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HAZARD RESPONSE

WHAT TO DO IN CASE OF AN EMERGENCY...

After the initial threat has passed, all attempts to resume normal business activity shall be initiated, providing it is safe to do so. Employees should evaluate their work area (building) to see if it is safe to work. If not, evacuate to the emergency assembly location. If so, resume activities. If the Emergency Operations Center is operational, communications will be initiated from Public Relations via all available media outlets as well as on campus communications (see the Media Guide of this Plan).

In the event of severe and widespread damage to the campus infrastructure, employees should stay away from their buildings. To aid in the recovery of operations and assist students who may be displaced by the emergency, employees can report to the Emergency Operations Center to offer assistance. An Operations Group member of the Emergency Operations Center will be responsible for coordinating "volunteer" assistance.

Residence Life Procedures:

Residence life staff, under the direction of the Director of Residence Life and the Vice President for Student Affairs and Auxiliary Services/Title IX Coordinator, will attempt to account for and accommodate the resident students. Resident students who choose to evacuate campus will be urged to report their plans before leaving.

EARTHQUAKE

Primary Responders:

AU Safety Services:	on campus	5555 or 911
	off campus	(419) 207-5555
Facilities Management & Planning	(419) 289-5490	
Ashland City Police/Fire:	911	(involvement determined by primary AU responders)

While Ohio hasn't experienced a significant number of major earthquakes in recent history, earthquakes can and do happen in this region of the country. Fires as a result of ruptured gas lines and/or downed power lines from earthquakes can cause more death and destruction than the effects of the tremors. Extinguishing all flames and shutting off gas and electrical sources is a primary concern until damage to infrastructure can be evaluated.

If Inside:

- Get under a desk, table, doorway, or in a stairwell. If none are available, move against an interior wall and cover your head with your arms.
- Remain under cover until the shaking subsides.
- Do not attempt to use elevators during, or after, an earthquake.
- Stay away from windows, and objects that could fall.

- Evacuate areas with large roof expanses. Get to a hallway or adjacent room(s).
- If in a lab, shut off the gas supply.
- Shut off electrical equipment.
- After shaking stops, survey the area for damage (i.e. gas odors, downed electrical lines, broken water pipes, etc.).
- If damage is minor (no structural damage or utility problem), resume limited operations until instructed otherwise. Monitor AU communication outlets.
- If damage is moderate to severe (i.e. gas leaks, structural failure, etc.), evacuate the building if safe to do so. Proceed to the tertiary assembly location. Be mindful of hazards.

If Outside:

- Get away from buildings, trees, and overhead power lines.
- Get on the ground.
- After the shaking stops, survey the area for damage (i.e. downed power lines, other hazards).
- If damage is minor (no structural damage or utility problem), resume limited operations until instructed otherwise. Monitor AU communication outlets.
- If earthquake was moderate to severe (i.e. downed electrical lines, structural failures, etc.), proceed to the tertiary assembly location. Be mindful of hazards.

Important Considerations:

- After the initial shock it is possible the region may experience aftershocks that could be as severe, or more powerful, than the initial earthquake.
- Do not attempt to reenter a building until the building has been declared safe for occupancy.
- Please refer to the Emergency Communications section for a more comprehensive list of communication outlets.

FIRE

Primary Responders:

AU Safety Services:	on campus	5555 or 911
	off campus	(419) 207-5555

Ashland City Police/Fire:	911	(involvement determined by primary AU responders)
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If You Encounter Fire:

- Activate the nearest fire alarm.
- If you can't, or are not comfortable using a fire extinguisher, evacuate the building immediately.
- If the fire is confined to a trash receptacle or small area, and you can safely extinguish the fire with a nearby extinguisher, you may attempt to do so. If the fire cannot be extinguished with one extinguisher, evacuate the building.
- Never allow the fire to come between you and the exit.
- Call **911**.
- Do not use water on an electrical or grease fire.

- If you were able to extinguish the fire, evacuate the building and inform the emergency responders as to the location of the fire. Safety personnel will evaluate the area and insure it doesn't reignite.
- If safe to do so, assist persons needing assistance in evacuating the building.
- Do not use elevators.
- If unable to evacuate, move to a room where the door can be closed between you and the fire. Place a rag in the opening at the bottom of the door to help prevent smoke coming into the room (wet rag if possible). A room with a window would be best. Call **911** with your location.
- Evacuate to at least 200 feet from the building (assembly location).
- The building cannot be reoccupied until approved by the Ashland Fire Department (even though the fire may be extinguished).

If You Encounter Smoke:

- Activate the nearest fire alarm.
- Do not open the door to the area where the smoke is coming from. If there are no occupants in the room where the smoke originates, close the door to the room and evacuate.
- If safe to do so, assist persons needing assistance in evacuating the building.
- Do not use elevators.
- If unable to evacuate, move to a room where the door can be closed between you and the fire. Place a rag in the opening at the bottom of the door to help prevent smoke from coming into the room (wet rag if possible). A room with a window would be best. Call **911** with your location.
- Evacuate to at least 200 feet from the building (assembly location).
- The building cannot be reoccupied until approved by the Ashland Fire Department (even though the fire may be extinguished).

Fire Extinguisher Use:

- To help remember steps for using an extinguisher, remember the acronym PASS.
- **P** ...pull the pin on the handle.
- **A**...aim the extinguisher at the base of the fire.
- **S**...squeeze the handle to activate. Hold the nozzle with the other hand to aim powder at the base of the fire.
- **S**...sweep from side to side at the base of the fire until extinguished. Repeat the steps if fire reignites.

Important Considerations:

- Memorize the locations of fire extinguishers, alarm stations, and emergency exits for your building.
- Develop a plan ahead of time for accounting for and assisting persons with disabilities.
- Training on the proper use of a fire extinguisher can be scheduled with the physical plant office.
- Always evacuate a building once the alarm is sounded. Don't assume it's a false alarm.
- Please refer to the Emergency Communications section for a more comprehensive list of communication outlets.

GAS LEAK

Primary Responders:

AU Safety Services:	on campus	5555 or 911
	off campus	(419) 207-5555
Facilities Management & Planning	(419) 289-5490	

Ashland City Police/Fire:	911	(involvement determined by primary AU responders)
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Gas Odor Inside Building:

- Open windows (if possible) and extinguish open flames.
- During normal business hours call the physical plant directly at extension 5490.
- After normal business hours call Safety Services at extension 5555.
- If the situation warrants (i.e. known gas leak, threat of explosion), call **911**, evacuate the building by the nearest exit away from the source and proceed to the designated assembly location. While evacuating, instruct others to do so as well.
- Do not reenter the building until responders approve the building for occupancy.

Gas Odor Outside Building:

- Close windows and extinguish open flames.
- During normal business hours call the physical plant directly at extension 5490.
- After normal business hours call Safety Services at extension 5555.
- If the situation warrants (i.e. known gas leak, threat of explosion), call **911**, evacuate the building by the nearest exit away from the source, and proceed to the designated assembly location. While evacuating, instruct others to do so as well.
- If unable to evacuate, stay away from windows, don't use the elevator and move to an interior room (or hallway).
- Remain sheltered until directed otherwise by response personnel.
- Notify response personnel of others requiring assistance.

Important Considerations:

- At times atmospheric conditions contribute to flue exhaust reentering a building through air intakes. This odor can easily be confused with a gas leak. Physical plant staff can determine if this is the case.
- Please refer to the Emergency Communications section for a more comprehensive list of communication outlets.

HAZARDOUS MATERIALS RELEASE/SPILL

Any hazardous material spill (or release), including biological, radioactive, or chemical releases.

Primary Responders:

AU Safety Services:	on campus	5555 or 911
	off campus	(419) 207-5555
AU Manager of Chemical Stores		(419) 289-5297
Facilities Management & Planning		(419) 289-5490
Ashland City Police/Fire:	911	(involvement determined by primary AU responders)

Small contained releases (or spills) of biological, radioactive, and/or chemical agents that are controllable and contained may be processed using standard operating procedures for that department. This is provided the spill (or release) does not represent an environmental, or health and safety threat to the campus community or those in the immediate area. In the event of any release (or spill), the Material Safety Data sheet for that agent should be reviewed to help determine the appropriate response.

Inside Kettering Science Building:

- The primary responder and coordinator shall be the AU Manager of Chemical Stores and/or the instructor responsible for the material. This person(s) will also be responsible for deciding whether to call in support from an outside agency (i.e. fire department) and if a building, or campus, evacuation is warranted.

Inside the Physical Plant:

- The primary responder and coordinator shall be the Director of the Physical Plant. This person will also be responsible for deciding whether to call in support from an outside agency (i.e. fire department) and if a building, or campus, evacuation is warranted.

Inside a Building or Confined Space:

- Open windows and turn on vent hoods (if available).
- Turn off any open flames.
- Evacuate the immediate area and close the door to the room. Notify the physical plant director, or the chemical store director, (whichever applies to the situation). Unless trained (and equipped) to handle spills, do not attempt to clean the spilled material.
- If the material has come in contact with your skin, immediately flush the affected part with water.
- Call **911**.
- If the primary responder determines the structure should be evacuated, he or she will activate the fire alarm system for that building.
- Occupants should evacuate to the assembly location (at least 200 feet from the building and upwind).
- Do not attempt to rescue an unconscious victim in a confined space.
- Do not reenter the building until authorization is given by the primary responder and/or responding agency.
- Monitor communication outlets for updates.

From Outside or Off Campus:

- Notification will be initiated using all AU resources (i.e. electronic, manual, etc.). Civil agencies may also initiate an evacuation order.
- Follow directives of alert notice.
- If evacuation is necessary, follow instructions carefully so you don't evacuate into the contaminated area.
- If evacuating, shut off all electrical equipment and extinguish open flames. Do not delay evacuation by gathering more personal belongings than what is necessary.
- Proceed to the designated assembly location.
- If instructed to shelter in place (or stay in place), close all windows and doors.
- Extinguish all open flames.
- Monitor communication outlets for updates.
- Shut off or cover ventilation outlets.
- Stay in place until notified otherwise. Be prepared to quickly evacuate when instructed.
- Follow directives of response personnel.

Important Considerations:

- Only those trained and properly equipped to handle hazardous material shall do so. All others should evacuate the area.
- Do not use elevators in the event of shelter-in-place.
- If fumes (or airborne agents) are adversely affecting breathing, cover your mouth with a water-soaked cloth.
- Please refer to the Emergency Communications section for a more comprehensive list of communication outlets.

POWER OUTAGE

Primary Responders:

AU Safety Services:	on campus	5555 or 911
	off campus	(419) 207-5555
Facilities Management & Planning		(419) 289-5490

Ashland City Police/Fire:	911	(involvement determined by primary AU responders)
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Localized/Not for Extended Period:

- If possible, identify the source and nature of power loss.
- During normal business hours call the physical plant directly at extension 5490.
- After normal business hours call Safety Services at extension 5555.
- Do not use candles for light.
- Check elevators for occupants. If occupied, notify Safety Services at 5555 or **911**.
- Unplug electrical equipment.
- If you can maintain basic operations with ambient light, continue to do so until further notice.
- If there are emergency power outlets (red) in your area, those can be used for critical functions.
- Assist persons needing assistance in evacuating the building.

- Emergency stairwell lights will work for approximately one hour. Evacuate the building before emergency lights go dead (during the evening).
- Before evacuating the building, secure the area.
- Monitor communications to check the status of the outage.
- Preparing for extended outage may be necessary.

Extended Power Outage:

- Follow the same steps above for **Localized Power Outages** in addition to:
- Buildings without a backup generator will be closed and secured during the evenings. Plan accordingly as you will not be allowed to reenter the building. Buildings with generators will have limited functionality.
- The AU Incident Commander will determine, and provide communications, as to the closing status of buildings and/or the campus.
- If the outage affects a residence hall, the residence life staff will implement their accommodations and accountability plan.
- For all other buildings follow the directives provided by the Incident Commander.
- Monitor communications to check the status of the outage.

Downed Power Lines:

- Consider all wires energized and dangerous.
- Electricity can travel through the ground radiating outward. **Stay clear.**
- If a broken power line falls on your vehicle. Stay in the vehicle until help arrives.

Important Considerations:

- If your building is equipped with an emergency generator, the generator will only power critical functions and emergency lights.
- Please refer to the Emergency Communications section for a more comprehensive list of communication outlets.

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