

EMERGENCY RESPONSE PLAN

When the alarm sounds:

- All personnel must begin evacuation at once. Pull the manual fire alarm, if building is not already in alarm to alert all occupants. Call 9-1-1 once outside the building.
- Take any valuable personal items.
- As you leave the laboratory or office, quickly check to determine if all co-workers have begun to evacuate. The last person out should close, but not lock the door to the laboratory.
- All personnel must familiarize themselves with the most rapid means of escape from their laboratory or office. Evacuation maps are posted in hallways near the elevators or can be found here (site in progress).
- An alternative means of escape should also be noted for those emergencies where the first exit is blocked.
- Never use the elevators if a fire alarm activates; take the stairs instead.
- Once you have evacuated the building, assemble at designated areas to enable safety monitors to ensure everybody has evacuated.
- Assemblage areas are outside Crosley Tower on the second floor, outside Reveischl Hall on the fourth floor or the sixth floor.
- Designated Safety Monitors will ensure their assigned areas are evacuated.
- You cannot enter the building until given permission by Emergency Response Personnel.

Current Safety Monitors are:

Monitor	Office	Phone Number
William Heineman	Crosley 120	556 9210
Apryll Stalcup	Crosley 201	556 9216
Jeanette Krause	Crosley 306	556 9226
Bruce Ault	Crosley 404	556 9238
James Mack	Crosley 502	556 9249
Thomas Ridgway	Crosley 501	556 9247
David Smithrud	Crosley 603	556 9254
Pearl Tsang	Crosley 701	556 2301
Anna Gudmundsdottir	Crosley 802	556 3380
Eddie Merino	Crosley 804	556 8579
Neil Ayres	Crosley 902	556 9280
Patrick Limbach	Rieveschl 429K	556 1871

A. Fire Emergency:

Controllable Fire

- Pull the manual fire alarm, if building is not already in alarm to alert all occupants. Call 9-1-1 once outside the building.
- Notify everyone in the immediate area of the danger.
- Non-essential personnel should evacuate the area.
- You may fight the fire yourself if:
 - a) You have been trained in the use of fire extinguishers,
 - b) the fire is small (size of a wastebasket) and confined to a specific area (such as a fume hood),
 - c) you are reasonably certain that the fumes that are generated are not toxic
 - d) you have a clear means of escape if the fire proves to be out of your control.
- Never turn your back on a fire even if you believe it to be extinguished.
- Report the fire to the floor's Safety Monitor and UC Fire Prevention (556-4992) even if extinguished.

Uncontrollable Fire

- Notify everyone in the immediate area of the danger.
- Pull the manual fire alarm, if building is not already in alarm to alert all occupants. Call 9-1-1 once outside the building.
- Evacuate the area
- Close doors and windows if possible
- Evacuate the building and go to an assembly area.

B. Persons with Disabilities (Fire)

Public Safety guidelines permit individuals with disabilities the option of staying in the building during an emergency situation if they are non-ambulatory, or where elevator assistance is essential for their evacuation, and they are located either above or below the ground floor. A non disabled person should stay with the disabled to assist if necessary. Detailed instructions are available by visiting University of Cincinnati Fire Prevention's website at <http://www.uc.edu/techserv/fireprev.htm>. The individual, or a person designated to be with them should:

- If on ground floor, exit the building as usual.
- If above, or below ground, seek a safe place- preferably a designated area of refuge (none are currently located in Logan Hall), or a room with an exterior window, a telephone, and a solid door.
- Telephone Emergency Dispatch (9-1-1) and advise them you are a person with a physical disability. Give your exact location – Building, Floor and Room number and the number of the phone number you are calling from.
- The Fire Department will determine if evacuation of these occupants is necessary.

C. Chemical Release

Controllable Chemical Release without Injury or Illness

- Stop the release of chemicals if possible and safe to do so.
- For flammable material, disconnect all ignition sources.
- Notify all personnel in the immediate area of the danger.
- Evacuate all non-essential personnel.
- Once the chemicals are contained, perform appropriate clean-up procedures.
- Clean-up procedures should follow instructions on appropriate kits and in accordance with Material Safety Data Sheets.
 - a) Appropriate protective gear needs to be worn.
 - b) For flammable liquids, Flammable solvents may be absorbed with dry absorbents, such as commercially available universal spill control products, vermiculite or sand. Use spark-free utensils to pick-up the waste.
 - c) For toxic liquids, spill control and clean-up, various dry absorbents may be used. These include commercially available universal spill control products, vermiculite and sand. Waste material must be bagged and tagged for disposal. Store waste in a ventilated area.
 - d) For corrosive liquids:
 - a. Small acid spills can be neutralized by applying sodium bicarbonate or a similar weak base, and allowing reaction to occur. The neutralized material can then be swept up and disposed via regular waste disposal or through the sewage system, if the quantity is not large.
 - b. Small caustic spills can be neutralized by the addition of citric acid, or other similar weak acid. The reacted material can then be swept up and disposed of via regular waste collection or the sewage system, if the quantities are not large.
 - c. Dry absorbents may also be used on either acidic or basic spills. Materials suitable for use as absorbents include commercially available spill control products, vermiculite, and sand.
 - d. Hydrofluoric acid spills require special spill control products. Do not use sand or vermiculite. Follow specific guidelines in the Material Safety Data Sheet.
 - e) For solid chemicals:
 - a. Nontoxic solids can be swept up (avoiding breathing dust) and disposed of in a waste container.
 - b. Oxidizers must not contact paper, e.g., trash cans.
 - c. Toxic or reactive solids must be handled carefully and in accordance with instructions given in Safety Data Sheets.
 - d. Small mercury spills can be collected using a vacuum device or gathered using an amalgamating powder, e.g., sulfur. The waste needs to be tagged for disposal. Large mercury spills require a Mercury Vacuum Cleaner.
 - f) The waste material needs to be disposed of properly.

Uncontrollable Chemical Release without Injury or Illness

- Get away from the area until proper provisions can be made. Notify personnel in the immediate area of the chemical release.
- Pull the manual fire alarm, if building is not already in alarm to alert all occupants. Call 9-1-1 once outside the building.
- If the chemical spill is large, in a poorly ventilated area or is extremely toxic (that is, if it is beyond the capabilities of the attending personnel or of the equipment at hand), call **9-1-1** for the HazMat Team for assistance.
- Close the door and windows, if possible.
- Report the incidence to a Safety Monitor

Chemical Release with Injury or Illness

- Follow the Chemical Release Plan.
- If you are already in the exposure area, remove the injured person from the area of exposure without injuring yourself.
- If you are not initially in the exposure area, do not attempt to remove the victim or enter the exposure area. You may become a victim yourself.
- If the situation is life threatening, call 911 immediately.
- Begin decontamination by moving the victim under a safety shower or over an eyewash station. Flush contaminated areas thoroughly.
- If possible, determine which chemical was released.
- Monitor the victim for an extended period of time especially prior to the arrival of medical personnel. Symptoms may take a while to appear.
- All injured personnel need to be examined by a doctor before returning to work.

D. In Case of Bomb Threats or Suspicious Activities

When you receive a bomb threat or observe a suspicious person or activity:

- Notify UC police. Do not use a cell phone to report bomb threats.
- Do not attempt to remove or open suspicious packages
- Suspicious individuals can be approached; however, do not confront them in a threatening manner.

E. Severe Weather

If severe weather is detected (severe thunderstorms, tornadoes etc) the campus severe weather warning system will sound, instructing all occupants to:

- Evacuate your area using either stairwell
Elevators may only be used by individuals with disabilities.
- Severe weather safety locations for Crosley Tower are noted as the basement corridor. The public restrooms may also be used as a shelter.
- Await further instruction from Public Safety or Cincinnati Fire Department before leaving the assembly area.