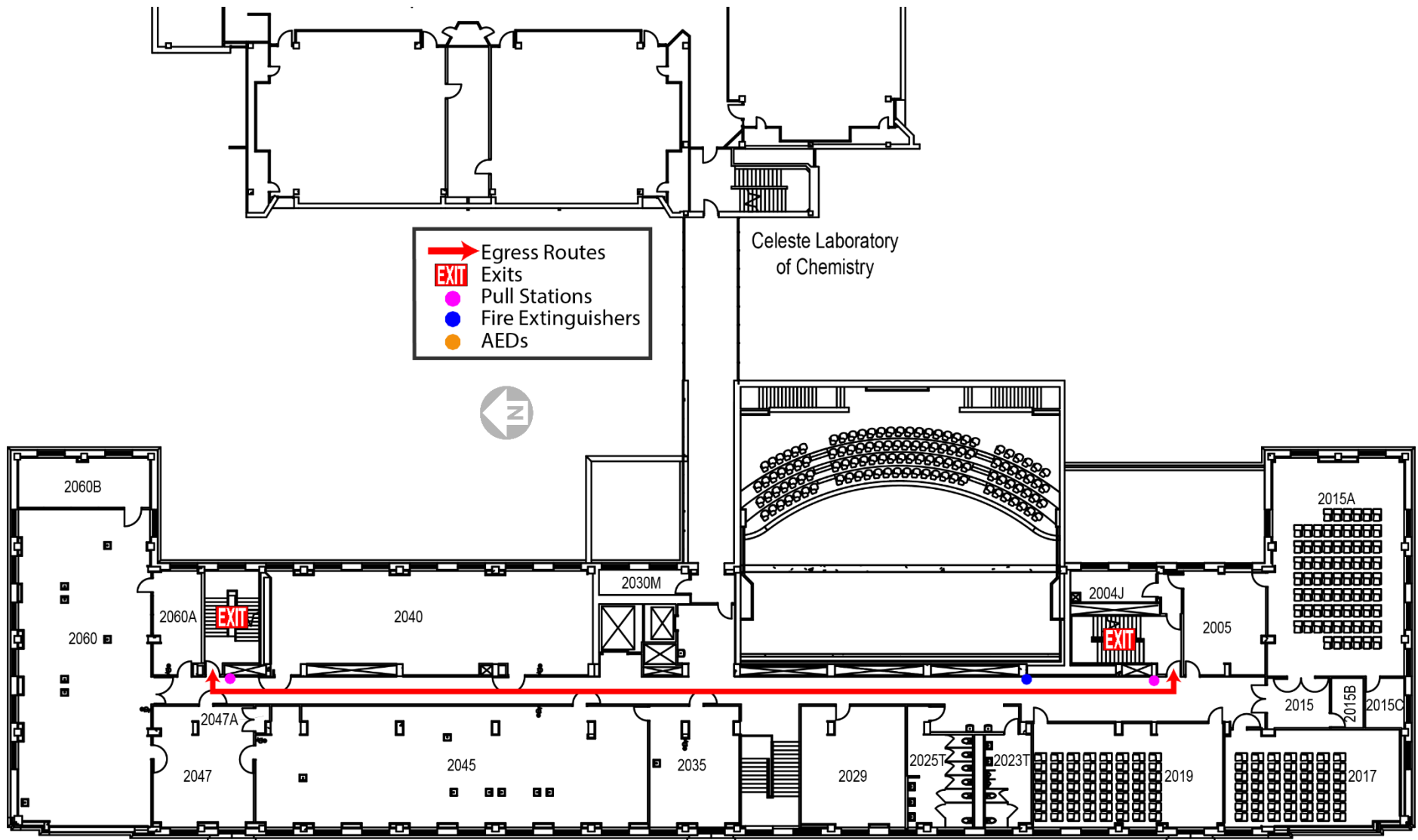
Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Notify the Department of Public Safety by calling **9-1-1** from a safe location.
- Follow department specific procedures, if available.
- Assist those unable to evacuate on their own (if safe to do so).
- Report anyone trapped, needing assistance, or staying behind to keep critical processes operational to emergency response personnel.
- Go to the **EVACUATION ASSEMBLY POINT:**
 - The courtyard west of the building
- Report anyone known missing or trapped inside the building. Share this information with Emergency Responders.

Safety Guidelines

- Be familiar with your building's exits, fire alarm, and fire extinguisher locations.
- Only use fire extinguishers if you know how, and it is safe to do so.
- Keep fire doors closed to prevent the spread of smoke and fire.
- Be familiar with department specific emergency procedures, if available, and know your role.
- In case of a tornado warning, proceed to the lowest level possible and keep away from outside doors and windows.

First Floor
McPherson Lab/053
140 W. 18th Avenue



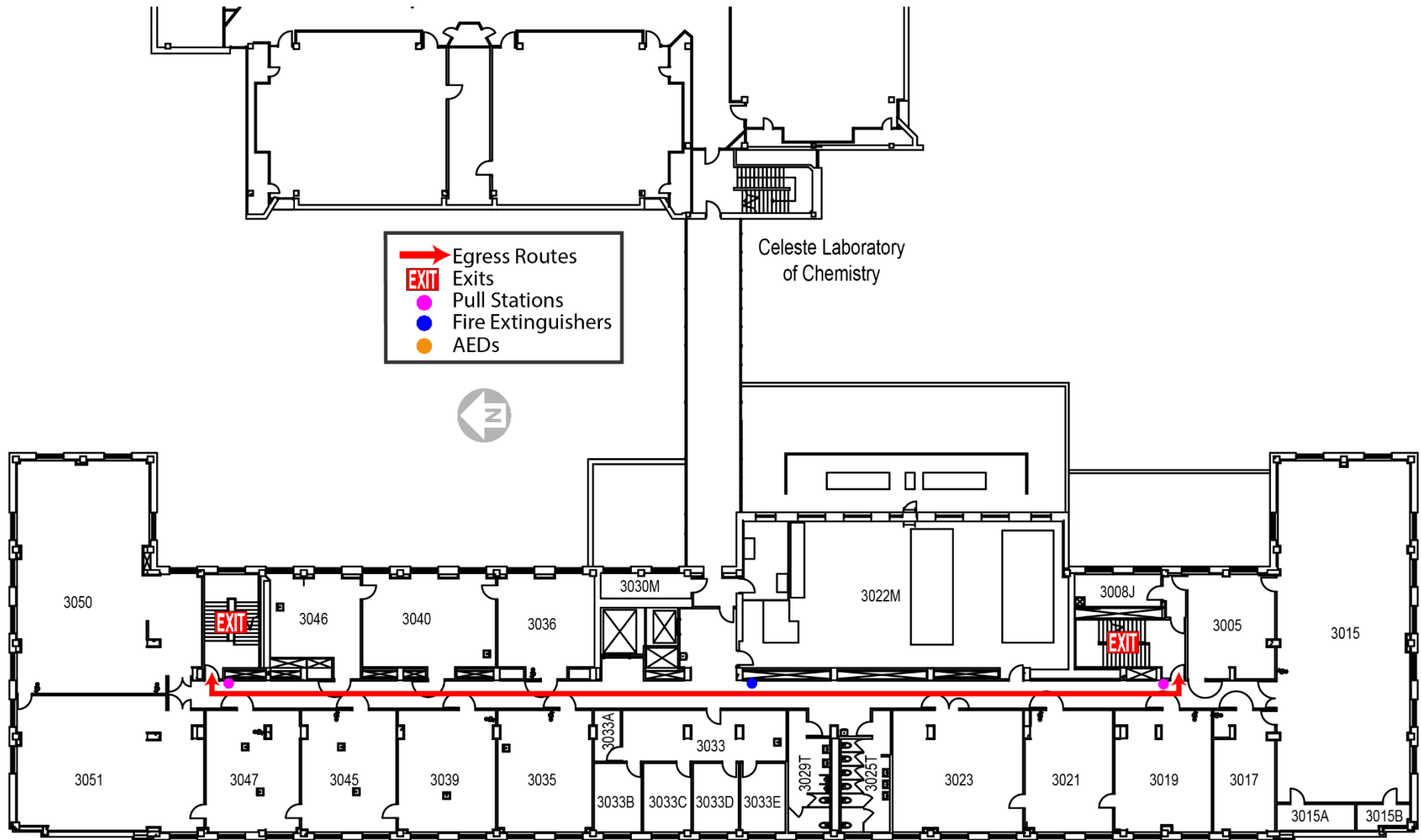
Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Notify the Department of Public Safety by calling **9-1-1** from a safe location.
- Follow department specific procedures, if available.
- Assist those unable to evacuate on their own (if safe to do so).
- Report anyone trapped, needing assistance, or staying behind to keep critical processes operational to emergency response personnel.
- Go to the **EVACUATION ASSEMBLY POINT:**
 - The courtyard west of the building
- Report anyone known missing or trapped inside the building. Share this information with Emergency Responders.

Safety Guidelines

- Be familiar with your building's exits, fire alarm, and fire extinguisher locations.
- Only use fire extinguishers if you know how, and it is safe to do so.
- Keep fire doors closed to prevent the spread of smoke and fire.
- Be familiar with department specific emergency procedures, if available, and know your role.
- In case of a tornado warning, proceed to the lowest level possible and keep away from outside doors and windows.

Second Floor
McPherson Lab/053
140 W. 18th Avenue



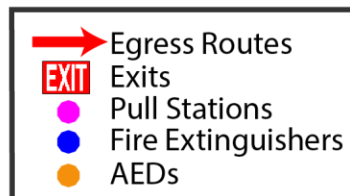
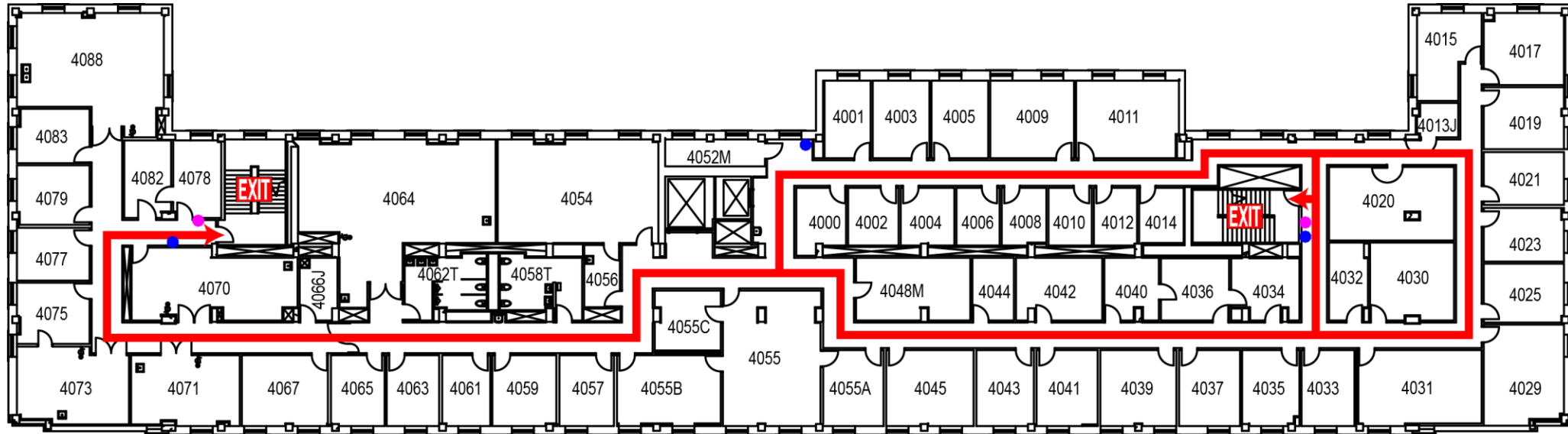
Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Notify the Department of Public Safety by calling **9-1-1** from a safe location.
- Follow department specific procedures, if available.
- Assist those unable to evacuate on their own (if safe to do so).
- Report anyone trapped, needing assistance, or staying behind to keep critical processes operational to emergency response personnel.
- Go to the **EVACUATION ASSEMBLY POINT**:
 - The courtyard west of the building
- Report anyone known missing or trapped inside the building. Share this information with Emergency Responders.

Safety Guidelines

- Be familiar with your building's exits, fire alarm, and fire extinguisher locations.
- Only use fire extinguishers if you know how, and it is safe to do so.
- Keep fire doors closed to prevent the spread of smoke and fire.
- Be familiar with department specific emergency procedures, if available, and know your role.
- In case of a tornado warning, proceed to the lowest level possible and keep away from outside doors and windows.

Third Floor
McPherson Lab/053
140 W. 18th Avenue



Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Notify the Department of Public Safety by calling **9-1-1** from a safe location.
- Follow department specific procedures, if available.
- Assist those unable to evacuate on their own (if safe to do so).
- Report anyone trapped, needing assistance, or staying behind to keep critical processes operational to emergency response personnel.
- Go to the **EVACUATION ASSEMBLY POINT:**
 - The courtyard west of the building
- Report anyone known missing or trapped inside the building. Share this information with Emergency Responders.

Safety Guidelines

- Be familiar with your building's exits, fire alarm, and fire extinguisher locations.
- Only use fire extinguishers if you know how, and it is safe to do so.
- Keep fire doors closed to prevent the spread of smoke and fire.
- Be familiar with department specific emergency procedures, if available, and know your role.
- In case of a tornado warning, proceed to the lowest level possible and keep away from outside doors and windows.

Fourth Floor
McPherson Lab/053
140 W. 18th Avenue

APPENDIX E: STAIRWELL & ELEVATOR INFORMATION

Stairwells

Location	*Floor Access	Roof Access	Standpipe	Exit
South end of the building	B, 1, 2, 3, 4, 5	Yes via mech. Room	Yes	1 st floor, hallway
North end of the building	1, 2, 3, 4, 5	Yes via mech. Room	Yes	1 st floor, directly outside
Center of building	1, 2	No	No	1 st floor, hallway
North end of building (outside)	B, 1 st floor (outside)	No	Yes	1 st floor, directly outside

Elevators

Elevator Number	Elevator Location	*Floors Access	Notes
1	Center of building	B, 1, 2, 3, 4, 5	Floor 1 is identified as the floor on which the closest accessible exit can be found. 5 th floor requires key access.
2	Center of building	B, 1, 2, 3, 4	Floor 1 is identified as the floor on which the closest accessible exit can be found.

*Floor Access Key

Number	Description
B	Basement, Lowest Level
1	1 st floor
2	2 nd floor
3	3 rd floor
4	4 th floor
5	5 th floor, Mechanical floor, non-public access

Notes

Any special information in regards to the building.
The south stair is a split stairwell: the first section serves floor B and 1 requiring building occupants to enter the 1 st floor hallway and re-enter the stairwell in order to access the second section which serves floors 1, 2, 3, 4, 5.
Room 0060 in the basement has a service equipment hatch located on the northwest corner of the building. This area is able to lift equipment from the outside of the building to the basement and vice versa.

APPENDIX F: ASSEMBLY POINTS

1. ADA Interior Assembly Locations

If you are unable to evacuate for any reason please go with a floor coordinator or other building occupant to one of the below locations that is away from any obvious danger. The floor coordinator/other building occupant will then go to the building evacuation assembly point and notify the on-site emergency personnel of your location. Emergency personnel will determine if further evacuation is necessary.

The Columbus Division of Fire notes that all interior stairwell locations are assembly points within the building.

ADA Interior Assembly Points:

Floor Number:	Location(s):
Basement Floor	The stairwells on the north or south end of the building or egress via Celeste Laboratory, to the east
First Floor	This floor offers direct egress outside
Second Floor	The stairwells on the north or south end of the building or the center stairwell
Third Floor	The stairwells on the north or south end of the building
Fourth Floor	The stairwells on the north or south end of the building

2. Outside and Indoor 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.

SUGGESTED ASSEMBLY POINTS:

Type:	Location:
Outside	The courtyard west of the building
Indoor- 1	Celeste Laboratory
Indoor- 2	Smith Laboratory

APPENDIX G: HAZARDOUS CHEMICAL SPILL CLEANUP GUIDELINES

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 614-292-1284. The situation will be evaluated and a proper response will follow. After normal business hours, contact EHS by calling 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

Prepare an Emergency Telephone Sheet

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

- Name and phone number of on-site emergency personnel,
- Emergency telephone number: 9-1-1,
- Environmental Health and Safety telephone number: 614-292-1284,
- Location of the fire extinguishers,
- Location of the spill control equipment,
- Location of the fire alarm.

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.

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 in the following the following manner RESCUE, CONFINE, REPORT, SECURE, CLEANUP.

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,
- Provide 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,
 - Contact maintenance staff via Service2Facilities 614-292-4357 to assist.
- Without exposing yourself to the fumes open windows if possible.

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 large chemical spills after work hours (4:30 PM -7:30 AM).
- Call EHS at 614-292-1284;
 - 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,

Building Emergency Action Plan McPherson Laboratory	Appendix G- Hazardous Chemical Spill Cleanup Guidelines	Issued: 4/12/2017 Revised: 5/12/2020
----------------------------------------------------------------	--------------------------------------------------------------------	-----------------------------------------

- 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, secure 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 large outdoor chemical spills, keep upwind and uphill from the site.

Cleanup

Based on the chemical spill situation described in “[Who Cleans up the Spill](#)” section, decided who will do the cleanup. If you are going to do the cleanup, follow the procedures listed in the section below.

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 the chemical spill; and, if no one is injured, the spill is contained and the spill is not life threatening or a fire or explosion hazard; follow the following procedures:

9. Perform all the procedures in the RESCUE, CONFINE, REPORT and SECURE sections.
10. When cleaning up the spill yourself, locate the spill kit.
11. Choose appropriate personal protective equipment.
 - a. Always wear protective gloves and goggles.
 - b. If there is a chance of body contact, wear an apron or coveralls.
 - c. If the spill is on the floor, wear protective boots or shoe covers.
 - d. 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).

Building Emergency Action Plan McPherson Laboratory	Appendix G- Hazardous Chemical Spill Cleanup Guidelines	Issued: 4/12/2017 Revised: 5/12/2020
----------------------------------------------------------------	--------------------------------------------------------------------	-----------------------------------------

12. Remove ignition sources.
 - a. Turn off hot plates, stirring motors and flame sources.
 - b. Shut down all other equipment.
 - c. If unable to shut off sources of ignition, notify the emergency responders.
13. Confine or contain the spill.
 - a. Cover with an absorbent mixture.
 - b. Clean up minor spill with paper towels or a sponge if they will not react.
 - c. Sweep solid materials into a dustpan, and place in a sealed container.
 - d. 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 (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.
14. Spills that require special handling:
 - a. Acid chlorides:
 - i. Use Oil-Dri, Zorb-all, dry sand, etc.
 - ii. Avoid water and sodium bicarbonate.
 - b. Mercury:
 - i. Even small mercury spills can become huge cleanup projects due to the mercury easily breaking into many small pieces and spreading easily to large areas. It is suggested that EHS be called to clean up even very small mercury spills. EHS also has the capability of conducting mercury vapor monitoring to ensure safe levels of mercury vapor following a cleanup.
 - c. Alkali metals:
 - i. Smother in dry sand.
 - ii. Put in a hood.
 - iii. If possible, dispose of by slow addition of isopropanol.
 - d. White (Yellow) Phosphorus:
 - i. Blanket with wet sand or wet absorbent.
15. Remove absorbent material with a broom and dustpan.
 - a. Place in a plastic bag or other appropriate container.
 - b. 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.
 - c. If a material is a non-volatile hazardous chemical, dispose of the material as a hazardous chemical waste.
 - d. If the spilled material is a non-volatile non-hazardous chemical, contact EHS to determine the appropriate disposal method.
16. Wet mop the spill area.

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EHS 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 614-292-1284 for advice or assistance.

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 cleanup.

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 614-292-1284, 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: FIRE EXTINGUISHER LOCATIONS

The following locations have been identified as having portable fire extinguishers nearby:		
ROOM 5030M (ELEV. MACHINE RM.)	ROOM 3023	ROOM 2029 (ACCESS ROOM 2035 OR 2060)
ROOM 5000M BY ELEV.	FIRE EXTINGUISHER CABINET BY ROOM 3033	FIRE EXTINGUISHER CABINET BY ROOM 2023T
BY ROOM 5050M (N. SIDE OF FLOOR)	ROOM 3035	ROOM 2015 BY 2015B
FIRE EXTINGUISHER CABINET BY ROOM 4078	ROOM 3036	ROOM 2015 BY 2015C
ROOM 4088	ROOM 3039	FIRE EXTINGUISHER CABINET BY MID ENTRY
ROOM 4073	ROOM 3040	FIRE EXTINGUISHER CABINET BY 1015
THRU ROOM 4067	ROOM 3045	ROOM 1050
ROOM 4070 BY WEST EXIT	ROOM 3046	ROOM 0060 ON END OF CABINET BY ROOM 0060A
ROOM 4064	ROOM 3047	ROOM 0060 NEAR DOOR TO ROOM 0060B
ROOM 4056	ROOM 3051	ROOM 0050
FIRE EXTINGUISHER CABINET BY ROOM 4052M	IN RM. 3050	ROOM 0049
FIRE EXTINGUISHER CABINET BY SOUTH STAIRWAY	ROOM 3050 BESIDE K-CLASS	ROOM 0048
ROOM 3015 BY ROOM 3005	ROOM 2060B	ROOM 0043
ROOM 3015 BY ROOM 3017	ROOM 2060A	ROOM 0041
ROOM 3017	ROOM 2060	ROOM 0033M
ROOM 3005	ROOM 2040 BY NORTHWEST EXIT	FIRE EXTINGUISHER CABINET ROOM 1000 (LOWER PART) BY ROOM 1000A
ROOM 3019	ROOM 2040 BY SOUTHWEST EXIT	ROOM 0026
ROOM 3021	ROOM 2045 BY ROOM 2047	ROOM 0015M
ROOM 3022M BY SOUTHWEST EXIT	ROOM 2045	FIRE EXTINGUISHER CABINET ROOM 1015 (LOWER PART) BY ROOM 1015B
ROOM 3023	ROOM 2035	ROOM 1015M THRU ROOM 1015 (LOWER PART)
RM 3023	ROOM 4071	

APPENDIX I: PERSONS WITH FUNCTIONAL NEEDS

The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information, since it is part of the BEAP, will be shared with employees within this building.

A functional need is defined as, “the needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.”

	Name	Primary Location	Phone	Name.#
Person with Functional Need				
Evacuation Assistant				
Special Need				

	Name	Primary Location	Phone	Name.#
Person with Functional Need				
Evacuation Assistant				
Special Need				

	Name	Primary Location	Phone	Name.#
Person with Functional Need				
Evacuation Assistant				
Special Need				

	Name	Primary Location	Phone	Name.#
Person with Functional Need				
Evacuation Assistant				
Special Need				

	Name	Primary Location	Phone	Name.#
Person with Functional Need				
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