

The University of Findlay

Crisis Response Plan

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1. PURPOSE

To provide guidelines and procedures for the establishment, implementation, and oversight of a crisis management plan for The University of Findlay.

2. SCOPE

This plan applies to all faculty, staff, employees, students and visitors. It encompasses all buildings and grounds owned and operated by the University.

3. DEVELOPMENT AND ADMINISTRATION

The development and administration of this Crisis Response Plan is the responsibility of the Risk Management Committee and the Emergency Operations Team.

4. DEFINITIONS OF EMERGENCIES

MINOR INCIDENT (disrupting only limited parts of campus): Any incident that does not seriously affect the overall functional capacity of the University, and can be resolved with existing University resources or limited outside help. This type of emergency involves only the locally affected area, and does not require the Core Emergency Operations Team (EOT) to be convened. Impacted personnel or departments will work directly with the UF Department of Safety and Security to address the situation, and the Director of Safety and Security will be responsible for contacting and informing appropriate University staff. Some examples of minor emergencies include but are not limited to: odor complaint, localized chemical spill, plumbing failure and/or an inoperative elevator.

MAJOR EMERGENCY (disrupting sizable portions of campus): Any incident which affects an entire building or buildings and which will disrupt the overall operations of the University is considered a major emergency. Assistance from external organizations will most likely be required, the situation may escalate quickly, serious consequences to critical functions could occur, and serious injury or loss of life might be possible. In this type of emergency, the Program Manager of Campus Safety will activate/notify all members of the Core EOT; an Emergency Operations Center will be established; and the Core EOT will meet there to evaluate the situation and decide upon a course of action. Some examples of major incidents include but are not limited to: building fires, chemical spills which could pose a threat to a large number of people, extensive power or utility outage, severe flooding, and/or an existing or imminent external emergency that may impact the campus.

DISASTER (involving the entire campus and surrounding community): Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external jurisdictions. In this type of emergency, the Program Manager of Campus Safety will activate/notify all members of the Core EOT; an Emergency Operations Center will be established; and the Core EOT will meet there to evaluate the situation and decide upon a course of action. Some examples of a disaster include but are not limited to: major flooding, major earthquake, and/or a massive release of a biological or chemical agent.

5. WHO TO CALL IN AN EMERGENCY

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. *In all life threatening emergencies dial 911 and follow up with a call to the UF Department of Safety and Security at 419-434-4799.* Campus phones do not show a location on 911 Caller ID. Always inform the 911 Call Center of the building, room, and phone number you are calling from. All other emergencies should be directed to the UF Department of Safety and Security at 419-434-4799. Safety and Security personnel will be responsible for contacting designated responders and administrative officials and the specific guidelines within this plan will be followed.

6. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a Campus State of Emergency rests with the President (or designee) and Program Manager of Campus Safety upon consultation with appropriate personnel. When this declaration is made, access to the campus may be limited to registered students, faculty, staff, and employees. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest.

Upon notification of a campus state of emergency, the Program Manager of Campus Safety shall activate/notify members of the Core Emergency Operations Team. This core group of individuals shall respond at all incidents unless otherwise notified by the President or Program Manager of Campus Safety. Members of the Emergency Operations Team shall be called in if the incident necessitates their involvement.

Each campus emergency will present hazards and situations unique to that emergency. It will be imperative that the Program Manager of Campus Safety activate/notify the proper personnel in a timely manner. Once the Core Emergency Operations Team is notified, they will have the flexibility to respond to the incident, as they deem proper for the situation at hand. A list of emergency phone numbers accompanies this document and provides a complete listing of individuals and/or agencies that can respond to a particular emergency (see Appendix A).

7. GENERAL RESPONSIBILITIES

ALL EMPLOYEES:

In case of emergency, all employees must follow the appropriate emergency procedures found in Section 15 of this plan. *Emergencies that may be life threatening should be reported immediately to 911.* Campus phones do not show a location on 911 Caller ID. Always inform the 911 Call Center of the building, room, and phone number you are calling from. Non-life threatening emergencies should be reported to Safety and Security at 419-434-4799. Your personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with this plan. Faculty is responsible for initiating emergency procedures during class.

ADMINISTRATORS, DEANS, DEPARTMENT CHAIRS, DIRECTORS, AND SUPERVISORS:

Every administrator, department chair, director, and supervisor has the following general responsibilities prior to and during any emergency:

Emergency Preparedness

Become familiar with the Crisis Response Plan and ask any questions they may have. The Department of Student Services will be responsible for informing students of the plan and making it available to them. Any UF employee with supervisory duties will inform employees under their direction of the plan and make it available to them. The Physical Plant will inform contractors of the plan and make it available to them.

Emergency Situations

Inform all building occupants under their direction of the emergency condition. Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating the appropriate emergency procedures listed in section 15 of this plan. If the building or your area must be evacuated it is your responsibility to insure that your entire staff evacuates to a safe area and to account for your personnel. If you are missing personnel; inform security or the responding emergency services of the employee's name and last known location.

8. CAMPUS EMERGENCY STAFF - Organization and Responsibility

Core Emergency Operations Team - This core group of individuals shall respond at all major emergencies and disasters unless otherwise notified by the President or Program Manager of Campus Safety. The Core EOT will determine which members of the Emergency Operations Team are needed to respond to the incident. A de-briefing will be conducted after each incident, and an After Action Report will be generated. All members of the team will be required to participate in an incident command-training program.

Emergency Operations Team - The members of this team that are activated will be dependent on the scope and size of the incident. The team may be activated in part or as a whole by the Core EOT as needed. As a group, their function will be to size up and determine the impact of the incident, make appropriate emergency notifications, prioritize emergency actions, deploy resources and equipment, communicate information and instructions, monitor/re-evaluate conditions, and review the effectiveness of the response after the incident. A de-briefing will be conducted after each incident, and an After Action Report will be generated. All members of the team will be required to participate in an incident command-training program. Other members may be added to this group depending on the type of incident.

9. EMERGENCY OPERATIONS CENTER (EOC)

The UF Emergency Operations Center will be activated by the Program Manager of Campus Safety in conjunction with the Vice President for Student Services during a major emergency or disaster. The EOC will serve as a focal point for key personnel and a central location for emergency equipment and operations as required.

The EOC will be supplied with phones with multiple lines, internet access, one computer, basic office supplies such as note pads, pens, pencils, staplers, etc..., a copy of the Crisis Response Plan, University Cell Phone List, large map of campus facilities including Western and English Equestrian Complex's, two-way radios with base station in EOC, weather radio, access to cable TV, one TV, back-up power source, tables, chairs, easel with paper, comprehensive set of building floor plans, map of Findlay and Hancock County, Findlay and Hancock County phone books, and any other supplies deemed necessary by the Emergency Operations Team.

10. COMMUNICATIONS PLAN - MEDIA COMMUNICATION PLAN

- A. Purpose – The role of the Office of Public Information is to collect and convey information to the University community and the public during or immediately following a crisis or emergency situation involving The University of Findlay or University community.
- B. Assumptions
 - a. A crisis is “big news” and is likely to result in more public exposure than hundreds of “good news” stories. The University and Office of Public Information will be honest at all times and cooperative to the greatest extent possible, recognizing the value of the media but remaining focused on maintaining the welfare of the students and the rest of the University community as our primary mission.
 - b. The University of Findlay has worked to develop and maintain a strong relationship with local media, who are our line of communication with the surrounding community. The University recognizes that in a crisis time is critical

and will issue a response containing all available, pertinent information as soon as possible, with follow-up bulletins as required.

- c. The Office of Public Information will maintain internal communication to the greatest extent possible in conjunction with the President and UF EOT. All communications tools available at the University will be employed as needed including the University web site for breaking news and information as well as student print and broadcast media and our own weekly publications.

C. Responsibilities

- a. Office of Public Information:
 - i. Provide the campus and surrounding community and constituents with basic information about a crisis or threatened crisis, via electronic, print and in-person communications and the news media.
 - ii. Keep the campus and surrounding community, media and other constituents informed of the situation and provide advice on what they should or should not do to prevent further damage, loss of life, panic and interference with response efforts. Information will also be provided on where to seek temporary housing, food, etc... and how to obtain further advice or information.

THE VP of DEVELOPMENT OR HIS/HER DESIGNEE IS THE OFFICIAL SPOKESPERSON FOR THE UNIVERSITY AND WILL BE THE OFFICIAL UNIVERSITY CONTACT WITH MEMBERS OF THE MEDIA.

ALL OTHER UNIVERSITY PERSONNEL ARE REQUIRED TO DIRECT QUESTIONS FROM THE MEDIA TO THE UF PUBLIC INFORMATION OFFICER.

D. Operations

- a. Pre-Crisis
 - i. The Vice President for Development will issue a letter to all departments annually, reminding them to refer all questions during a crisis to the Office of Public Information.
 - ii. The Office of Public Information will be prepared to set up a crisis communications center, at the President's or Core Emergency Operations Team's request, to remain open 24 hours a day during a crisis. This will ensure that the University's public information response to a crisis is quick, accurate, sensitive and responsible.
- b. Crisis
 - i. The Vice President for Development and Director of Public Information or his/her designee will serve as the University's PIO. Other University staff and student workers will be given the PIO's name and number and instructed where to refer all media inquiries.

If a crisis involves employee or student injury or death, families will be notified by appropriate personnel before the information is released to the public. (See procedures for Student or Employee Life Threatening Situation or Death in Appendix B and C.) Other University staff will be notified as necessary (i.e. University Minister, Counseling Services, Registrar's Office, etc...).

- ii. The University will accommodate the communication and comfort needs of the media to the greatest extent possible. The media workroom in the Koehler Recreation Center will be designated as the media information center. In addition, a nearby student lounge will be designated the media lounge and members of the media invited to obtain food and beverages at the Oiler Mart.

- c. Recovery – The Office of Public Information will issue media updates as long as warranted, scaling back activities as the need for crisis communications wanes. Upon termination of the crisis, the Vice President for Development will schedule a meeting of all key players to review all actions taken and formulate changes needed.

11. TRANSPORTATION

In case of medical emergencies and when emergency transport is necessary, a private ambulance service will provide the transportation. Emergency transport is requested by calling 911. A UF Physical Plant vehicle may be used for non-emergency medical cases only. A vehicle can be secured by calling the designated emergency response number for the UF Department of Safety and Security (419-434-4799).

Generally, it is advised that individual faculty, staff or students not take responsibility for transporting a person involved with any health emergency.

In the case of protective custody or emergency detention where a restraint is necessary, the UF Department of Safety and Security or the Findlay City Police will be involved directly with transportation.

12. EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

Every individual must accept personal responsibility for evacuating a building during an emergency. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. This is even more critical to the safety of those individuals with mobility impairments because the use of elevators during emergencies is dangerous and should be avoided. Thus, individuals will need to use alternative methods of leaving a building.

Because of constantly changing populations and building occupancy patterns, it is not possible for the University to make reliable arrangements for the evacuation of specific individuals from the many buildings they may occupy in the course of a week. In the absence of this ability, the following suggestions are advised for individuals to increase the chances of their safe evacuation from a building in an emergency situation.

Recommendations for persons with disabilities or persons who provide assistance to persons with disabilities are included in the following list.

- A. Contact the Disability Services Office in advance to discuss building evacuation procedures for individuals with disabilities.
- B. In advance, identify and be familiar with at least two exit routes from every area and building you occupy. An emergency exit route should not include an elevator.
- C. In advance, identify possible volunteers, such as classmates, faculty or fellow workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
- D. If you are unable to exit a building, contact the UF Department of Safety and Security or civil authorities or arrange for others to inform the UF Department of Safety and Security or civil authorities of your location.
- E. During an emergency, if you are unable to exit a building, look for and stay close to the Emergency Rally Point signs with white letters on a red background. These locations will be reported to first responders as pick up points for those who are injured or disabled and unable to exit the building.

- F. Know the safest method people could use to assist you. Know how many people you need to provide that assistance.
- G. If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand.
- H. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- I. Carry a loud whistle or similar device you can operate for use in the event you become trapped.
- J. Individuals who need to work in isolated areas after normal building occupancy hours should determine telephone availability. If a telephone is not available, they should contact the UF Department of Safety and Security in advance and provide their location and occupancy times.

15. EMERGENCY PROCEDURES

This section contains the recommended procedures that will be generally followed during specific types of emergencies, and is intended to provide guidance to any person who initially discovers the emergency or who is first on the scene.

If the emergency is deemed a "major" or a "disaster" situation as defined in Section 4, the Program Manager of Campus Safety will immediately contact members of the Core EOT. An Emergency Operations Center will be established and the Core EOT will meet there to evaluate the situation and decide upon a course of action.

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Life Threatening Emergencies or Death	Sub-Section 11	Page 29
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Natural Gas Leak	Sub-Section 13	Page 31
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1. BOMB THREAT

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

1. If you observe a suspicious object on campus *DO NOT HANDLE THE OBJECT!* Clear the area and immediately call the UF Department of Safety and Security at the designated emergency response number 419-434-4799. They will then contact the Findlay Police Department.
 2. Any person receiving a threat via the telephone should ask the caller:
 - a. Exact location of device (building, floor, room, etc.).
 - b. Time device is set to explode
 - c. Kind of device, timing device, etc.
 3. Keep talking to the caller as long as possible and record the following:
 - a. Date and time of call
 - b. Location of alleged device
 - c. Detonation time of alleged device
 - d. Type of device
 - e. Speech pattern, accent, distinguishing characteristics, etc.
 - f. Background noise
 - g. Critical statements made by caller
 4. Using another telephone, immediately notify the UF Department of Safety and Security at the designated emergency response number, 419-434-4799.
 5. A decision to evacuate the building will be made by the Director of Safety and Security or local law enforcement personnel.
 6. If instructed, evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the threat. Alert emergency personnel of their location.
 7. *DO NOT PANIC.*
 8. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
 9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the UF Department of Safety and Security.
 10. If a device is detonated, the Campus Emergency Operations Team will be notified immediately by the Director of Safety and Security.
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2. CHEMICAL/HAZARDOUS MATERIAL SPILL/RELEASE

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

1. Report any spillage of hazardous chemicals immediately to the UF Department of Safety and Security at the designated emergency response number, 419-434-4799. The UF Department of Safety and Security will call the Campus Safety Program Manager.
 2. When reporting, provide the following information:
 - a. Your name
 - b. Name of material spilled
 - c. Estimated amount
 - d. Exact location of spill
 - e. Nature of injuries
 - f. Actions you have taken
 3. Vacate the affected area at once and seal it off to prevent further contamination.
 4. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from spill site. Alert emergency personnel of their location.
 5. *DO NOT PANIC.*
 6. Once outside, move to an area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
 7. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the Campus Safety Program Manager, the Findlay Fire Department, or UF Department of Safety and Security.
 8. The Campus Safety Program Manager will notify the Campus Emergency Operations Team if deemed necessary, and will verify that proper clean-up procedures are followed.
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3. CIVIL DISTURBANCE/DEMONSTRATIONS

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Vice President for Student Services

Designated Emergency Response Number: 419-434-4570

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

1. Keep calm. Resistance may only increase destruction of property and a threat of bodily harm. Do not confront demonstrators.
2. Call the UF Department of Safety and Security at the designated emergency response number. They will contact the Vice President for Student Services or designee. Provide the following information:
 - a. Location (building, entrance, floor, room, etc.)
 - b. Approximate number of leaders
 - c. Size of group
 - d. Obvious objective or demand of group
 - e. Group is: rational, organized, violent, etc.
3. Lock doors/windows, and close blinds/drapes to prevent injury from flying glass.
4. If the disturbance is outside, stay away from windows and doors and most importantly STAY INSIDE.
5. Continue with normal routines as much as possible.
6. The Vice President for Student Services and Director of Safety and Security will proceed to the scene for assessment of the situation, and the Findlay Police Department will be notified if necessary.
7. The Vice President for Student Services will instruct the Director of Safety and Security to notify the Emergency Operations Team if deemed necessary.

Special Considerations:

English and Western Equestrian Farms

1. Bring horses in and place them in stalls
2. All outside activities will cease

4. ELEVATOR MALFUNCTION

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Physical Plant: 419-434-4544

1. If you are trapped in an elevator, pick up the emergency phone to notify the UF Department of Safety and Security. If the phone is inoperable, turn on the emergency alarm, which will signal for help. When someone responds, instruct them to contact the UF Department of Safety and Security. *DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY EMERGENCY RESCUE STAFF.*
2. If stranded in an elevator, *DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.*
3. If you receive notice that an elevator has malfunctioned, notify the UF Department of Safety and Security at the designated emergency response number. Provide the following information:
 - a. Your name
 - b. Building
 - c. Floor
 - d. Present situation
4. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.
5. If you find an inoperative elevator without occupants, notify UF Department of Safety and Security and Physical Plant.

An Emergency Evacuation Device for disabled persons is located on the 3rd floor of Old Main between classrooms 308 and 309. This device is designed so that a small attendant can easily move a much larger passenger down stairs. This device, also known as an Evacu-Trac, is easily set up and ready for a passenger to transfer from a wheelchair to a comfortable sling seat.

The Evacu-Trac will support up to 300 lbs. while using the passenger's weight to move the unit down stairs, while a governor operated by the attendant regulates the speed of the descent.



5. EVACUATION / SHELTER IN PLACE

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Physical Plant: 419-434-4544

In certain emergency situations, such as the release of hazardous materials, emergency responders may order the evacuation of certain offices or buildings, or instruct people in those facilities to shelter in place.

It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, police, fire, safety or University officials will advise you on the appropriate action via radio and television stations, public address systems, loudspeakers, door-to-door notifications, or other appropriate means.

Evacuation

Determine in advance the nearest exit from your work location, classroom or dorm room, and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

During an evacuation:

1. Evacuate quickly
2. Follow instructions from emergency personnel and follow the directions provided for safe routes of evacuation
3. Check doors for heat before opening. (Do not open door if hot)
4. Close the door as you exit your room or office
5. Dress appropriately for the weather
6. Take only essentials with you (e.g. eyeglasses, medications, identification, and cash/checkbook/credit cards) – do not pack belongings
7. Turn off unnecessary equipment, computers and appliances
8. Walk, do not run. Do not push or crowd
9. Keep noise to a minimum so you can hear emergency instructions
10. Use handrails in stairwells; stay to the right
11. Assist people with disabilities
12. Listen to a radio, if available, to monitor emergency status

Do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning or heating systems off.

Relocating outside the building:

1. Move quickly away from the building
2. Watch for falling glass and other debris
3. Try to stay with your fellow employees so all can be accounted for
4. If you have relocated away from the building, DO NOT return until notified that it is safe to do so.

Shelter in Place

During certain emergency situations, particularly chemical, biological, or radioactive material releases and some weather emergencies, you may be advised to “shelter in place” rather than evacuate the building.

When directed to shelter in place:

1. Stay inside the building (or go indoors as quickly as possible)
2. Do not use elevators
3. Quickly locate supplies you may need such as food, water, radio, etc...
4. If possible, go to a room or corridor where there are no windows and few doors
5. If there is time, shut and lock all windows and doors (locking the door may provide a better seal on the door against chemicals).
6. In the event of a chemical release, go to an above ground level of the building; most chemical vapors and gases are heavier than air and may seep into basements even if windows are closed
7. Turn off heat, fans, air conditioning, or ventilation system, if you have local control of the systems
8. Drink bottled water or stored water, not water from the tap
9. If possible, check for additional information through the local radio and television stations
10. Do not call 911 unless you are reporting a life threatening situation
11. If you smell gases or vapors, hold a wet cloth loosely over your nose and mouth and breath through it in as normal a fashion as possible

When the all clear is announced open all doors and windows, turn on heating, air conditioning or ventilation systems, and go outside and wait until the building has been ventilated.

6. EXPLOSION

Findlay Fire Department
Arlington Fire Department (Western Equestrian Farm)
Vanlue Fire Department (English Equestrian Farm)
Designated Emergency Response Number: 911
UF Department of Safety and Security
Designated Emergency Response Number: 419-434-4799

In the event of an explosion on campus, take the following action:

1. Immediately take cover under tables, desks, or other objects that will give protection against falling glass and debris.
 2. After the initial effects of the explosion have subsided, notify the Findlay Fire Department at the designated emergency response number (911). Give your name and describe the location and nature of the emergency. Notify the UF Department of Safety and Security at the designated emergency response number (419-434-4799).
 3. Activate the building fire alarm.
 4. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their location.
 5. *DO NOT USE ELEVATORS. DO NOT PANIC.*
 6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
 7. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by a Findlay Fire Official or a UF Department of Safety and Security official.
 8. The Director of Safety and Security will discuss the situation with the Campus Safety Program Manager for the purposes of activating the Emergency Operations Team if appropriate.
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7. FIRE

Findlay Fire Department

Arlington Fire Department (Western/English Equestrian Farm)

Vanlue Fire Department (English Equestrian Farm)

Designated Emergency Response Number: 911

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

All employees, especially those in certain occupations (e.g. laboratory, facilities management, food service, residential life, etc...), should learn to use a fire extinguisher. Call the UF Department of Safety and Security to set up a fire extinguisher training program. See the Evacuation/Shelter in Place procedures for more information on how to exit a building.

If you discover a fire inside a building:

1. Activate the fire alarm system.
2. Immediately exit the building, closing doors behind you. **DO NOT USE ELEVATORS.**
3. Call 911, give the exact location of the fire and your location.
4. Call UF Department of Safety and Security at x-4799

If you discover a fire outside a building:

1. Call 911, give the exact location of the fire and your location.
2. Do NOT activate the building fire alarm system.
3. Call UF Department of Safety and Security at x-4799.

Once fire alarm is activated:

1. Walk (DO NOT RUN) to the nearest exit.
2. Assist persons with special needs.
3. Feel doorknobs or doors with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door.
4. If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and exit the building.
5. Close doors behind you.
6. Notify fire personnel if you suspect someone is trapped inside the building.
7. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to by Campus Security or the Findlay Fire Department.

If you are trapped in a room

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke could be drawn into the room).

If you are caught in smoke:

1. Drop to your hands and knees and crawl toward the nearest exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through nose and use a filter such as a shirt or towel.

If you are forced to advance through flames (which should be a last resort):

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

Using a fire extinguisher:

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires. Fire fighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames, whichever comes FIRST.

The Director of Safety and Security will assess the situation, and notify the Emergency Operations Team members if appropriate. UF Department of Safety and Security has the primary responsibility for managing fire emergencies with the Findlay Fire Department. Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

8. FLOOD

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

In case of imminent or actual flooding:

1. If you can safely do so:
 - a. Secure vital equipment, records and hazardous materials (chemical, biological, and/or radioactive) – move to higher and safer ground.
 - b. Shut off all electrical equipment. Secure all laboratory experiments.
 - c. Wait for instructions from Security, Findlay Police Department or Findlay Fire Department.
2. Evacuate your area if safe to do so and find higher and safer ground. If the waters start to rise in your building before you have evacuated, retreat to a higher floor and if necessary, the roof.
3. Don't walk through flooded areas. As little as six inches of moving water can knock you off your feet.
4. Don't try to swim to safety; wait for rescuers to come to you.
5. Stay away from downed power lines and electrical wires. Electric current passes easily through water.
6. Look out for animals – especially snakes. Animals lose their homes in floods, too. They may seek shelter in your building.
7. Don't drive through a flooded area. If you come upon a flooded road, turn around and find another way. More people drown in their cars than anywhere else during a flood.
8. If your car stalls, abandon it immediately and climb to higher ground.
9. Do not return to your building until you have been instructed to do so by someone from Security or Findlay Police or Fire Department.

After the flood:

1. If you are assisting the cleanup of your building, report any oil, chemical, or radioactive materials suspected of mixing with the flood waters to Security.
 2. Upon entering the building do not use matches, cigarette lighters or other open flames, since gas may be trapped inside. Instead, use a flashlight to light your way.
 3. Keep power off until an electrician has inspected your system for safety.
 4. Throw away any food, medication, or other consumables that may have been exposed to flood waters.
 5. Be careful walking around. After a flood, steps and floors are often slippery with mud or covered with debris, including nails and broken glass.
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9. SEVERE WINTER WEATHER / SCHOOL CLOSURE

The University of Findlay's closure plan is invoked in the most serious times when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns.

1. When inclement weather (dangerous temperatures, snow, ice, wind or rain) or other events (electrical failure, chemical spill, etc.) occur, the UF Department of Safety and Security will confer with the Vice President for Student Services, the Vice President for Academic Affairs, the Director of the Physical Plant and the President prior to 5:45 a.m. for day classes and 1:45 p.m. for evening classes and events to determine if classes and events are cancelled. Based on changing conditions, the plan can be implemented at any time.
2. A determination of closure means all University classes and events are cancelled. Unless stated otherwise, when the University cancels classes, all normal operations are also closed and most faculty and staff need not remain or report to work during the closure. Supervisors of certain areas (e.g. maintenance and food service) shall decide which staff will need to be present on campus to assist with operations.
3. The Office of Academic Affairs will notify news media.
4. If, during bitter cold weather, there is an extended power failure, the University will house on-campus residents and/or stranded students in facilities supplied with power via generators. This move will be coordinated by the Emergency Operations Team.
5. Students, faculty and staff will be notified via the Lynx system, Residence Life staff and other means as necessary or available based on the incident.
6. Buildings which have lost power will retain heat for a period of a couple of hours depending upon traffic into and out of the building following the power loss.
7. Students, faculty and staff being moved to a building with power should be sure to wear warm clothing, bring any personal items needed such as medications, toiletries and cell phone.
8. The University will, to the best of its ability, provide appropriate and safe housing for all students, faculty and staff unable to leave campus during the severe weather and for the term after the weather event until power can be restored and facilities are again habitable.
9. The campus security officer on duty, when notified, will open those buildings designated and contact the Director of Safety and Security, the Physical Plant Director, and the Vice President for Student Services.
10. The Safety and Security Department and Residence Life staff will supervise those people being housed in these areas.
11. If necessary, the Emergency Operations Team will be activated to assist in managing the incident.

Snow Emergencies:

Students are not expected to travel to class when the University is officially closed or in instances when roads or airports are closed due to poor weather conditions. All University closings are announced on local radio, television, and UF website at <http://www.findlay.edu/events/weather>. Students who are unable to travel to class due to closed roads or airports are to contact the Program Director, course instructor, or clinical instructor within a reasonable time period (before or immediately after return). You can leave a voice message and/or send an email.

There are three levels of snow emergency classifications:

- LEVEL 1: Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously. **UF employees should report to work and students should report to class.**
- LEVEL 2: Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roads. Contact your employer to see if you should report to work. **UF employees should report to work. Students should report to class. Unless otherwise announced, the University is open. If you do not feel comfortable on the roads and choose not to report, you must contact your supervisor or professor. Employees will be allowed to choose whether to make up the time, take a vacation day, or take an unpaid day to make up the time missed. If the county you live in is under a Level 3 emergency and Hancock County is not, notify your supervisor or professor and stay off the roads. Employees will not be required to make up the time, take a vacation day, or an unpaid day to make up the time missed.**
- LEVEL 3: All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. Those traveling on the roads may subject themselves to arrest. **UF employees and students should stay off the roads. The University is closed, and this announcement is communicated to several local radio stations. Only personnel in key areas critical to the maintenance of the physical plant should report. If there is any doubt, contact your supervisor. Employees remaining at home will not be expected to make up the time, take a vacation day or unpaid day to make up the time missed. Employees reporting to work will be appropriately compensated.**

Special Considerations:

From time to time, classes at the Equestrian Farms may be cancelled while classes at The University run as scheduled. Closing either or both farms will be decided by the Director of the Center for Equine and Veterinary Studies and the Business Managers of each Farm.

To determine if classes at the Farms are cancelled, students should call extension 6515 (419-434-6515 if off campus). A decision on closure of the Farms will be posted on this extension by 6:15 a.m.

10. INFECTIOUS DISEASE OUTBREAK

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Health Center

Designated Emergency Number: 419-434-4550

The Health Center will most likely be involved in the assessment and management of an infectious disease outbreak from the beginning. If not, contact the Executive Director of Health Services at the number above.

1. Health Center personnel will call the Hancock County Health Department.
2. In cooperation with local officials, the Student Health Center staff will help manage the outbreak using the guidelines provided by the American College Health Association.
3. If the situation requires emergency medical care follow emergency procedures by calling 911 to provide immediate health care.
4. The Director of Safety and Security will assess the situation, and notify the Emergency Operations Team members if appropriate.

Pandemic Flu – In the event a pandemic flu becomes evident on campus, UF will take all necessary steps to protect students, faculty and staff while also complying with requirements from the Findlay City and Hancock County Health Departments.

Students – If you develop Influenza Like Symptoms:

- 1 Call the Cosiano Health Center for instructions x-4550.
- 2 DO NOT show up to the Health Center without first notifying the center.
- 3 Follow the instructions provided to by the Health Center.
- 4 If you are sick, stay home or in your room as much as possible to avoid spreading the illness.

Faculty / Staff if you develop Influenza Like Symptoms:

- 1 Call the Cosiano Health Center or your primary physician's office for instructions.
- 2 DO NOT show up at either location without first notifying the office or center.
- 3 Follow the instructions of the Health Center or your physician.
- 4 If you are sick, stay home until symptoms have abated.

Quarantine Plan:

If a pandemic flu appears The University may find it necessary to quarantine a large number of students to reduce the potential for the influenza to spread among the campus community. Students with family or parents living a reasonable distance from UF will be required to leave campus and live with family until they are well. "Well" is defined by the CDC as 7 days after symptoms began or the patient has been symptom free (that is afebrile without the use of fever reducing medication) for 24 hours, whichever is longest.

UF also highly recommends students and parents make arrangements to get the student home should they live outside a reasonable distance from the University. Access to physicians and health care workers familiar with the individual and care from family will be preferable to all involved as it will also make room for those students who do not or are unable to leave campus.

For those unable to leave campus, The University will utilize the Koehler Fitness and Recreation Center (FRC) as its primary quarantine facility. This facility contains the necessary shower, locker and restroom facilities necessary to provide services to a large number of individuals. Further the building is closest to the Cosiano Health Center and "air locks" can be established between non-affected employees providing supplies to the affected or care takers while reducing potential spread of the disease. UF will activate its Emergency Operations Team (EOT) to assist in the set up and management of the quarantine facility.

Should a small number of students need quarantine, UF will identify a house or other suitable facility to quarantine those individuals. The actual location will be based on the needs of the students and the current status & occupation of UF housing and teaching facilities.

The large indoor track area of FRC will be utilized as the primary quarantine area. The University will work with the local chapter of the Red Cross to provide blankets and cots for the facility and use dividers already in place to divide the facility into men's and women's sections to provide as much privacy as possible. The glass windows and doors on the West side of the track facility will be covered to block any view from outside to the interior of the building to abate any privacy concerns.

Offices located in the building will be vacated and personnel relocated until the facility is no longer needed for quarantine activities. Offices may be relocated to open spaces on campus or, where appropriate, employees will be allowed to work from home.

The quarantine facility will be staffed with Cosiano Health Center personnel in charge. Other University employees will be reassigned to the quarantine facility to assist the Health Center where and when appropriate. These individuals will be assigned appropriate jobs according to their skill set and the particular needs of the quarantine facility. All doors leading into the facility will be locked to prevent access by anyone other than those staffing the facility and UF Security will increase patrol frequency around the facility. The Physical Plant will provide electrical service as appropriate to the beds in the facility to allow students to use cell phones and laptop computers when possible.

Men's and Women's locker rooms located on the first floor of FRC will be utilized exclusively for those ill with influenza. Students will be required to bring enough clothes and personal hygiene items to last for seven days prior to entering the facility. They will be allowed cell phones to remain in contact with family as well as personal laptop computers. Course work and due dates for completion will be postponed for those students in quarantine as appropriate. UF expects students and professors to work together on a mutually agreeable timetable to catch up once the student is released from quarantine. Disputes will be mediated using current UF procedures and policies.

The University of Findlay Office of Academic Affairs will make appropriate policy and procedure adjustments based upon the timing of the quarantine during the academic semester and the potential affect on quarantined student's academic work.

Food will be provided via Sodexo's on campus facilities and delivered to FRC. The food will be set up "buffet style" in the lobby of FRC using paper plates and plastic utensils/cups. Once set up is complete, Sodexo staff will leave the facility to avoid potential exposure to the ill students as they move through the buffet line. Sodexo staff will be issued vinyl protective gloves and N95 respirators if they choose to wear them when delivering food or cleaning up following a meal. Any food remaining following meal times is to be disposed of in the dumpsters on the Northwest corner of the facility. Utensils, basins or other serving/cookware can be disinfected by cleaning in a dishwasher or washing with hot water and a standard dishwashing soap. No special cleaners are required to remove/destroy any potential virus that could be located on these materials.

UF will utilize internal housekeeping personnel to maintain the facility during the quarantine. These individuals will be provided with N95 respirators, vinyl gloves, boot covers and Tyvek coveralls to prevent exposure to the virus. Standard Housekeeping operating procedures will be used to clean the facility as typical cleaning supplies have been found to be effective in destroying the virus. Waste from the facility will be disposed of in the dumpsters in the parking lot on the Northwest side of FRC. These dumpsters will be cordoned off by the Physical Plant and/or UF Security. Protective gear worn by housekeeping staff will also be disposed of in the same dumpsters used for waste from the quarantine facility.

All employees staffing the quarantine facility will be provided with access to gender specific showers, locker rooms and bathrooms to allow for regular hand washing as well as other personal hygiene care to aid in the prevention of contracting the influenza. Employees will need to bring the necessary personal hygiene items from home such as towels, washcloths, soap, etc. to make use of the shower facilities.

Those quarantined will remain in quarantine until 7 days after symptoms began or until they have been symptom free (afebrile) for 24 hours, whichever is longest. They will not be allowed to leave the building so as to contain the spread of the influenza as much as possible. However, The University will release students to their parents or other family members for removal from campus to receive care at home. Home care is preferred and highly encouraged by The University as it believes the students will be much more comfortable at home. Further, this will relieve the strain on UF resources and staff that may be needed to perform the job functions of other employees who may be absent due to illness or caring for an ill family member.

Those too ill for the capabilities of University health care workers will be transported via EMS to Blanchard Valley Hospital or other appropriate care facility. It should be understood that if the pandemic affects a large enough population, local health departments will implement alternate care centers to assist in managing the surge in patients that will occur. Once these alternate care centers are in place, those too ill to remain on campus may be transported to one of these centers for additional care.

According to the CDC, the following are emergency warning signs in adults that require urgent medical care:

- Difficulty breathing or shortness of breath.
- Pain or pressure in the chest or abdomen.
- Sudden dizziness.
- Confusion.
- Severe or persistent vomiting.
- Flu-like symptoms improve but then return with fever and worse cough.

The University of Findlay does not maintain extensive health care resources on campus; therefore, some care that may be required but does not reach the level of an emergency warning sign may result in a student being transferred to the hospital or alternate care center. Such care may include intravenous drip or other similar care that is readily available at the local hospital or alternate care center.

11. LIFE THREATENING EMERGENCIES OR DEATH

Designated Emergency Response Number: 911

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

In the event of a life-threatening emergency or death on campus take the following action:

1. **Call 911** and the UF Department of Safety and Security. A UF Department of Safety and Security Officer will proceed to the scene immediately to meet emergency personnel.
 2. The scene will be secured by emergency personnel (police, fire, EMS) or the UF Department of Safety and Security officer.
 3. Emergency care will be provided as needed pending Emergency Medical Service (E.M.S.) arrival. The officer will start with a preliminary investigation, and inform the Director of Safety and Security about the status of the situation.
 4. Upon arrival of the Findlay Police Department, the UF Department of Safety and Security will turn the scene over to them and will assist as needed.
 5. In the event of a death of a student, the Director of Safety and Security will contact the Vice President for Student Services and proceed to the scene (see Appendix B).
 6. In the event of a death of a staff member, the Director of Safety and Security will contact the Director of Human Resources and proceed to the scene (see Appendix C)
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12. MEDICAL AND FIRST AID

Designated Emergency Response Number: 911

Designated Emergency Response Number for Western Farm: 419-422-3838

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

DON'T SECOND GUESS – ALWAYS CALL 911 !!!

If you suspect a head or spinal injury, **Do Not Move** the victim unless there is an immediate life threatening emergency.

1. If a serious injury or illness occurs on campus, immediately call 911 for an ambulance. Give your name, describe the nature and severity of the medical problem, and provide the campus location of the victim. Do not hang up until released by the emergency operator. Call the UF Department of Safety and Security at the designated emergency response number to inform them of the emergency and inform them that the ambulance has been notified. **If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care vendors.** In circumstances involving a person who is unconscious and/or not oriented, calling 911 and the UF Department of Safety and Security is the appropriate response.
2. Keep the victim still and comfortable until help arrives. Do not move the victim.
3. In case of a minor injury or illness, students may go to the Health Center or have a trained person provide appropriate first aid.
4. First-Aid and CPR training is available through various resources within the community. **Individuals not certified in first-aid and CPR should not administer first-aid and CPR, but should wait for help to arrive.**
5. Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.
6. Notify the Executive Director of Health Services who will in turn instruct the Director of Safety and Security to notify the Campus Emergency Operations Team members if deemed appropriate.

In the event of burns or chemical burns:

1. Remove the victim from the source of the burn **only if it is safe for you to do so.** If a chemical is involved, wear gloves or other protective gear.
2. Cool the burn by flushing with large amounts of water. Use water close to room temperature. For chemical burns, also remove any contaminated clothing.
3. For electrical burns, make sure the power source is off before making contact with the victim. If the victim is unconscious, do not move unless there is an immediate danger. Loosely cover the burns with a dry clean or sterile dressing.

Special Considerations:

If ambulance service is required at the Western Equestrian Farm Hanco ambulance service should be called on their direct dial phone number (419-422-3838).

Hanco knows the facility at the Western Farm and is very close. They will be able to provide the quickest response to your needs.

13. NATURAL GAS LEAK

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Physical Plant: 419-434-4544

1. If you smell natural gas and suspect a **large/significant** gas leak, evacuate area and activate the fire alarm outside the area of the leak.
 2. *DO NOT SWITCH ON OR OFF ANY LIGHTS OR ELECTRICAL EQUIPMENT.*
 3. Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
 4. If the leak is from an outside propane tank or source, clear the area and prevent others from entering the area.
 5. *DO NOT USE ELEVATORS. DO NOT PANIC.*
 6. Notify the UF Department of Safety and Security at the designated emergency response number. State the location and extent of involvement of the gas leak. They will then notify Physical Plant and the gas company.
 7. Once outside, move away from the building at least 100 feet. Keep walkways clear for emergency vehicles and crews.
 8. Prevent sources of ignition (cigarettes, electrical equipment, etc...).
 9. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the UF Department of Safety and Security.
 10. For minor leaks during normal business hours contact the Physical Plant at 419-434-4544. If no response or after hours, contact the UF Department of Safety and Security at 419-434-4799.
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14. POWER OUTAGE

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

In the event of a major, campus-wide outage, the University of Findlay has emergency generators that will supply power to some areas of campus, primarily for emergency exit lighting and sump pumps. To report a minor or localized power outage call the Physical Plant at x – 4544 during business hours and Security at x – 4799 after business hours. Keep a flashlight and batteries in key locations throughout your work areas and dorm room.

In the event of a major, campus-wide power outage:

1. *STAY CALM.*
2. Follow directions from University Security for immediate action.
3. If evacuation of a building is required, seek out persons with special needs and provide assistance.
4. Laboratory personnel should secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating. All chemicals should be stored in their original locations. Fully open fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is restored.
5. Do not light candles or other types of open flames for lighting.
6. Unplug all electrical equipment (including computers) and turn off light switches.

If you discover people trapped in an elevator:

1. Tell passengers to stay calm and that you are getting help. Ask if everyone is okay.
2. Call Security and provide information on what elevator, what floor it is stuck at, call back number if you have one available to you.
3. Go back to elevator and stay near the passengers until Security and local Police arrives provided it is safe to stay in the building.
4. Discourage people who are trapped from smoking.

Special Considerations:

At both the English and Western Equestrian Farms horses should be returned to their stalls until the power has been restored.

15. PSYCHOLOGICAL CRISIS

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. *STAY CALM.*
 2. Notify the UF Department of Safety and Security at the designated emergency response number. Provide the following information:
 - a. Your name
 - b. Precise location
 - c. Observed symptoms of behavior
 - d. Individual's name, if known
 3. The UF Department of Safety and Security will contact local authorities for assistance and will notify the Executive Director of Counseling Services.
 4. Until help arrives, be pleasant, considerate, and understanding to avoid aggravating the situation.
 5. Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if he/she is violent or combative.
 6. If another person is available and able to leave the area, have them meet the UF Department of Safety and Security at the entrance to the building and provide up-to-date information.
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16. RADIATION EMERGENCY

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Radiation emergencies will typically be in the form of spills, fires or explosions. As a result, radioactive materials may be spread over a wide area that could include an entire facility.

Radioactive contamination can be spread beyond the immediate spill area by the movement of personnel involved in the actual spill or cleanup effort. Prevent the spread of contamination by confining the movement of personnel until a qualified person has monitored them and found them to be free of radioactive contamination or decontaminated.

If you discover an incident of radioactive contamination:

1. DON'T PANIC! Get control of the situation.
2. Call UF Department of Safety and Security at 4799. They will then contact the Campus Safety Program Manager for assistance. If you are off campus, call 911. Be sure to provide the building name, room number, material involved, brief description of radiological incident, contact person's name and phone number at spill site.
3. If a skin wound occurs, thoroughly wash it with soap and running water for at least 20 minutes; allow some bleeding and then bandage using items from a first aid kit. Once the bleeding has stopped, medical personnel will monitor the wound for radioactive contamination.
4. Warn others and direct potentially contaminated personnel to stay in a controlled area until they have been monitored and shown to be free of contamination.
5. DO NOT SPREAD CONTAMINATION beyond the immediate area. Leave contaminated shoes in the affected area.
6. Do not allow others into the contaminated area.
7. If safe to do so, isolate and confine the spill to a localized area. Post or tape off the affected area and establish an entry "control point" into the area. Cover WET spills with paper towels or absorbent pads. Cover DRY spills with slightly dampened paper towels or absorbent pads.
8. Emergency personnel will mark any contaminated surface areas, and clean up the spill.
9. Thoroughly wash your hands and other exposed body areas until the radiation monitor indicates the absence of contamination.
10. Personnel without radiation badges or other personal radiation dosimeter must not enter the spill area.
11. The Campus Safety Program Manager will assess the situation, verify that proper clean-up procedures are followed, and notify the Emergency Operations Team members if appropriate.

17. SEXUAL ASSAULT

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

1. If you have been sexually assaulted go to a safe place and call UF Department of Safety and Security, let them know of your exact location and wait for their arrival if safe to do so. If you are off campus, call 911 immediately.
 2. In the event a sexual assault is reported, the UF Department of Safety and Security will take the following action:
 - a. Send a UF Department of Safety and Security officer to the scene immediately.
 - b. Contact the Findlay police department, and ask that a sexual assault counselor accompany the officer to the location.
 - c. Contact the Director of Safety and Security and the Vice President for Student Services (the Vice President for Student Services will then contact the Executive Director of Counseling Services).
 2. The UF Department of Safety and Security will assist the Findlay Police Department during the investigation as requested.
 3. The Vice President for Student Services, Executive Director of Counseling Services, and the Director of Safety and Security will then follow procedures as outlined in the Residence Life Staff Manual.
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18. SUSPICIOUS MAIL/PACKAGE

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No or unfamiliar return address

If you receive a suspicious letter or package:

1. Do not touch or move the letter or package
2. Do not try to open the package. If there is spilled powder, do not try to clean it up and do not smell, touch or taste the material or the package
3. Do not shake or bump the letter or package
4. Isolate the letter or package, placing it in a sealable plastic bag if available
5. Do not put in water or a confined space such as a desk drawer or a filing cabinet
6. If possible, open windows in the immediate area and leave the area, closing the door behind you
7. Wash hands and exposed skin vigorously with soap and flowing water for at least 1 minute. Antibacterial soaps that do not require water are not effective for removing Anthrax spores or other threatening materials
8. Call Security at 419-434-4799 and give them your exact location
9. Wait for Security to arrive. Tell them of everyone who may have been exposed to the letter or package. Do not leave the building unless instructed to do so by Security

If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent!

Security will respond and will contact local, state, and federal authorities, as appropriate.

If you open a letter or package, and its contents are suspicious:

1. Isolate the letter or package immediately by placing it in a zip lock bag (which will be available in the Mail Room) or a trash bag.
2. Wash your hands vigorously with soap and flowing water for at least 1 minute. Antibacterial soaps that do not require water are not effective for removing Anthrax spores or other threatening materials
3. Call Security at 419-434-4799 and give them your exact location
4. Wait for Security to arrive. Tell them of everyone who may have been exposed to the letter or package. Do not leave the building unless instructed to do so by Security
5. If you develop cold and/or flu like symptoms (within 2-14 days) after coming in contact with an unknown substance in opened mail, see your doctor and notify Security.

Pranks and Hoaxes

Pranks or hoaxes involving false threats of anthrax exposure - or exposure to other hazards – disrupt lives, create serious safety concerns, and tax valuable University and community resources. They create illegitimate alarm in a time of legitimate concern.

University and law enforcement authorities take all such actions very seriously. University Security and law enforcement authorities will aggressively investigate any such incidents. Any individual found responsible for such acts will be subject to University disciplinary action and prosecution under State and Federal law.

19. TERROR THREAT LEVEL RED

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

During Instructional Times:

If the nation's threat level is elevated to red during class instructional times (between 8 a.m. and 10 p.m.), the University will set and announce a specific time after which classes and activities will be cancelled for at least the remainder of that calendar day.

The announcement will be made via the Lynx system, e-mail and telephone contact to UF employees. Faculty members are not expected to report or remain at work after classes have been officially cancelled; however, certain faculty members may be contacted based upon their expertise to handle specific laboratory or other special needs on campus.

While classes will be cancelled, all other operations (e.g. clerical, technical, maintenance and other support functions) will continue until the University's Emergency Operations Team assesses the situation. This includes morning and afternoon chores that must be completed at the Western and English Equestrian Farms.

Until such time as announced by the President that the University is closing, normal non-classroom operations will continue throughout that day. Non-faculty staff will be advised through their supervisors or Directors if, or when, they are relieved from duty for their regularly scheduled workday. If the University closes, staff deemed essential for University operations will be told by their supervisors if they are required to remain at work.

Outside of Instructional Times:

If the threat level is elevated to red outside of instructional times (before 8 a.m. or after 10 p.m.) classes will be cancelled for at least that day (if elevated before 8 a.m.) or for at least the next calendar day.

Students will be excused and faculty will not be expected to report for work (except for faculty contacted to handle specific laboratory or special needs). The University's non-classroom operations will be closed except for those employees considered essential for operations. As well as those required to perform chores at the English and Western Equestrian Farms.

Essential staff will be advised by their supervisors of their status in advance (e.g. security officers, maintenance, etc...) or will be contacted by their supervisors and advised if they are required to report for work given the circumstances.

After the Threat Level has been Elevated:

If the University closes, the closing announcement will indicate the date the University plans to re-open. All faculty and staff whose workday begins after 12:01 a.m. on the specified date the University re-opens are expected to report to work at their regularly scheduled times.

Non-essential staff positions whose start up time falls before 12:01 a.m. on the date the University is scheduled to re-open and ends after 12:01 a.m. on the date the University re-opens would not be required to work until their regular shift start time on the date the University re-opens.

Essential employees would be required to work as directed by their supervisors.

In any event, if the University closes, faculty and staff should monitor local media, the University website (www.findlay.edu), as well as e-mail and voice mail for details on changes in operations.

What you should do if UF “goes red”:

1. Display your University ID at all times using a card holder.
 2. Keep ready access to your medicines and phone numbers.
 3. Understand that cancellations, disruptions, and delays in normal University operations will happen. Plan activities and events accordingly.
 4. Remain vigilant, follow media reports closely, and be alert for communication from the University.
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20. TORNADO/SEVERE WEATHER

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Tornado/Storm Watch

A tornado/storm watch means conditions are favorable for a tornado/severe storm to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if upgraded to a warning. If a tornado has been sighted in the area, the Hancock County Sheriff's Office will activate the city wide emergency siren. Warnings will also be issued via radio and television using the emergency broadcast system.

Tornado/Storm Warning

A tornado/storm warning means a tornado/severe storm has been spotted in the immediate area or is indicated on weather radar. Employees/students are expected to take the following actions:

1. Take shelter IMMEDIATELY in a basement or lower floor interior hallway or corridor.
2. Get under a sturdy workbench or heavy furniture (i.e. table or desk), if available.
3. Stay away from windows and areas with a large expanse of glass.
4. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs and automobiles.
5. *DO NOT USE ELEVATORS. DO NOT PANIC.*
6. If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
7. If possible, take a battery-powered radio with you to monitor news about the tornado.
8. If you are outside and unable to get to a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the deepest depression (i.e. ditch or ravine).
9. Use your arms to protect your head and neck.
10. Stay in a safe area of the building until the warning is officially over.
11. If a tornado causes significant property damage, injury, and/or loss of life, the Director of Safety and Security will contact the Campus Emergency Team members.

Other Information

Most buildings on campus are of substantial masonry construction, and are generally considered safe for use as protective areas from a tornado; most have basements or subterranean levels.

Exceptions are gymnasiums, auditoriums, cafeterias, and other structures – or very large rooms within certain structures – with wide-space unsupported roofs. These include the main arenas at Croy Gymnasium and Koehler Fitness Center, the main exhibition areas at the Western and English Equestrian Farms and the pool in Croy Gymnasium.

Protection should be sought on the lowest level open to the public, keeping well away from glass. Windows and doors should generally be closed.

If the sirens sound, classes will be dismissed and University functions will be terminated. Faculty will advise students to proceed to a lower level hallway or the basement of the building. Classrooms and other spaces with exterior windows are not suitable for protection; small, interior spaces are best. Under no circumstances should anyone leave the building after the sirens have sounded.

Participants of University functions will be advised to seek a protective area on a lower level or in the basement of a building if the sirens sound. Gymnasiums, cafeterias, and auditorium spaces will be evacuated immediately, and the occupants instructed to move to the nearest enclosed space in the same building without exterior windows. Under no other circumstances should anyone leave a building after the sirens have sounded. Remain in a protective area until the severe weather has cleared the area or until broadcast media indicate that the danger is past.

Thunderstorms

Some thunderstorms can be seen approaching, while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead. Before the storm hits, listen to a battery operated radio or television for the latest storm information. Do not handle any electrical equipment or telephones because lightning could follow the wire. Television sets are particularly dangerous at this time. Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity. Hail can be produced by severe thunderstorms and can be very damaging. If hail is being produced seek cover immediately.

21. UNSAFE WATER SUPPLY

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

This procedure addresses actions to be taken after notification by the city of Findlay Water Department that harmful contaminants have been identified in the water supply. Once the Findlay Water Department has notified the UF Department of Safety and Security, you will be notified to take the following steps:

1. Do not consume campus water.
 2. If bacterial contaminants are present, all water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
 3. Ice and any beverages prepared with contaminated water should be discarded.
 4. Continue the no use and/or water boil order until the city of Findlay Water Department or the UF Department of Safety and Security notifies you that the city has rescinded the warning or alert.
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22. VIOLENT OR CRIMINAL BEHAVIOR

UF Department of Safety and Security

Designated Emergency Response Number: 419-434-4799

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to UF Department of Safety and Security at x - 4799.

1. If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify the UF Department of Safety and Security at the designated emergency response number and report the incident, including the following:
 - a. Your name
 - b. Nature of the incident
 - c. Location, date, and time of incident
 - d. Description of person(s) involved
 - e. Description of property involved
 2. Assist the officer(s) when they arrive by providing additional information upon request.
 3. Take the following action if you are a victim of a property crime:
 - a. Go to a safe place and notify UF Department of Safety and Security
 - b. Do not touch anything.
 - c. Meet with the officer at the location the officer requests.
 - d. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.
 4. Take the following action if you are a victim of a violent/personal crime:
 - a. Be observant! The more information you can provide, the better chance the criminal will be apprehended. *Remember: Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.*
 - b. As soon as possible get to a safe place and notify the UF Department of Safety and Security at the Designated Emergency Response Number. Advise officers of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
 - c. Meet with the officer. Follow the officer's instructions.
 5. The UF Department of Safety and Security will document all reports of criminal activity and contact the Findlay Police Department if warranted.
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APPENDIX A

EMERGENCY CONTACT NUMBERS

AGENCY	EMERGENCY NUMBER	NON EMERGENCY NUMBER
AMBULANCE		
Hanco	911	419-422-3838
MedCorp	911	419-425-9700
ANIMAL CONTROL		
Hancock County Humane Society	Call the Sheriff or Police Dept.	419-423-1664
COUNSELING SERVICES, DOMESTIC VIOLENCE AND RAPE		
Century Health	N/A	419-425-5050 or 419-422-7306
Crisis Hot Line (depression, stress, suicide, etc...)	1-888-936-7116	N/A
Open Arms Domestic Violence Shelter	419-422-4766	
UF Counseling Services	419-434-4799 (Security)	419-434-4526
DEPARTMENT OF HOMELAND SECURITY		
Bureau of Customs and Border Protection, Port of Toledo	To report terrorist or suspected terrorist activity call FBI	419-259-6424
DISASTER / EMERGENCY SERVICES		
American Red Cross	419-422-9322 ext. 200	419-422-9322
Hancock County EMA & LEPC		419-424-7092
ENVIRONMENTAL AGENCIES		
Emergency Response Contractor	TBD	TBD
Division of Wildlife	N/A	419-424-5000
National Response Center Report Line (Hazardous Materials) & Terrorist Hotline	1-800-424-8802	N/A
Ohio Environmental Protection Agency	N/A	1-800-686-6930
Total Environmental Services LLC.	N/A	419-244-6555
FIRE DEPARTMENT		
Arlington Fire Department	911	419-423-7722
Findlay Fire Department	911	419-424-7129
Vanlue Fire Department	911	419-423-7722
GOVERNMENT		
Office of the Mayor of the City of Findlay	N/A	419-424-7137
Office of the Governor of Ohio	N/A	419-466-3555
HEALTH SERVICES & DEPARTMENTS		
Blanchard Valley Regional Health Center	N/A	419-423-4500
Findlay Health Department	N/A	419-424-7105
Hancock County Health Department	N/A	419-424-7869
Poison Control Center	1-800-222-1222	N/A
UF Health Services	N/A	419-434-4550
LAW ENFORCEMENT		
Arlington Police Department	911	419-422-2424
Federal Bureau of Investigation (FBI – Lima)		419-223-7761
Findlay Police Department	911	419-424-7150
Hancock County Sheriffs Department	911	419-424-7097
Ohio State Highway Patrol (Findlay)	911	419-423-1414
Secret Service		419-259-6434
UF Security	419-434-4799	419-434-4799
UTILITIES		
AEP (Electrical Service)	1-800-672-2231	
Columbia Gas	1-800-344-4077	
Hancock Wood Electric	N/A	419-423-4841 or 419-257-3241
Findlay Water and Sewer	419-424-7193 (After Hours) 419-424-7190 (Daytime)	419-424-7190
UF Telephones	Scott Walthour (419-796-7884 Cell) Nancy Bahler 419-424-0077	419-434-4848

APPENDIX B

CAMPUS MAP AND KEYS

CAMPUS MAP KEY – NUMERICAL INDEX

Building Number	Building Name	Building Number	Building Name
1	Old Main	14	Fox Residence Hall
01a	Ritz Auditorium	15	Bare Residence Hall
01b	Griffith Memorial Arch	16	Morey Residence Hall
01c	Old Main Bell Tower	16a	Undergraduate Admissions Office
2	Shafer Library	16b	Financial Aid Office
3	AMU Gazebo	17	Myers Residence Hall
4	Alumni Memorial Union	17a	Language, Culture, IELP Classrooms
4a	Oiler Mart	18	North Corey Street Gazebo
4b	The Cave	19	Faculty Offices – Humanities
4c	Game Room	20	Faculty Offices – Language and Culture
4d	Endly Room	21	Faculty Offices – Humanities
4e	Multi-purpose Room	22	Faculty Offices – Language and Culture
5	Frank J. Egner Center for the Performing Arts	23	Faculty Offices – Math
5a	Grimm Theater	24	Faculty Offices – Computer Science
6	Virginia B. Gardner Fine Arts Pavilion	25	Faculty Offices
6a	Dudley & Mary Marks Lea Gallery	26	Faculty Offices - Psychology
6b	Mazza Museum	27	Faculty Offices – Physical Therapy
6c	Mazza Gift Shop	28	Faculty Offices – Physical Therapy
6d	Malcolm Family Dining Room	29	International Student Admissions & Services
6e	Pfeiffer Lecture Hall	30	Edward & Joyce Brewer Center for Health Sciences
6f	Lape Great Hall	30a	W. Robert & Marilyn Y. Brewer Lecture Hall
7	William B. Brewer Science Hall	30b	Blanchard Valley Regional Health Center
7a	Kenneth L. Frost Science Center	31	UF Cottages
7b	Malcolm Lecture Hall	32	UF Cottages
7c	Martin Lecture Hall	33	UF Cottages
7d	Newhard Planetarium	34	UF Cottages
8	Croy Physical Education Center	35	UF Cottages
8a	Croy Classroom	36	UF Cottages
8b	Sink Natatorium (Pool)	37	Faculty Offices – Occupational Therapy
8c	Croy Gymnasium	38	Faculty Offices – Physical Therapy
8d	Croy Conference Room	42	Faculty Offices – Communications & The Pulse
9	College First Church of God	43	Faculty Offices – Nature Center
10	Renninger Gym	44	Faculty Offices – Health Sciences
11	Phil Gardner Fitness Center	45	UF Pavillion – Development Office
12	Basketball Courts	46	UF Village – Student Housing
13	Tennis Courts	46a	UF Village – Career Services, Student Employment, Professional Experience Programs, Career Placement Offices

CAMPUS MAP KEY – NUMERICAL INDEX

Building Number	Building Name	Building Number	Building Name
46b	UF Village – Web Service Office	72	Zahler Townhouse
46c	UF Village – Hospitality Management Office & Classroom	73	Women's Honors House
46d	UF Village – Reading Center Classroom	74	Swale Park – Baseball Field
47	UF Haven – Student Housing	75	Faculty Offices – Health Sciences
47a	Technology Support Services	76	Women's International House
47b	Haven Gazebo	77	Teaching, Learning and Technology Center
48	Student Housing	78	Carrothers Home / Residence of the President
49	Bucher Center/Counseling Services Office	79	Theta Chi Fraternity
50	Henderson Dining Hall	80	Ralph and Gladys Koehler Fitness and Recreation Complex
50a	Rosewood Room North	80a	Wilbur and Maxine Clauss Ice Arena
50b	Rosewood Room South	80b	Robert A. Malcolm Athletic Center
51	Deming Residence Hall	80c	Orange and Black Shop
52	Lovett Residence Hall	81	University Bookstore
52a	Campus Security Office	82	Dr. Frank R. & Mary Jane Cosiano Health Center
53	Winebrenner Theological Seminary	83	Glenn and Helen Stout Alumni Center
54	Faculty Offices – History & Political Science	84	Student Housing
55	Faculty Offices – Criminal Justice Administration	85	Student Housing
56	Ceramics House	86	Pre-Vet Equestrian House
57	Social Work Program	87	Frederick Kremer Jr. Memorial Field
58	Faculty Offices	88	Student Housing
59	Phi Sigma Sigma Sorority	89	Physical Plant Shipping & Receiving
60	International Student Welcome House	90	Physical Plant Office
61	Sigma Kappa Sorority	91	Student Housing
62	Student Housing	92	Nuclear Medicine Institute
63	Alpha Sigma Phi Fraternity	93	Faculty Offices – Occupational Therapy
64	International Student Welcome House	94	Russ & Peg Armstrong Athletic Complex
65	Student Housing	95	NMI Faculty Offices
66	International Student Welcome House	94	Owens Community College Findlay Campus
67	Women's Pharmacy House	96	Japanese Language and Culture Center
68	DeHaven Soccer Field	97	Office Space
69	University Townhouses	98	College of Education, School of Pharmacy, Molecular & Microbiology Programs & Faculty Offices
70	University Townhouses	99	Visiting Faculty Offices
71	University Townhouses	100	The Center for Service Learning

CAMPUS MAP KEY – ALPHABETICAL INDEX

Building Name	Building Number	Building Name	Building Number
Alpha Sigma Phi Fraternity	63	Faculty Offices – Language and Culture	20
Alumni Memorial Union	4	Faculty Offices – Language and Culture	22
AMU Gazebo	3	Faculty Offices – Math	23
Bare Residence Hall	15	Faculty Offices – Nature Center	43
Basketball Courts	12	Faculty Offices – Occupational Therapy	93
Blanchard Valley Regional Health Center	30b	Faculty Offices – Occupational Therapy	37
Bucher Center/Counseling Services Office	49	Faculty Offices – Physical Therapy	38
Campus Security Office	52a	Faculty Offices – Physical Therapy	28
Carrothers Home / Residence of the President	78	Faculty Offices – Physical Therapy	27
Ceramics House	56	Faculty Offices - Psychology	26
College First Church of God	9	Financial Aid Office	16b
College of Education, School of Pharmacy, Molecular & Microbiology Programs & Faculty Offices	98	Fox Residence Hall	14
Croy Classroom	8a	Frank J. Egnor Center for the Performing Arts	5
Croy Conference Room	8d	Frederick Kremer Jr. Memorial Field	87
Croy Gymnasium	8c	Game Room	4c
Croy Physical Education Center	8	Glenn and Helen Stout Alumni Center	83
DeHaven Soccer Field	68	Griffith Memorial Arch	01b
Deming Residence Hall	51	Grimm Theater	5a
Dr. Frank R. & Mary Jane Cosiano Health Center	82	Haven Gazebo	47b
Dudley & Mary Marks Lea Gallery	6a	Henderson Dining Hall	50
Edward & Joyce Brewer Center for Health Sciences	30	International Student Admissions & Services	29
Endly Room	4d	International Student Welcome House	60
Faculty Offices	58	International Student Welcome House	64
Faculty Offices	25	International Student Welcome House	66
Faculty Offices – Communications & The Pulse	42	Japanese Language and Culture Center	96
Faculty Offices – Computer Science	24	Kenneth L. Frost Science Center	7a
Faculty Offices – Criminal Justice Administration	55	Language, Culture, IELP Classrooms	17a
Faculty Offices – Health Sciences	44	Lape Great Hall	6f
Faculty Offices – Health Sciences	75	Lovett Residence Hall	52
Faculty Offices – History & Political Science	54	Malcolm Family Dining Room	6d
Faculty Offices – Humanities	21	Malcolm Lecture Hall	7b
Faculty Offices – Humanities	19	Martin Lecture Hall	7c

CAMPUS MAP KEY – ALPHABETICAL INDEX

Building Name	Building Number	Building Name	Building Number
Mazza Gift Shop	6c	Student Housing	84
Mazza Museum	6b	Student Housing	91
Morey Residence Hall	16	Swale Park – Baseball Field	74
Multi-purpose Room	4e	Teaching, Learning & Technology Center	77
Myers Residence Hall	17	Technology Support Services	47a
Newhard Planetarium	7d	Tennis Courts	13
NMI Faculty Offices	95	The Cave	4b
North Corey Street Gazebo	18	The Center for Service Learning	100
Nuclear Medicine Institute	92	Theta Chi Fraternity	79
Office Space	97	UF Cottages	36
Oiler Mart	4a	UF Cottages	35
Old Main	1	UF Cottages	31
Old Main Bell Tower	01c	UF Cottages	32
Orange and Black Shop	80c	UF Cottages	33
Owens Community College Findlay Campus	94	UF Cottages	34
Pfeiffer Lecture Hall	6e	UF Haven – Student Housing	47
Phi Sigma Sigma Sorority	59	UF Pavillion – Development Office	45
Phil Gardner Fitness Center	11	UF Village – Career Services, Student Employment, Professional Experience Programs, Career Placement Offices	46a
Physical Plant Office	90	UF Village – Hospitality Management Office & Classroom	46c
Physical Plant Shipping & Receiving	89	UF Village – Reading Center Classroom	46d
Pre-Vet Equestrian House	86	UF Village – Student Housing	46
Ralph and Gladys Koehler Fitness and Recreation Complex	80	UF Village – Web Service Office	46b
Renninger Gym	10	Undergraduate Admissions Office	16a
Ritz Auditorium	01a	University Bookstore	81
Robert A. Malcolm Athletic Center	80b	University Townhouses	69
Rosewood Room North	50a	University Townhouses	70
Rosewood Room South	50b	University Townhouses	71
Russ & Peg Armstrong Athletic Complex	94	Virginia B. Gardner Fine Arts Pavilion	6
Shafer Library	2	Visiting Faculty Offices	99
Sigma Kappa Sorority	61	W. Robert & Marilyn Y. Brewer Lecture Hall	30a
Sink Natatorium (Pool)	8b	Wilbur and Maxine Clauss Ice Arena	80a
Social Work Program	57	William B. Brewer Science Hall	7
Student Housing	48	Winebrenner Theological Seminary	53
Student Housing	62	Women's Honors House	73
Student Housing	65	Women's International House	76
Student Housing	88	Women's Pharmacy House	67
Student Housing	85	Zahler Townhouse	72



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