



# **EMERGENCY RESPONSE HANDBOOK**

A publication from the departments of Environmental Health and Safety, University Police, and Risk Management to assist the University community when responding to emergency situations

December 2007 Edition

**NOTES**

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## EMERGENCY CONTACTS

<b>Police, Fire, and Ambulance</b>	<b>911</b>
<b>BGSU Campus</b>	
Police (non-emergency)	419-372-2346
Environmental Health & Safety	419-372-2171
Counseling Center	419-372-2081
<b>City of Bowling Green</b>	
Police (non-emergency)	419-352-2571
Fire (non-emergency)	419-352-3106

## INTRODUCTION

Bowling Green State University (BGSU) must be prepared to act when an unexpected emergency occurs. BGSU has a strong on-going commitment to providing a safe, healthy, and secure environment for every student, faculty, and staff member.

Each of us is a member of our University community and we need to work together to ensure a safe campus community.

The departments of Environmental Health and Safety, University Police, and Risk Management prepared this *Emergency Response Handbook* as a guide to summarize emergency procedures. Your first lines of defense in any emergency situation are:

- Exercising common sense
- Being aware of your surroundings, and
- Understanding what to do during an emergency.

## **EMERGENCY WARNING SYSTEMS**

### **Audible Outdoor Siren System**

Bowling Green State University, the City of Bowling Green, and Wood County utilize an emergency warning system to provide residents with immediate notification of impending emergencies or disasters, primarily tornadoes.

If a tornado is sighted in the County, the County will activate the audible outdoor siren system. When the siren is activated, everyone should go directly to the nearest tornado shelter area. Directions to tornado shelter areas are posted by the exits to each floor of every University building.

The audible outdoor siren system is tested on the first Saturday of every month at 10:00 a.m.

When the emergency signal is activated, everyone should seek shelter until the warning period is over. This information is provided by the National Weather Service. No "All Clear" signal is given. Individuals in the tornado shelter area having access to news media information can receive up-to-date information regarding the expiration time of the tornado warning. Persons with access to the internet can check the NOAA web site ([radar.weather.gov/](http://radar.weather.gov/)) and click on the Cleveland radar location for details concerning current weather conditions.

**DO NOT** call University Police for verification of the emergency indicated by the siren.

The following TV and radio stations broadcast weather-related information.

<u>Television</u>	<u>Channel</u>	<u>Cable Channel</u>
WTOL (CBS)	11	11
WTVG (ABC)	13	13
WNWO (NBC)	24	2
WBGU (PBS)	27	8
WUPW (FOX)	36	10

<u>AM Radio</u>	<u>Frequency</u>
WCWA	1230
WONW	1280
WFIN	1330
WSPD	1370
WFOB	1430
WLQR	1470
WTOD	1560
WTTF	1600
WFAL	1610

<u>FM Radio</u>	<u>Frequency</u>
WBGU	88.1
WRQN	93.5
WXKR	94.5
WKKO	99.9
WKXA	100.5
WRVF	101.5
WNDH	103.1
WIOT	104.7
WWWM	105
WZOM	105.7
WRWK	106.5
WBUK	107.5
WPFX	107.7

### **Additional Notification System**

During normal business hours, notification of an emergency will also be sent through e-mail and/or the University's main Web page, provided that computer network systems are operating. Subscribers to AlertBG will receive a text message notification.

## EMERGENCY MANAGEMENT ADMINISTRATION

Bowling Green State University's *Emergency Management Plan* outlines policies regarding the management of emergency and disaster situations. It assigns tasks and responsibilities to University officials specifying their roles in such events.

Administrative procedures outlined in the Plan function through two emergency planning groups established by the University Administration. The Policy Group is comprised of the President and President's Cabinet. The Operations Group is comprised of representatives from the Provost's Office and from University operational units (e.g. University Police, Student Affairs, Facilities, etc.).

## UNIVERSITY EMERGENCY LEVELS

Based upon the degree of severity, Bowling Green State University defines three levels of emergencies that could impact the University. The emergency levels described below also include guidelines for activation of the University's Emergency Operations Center (EOC).

- ***Level One Emergency***

A Level One emergency is a short-term internal incident that can, in most cases, be resolved by the responding operational unit (i.e., Police, Residence Life, Facilities) using internal departmental standard operating procedures (SOPs). The emergency is not likely to adversely affect life, health, property, or the functional capacity of the University. The Policy Group is usually not involved and notification is limited to those directly

involved in the crisis. However, the Associate Vice President for Marketing and Communications will be notified about the emergency as soon as reasonable. Activation of the University's EOC is not necessary. Examples of a Level One emergency include: an academic laboratory chemical spill, a computer-related hoax or virus, a localized water-pipe break, an electrical failure that affects a classroom building, or a short-term power outage.

- ***Level Two Emergency***

A Level Two emergency may adversely affect some University operations and/or threaten life, health, or property within a small or isolated area. It is usually a minor event that has a predictable duration and little impact on the campus community beyond those using the building/space in which it occurred. Internal departmental SOPs will be utilized to address

a Level Two emergency; activation of the University's EOC is usually not necessary. The Policy Group will be notified and kept apprised of the emergency. Examples include: a residence hall room fire; students, faculty, or staff sustaining serious injuries from a transportation accident; a fire in an academic laboratory or office; weather-related incidents or a bomb threat.

- ***Level Three Emergency***

A Level Three emergency has an unpredictable duration and will likely disrupt the overall operation of the University. Issues can become quite complex because of varied institutional and support responses that must be coordinated. Activation of the University's EOC is likely. Major policy considerations and decisions will usually be required by the Policy Group. Examples

include: a national tragedy or incident, a building takeover or occupation, a campus disturbance, or a riot.

The Policy Group will respond quickly and effectively to a Level Three emergency. The University President, or designee, will determine when an emergency reaches this response level. If it is determined to be a Level Three Emergency, the President or designee will activate the Emergency Management Plan, the Policy Group will be assembled, and the Emergency Operations Center will be activated.

## **CLOSING OF BOWLING GREEN STATE UNIVERSITY**

The safety of BGSU students, faculty, and staff is a prime concern, and everyone should consider their travel situation and exercise their best judgment in deciding when to report to or depart from the campus during severe weather conditions.

### **University Closure**

When the University is delayed or closed, only employees designated as essential by the area Vice President are expected to report to work. Closings will be announced on radio stations, television stations, and the University Web site (page 5).

The media will only be contacted in the event that the University is closed. If no announcement is made, students and employees should assume that the BGSU campus is open. Orders by the Governor to close State offices do not refer to University offices.

## **MEDIA RESOURCES**

**Information Hotline (419) 37ALERT (2-5378)**

**Bowling Green State University Web Site:**  
**[www.bgsu.edu](http://www.bgsu.edu)**

### **Severe Weather Conditions**

It is reasonable to expect that severe travel conditions may cause an employee to arrive at work late, be absent, or leave work early. In such situations, supervisors and employees should adhere to the following:

- Classified hourly employees should notify their supervisors if they are unable to report to work or feel it necessary to leave early. They may request the use of available vacation, compensatory time, or unpaid leave. Where feasible, supervisors may permit lost time to be made up through a schedule revision within the same week.

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- Administrative staff and faculty are also expected to perform their duties. If they are not able to do so, they must either request approved leave or work with their direct supervisors or Chair/Director to complete assignments through some alternative arrangement.
- Upon notification of University closure from the BGSU President or designee, the Department of Marketing and Communications notifies area television and radio stations (page 5).

## **FIRE EMERGENCY**

### **How to respond during a building fire:**

- Treat all alarms as real emergencies and leave the building immediately.

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- Test any door before opening it. Touch the doorknob and the space between the door and its frame with the back of your hand. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly; if heavy smoke is present, close the door and stay inside.
- Never use an elevator! Always use an exit stairway! Elevator shafts may fill with smoke or power may fail, leaving you trapped. Stairway fire doors keep out fire and smoke and will protect you until you get outside.
- Walk to the nearest exit. Sound the nearest fire alarm along your way out. Fire alarm pull stations are located near exits.
- Knock on doors or shout as you leave to warn other occupants. Close as many doors as possible along your route of evacuation. This is the best defense to help confine fire and smoke.

- Attempt to rescue others only if you can do so safely. If the nearest exit is blocked by smoke or heat, go to another exit.
- Call 911 after evacuating. Distance yourself from the building to allow the fire department to gain access.
- If caught in smoke and unable to evacuate the building normally, remain calm, get on the floor and crawl toward the nearest exit. If possible, follow the wall to help guide you toward the exit.
- If you are physically disabled, know if your building has areas of rescue assistance (usually located near stairwells). If you are unable to evacuate the building, move to the most appropriate rescue assistance area, if possible. The fire department will assist in moving you to a lower level or outside the building.

- Never re-enter a burning building! No one is permitted to return to the building unless authorized by fire officials.

**If you get trapped in a burning building:**

- Keep the doors closed. Seal cracks and vents with a towel, sheet, coat, sweater, etc. If you are trapped in a room and there is no smoke outside the building, open the window.
- Signal for help. Hang an object (coat or sweater) out the window to attract rescuers' attention. If there is a phone in the room, call 911 and report that you are trapped. Describe your location to the 911 dispatcher and wait until help arrives.

**If you are in a building explosion:**

- Try to get out of the building as quickly and calmly as possible. Call 911 and wait for emergency personnel to arrive.
- If there is the threat of being struck by falling objects, get under a sturdy table or desk.
- If there is a fire, follow the fire safety recommendations (page 14).
- When evacuating, cover your mouth with a handkerchief or clothing.
- If trapped, tap on a pipe or wall so that rescuers can hear where you are. Use your cell phone, if possible.
- Untrained persons should not attempt to rescue people inside a collapsed building.

## SEVERE WEATHER

### Tornado and Severe Weather Alerts

**Tornado Watch** – weather conditions are right for a tornado to develop.

**Tornado Warning** - a tornado has been sighted.

If the warning siren is activated or the weather is threatening:

- Go to the building's tornado shelter area. Designated tornado shelter areas for each building can be found on the tornado posters located next to exits and exit ways.
- Go to the basement or an inside room or hallway at the lowest level of the building.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, and large hallways.

- Get under a piece of sturdy furniture, such as a heavy table or desk, if possible.
- Use your arms to protect your head and neck.
- If outside, get into a ditch or depressed area. Do not use a vehicle as a safe area or to outrun the tornado.

### After a tornado:

- Stay out of damaged buildings until authorities determine it is safe to enter.
- Assume **all** wires on the ground are charged so do not touch.

If you hear or smell leaking gas, do not strike a match or lighter or turn on a light switch; any size flame or spark could cause an explosion. Exit the area and call 911 to report the leaking gas.

## **Lightning**

Statistics show that lightning is more dangerous than a tornado.

If you can **see it** (lightning), **flee it** (take shelter).  
If you can **hear it** (thunder), **clear it** (suspend activities).

### **During a Lightning Storm:**

- Do not use telephones or electrical appliances.
- Stay away from doors and windows.
- Do not bathe or shower when severe weather threatens.
- Avoid bodies of water, trees, tents, ball field dugouts, light poles, metal fences, etc.
- Get off riding lawn mowers or golf carts and seek appropriate shelter.

## **HAZARDOUS MATERIAL SPILL**

### **In the event of a hazardous material spill:**

- Call 911 immediately.
- If a hazardous material comes in contact with the skin, immediately flush the affected area with water. Utilize building eyewash stations or safety showers, if available.
- If there is any possible danger to room or building occupants, close the door to the affected room and evacuate.

### **In the event of a major hazardous material release (off campus):**

- Call 911 immediately.

- Proceed to or remain in an area upwind of the release. Do not assume that gases or vapors are harmless because of lack of smell; odorless gases or vapors may be harmful.

The University Police, Bowling Green Police or Fire Department will determine the degree of health hazard and issue public instructions if evacuation or sheltering-in-place is necessary.

### **BOMB THREAT**

#### **What to do when receiving a bomb threat:**

Remain calm. Most bomb threats are false. Asking specific questions of the caller, such as the location and type of bomb, as well as time of detonation are of utmost importance:

- When will the bomb explode?
- Where is the bomb now?
- What does the bomb look like?
- Why did you place the bomb?

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Descriptive information about the perpetrator should also be obtained:

- Perception of the gender and age of the caller
- Speech patterns or irregularities
- Background noises
- Time of call

### **CALL 911**

Police will assess the need to evacuate.

### **SUSPICIOUS OBJECT OR PACKAGE**

- Do not touch or disturb the object or package.
- Leave the object and vacate the room. If others are in the affected room or area, inform them of the situation and ask them to vacate the space as well.

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- Wash hands if you have handled the object or package.

**CALL 911** and follow Dispatcher's instructions. Wait for emergency officials.

### **SUSPICIOUS ACTIVITY**

What is a suspicious activity? Trust your instincts. They will probably tell you that something just does not look or feel right.

- Do not ignore suspicious behavior. Inform University Police of your concerns by calling their non-emergency number 419-372-2346.
- Always be alert and aware of your surroundings. Know who lives or works in your hallway and/or building.
- Take precautions when traveling, even on campus or while walking to your car.

- If you have to go somewhere alone and after dark, call the Campus Escort Service at 372-8360.
- Be aware of the location of all emergency exits and emergency phones if outside on campus.

### **VIOLENCE**

Violence is any unwelcome physical or psychological form of harassment, threats, or attacks that cause fear, mental or physical harm, or unreasonable stress and anxiety in the workplace.

Bowling Green State University will not tolerate workplace violence by any employee, student, guest, or visitor.

Often there are warning signs of violence. A threat is the clearest warning sign of violence. This includes direct threats, ("I'll get even with him!"), as well as conditional threats, ("If I'm fired, someone will pay!"). Other warning signs may accompany a threat.

BGSU employees who are confronted by individuals exhibiting potentially violent characteristics should document this information and report any signs of potential violence by an individual to their supervisor, department head, University Police, or discuss their concerns with any of the resources listed below.

### **University Resources**

University Police	419-372-2346
Academic Personnel	419-372-2915
Human Resources	419-372-8421
Counseling Center	419-372-2081

**In the case of actual or imminent violent behavior, immediately call 911**

### **HOSTILE INTRUDER**

- Remain calm, do not engage the intruder.
- If you can do so safely, try to escape the area quickly and quietly.
- If attempting to escape, do not carry phones or other objects in your hands. These could be mistaken for weapons. If you encounter responding law enforcement officers as you move away from the intruder, RAISE YOUR HANDS with OPEN PALMS visible. Follow all the instructions officers may give you.

- If you **CANNOT SAFELY EXIT** the building, seek shelter in a room where the doors can be locked or barricaded securely.
- Close and lock windows, lower blinds, remain out of sight, turn off lights.
- Once secured inside, take cover behind heavy desks or filing cabinets. Stay away from windows and doors.
- Remain quiet, turn off cell phone ringers.
- **ONLY ONE PERSON** from the room should **call University Police at 911** and tell them where you are, where the intruder is (if known), and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- Do not respond to any unfamiliar voice commands, until you can be sure that they are coming from a police officer.
- Do not open the door until you can be positive that it is a police officer or a recognized campus official coming to help you.

### **ELECTRICAL POWER OUTAGE**

If there is an electrical outage, first determine whether the problem is isolated to your area. This may indicate a possible tripped circuit breaker. If the outage involves a large area or several buildings, this may indicate possible problems with power lines.

To report the outage, call Public Safety at 419-372-2346. The dispatcher will then notify Facilities Services and track other areas that are also experiencing loss of power.

- Employees are asked try to continue working.
- Unplug or turn off any electrical appliances, such as a computer, to prevent a power drain when the electricity is restored.

If the situation becomes an extended power outage, the BGSU President or designee will determine whether or not the University and/or offices will close (page 12).

### **Residence Hall Power Outage**

If a power outage occurs, residents should remain calm and in their rooms. Residence hall staff members will make frequent rounds until the power returns. A power outage in no way alters the regulation that prohibits the burning of candles or any open-flame device in residence hall rooms.

If the power outage is the result of a storm or accident damage, DO NOT approach any downed power lines, cable TV wires, telephone wires or anything these wires are touching.

### **ELEVATOR EMERGENCY**

Elevators are equipped with many safety features that are designed to engage should any malfunction or emergency condition occur.

#### **General Elevator Safety**

Never use an elevator in the event of a fire. You might become trapped in the event of power failure or be overcome by smoke that can fill the elevator shaft.

For a malfunctioning elevator, call Public Safety (419-372-2346) to dispatch a qualified repair technician.

**If the elevator stalls and you become trapped:**

Never attempt to exit the elevator without assistance from building maintenance staff or outside emergency assistance (police, fire/rescue).

- Remain calm.
- Press the emergency call button or use the emergency communication system.
- Wait for and follow instructions from the rescuer(s).
- Never attempt to pry open the elevator doors.