GENERAL RESPONSIBILITIES

A. Columbus State is dedicated to providing a safe and secure environment for its students, employees, and visitors. In order to prevent dangerous and incorrect responses produced under emergency conditions, planning to direct and assist people to safety as quickly and efficiently as possible must be done.

B. In the event of an emergency on main campus, Public Safety should be called immediately by dialing ext. 2525. Report the problem by:
   1. Giving your name
   2. Building
   3. Floor number/room number

C. If appropriate, clear all persons from the area in which the emergency exists. Act promptly and avoid panic.

D. The Safety & Security designee shall implement and maintain a fire drill procedure for the college. Monthly fire drills shall be held for the Child Development Center and OTAP program as required by applicable code(s). Records of such drills shall be maintained by the Safety & Security designee and be made available to code officials as necessary.

E. After an emergency evacuation, managers shall account for all employees in their area and report the status to Public Safety.

F. Announcements of locations of emergency exits, both primary and secondary routes, shall be given not more than ten minutes prior to the start of any noncontinuous programs. These audible announcements must be given in meetings held in all auditoriums, gymnasium, and other places of assembly in order to notify occupants of the location of exits to be used in the event of a fire or other emergency.
GENERAL RESPONSIBILITIES (cont'd)

G. Employee Responsibilities:

1. The following persons are responsible for emergency operations during emergencies:

   a. Department of Public Safety
      1. Responsible for the general coordination of emergency service personnel.
      2. Functions as a liaison between external emergency service personnel and campus emergency service personnel.
      3. Assists in determining hazards and emergency actions to be taken.
      4. Oversees, directs, and operates emergency equipment i.e. fire pumps, fire suppression systems, emergency notification systems (fire alarms, etc.), hazardous material management etc.
      5. Directs and coordinates other needed responses for Physical Plant and other emergency personnel.

   b. Public Safety Shift Coordinators
      1. Responsible for the general coordination of emergency service personnel in the absence of the Campus Safety & Security designee.
      2. Requests assistance from Physical Plant and/or other emergency personnel as needed.
      3. Assists in determining hazards and emergency actions to be taken.
GENERAL RESPONSIBILITIES (cont'd)

c. Campus Safety & Security Officers/Campus Police Officers
   1. Responsible for the evacuation of buildings as required during emergency procedures.
   2. Serves as emergency service personnel and operates according to the Department of Public Safety Policy and Procedure Manual.
   3. Provides emergency first aid and assistance to persons in need.

d. Physical Plant
   1. Assists, under the direction and request of the Public Safety Department, as needed.
   2. Performs maintenance operations and/or information on equipment upon the request of emergency service personnel.

e. All Other Campus Employees
   1. Should an emergency be reported and a building evacuation be initiated, all persons shall immediately exit the building and report to their department evacuation site.
   2. After an emergency evacuation, managers shall account for all employees in their area and report the status to the Department of Public Safety at the designated staging area.
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BUILDING EVACUATION

A. In the event of a building evacuation, all persons should immediately exit the building and report to their department evacuation site. Evacuation should begin upon hearing an audible or visual evacuation alarm, the request of emergency personnel, or if remaining is considered dangerous.

B. Managers shall communicate a predetermined department evacuation site on the perimeter of campus to all their employees. After an emergency evacuation, managers shall account for all employees within their responsibility and report their status to the appropriate Public Safety employee in the staging area. Managers should get instructions from Public Safety representatives and relay the information to their employees.

C. Evacuate The Building By Doing The Following:

1. Exit immediately through the nearest useable safe emergency fire exit. Persons needing assistance should proceed to the nearest stairwell and wait for emergency personnel for assistance.

2. DO NOT use the elevators under any circumstance.

3. Evacuate 500 feet away from the building in order to allow others to exit quickly and completely and to provide access by emergency equipment and personnel. Report to Department of Public Safety your evacuation site.

4. DO NOT reenter unless directed to do so by Public Safety or other emergency personnel.
BOMB THREAT

A. In the event of receiving a bomb threat by telephone, remain calm and DO THE FOLLOWING:

1. Keep the caller on the line as long as possible and obtain as much information as you can.
   - Stay Calm
   - Alert Someone else to call Public Safety Ext. 2525

2. Information you should try to obtain is as follows:
   a. Where is the bomb located? Is there more than one bomb?
   b. What time will the bomb go off?
   c. Why does the caller want to blow the building up?
   d. What type of bomb is it? etc.

3. Try to determine race and sex, background noises, etc.

4. Notify the Public Safety Department immediately at EXT. 2525.

5. Public Safety will determine the need for evacuation.

NOTE: If the threat is made by letter, do not handle it unnecessarily. Notify Public Safety immediately at EXT. 2525.
A. Earthquakes can occur usually without any type of warning. Due to the suddenness, employees should attempt to get into a doorway, small room, or under a table or desk. Employees should **NOT** attempt to go outside. Employees outside should move away from the building.

B. After the earthquake has stopped, the following procedures should be initiated (after a damaging earthquake not tremor):

1. Remain calm.

2. Be alert to your surroundings, look for the possibility of fire, gas leaks, electrical device hazards, etc. (i.e. exposed wiring, burning smell, water breaks, broken glassware, etc.).

3. If help is needed, call Public Safety at ext. 2525 or 911

4. Exit immediately through the nearest useable safe emergency fire exit. Persons needing assistance should proceed to the nearest stairwell and wait for emergency personnel to assist you.

5. **DO NOT** use the elevators under any circumstance.

6. Evacuate a 500 foot distance away from the building in order to allow others to exit quickly and completely and to provide access for emergency equipment and personnel.

7. **DO NOT** reenter unless directed to do so by Public Safety or other emergency personnel.
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EMERGENCY TELEPHONES

A. Columbus State has several emergency telephones located in strategic locations throughout main campus buildings and parking lots. To activate any one of these emergency telephones, follow the instructions at the phone. Units are either push button activated with hands free operation or can be activated by lifting the hand-set receiver. These emergency telephones auto-dial the Public Safety Department. Public Safety is available twenty-four hours a day seven days a week. *These telephones are for emergency or assistance.* Campus Police Officers will be automatically dispatched to the location.

B. Employees can dial ext. 2525 from any campus telephone and/or call 287-2525 from an off-campus telephone line for assistance and to report problems 24 hours a day.
FIRES

A. In the event of a fire or smoke, immediately pull the nearest fire alarm. This will activate the building fire alarm and building evacuation procedure.

B. Do not attempt to put the fire out, unless you have been trained to do so.

C. Close all doors to confine smoke and flames.

D. Exit immediately. If the closest door is blocked use an alternate emergency fire exit. Persons needing assistance should proceed to the nearest stairwell and wait for emergency personnel to assist you.

1. **DO NOT** use the elevators under any circumstance.

E. Evacuate the building and report to the department evacuation site.

1. **DO NOT** reenter unless directed to do so by Public Safety or other emergency personnel.

F. Inform the Public Safety Officers responding of the exact location of the fire and/or smoke or call ext. 2525.
FIRE PREVENTION PLAN

A. Fire doors and smoke control doors shall not be blocked open. Fire and smoke doors that are designed to be self-closing, shall not be blocked open by doorstops, wedges, or other unapproved hold-open devices. Additionally, the fire code makes it **unlawful** to block open any interior egress door or any fire door that is required to be self-closing. This is important, in that, it helps to prevent the spread of smoke, toxic fumes, and/or fire.

B. Fire extinguisher and/or fire hose cabinets shall not be obstructed. Portable fire extinguisher shall be visible, readily accessible to everyone, and kept in their designated place when not in use. Fire hose cabinets also must be visible and readily accessible. Chairs, benches, tables, notices, postings, or like materials cannot obstruct these items at anytime. Extinguisher clearances shall be 18” on both sides and no items may be placed underneath.

C. Manual fire alarm pull-stations shall be readily accessible at all times. Manually pull fire alarm systems. The fire alarm system will sound the building alarm automatically dispatching the fire department. These stations must be visible and readily accessible. Chairs, benches, tables, notices, postings, or like materials cannot obstruct the fire alarm pull-stations or fire extinguishers.

D. Areas of egress shall be kept clear of obstructions. Similarly, anything that obscures the visibility of exit signs and/or pathways is prohibited. Pathways include hallways, aisles, stairs, stairwells, doors, doorways, etc.

E. Combustible and/or flammable materials shall be orderly and **not** within two feet of the ceiling. Avoid accumulating unnecessary materials.

F. Use of drapes, hangings, and curtains are restricted to a clearance of two feet from the ceiling or as provided in the fire code. Drapes, wall hangings, and curtains must be noncombustible, maintained flame-resistant, and shall conform to the Ohio fire code.

G. Flammable, combustible, and corrosive liquids must be stored in an approved container **inside a cabinet** in accordance of the fire code.
H. Extension cords shall not substitute for permanent wiring. Extension cords cannot be used or affixed to structures, extended through walls, ceilings, floors, doors, under carpet or floor coverings.

Physical Plant shall provide these cords for approved uses. **NO** extension cords or like kind materials shall be brought onto campus for use.

I. The use of multi-plug adapters are prohibited. Should the use of an additional cord be needed, only those provided and installed in accordance with fire code and electrical regulations shall be used.

J. The use of space heaters shall be restricted to approved applications. A minimum clearance of three feet shall be maintained from any combustible materials. Only approved space heaters shall be used. Approved space heaters are those that have an automatic shut-off feature if tipped and/or knocked over.

K. Coffee pots, hot plates, and hot irons are limited to those UL approved, **commercial** grade units installed in an approved manner and location. This means that only steel type units will be permitted. (Exception to this is the coffee filter basket).

L. Clearance of not less than 30" shall be maintained between all electrical service equipment and storage items. Clearance is measured from top, bottom, sides and face of equipment service.

M. Columbus State has implemented a no-smoking policy in all campus buildings.

N. The use of an open flame, and burning candles is prohibited except as approved by the Campus Safety Coordinator.

O. The use of flammable materials for decorative purposes is prohibited.

P. Regular maintenance and control of fire equipment and ignition sources shall be the responsibility of the following:

1. Department of Public Safety: Responsible for the maintenance and operation of fire protection equipment and oversees the Fire Protection Policy in this manual.
2. Physical Plant Department: Responsible for the overall maintenance and proper operations of equipment installed to prevent or control fuel source hazards and ignitions of fire and/or flame.
HAZARDOUS MATERIALS INCIDENTS (Spills, Leaks, Exposures, etc.)

A. Columbus State has several areas where a hazardous materials incident can occur. Hazardous materials include chemical, radioactive, and/or infectious materials, exposure to which has been determined to be injurious to human health and/or safety. Incidents can include spills, leaks, exposure, release, and/or injury.

B. Should a hazardous material incident occur the following general procedures should be followed:

1. Evaluate the incident by determining the following:
   a. Type of incident. i.e. chemical, biological, radiological, nuclear, etc.
   b. What was spilled, released?
   c. What are the hazardous?
   d. Is the area accessible? (To avoid personal affixation, do not enter a room where individuals appear to be overcome. Evacuate and immediately call for help.)

2. Evacuate the area.

3. Immediately call, or have someone else call Public Safety at ext. 2525 or 911

4. Remove affected clothing and thoroughly flush with water or shower affected areas of the skin.

5. Only properly trained individuals shall attempt to assist in controlling or cleaning up hazardous spills.
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TORNADO

A. In the event of a tornado warning all employees, students, and visitors shall go to an
interior hallway or the lowest level of the building. Avoid windows, auditoriums,
gymnasiums, or other structures with wide, free-span roofs.

THE FOLLOWING PROCEDURES SHALL BE TAKEN BY COLUMBUS STATE
EMPLOYEES AND STUDENTS DURING A TORNADO WARNING:

BUILDING TORNADO SHELTER LOCATIONS:

AQUINAS HALL - Evacuate the basement level rooms to the hallway, but do not use the
Furnace Room. First and second floors, evacuate to respective hallways. Third floor evacuates
to respective hallway and/or second floor hallway if additional space is needed. Close exit fire
doors to stairwells.

COLUMBUS HALL - Evacuate the first and second floors to the lower level. Use all available
rooms and space under the stairs in the lower level. If room space is taken, stay in the middle of
the room and pull furniture over you.

CHILDCARE DEVELOPMENT- Evacuate to the north side of the building and/or the
basement of Workforce Development. Avoid wide roof span are of the building, Avoid windows

DELAWARE HALL - Evacuate the second floor to the ground level rooms. Do not use
Automotive or the Gymnasium. Close exit fire doors to stairwells.

DISCOVERY EXCHANGE- Evacuate to the lower level of the building and/or the
center of the building and/or restrooms. Close all doors and avoid all windows

EIBLING HALL - Evacuate all floors to the basement. Use all available space; stairwells, etc.,
except Air Handler Room. If more space is needed, use the hallways in the center of the
building.

FRANKLIN HALL - Evacuate third floor and second floor to the lower level hallway and
rooms without windows. Use the Auditorium as a last resort. Close exit fire doors to stairwells.

MADISON HALL - Evacuate to the bottom floor and use all available office space and
hallways except those that have glass windows.

NESTOR HALL - Evacuate to the East end of the ground floor hallways and meeting (seminar)
rooms. Persons above the auditorium evacuate to the hallway and dressing rooms around the
back and east side of the lower level. DO NOT USE THE AUDITORIUM, STUDENT
LOUNGES, OR THE AREA OUTSIDE SEMINAR ROOMS A,B,C, or D.

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TORNADO (cont'd)

RHODES HALL - Evacuate both floors to the interior hallways. Have both the cashiers office and financial aid close and secure roll-down windows. Close exit fire doors to stairwells.

TECHNOLOGY OF LEARNING - Evacuate to an interior classroom and/or interior hallway on floors two, three and four. Close stairwell fire doors and avoid all windows.

UNION HALL - Evacuate all classrooms to interior hallways or interior rooms that do not have glass windows. Do not use the Cafeteria.

WORKFORCE DEVELOPMENT - Evacuate to the lower level of the building and/or the center of the building and/or restrooms. Close all doors and avoid all windows.

164 N. GRANT STREET - Evacuate to the restrooms

202 N. GRANT STREET - Evacuate to the center of the building

339 CLEVELAND AVE - Evacuate to the hallway outside the classrooms and outside offices in office suite.

366 N. SIXTH STREET - Evacuate to the restrooms and the center hallways ie; avoid windows

375 N. GRANT STREET - Evacuate to the restrooms and the center hallways ie; avoid windows

384 N. SIXTH STREET - Go to an interior room and/or restrooms

389 N. GRANT STREET - Evacuate to the restrooms and the center hallways ie; avoid windows

400 GROVE STREET - Go to an interior room on the lowest level of the building. Avoid free-span roof (i.e. Open storage areas).

407 N. GRANT STREET - Evacuate to the restrooms and the center hallways ie; avoid windows
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TORNADO (cont'd)

OFF-CAMPUS BUILDINGS -

BOLTON FIELD - Evacuate to the interior hallway, avoid windows or other structures with wide free-span roofs.

DUBLIN FACILITY — Evacuate to center hallway, use restrooms or classroom without windows.

GROVEPORT FACILITY — Evacuate to center hallway, use restrooms or classroom without windows.

WESTERVILLE FACILITIES — Evacuate to center hallway, use restrooms or classroom without windows.

DO NOT GO OUTSIDE!
POWER OUTAGES

A. During power outages all buildings have supplemental lighting which last for a specific period of time. The purpose of supplemental lighting is for the evacuation of buildings.

B. Be alert for the possibility of fire, smoke, or explosions. If detected, sound the building fire alarm and proceed with emergency evacuation.

C. Exit immediately to the nearest emergency fire exit. If blocked, use an alternate emergency fire exit. Persons needing assistance should proceed to the nearest stairwell and wait for emergency personnel to assist you. **DO NOT** use the elevators under any circumstance.

D. Evacuate a substantial distance away from the building in order to allow others to exit quickly and completely and to provide access for emergency equipment and personnel. **DO NOT** reenter unless directed to do so by Public Safety or other emergency personnel.
WEATHER EMERGENCIES

A. Should severe and inclement weather occur during working hours, employees should use standard emergency precautions as outlined by State and Local Emergency Management agencies. Generally, until inclement conditions cease or until emergency agencies approve travel home, employees should remain in their respective buildings. Contact Public Safety at ext. 2525 if additional emergency assistance is required. See Campus Policy & Procedure Manual Policy #3-16 which indicates that the President or his/her designee only has the authority to close campus.