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*These procedures are provided as guidance and are intended solely for that purpose. They are not intended to provide step-by-step instructions for every possible scenario that could occur. Circumstances existing during emergency situations and critical incidents vary widely. Therefore, no warranty, guarantee, or other representation, express or implied, is made by the University of Findlay, as to the content of this document as it may apply to site-specific and incident-specific circumstances.*

PREPARED BY:  
The University of Findlay  
Office of Campus Safety and Emergency Management

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# 1. ACTIVE SHOOTER

Designated Emergency Response Number: 911

UF Office of Campus Safety and Emergency Management: 419-434-4799

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the incident. If you find yourself involved in an active shooter incident, try to remain calm and follow these guidelines:

## 1. RUN:

- If you can safely evacuate the area, do so. Take as many people as you can with you but do not slow the pace of your evacuation. Do not attempt to move or carry wounded individuals as you may cause further damage to the wounds.
- Put as many obstacles (cars, buildings, structures, etc.) between you and the location of the active shooter.
- As soon as you have reached a safe location, contact UF Campus Safety to report your location and notify your family/friends that you are safe.

## 2. HIDE:

- IF YOU CANNOT RUN: Then your next best option is to find a safe location to hide.
- If you are in a building, find a room with a door you can lock from the inside, pull any shades/drapes, barricade the door with whatever is at hand (i.e. desks, bookshelves, copy machines, etc.), silence your phone, and turn off the lights.
- The University will communicate with you via the Oiler Alert text messaging system.
- Do not leave your hiding spot or open the door until the "all clear" has been declared by Police and/ or The University's Oiler Alert text message system.

## 3. FIGHT:

- AS A LAST RESORT: If you can't run and have nowhere to hide, your last option is to fight. To be successful at this, you must commit yourself to the action to fight for yourself. Be prepared to do whatever it takes to render the shooter incapable of further harm to save yourself.
- Look around you for any available item that can be used as a weapon. For example, fire extinguishers, chairs, heavy objects you can swing like a hammer, anything you can throw in their face to blind them or cause enough pain/distraction to allow you to escape, etc.
- Be prepared to ambush the shooter any way you can by hiding around a corner or on the other side of a door to give you the element of surprise. If possible, join others in the area to gang up on the shooter and make your fight more difficult to fend off.

What to expect from responding police officers:

- Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officer(s) will make entry to the area to attempt to stop the shooter.
- Remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers.
- The first officers to arrive will not stop to aid injured people; rescue teams comprised of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

## 2. BOMB THREAT

UF Office of Campus Safety and Emergency Management  
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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management at the designated emergency response number, 419-434-4799.
  5. A decision to evacuate the building will be made by the UF Chief of Police 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 1000 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 Office of Campus Safety and Emergency Management.
  10. If a device is detonated, the Campus Emergency Operations Team will be notified immediately by the UF Chief of Police.
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### 3. CHEMICAL/HAZARDOUS MATERIAL SPILL/RELEASE

UF Office of Campus Safety and Emergency Management  
Designated Emergency Response Number: 419-434-4799

1. Report any spillage of hazardous chemicals immediately to the UF Office of Campus Safety and Emergency Management at the designated emergency response number, 419-434-4799. The UF Office of Campus Safety and Emergency Management will notify the All Hazards Training Center, Chemical Hygiene Officer, and Director of Physical Plant.
  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 1000 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 Findlay Fire Department or UF Office of Campus Safety and Emergency Management.
  8. The UF Chief of Police will notify the Campus Emergency Operations Team if deemed necessary, and will verify that proper clean-up procedures are followed.
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## 4. CIVIL DISTURBANCE/DEMONSTRATIONS

UF Office of Campus Safety and Emergency Management  
Designated Emergency Response Number: 419-434-4799

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 Office of Campus Safety and Emergency Management at the designated emergency response number. 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 UF Campus Police will proceed to the scene for assessment of the situation, and the V.P. for Student Affairs if necessary.
7. The UF Chief of Police to notify the Emergency Operations Team if deemed necessary.

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Special Considerations:

English and Western Equestrian Farms

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

## 5. DOMESTIC OR WORKPLACE VIOLENCE

Designated Emergency Response Number: 911

UF Office of Campus Safety and Emergency Management: 419-434-4799

1. Any person experiencing a personal situation involving domestic or workplace violence that may adversely affect the safety and security of the University and University community are strongly encouraged to report the situation to their manager or immediate supervisor, the human resources department or Campus Safety and Emergency Response.
  2. All employees are responsible for helping to maintain a safe work and educational environment and are required to take the following precautions to avoid domestic violence from affecting the workplace:
    - a. Do not release information about co-worker's schedules, home telephone numbers or other personal information in response to telephone or any other inquiries.
    - b. Request the credentials of any suspicious stranger who enters your office. If necessary, verify their identity or reason for being there with your manager, immediate supervisor or person/group/vendor the stranger claims to be representing.
    - c. Never leave money, credit card, travel documents or anything else of value in an unlocked desk or cabinet.
    - d. If something is stolen, report it immediately to campus safety.
  3. All University community members are asked to watch for indicators of domestic or workplace violence:
    - a. Direct or veiled threats of harm.
    - b. Intimidating, belligerent, harassing, bullying or other inappropriate and aggressive behavior.
    - c. Numerous conflicts with supervisors and other employees/students/vendors or others.
    - d. Bringing a weapon to campus, brandishing a weapon on campus, making inappropriate references to weapons and/or firearms or an unusual fascination with weapons.
    - e. Statements showing fascination with incidents of domestic or workplace violence, statements indicating approval of the use of violence to resolve a problem or statements indicating identification with perpetrators of violence.
    - f. Statements indicating desperation (over family, financial and personal or work related problems) to the point of contemplating suicide.
    - g. Drug/alcohol abuse.
    - h. Extreme changes in behavior.
  4. Any individual witnessing an act of domestic or workplace violence that is causing physical harm to another person or group of person(s) is required to escape from the area as quickly as possible and call 911 and campus safety.
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## 6. ELEVATOR MALFUNCTION

UF Office of Campus Safety and Emergency Management

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 Office of Campus Safety and Emergency Response. If the phone is inoperable, turn on the emergency alarm, which will signal for help. When someone responds, instruct them to contact the UF Office of Campus Safety and Emergency Management. *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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management and Physical Plant.

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An Emergency Evacuation Device for disabled persons is located on the 3<sup>rd</sup> 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.



## 7. EVACUATION / SHELTER IN PLACE

UF Office of Campus Safety and Emergency Management  
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 the Oiler Alert text message system, Blue Light Phone outdoor PA system, 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.

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## 8. EXPLOSION

Findlay Fire Department

Arlington Fire Department (Western Equestrian Farm)

Vanlue Fire Department (English Equestrian Farm)

Designated Emergency Response Number: 911

UF Office of Campus Safety and Emergency Management

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 Office of Campus Safety and Emergency Management 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 1000 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 Office of Campus Safety and Emergency Management official.
  8. The UF Chief of Police will discuss the situation with the Vice President for Student Affairs for the purposes of activating the Emergency Operations Team if appropriate.
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## 9. FIRE

Findlay Fire Department  
Arlington Fire Department (Western/English Equestrian Farm)  
Vanlue Fire Department (English Equestrian Farm)  
Designated Emergency Response Number: 911  
UF Office of Campus Safety and Emergency Management  
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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency

Management 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 Office of Campus Safety and Emergency Management 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 Safety 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. Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames, whichever comes FIRST.

The UF Chief of Police will assess the situation, and notify the Emergency Operations Team members if appropriate. UF Office of Campus Safety and Emergency Management 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.

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## 10. FLOOD

UF Office of Campus Safety and Emergency Management  
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 Campus Safety, 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. Do not walk through flooded areas. As little as six inches of moving water can knock you off your feet.
4. Do not 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 Campus Safety.
  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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## 11. HATE CRIMES

Designated Emergency Response Number: 911

UF Office of Campus Safety and Emergency Management: 419-434-4799

1. Any individual witnessing a hate crime in progress should follow these procedures:
    - a. If medical attention is needed, CALL 911 immediately.
    - b. Contact Campus Safety and Emergency Response and notify them of the incident.
    - c. If no medical attention is necessary, contact Campus Safety and Emergency Response.
  2. Threats of violence that meet the definition of a hate crime must be reported to Campus Safety and Emergency Response as soon as possible.
  3. Keep calm. Resistance may only increase the destruction of property and risk of bodily harm. Do not confront the individual(s) committing the offense.
  4. Remove yourself and others from the area in which a hate crime is being perpetrated and seek shelter in a room that can be locked from the inside or evacuate the building or area to a safe location.
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## 12. INFECTIOUS DISEASE OUTBREAK

UF Office of Campus Safety and Emergency Management  
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 UF Chief of Police will assess the situation, and notify the Emergency Operations Team members if appropriate.

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Pandemic Virus – In the event a pandemic virus 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 or COVID-19 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 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 or COVID-19 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 or COVID-19 appears the University may find it necessary to quarantine a large number of students to reduce the potential for the Influenza or COVID-19 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 for Influenza or 14 days after symptoms for COVID-19 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 Campus Safety 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 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 effect on quarantined student's academic work.

Food will be provided via Sodexo's on campus facilities and delivered to FRC. The food will be boxed lunches, using paper plates and plastic utensils/cups, bottled water will be provided with lunches. 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 Campus Safety. 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 for Influenza and 14 days for COVID-19 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 or COVID-19 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.

### 13. LIFE THREATENING EMERGENCIES OR DEATH

Designated Emergency Response Number: 911

UF Office of Campus Safety and Emergency

Management

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 Office of Campus Safety and Emergency Management. A UF Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management officer.
  3. Emergency care will be provided as needed pending Emergency Medical Service (EMS) arrival. The officer will start with a preliminary investigation, and inform the UF Chief of Police about the status of the situation.
  4. Upon arrival of the Findlay Police Department, the UF Office of Campus Safety and Emergency Management will turn the scene over to them and will assist as needed.
  5. In the event of a death of a student, the UF Chief of Police 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 UF Chief of Police will contact the Director of Human Resources and proceed to the scene (see Appendix C)
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## 14. MEDICAL AND FIRST AID

Designated Emergency Response Number: 911

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

UF Office of Campus Safety and Emergency Management

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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management 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 and on campus. **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 UF Chief of Police 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.

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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.

## 15. NATURAL GAS LEAK

UF Office of Campus Safety and Emergency Management

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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management.
  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 Office of Campus Safety and Emergency Management at 419-434-4799.
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## 16. POWER OUTAGE

UF Office of Campus Safety and Emergency Management  
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 Campus Safety 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 Campus Safety 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 lightswitches.

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 Campus Safety and provide information on what elevator, what floor it is stuck at, and call back number if you have one available to you.
3. Go back to elevator and stay near the passengers until Campus Safety and local Police arrives provided it is safe to stay in the building.
4. Discourage people who are trapped from smoking.

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Special Considerations:

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

## 17. PSYCHOLOGICAL CRISIS

UF Office of Campus Safety and Emergency Management  
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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management at the entrance to the building and provide up-to-date information.
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## 18. RADIATION EMERGENCY

UF Office of Campus Safety and Emergency Management  
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 Office of Campus Safety and Emergency Management 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.
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## 19. 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 Chief of Police will confer with the Vice President for Student Affairs, the Vice President for Academic Affairs, 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 Marketing and Public Relations 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 Oiler Alert system, local media and email, 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 and police officers on duty, when notified, will open those buildings designated and contact the UF Chief of Police, the Physical Plant Director, and the Vice President for Student Affairs.
10. The UF Campus Police and Security Officers along with the 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 <https://www.findlay.edu/offices/student-affairs/safety-security/Campus-Alerts>. 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.**

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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 Chair of Animal and Pre-Veterinary Studies, the Director of the Equestrian Studies and Equine Management Program, and the Business Manager of Animal Sciences Center and English 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.

## 20. SEXUAL ASSAULT

UF Office of Campus Safety and Emergency Management  
Designated Emergency Response Number: 419-434-4799

1. If you have been sexually assaulted go to a safe place and call UF Office of Campus Safety and Emergency Management, 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 Office of Campus Safety and Emergency Management will take the following action:
    - a. Send a UF Campus Safety and/or Police Officer to the scene immediately.
    - b. Request a sexual assault counselor or accompany the officer to the location.
    - c. Contact the UF Chief of Police and the Vice President for Student Affairs (the Vice President for Student Affairs will then contact the Executive Director of Counseling Services).
  3. The UF Office of Campus Safety and Emergency Management will assist the Findlay Police Department during the investigation as requested.
  4. The Vice President for Student Affairs, Executive Director of Counseling Services, and the UF Chief of Police will then follow procedures established by University policy.
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## 21. SUSPICIOUS MAIL/PACKAGE

UF Office of Campus Safety and Emergency Management  
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 Campus Safety at 419-434-4799 and give them your exact location.
9. Wait for Campus Safety 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 Campus Safety.

***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!***

Campus Safety 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 Campus Safety at 419-434-4799 and give them your exact location.
4. Wait for Campus Safety 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 Campus Safety.

### **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 Campus Safety 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.

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## 22. TORNADO/SEVERE WEATHER

UF Office of Campus Safety and Emergency Management  
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, emergency sirens will be activated. 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 nearest and 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 UF Chief of Police 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.

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## 23. UNSAFE WATER SUPPLY

UF Office of Campus Safety and Emergency Management  
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 Office of Campus Safety and Emergency Management, 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 Office of Campus Safety and Emergency Management notifies you that the city has rescinded the warning or alert.
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## 24. VIOLENT OR CRIMINAL BEHAVIOR

UF Office of Campus Safety and Emergency Management  
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 Office of Campus Safety and Emergency Management at x - 4799.

1. If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify the UF Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management.
    - 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 Office of Campus Safety and Emergency Management 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 Office of Campus Safety and Emergency Management will document all reports of criminal activity and contact other law enforcement agencies if warranted.
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