

Emergency Procedures

FIRE

Immediately stop what you are doing and exit area (do not use elevators).

Pull closest fire alarm pull station (if the alarm is not already activated).

Report to the evacuation assembly point (Knowlton/ Hitchcock Plaza):

North— sidewalk in front of building West Woodruff Avenue

South— sidewalk behind building Ives Drive.

Remain at the assembly point until given the all clear to re-enter the building.

BOMB THREAT

Call 9-1-1.

Report anything suspicious to responding Public Safety personnel.

If ordered to evacuate the building and you notice anything out of the ordinary inform Public Safety personnel immediately.

Be sure to take all important belongings (purses, wallets, medication, etc.) with you when exiting because re-entry to the building might not be possible for several hours.

ACTIVE SHOOTER — ARMED AGGRESSOR — VIOLENT INCIDENT

RUN

Remove yourself from the danger zone as quickly as possible if safe to do so. Notify Ohio State Public Safety and building occupants of the situation if safe to do so.

HIDE

Secure your room, by locks, furniture, etc. Turn off lights and silence your cell phone. Notify Ohio State Public Safety (9-1-1) and building occupants of the situation if safe to do so.

FIGHT

Find items to use to distract the attacker. Prepare to swarm the attacker.

TORNADO

Upon notification of a tornado warning from the National Weather Service please report to your building's designated tornado shelter:

Lowest Level (ground floor).

HAZARDOUS MATERIALS INCIDENT OCCURRING OUTSIDE

Upon notification of an incident: close all windows and doors.

Stay in the building until given the all clear or instructed to do so by Public Safety personnel.

MEDICAL

Call 9-1-1.

Provide the following information to the dispatcher:

- Your name.
- Type of emergency.
- Victim(s) location.
- Victim(s) condition.
- Any dangerous conditions.

Monitor the injured person(s) until EMS arrive.

UTILITY EMERGENCY

Call 614-292-4357.

Electric

Computers not working.
No lights.

Water

Toilets will not flush, drinking fountains not working.

Steam / Gas

No heat.

Phone

Unable to place outgoing call.

CALL 9-1-1 FOR ALL EMERGENCIES

Dialing 9-1-1 from a mobile telephone on main campus results in the call going to the City of Columbus—please indicate you are on OSU's main campus.

If elevators are inoperable, people in wheelchairs should be moved to the closest safe area and await assistance. Alert 9-1-1 for the need for assistance.

Building Coordinator:
KC Becker.236, 614-688-2969