

Bowling Green State University

MOORE MUSICAL ARTS CENTER Comprehensive Emergency Action Plan (CEAP)

A component of Bowling Green State University's Comprehensive Emergency
Management Plan

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Campus Emergency Contact List

Campus Emergency Numbers

Police.....	911
Fire.....	911
EMS/Medical.....	911
Hazardous Materials.....	911

Dialing **911 from a campus phone** will immediately connect you to the BGSU Police Department.

If calling from a **non-campus phone** such as a cell phone, you must dial **(419) 372-2346** to reach BGSU Police dispatch directly, or dial 911 and give your location and your call will be forwarded to the BGSU Police dispatcher.

Important Campus Phone Numbers

BGSU Police (non-emergency).....	2-2346
Environmental Health and Safety.....	2-2171
Campus Operations.....	2-2251
Information Technology Services.....	2-0999
Campus Escort Service.....	2-8360

If calling from a **non-campus phone** such as a cell phone, you must dial **(419) 372-XXXX** to reach the department you are calling.

Bowling Green State University Departments

BGSU Police Department

The BGSU Police Department provides 24-hour-a-day protection and police services to the campus including its buildings, parking lots, residence halls, and on-campus fraternity and sorority houses. The Police Department is located in the College Park Office Building at 715 E. Leroy Street on the north side of campus. It is open 24 hours a day, 7 days a week.

Website: <http://www.bgsu.edu/offices/safety/index.html>

Environmental Health and Safety

Environmental Health and Safety is available to coordinate compliance with all federal, state, and local environmental and occupational health and safety laws. EHS will assist administrators in providing a safe and healthy learning and working environment on campus by reducing accidents, injuries, death, or serious harm to students and employees through hazard identification, hazard reduction, and training. EHS is also responsible for protecting the environment through proper handling, enforcement, use, and disposal of hazardous and toxic materials. EHS can be reached during normal business hours.

Website: <http://www.bgsu.edu/offices/envhs/>

Campus Operations

Campus Operations provides the physical environment, utilities, and support services necessary to promote the educational and research activities at Bowling Green State University. Campus Operations is committed to providing the best service possible to the university community through facility maintenance, enhancements, sustainability, and safety initiatives in all campus environments. During business hours, contact Campus Operations directly. After hours, contact the BGSU Police Department.

Website: <http://www.bgsu.edu/offices/campusoperations/>

Introduction

The BGSU Police Department has prepared this document in a collaborative effort with the Moore Musical Arts Center Emergency Response Team. This plan has been developed to provide the Moore Musical Arts Center personnel with emergency response guidelines to use during an emergency or disaster that disrupts the normal day-to-day operations.

Moore Musical Arts Center



Building Description

The Moore Musical Arts Center opened in 1979. The center is constructed of masonry and reinforced concrete, with structural steel framing. The Moore Musical Arts Center contains the following instructional spaces: 9 classrooms, 67 faculty studios/offices, 13 graduate assistant offices, 58 practice rooms, 2 large rehearsal room (Choral Room and Kelly Hall), and 2 performance halls (Kobacker and Bryan). There is a general computer lab operated by campus ITS and two specialized electronic music labs (room 2102 and room 3002).

Building Emergency Services

There are fire extinguishers located throughout the building.

Basic Plan

Purpose

The purpose of this plan is to provide the Building Emergency Response Team (BERT) members with a set of guidelines to be implemented when responding to an emergency or disaster occurring in BGSU owned and/or operated buildings. This plan addresses significant emergency incidents including natural, technological, and personal safety crises, which could severely disrupt day-to-day operations of these buildings. This plan will help to ensure the safety and well-being of students, faculty, staff and visitors who utilize these facilities.

Scope

This plan is designed to cover emergencies ranging from an isolated, single-person medical emergency to a multi-victim mass casualty incident. The plan will follow the four phases of emergency management: Mitigation/Prevention, Preparedness, Response, and Recovery.

Incorporated within this plan are the Basic Plan, Protective Action Recommendations, Emergency Response Guidelines and Attachments.

The Basic Plan section includes the purpose, scope, and requirements for a successful CEAP, a BGSU policy page, situation and assumptions, emergency notification systems, direction and control/line of succession, plan maintenance, training, exercises and plan validation.

The Protective Action Measures section outlines the proper guidelines for evacuating the building during a fire alarm activation, general building evacuation, sheltering-in-place, and lockdown used during violent incidents.

The Emergency Response Guidelines section outlines responsibilities and procedures for the staff dealing with natural, technological and personal safety crises.

The Attachments section includes maps, definitions, forms, and a threat assessment.

The CEAP is designed to help ensure the life, safety, and well-being of students, faculty, staff, and visitors while they are utilizing the facility.

Requirements for a Successful CEAP

This emergency action plan should address the comprehensive and particular needs of the various occupants of BGSU owned and operated buildings when confronted with an emergency situation.

In order for the Comprehensive Emergency Action Plan to be effective, it is imperative that all faculty, staff, students and visitors follow the instructions of the Building Emergency Response Team in a prompt and orderly manner.

In addition to understanding how this emergency action plan works, each team member must actively participate and receive adequate performance based training required for implementation of this plan.

BGSU CEMP and OSHA Compliance

Coordination with the BGSU Comprehensive Emergency Management Plan

This plan coincides with BGSU's Comprehensive Emergency Management Plan (CEMP) to ensure optimum safety of the building occupants and efficient response in any emergency incident. It reflects Bowling Green State University's emergency response procedures and satisfies an element of the emergency action plan required by the Occupational Safety and Health Administration (O.S.H.A.) 29 CFR 1910.38.

29 CFR 1910.38

1910.38(a) Application. An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.

1910.38(b) *Written and oral emergency action plans.* An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1910.38(c) *Minimum elements of an emergency action plan.* An emergency action plan must include at a minimum:

1910.38(c)(1) Procedures for reporting a fire or other emergency;

1910.38(c)(2) Procedures for emergency evacuation, including type of evacuation and exit route assignments;

1910.38(c)(3) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

1910.38(c)(4) Procedures to account for all employees after evacuation;

1910.38(c)(5) Procedures to be followed by employees performing rescue or Medical duties;

1910.38(c)(6) The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

1910.38(d) Employee alarm system. An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

1910.38(e) Training. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

1910.38(f) Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan:

1910.38(f)(1) When the plan is developed or the employee is assigned initially to a job.

1910.38(f)(2) When the employee's responsibilities under the plan change; and

1910.38(f)(3) When the plan is changed.

University Closing Policy

The President or designee will determine when conditions—such as severe weather or a state of emergency—necessitate closing or cancelling classes at the entire University or any of its specific campuses. The President or designee will promptly notify other designated University officials and members of Marketing and Communications, who will contact area media. University colleges/departments are encouraged to establish a method for communicating the closing decision to departmental personnel. Closing information will be announced as clearly and simply as possible to avoid confusion. Cancellation of classes and closure announcements will be made as early as possible in the day and will clearly state the affected campus. This will be communicated via text through AlertBG, through email notification and on the University home page.

University Closed Definition

All campus facilities (except those needed for special operations) are closed. Only those designated as essential personnel are to report to work at their regularly scheduled times and only those personnel will receive overtime pay or compensatory time.

Emergency Closure Definition

The University area must be evacuated. Due to a critical or disastrous situation, the campus area and all buildings are off limits to everyone except designated emergency personnel. No other personnel will be permitted to remain on campus.

Designated Emergency Personnel Definition

Designated emergency personnel are only those employees necessary to protect resident students and employees and to maintain critical operations. Designated employees may include appointed maintenance, custodial, grounds, and HVAC personnel; telephone services personnel; animal laboratory and greenhouse technicians; police and safety officers; and residence hall, food service, and health services personnel. The type of emergency will dictate the employees that are considered designated emergency personnel. For example, for severe weather situations, the BGSU Severe Weather Policy designates personnel as “essential weather employees” and those employees are issued cards that identify them as such.

Emergency Incidents

The plan considers the following incidents in the development of a Comprehensive Emergency Action Plan:

Natural Hazards

1. Tornado
2. Winter Storm
3. Earthquake
4. Emerging Disease

Technological Hazards

1. Fire
2. Hazardous Materials
3. Utility Disruption
4. Power Outage
5. Building Flooding

Personal Safety

1. Medical Emergencies
2. Civil Disturbance
3. Bomb Threat
4. Lost/Abandoned/Missing Child
5. Hostile Intruder / Active Shooter / A.L.i.C.E
6. Suspicious Envelope/Package
7. Suicide / Attempt
8. Suspicious/Mentally Ill Person
9. Removal of Person from Building
10. Person(s) Trapped in an Elevator
11. Robbery / Theft

Campus Emergency Notification System

AlertBG is the emergency notification system at BGSU. Emergency messages will be sent by the BGSU Police Department and/or Marketing and Communications. For those who have signed up for AlertBG, emergency messages will be sent via text to cell phones. AlertBG messages will also be sent via Facebook, Twitter, a mass email to the campus community, the University home page online and on digital signage throughout campus. AlertBG will only be used for emergencies and for campus closures due to severe weather.

Community members can also dial 37-ALERT (372-5378) for a recorded message about campus conditions in the event of an emergency.

Other Sources of Information

Other potential sources of useful, safety related information include the following.

Crime Alerts

Crime alerts are used by the BGSU Police Department to assist the police in gathering information, to inform the campus community of criminal or suspicious activity or crime trends and to facilitate crime prevention. Crime alerts are posted on the BGSU Department of Public Safety website and are distributed to the campus community via mass email.

Campus Update

Campus updates are notifications sent to the university community via email that list upcoming events, activities, meetings, deadlines and other useful information. It is sometimes used to communicate information about traffic delays, power outages, water main breaks, gas leaks and other issues that are occurring on or near campus.

BGSU Website

During emergencies and campus closures, more detailed information may be also be provided on the University's homepage.

Local TV and Radio Stations

At times, local media is an additional source of information for severe weather, campus closures, utility disruptions, and other events covered by this plan.

Direction and Control / Line of Succession

Direction and Control is designed to assist staff concerning who is in charge when an emergency situation occurs. This will also assist staff in the division of duties to ensure no overlapping occurs during emergencies. The line of succession is listed below and should be followed for all situations. **The duties described for each position throughout this plan should only be undertaken if/when it is safe for that person to do so.** Employees should never put themselves in greater danger to carry out the functions of their assignment.

Emergency Response Leaders:

- Shall initially direct building occupants during emergencies or disasters when on site, or as deemed necessary by the BGSU Police Department or other emergency responders.
- Will be the building's liaison and will meet with emergency responders during an emergency or disaster.
- When Team Leader and alternates are unavailable, may delegate his or her authority to Evacuation Rally Point Leader 1 if he or she deems it necessary.
- Shall maintain contact with direct supervisor when necessary.
- Work with Evacuation Rally Point Coordinators to ensure accountability and to report any pertinent incident information to emergency responders.

Evacuation Rally Point Coordinators:

- Shall get a staff and student accountability report from Department/Area Liaisons once they report to your evacuation rally point.
- Shall report staff accountability status of their rally point to the BERL. This may include persons trapped in the building as well as medical emergencies and people with special needs.
- Evacuation Rally Point Coordinator 1 shall take on the role and duties of the Team Leader if Primary and Alternate Team Leaders are not present or able to assume control.

Department/Area Liaison:

- Shall give an accountability report to their designated Evacuation Rally Point Leader.
- If designated Evacuation Rally Point Leader is not present or unable to assume control of his/her rally point, a Department Liaison shall assume the role and duties of the Evacuation Rally Point Leader.

Faculty/Staff:

- Shall follow the instructions of the BERT members and proceed as directed during emergencies involving the building.
- Shall report accountability of their area and other important information to Department/Area Liaisons and Evacuation Rally Point Coordinators.
- If designated Department Liaison is not present or unable to assume position of Liaison for his or her department, a faculty/staff member shall assume the role and duties of the Department Liaison.

Plan Maintenance

The maintenance section of this plan is used for updating and revising the plan. Maintaining the plan is important for the occupants of the building to ensure that the plan is up to date with all the current personnel and safety changes.

Procedures for maintaining the plan:

- The Director of Public Safety's designee and the BERT involved in this plan will review it annually.
- This plan will be reviewed and updated whenever there are structural or environmental changes to the building or the surrounding areas.
- The plan will also be reviewed and updated whenever a person's duties change or whenever there has been a major change in management (i.e., change of personnel).
- The plan will also be reviewed immediately after any exercises, drills or incidents that involve the plan to be implemented. Only the sections of the plan that were enacted may need to be updated.
- The plan will be revised when there is a change in safety equipment located within the facility.
- Any and all revisions and/or additions to the plan will be documented and provided to all involved agencies.
- A plan revision section will be included in the plan. **(Attachment B)**

Training

Proper training of all personnel involved with this plan is essential for the effective implementation of the plan. Training will include, but will not be limited to introductory

emergency preparedness training, fire and tornado drills, sheltering-in-place, lockdown, and fire extinguisher training. Building personnel should read through all sections of this plan to familiarize themselves with the procedures. Environmental Health and Safety and the BGSU Police Department will conduct the initial training of the faculty and staff of the building.

Training Responsibilities:

- Training sessions will remain current with all response activities and actions and the emergency plan will be modified when needed.
- Training protocols may be modified whenever it is deemed necessary by any or all agencies involved with the implementation of this plan.
- Training will be conducted periodically when new duties are assigned to existing personnel who have responsibilities in the plan or when new personnel are hired.

Exercises

Plan validation can be achieved through the use of five different types of exercises: Seminar/Orientation, Drills, Tabletop, Functional, and Full-scale exercises.

Seminars/Orientations

These exercises are used to familiarize incoming or new personnel with the University's plans and actions that are in place.

Drills

Drills are small-scale exercises, usually limited to one building, and are used to ascertain the response of the occupants to a potential emergency.

Tabletop Exercise

A tabletop exercise presents a simulated emergency situation. It is intended to evaluate plans, procedures, and then resolve questions of coordination and the assignment of responsibilities. Tabletop exercises are not concerned with time pressures, stress, or actual simulations of specific events. However, tabletop exercises should take into account the resources that are **currently available**, not what you hope to have. Tabletop exercises are designed to facilitate interaction between agencies, promote discussion on anticipated actions and decision-making processes, and to present response options and their potential impacts.

Functional Exercise

Functional exercises are designed to validate the emergency response plan and its supporting materials, ensure all capabilities, and assess operability of designated emergency related equipment and personnel. Functional exercises can be designed to evaluate the capability of one or more activities within a function or to evaluate the complexity of a function.

Full-Scale Exercise

A full-scale exercise is a scenario in which all agencies involved participate in the exercise. This means emergency management facilities are activated and emergency personnel are present to assist in their roles. The purpose of the full-scale exercise is to validate the emergency plans, supporting materials, and external links. It is also done to assess the operability of emergency equipment, personnel, and the plan.

Plan Validation

Plan Validation includes the activities that will ensure implementation of the plan has occurred and BERT members are aware of the components of the plan and are able to activate it when necessary.

- A training session may be given to building personnel by EHS and Police Department staff following the completion and approval of the Comprehensive Emergency Action Plan. If deemed necessary, a tabletop exercise may be conducted at the same time.
- Full-scale and functional exercises may be conducted periodically. Functional and full-scale exercises can be done more or less frequent depending on time, money, and resources available.
- If a real-time incident occurs and this plan is implemented, it will count as an exercise.
- Following all exercises and/or real-time incidents, an after action report will be completed to assess the effectiveness and weakness of the plan and shall be turned in to the BGSU Police Department. During this time personnel may propose revisions to the plan.

Population Protection

Evacuation Rally Points/Sheltering Locations

Evacuation Rally Points

Evacuation Rally Point 1 – Moore Musical Arts Center Parking Lot

Evacuation Rally Point 1 Coordinator: Laura Melton

Evacuation Rally Point 1 Alternate: Liz Menard

Areas reporting to Evacuation Rally Point 1:

- Anyone close to the North side of the building (including, but not limited to the main office, Kobacker Hall, Bryan Hall, Recording Studio -2102)

Evacuation Rally Point 2 – Wolfe Center Parking Lot

Evacuation Rally Point 2 Coordinator: Michelle Holmes

Evacuation Rally Point 2 Alternate: Mary Natvig

Areas reporting to Evacuation Rally Point 2:

- Anyone on the South side of the building (including, but not limited to classrooms 1002, 1004, 2002, 2004, 2008, 3010)

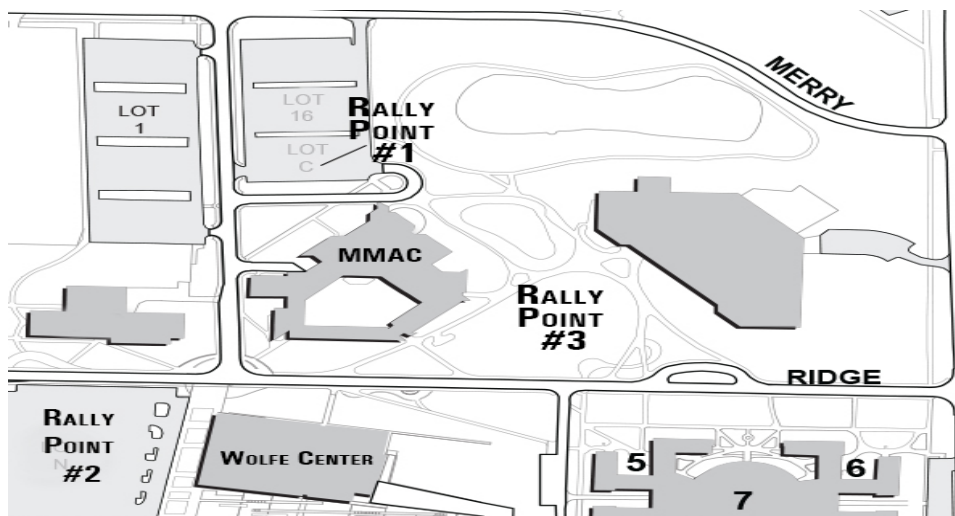
Evacuation Rally Point 3 – Area between the Moore Musical Arts Center and the Student Recreation Center

Evacuation Rally Point 3 Coordinator: Sherri White

Evacuation Rally Point 3 Alternate: Bill Mullins

Areas reporting to Evacuation Rally Point 3:

- Anyone of the East side of the building (including, but not limited to the Choral Room, main office)



Inside Sheltering Locations

(Note – these sheltering locations MUST remain open and accessible at ALL TIMES.)

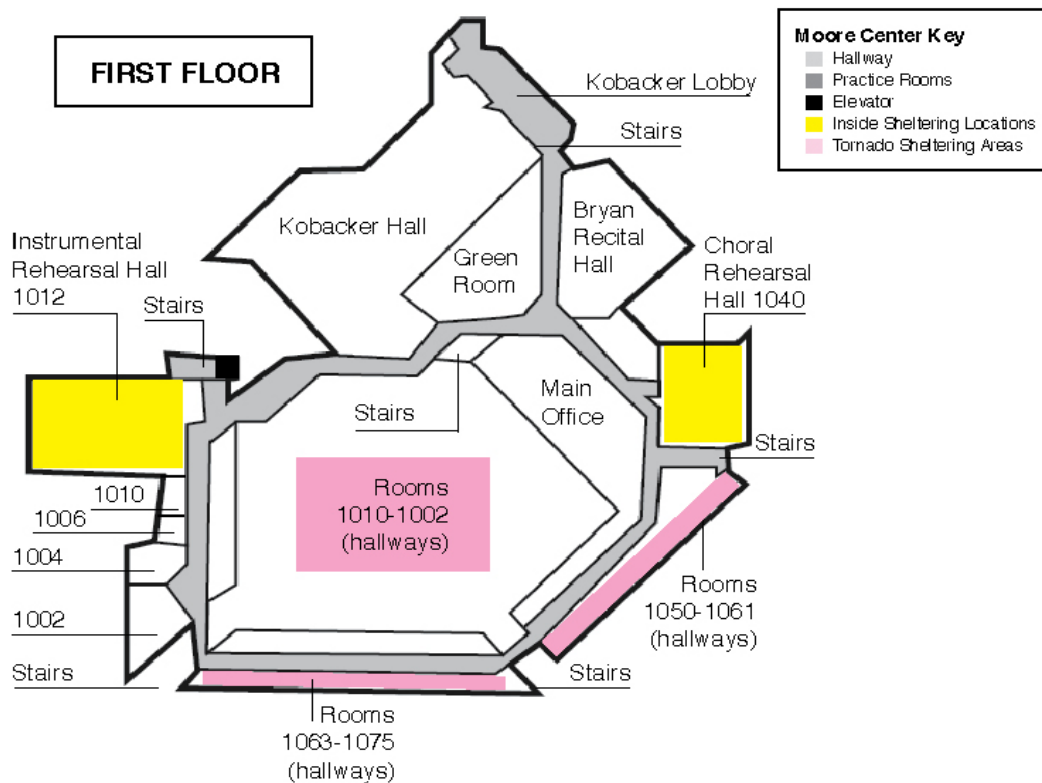
All Levels Sheltering Locations – Instrumental Rehearsal Hall (Kelly-room 1012) or Choral Room (room 1040)

Areas reporting to Lower Level Sheltering Location:

- Everyone who is in the building

Upper Level Sheltering Locations –

Areas reporting to Upper Level Sheltering Location: n/a



Tornado Shelter Locations – In the hallway between the following classrooms on the first floor: Rooms 1002-1010; Rooms 1050-1061; Rooms 1063-1075; Main Office (room 1031) Conference Room

Areas reporting to Tornado Shelter Location: Everyone in the building should report to one of these areas

Temporary Shelter Rally Point

Location – Wolfe Center Lobby (see Map page 19)

Fire Evacuation Guidelines

A fire evacuation is used when smoke or fire is present inside a building. This type of evacuation may occur after the fire alarm system is automatically activated by a smoke or heat detector, or by activation of a sprinkler system. Building fire alarm activation may also occur when a manual pull station is activated by a person upon discovery of a fire. When a fire is discovered or the fire alarm system is activated, all personnel must stop what they are doing and immediately evacuate the building. Upon exiting the building, all personnel should report to their designated Evacuation Rally Point.

For further instructions on fire extinguisher usage, assisting persons with disabilities and what to do if trapped in the building, proceed to the section on response to fires in the Emergency Response Guidelines section.

All Positions:

- Upon discovery of smoke or fire, activate a manual pull station and proceed to nearest exit (if fire alarm activation has not already occurred)
- Immediately evacuate and proceed to designated Evacuation Rally Point
- While evacuating the building provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point.
- Direct building occupants to evacuate and proceed to nearest Evacuation Rally Point
- Notify BGSU Police Department of type and location of fire
- Ensure building occupants do not reenter the building until released by emergency responders
- Ensure order and safety of building occupants is maintained at Evacuation Rally Point

Building Emergency Response Leader (BERL):

- Obtain accountability reports and incident information from Evacuation Rally Point Coordinators
- Be available to speak with emergency responders
- Notify emergency responders of pertinent information including trapped persons; injuries; location of smoke/fire

Evacuation Rally Point Coordinator:

- Obtain accountability reports and incident information from Department Liaisons and other persons at Evacuation Rally Point
- Report accountability reports and incident information to BERL

Department Liaison and Faculty/Staff:

- Report accountability reports and incident information to Evacuation Rally Point Coordinator
-

General Evacuation Building Guidelines

A general building evacuation will be used when fire alarm system activation is discouraged or not needed, but evacuation of the building is required for safety purposes. A general building evacuation may be used for a bomb threat, suspicious package, hazardous materials incident, natural gas leak, utility disruption, power outage, building damage from severe weather, post-lockdown, or for any other reason requiring evacuation of the building.

All Positions:

- Notify personnel in surrounding areas of General Building Evacuation (if BGSU Police have not made notification)
- Proceed to designated Evacuation Rally Point (or as directed by emergency responders)
- While evacuating the building provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point.
- Direct building occupants to evacuate and proceed to closest Evacuation Rally Point (or as directed by emergency responders)
- Make note of anything out of the ordinary while evacuating (suspicious objects, odors, people)
- Ensure building occupants do not reenter the building until released by emergency responders
- Ensure order and safety of building occupants is maintained at Evacuation Rally Point

Building Emergency Response Leader (BERL):

- Obtain accountability reports and incident information from Evacuation Rally Point Coordinators
- Be available to emergency responders
- Notify emergency responders of pertinent information including suspicious objects, odors or people
- Notify emergency responders of trapped persons or injuries

Evacuation Rally Point Coordinator, Department Liaison & Faculty/Staff:

- Obtain accountability reports and reports of suspicious objects, odors or persons from Department Liaisons and other persons at Evacuation Rally Point
- Report accountability reports, suspicious objects, odors or persons, persons still in the building, and injuries to BERL

Department Liaison & Faculty/Staff:

- Report accountability reports and reports of suspicious objects, odors or persons to Evacuation Rally Point Coordinator

Evacuation Relocation

Evacuation relocation may be needed when further response to, recovery from, or investigation of an incident involving the building is necessary. Evacuation relocation will require the building occupants to relocate due to the need to remain outside of the building for an extended period of time. The building occupants will be relocated to the temporary shelter rally point. This may also require cancellation or postponement of classes and events to be held in the building.

Building Emergency Response Leader (BERL):

- Notify Evacuation Rally Point Coordinators of the need for an evacuation relocation and location for temporary shelter rally point
- Notify immediate supervisor of the need to relocate to temporary shelter rally point
- Appoint secondary BERL to establish leadership at temporary shelter rally point
- While evacuating the building, provide assistance as you deem reasonable to other building occupants along your path of travel to your designated rally point.
- Ensure contact information is exchanged between on-site BERL and secondary BERL
- Be readily available to emergency responders
- Provide information to secondary BERL as directed by emergency responders
- If extended relocation is necessary, determine the need for and ability to retrieve personal belongings from the building
- Make contact with the Provost's office to determine the need for classes and events to be cancelled or postponed in the building
- If required to relocate to temporary shelter rally point (Also role of secondary BERL):
 - Provide contact information to BGSU Police Department
 - Proceed to temporary shelter rally point
 - Provide information to BERL as needed from Evacuation Rally Point Coordinators and Department Liaisons
 - Provide information to Evacuation Rally Point Coordinators and Department Liaisons as directed by BERL

Evacuation Rally Point Coordinator:

- While evacuating the building, provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point.
- Provide information and instructions to persons at the evacuation rally point in regards to relocating to temporary shelter rally point
- Provide directions to temporary shelter rally point and proceed to location
- If extended relocation is necessary, determine need for retrieving personal belongs from the building and provide information to temporary shelter rally point BERL
- Provide important information to temporary shelter rally point BERL
- Provide information as directed by BERL to persons at temporary shelter rally point
- Ensure order is maintained by persons at temporary shelter rally point

Department Liaison and Faculty/Staff:

- Proceed to temporary shelter rally point
- While evacuating the building provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point.
- Provide necessary information to Evacuation Rally Point Coordinators to be relayed to BERL
- Assist Evacuation Rally Point Coordinators in ensuring order is maintained at temporary shelter rally point

Shelter-In-Place Guidelines

Sheltering-In-Place will be ordered when the act of leaving the building poses a higher risk to the health and safety of the building occupants. A Shelter-In-Place may be ordered in response to hazardous materials incidents, transportation accidents or severe weather events. A Shelter-In-Place may require the building occupants to move to a lower or higher level if available, or to stay in their current location.

All Positions:

- Follow orders from emergency responders to report to higher or lower ground, or to stay in place
- Report to designated shelter-in-place location as directed by emergency responders
- While relocating within the building, provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point
- Report any important information to emergency responders via BGSU Police dispatcher
- Assist as able to with closure of exterior openings (doors, windows) as directed by emergency responders
- Assist with ensuring order is maintained at designated shelter-in-place location

Building Emergency Response Leader (BERL):

- Immediately implement notification of Building Emergency Response Team members of shelter-in-place order
- Be available for contact with emergency responders
- Relay information to Evacuation Rally Point Coordinators as directed by emergency responders
- Relay important information to emergency responders via the BGSU Police dispatcher as received from building occupants
- Relay instructions to Evacuation Rally Point Coordinators concerning closure of exterior openings (doors, windows) as instructed by emergency responders

Evacuation Rally Point Coordinator:

- Relay information to Department Liaisons concerning shelter-in-place order
- Relay other important information to Department Liaisons/Faculty/Staff as needed
- Relay information to BERL as needed

- While relocating within the building provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point.
- Assist with and relay instructions concerning closure of outside openings (doors, windows) as directed by emergency responders
- Ensure order is maintained at designated shelter-in-place location

Department Liaison:

- Relay information concerning shelter-in-place order to Faculty/Staff
- Report to designated shelter-in-place location as directed by emergency responders
- Assist with closure of exterior openings (doors, windows) as directed by emergency responders
- Report important information to Evacuation Rally Point Coordinator
- While relocating within the building provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point.
- Assist with ensuring order is maintained at designated shelter-in-place location

Faculty/Staff:

- Report to designated shelter-in-place location as directed by emergency responders
- While relocating within the building provide assistance, as you deem reasonable, to other building occupants along your path of travel to your designated rally point.
- Report important information to Department Liaison

Hostile Intruder / Active Shooter / A.L.i.C.E.

In the event of a hostile intruder/active shooter in your building, the first course of action that you should take, if you can do so safely, is to evacuate the building or area immediately – through exits or non-traditional routes such as windows. If evacuation is NOT an option, consider the following steps:

Violent Intruder Guidelines:

Building Personnel

- Occupants should escape the building and area or begin using Lockdown Guidelines immediately upon hearing gunshots or being notified of a hostile situation occurring in the building
- Do not try to overtake the shooter unless they have entered your safe area
- Notify BGSU Police of the situation and provide the following information:
 - Description of what is happening
 - Location of the incident
 - Number of suspects
 - Description of the suspects
 - Male/Female
 - Age

- Height and Weight
 - Hair
 - Skin Color/Race/Ethnicity
 - Clothing
- Location and direction of travel of the suspects
- Any injuries
- Your name and call back number
- Wait for further instructions from BGSU Police
- If the suspect enters your safe area, attempt to do the following:
 - Scream and throw object(s) at the suspect
 - Quickly escape the area and run far away from the danger
 - If you have had A.L.I.C.E. training and/or feel confident that subduing the shooter(s) is the best or only option, carefully proceed with the following:
 - Swarm the person and attempt to take them to the ground using body weight
 - If available, have someone secure the weapon under an object in the room (trash can, box). DO NOT HANDLE THE WEAPON.
 - Have someone notify BGSU Police of the situation and location
 - Control the suspect until BGSU Police arrives on scene and takes control of the situation
- Be prepared to implement General Building Evacuation if ordered by BGSU Police or other emergency responders

Building Lockdown Guidelines

A building lockdown will be used when a threat (violent individual) is identified in an adjacent building and securing the exterior doors is the safest response to the situation. Building occupants will be asked to remain inside until the situation is under control or resolved. Those individuals occupying the building under lockdown may continue with their normal activities unless otherwise directed. A building lockdown does not require building occupants to lockdown their personal spaces (offices, classrooms) unless the violent individual has entered the building and is now an immediate threat. Building occupants should, however, prepare to implement full lockdown at a moment's notice.

BERL

- Implement phone tree notification of building lockdown implementation
- Immediately proceed to exterior doors to secure with hex-key
- Notify BGSU Police dispatch of exterior doors that cannot be secured
- Return to office area and remain for further instructions
- Unsecure doors when instructed by BGSU Police
- Implement Phone Tree Notification of building lockdown termination

All Positions

- Implement phone tree notification as directed by BERL
- Notify other building occupants of building lockdown implementation
- Instruct building occupants to remain inside until building lockdown is terminated or situation is resolved
- Be prepared to implement full lockdown if the threatening individual enters the building
- Implement phone tree notification of building lockdown termination as directed by BERL

Considerations for Individuals with Disabilities

Building personnel should be aware of occupants with disabilities utilizing their facilities and ensure that they are successfully evacuated or sheltered during an emergency. Appropriate measures and proper procedures should be followed to ensure a safe evacuation or sheltering of those with disabilities.

Specific Recommendations for Persons with Disabilities

Visually Impaired Persons

- Tell the person the nature of the emergency
- Act as a “sighted guide” by offering an arm for guidance
- Tell the person where you are and where obstacles are located
- Upon reaching a safe location, orient the person to the location and ask if further assistance is needed

Hearing Impaired Persons

- Inform person using alternative methods
- Write a note regarding the emergency situation, the nearest evacuation route and where to meet. (Sample script: “FIRE! Go out the rear door on your right. Now! Meet outside on the front lawn.”)
- Turn the light switch on and off to gain attention, use gestures or a written note for further information and instructions. DO NOT USE THIS TECHNIQUE IF NATURAL GAS SMELL IS PRESENT.

Individuals in Wheelchairs/On Crutches (Non-ambulatory)

- Assist with evacuation of building and proceed to closest Evacuation Rally Point (if access to exit does not require use of elevator)
- If person is on upper floor, assist to inner stairwell away from smoke, vapors or any other hazard. Most non-ambulatory persons will be able to exit safely without much assistance if they are located in an area that has exits that lead directly to the outside.
- If the individual is unable to evacuate, notify the Evacuation Rally Point Leader of their location within the building

If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.

Frequently, non-ambulatory people have respiratory complications – remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators; they should be given priority assistance, as their ability to breathe may be seriously in danger.

Emergency Response Guidelines

Natural hazards are natural events that threaten lives, property, and other assets. Often, natural hazards can be predicted. They tend to occur repeatedly in the same geographical locations because they are related to weather patterns or physical characteristics of an area. Natural hazards such as severe weather, fires, earthquakes, tornadoes, and windstorms have the potential of impacting Bowling Green State University.

Meteorological hazards may be predicted for a period of days, hours or minutes for weather conditions including severe thunderstorms, tornadoes, high winds and winter storms. Being aware of storm warnings and advisories is imperative for preparedness in the event such a condition arises. The National Weather Service is the lead agency in providing storm warnings, watches, advisories, and current weather conditions in areas that may be affected.

When dealing with severe weather, it is important to know the difference between a watch and a warning. The differences are as follows: A **watch** is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so. A **warning** is issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property. Watches and warnings, as well as other weather definitions, are defined in **Attachment I**.

Technological hazards are those that lack a human component. These hazards involve malfunctions in equipment such as domestic water lines, fire suppression systems, and utility failures. These hazards may not be able to be predicted and may cause an interruption in the operations of the University.

Personal safety hazards are those in which the human component exists. These situations may pose the greatest danger due to the involvement of weapons or other harmful materials. Caution should be used when facing these hazards and involvement of the BGSU Police Department is almost always needed.

Tornado

Severe weather can occur at any time of the year. This type of weather can produce a tornado at a moment's notice, with or without warning. In Ohio, these conditions are typically present in late spring through early fall. However, a tornado can occur at any time during the year. The conditions that accompany a tornado usually include heavy downpours, hail, lightning, and high winds, but all of these conditions do not have to be present for a tornado to occur.

Designated Tornado Shelter Areas

Many campus buildings have pre-established tornado shelters. (**Attachment L**) These shelters are typically located on the lowest level of a building in an interior hallway, room, or stairwell.

It is necessary to stay away from doors or windows as these may be avenues for debris to fly around causing injuries or death. If a tornado is imminent, building occupants should get into the “tornado safety position” (i.e., get down on your knees and elbows, lock fingers together around the back of the neck.).

Watch/Warning Notification

Notification of a warning may occur through the county’s tornado sirens and/or AlertBG. Local TV and radio stations will also advise of a tornado watch or warning.

Building Personnel

- Monitor local weather via weather radio, television, or the Internet for developing severe weather
- Ensure emergency supplies are readily available (**Attachment D**), in good working condition and, if necessary, move supplies to designated tornado shelter area

Tornado Warning Guidelines

BERL

- Initiate building occupant evacuation to designated tornado shelter(s)
- Report to BGSU Police anyone who was unable to relocate to the designated shelter and may need assistance
- Report any injuries or damage to the building to BGSU Police

All Faculty/Staff

- Alert all staff and faculty within the building that a tornado warning is in effect and when it expires
- Instruct building occupants to proceed to the designated tornado shelter areas
- Proceed to designated tornado shelter areas
- Assist and direct all occupants of your area to the designated tornado shelter areas
- Assist those with special needs and are unable to move to the tornado shelter into a room with no windows or glass. Report to the BERL the location of this person to be relayed to BGSU Police
- Take accountability if possible and report to the BERL
- Report any injuries or damage the BERL
- Follow the instructions of the BERL or BGSU Police for further instructions
- Return to normal operations once the warning has expired or the all-clear has been given by BGSU Police

If the facility has sustained damage, the BERL should do the following:

- Implement the general evacuation guidelines after the severe weather has passed
- Follow instructions from emergency responders regarding reentry, evacuation relocation, or emergency closure of the building

Winter Storm

Disruption of transportation, closed facilities, road closures, and damaged utilities are just a few of the effects of winter storms. Winter storms occur in the state of Ohio between the months of October and April. The following actions should be considered depending on the nature of the event to ensure the protection of life and property. Campus closures due to winter weather will be announced via the systems linked to AlertBG and through local TV and radio stations.

Building Personnel

- Monitor the weather for advisories, watches, and warnings by using a weather radio, media outlets, or the internet
- Be prepared to close the building if the BGSU President or designee calls for an emergency closure of the campus
- Ensure that snow, ice, and debris removal has been accomplished. If not, have the Building Coordinator or BERL contact Campus Operations.

Earthquake

Although earthquakes are rare in the state of Ohio, it is still important to be prepared for the possibility. Besides structural damage, an earthquake can cause flooding, fires, and utility disruption. But unlike inclement weather, earthquakes cannot be predicted.

Earthquake Safety Tips “DROP, COVER, AND HOLD ON”

- Stay away from any glass doors or windows
- Move away from any loose objects that could fall down
- Get under a table, desk or anything else that will provide a “void space”
- If you are not near table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- All occupants should remain under desks or tables until the earthquake has subsided

Earthquake Guidelines

BERL

- Notify BGSU Police of any injuries or occupants trapped inside the building
- If necessary, implement general evacuation procedures
- Notify BGSU Police of any damage to the building

Building Personnel

- Notify the BERL of any injuries and/or occupants trapped inside your area
- Perform a rapid interior and exterior damage assessment of your area and report damage to the BERL
- If necessary, follow the general evacuation procedures to evacuate the building

Emerging Disease

The following steps should be taken by building personnel if there is recognition that multiple people are becoming ill while working, taking classes, or visiting.

Emerging Disease Guidelines

Building Personnel

- **Notification**
 - Immediately contact the BGSU Police Department
 - The police will contact the BG Fire Division if needed and BGSU Health Services, who will in turn contact other emergency health services
- **Response**
 - If there is a possibility of an environmental reason for the illness, evacuate the building using the General Evacuation Building Guidelines
 - If there is any possibility that food or beverage is involved, do not throw it away. Package the food in leak-proof containers, keep cold, and save for possible testing through the health department.
- **Document the following:**
 - How many people have become ill?
 - Names and contact numbers of people who became ill.
 - What type of symptoms were people experiencing?
 - Keep a list of any information that could help in determining cause; here are some examples:
 - Where within the facility were the people located when they became ill?
 - Were any unusual odors, tastes, or other changes reported?
 - Had the people recently been eating food from a common source (i.e., a reception, party, common food or beverage containers)?
 - Were all of the affected people from the same location (e.g., a dorm, a particular work area)?

If necessary, BGSU will work with the Wood County Health Department and other agencies to develop the appropriate investigation, testing, clean-up, and other recommendations for a sudden outbreak of illness.

Fire

Fires can occur due to many types of causes including arson, electrical malfunctions, discarding of smoking materials, and improper cooking. Fire response guidelines should be immediately implemented upon discovery of smoke, fire or any other burning smell within the building.

Burning Odor Presence Guidelines (No visible smoke or fire)

Building Personnel

- Immediately notify BGSU Police dispatch with location of burning smell
- Remain in area unless smoke or fire becomes present
- Direct emergency responders (police or fire) to location of burning odor
- Activate Fire Alarm Pull Station if smoke or fire become visible

Smoke Presence Guidelines (No visible fire)

Building Personnel

- Immediately activate Fire Alarm Pull Station
- Evacuate area and close doors when exiting
- Notify BGSU Police dispatch of location of smoke
- Implement fire alarm evacuation procedures

Fire Presence Guidelines (Flames visible)

Building Personnel

- Immediately activate Fire Alarm Pull Station
- Implement fire alarm evacuation procedures
- If properly trained and safely able to do so, obtain one fire extinguisher and attempt to extinguish fire
- If unable to extinguish fire, immediately evacuate the building
- Evacuate the area and close doors when exiting
- Notify BGSU Police dispatch of location of the fire

Hazardous Materials

Bowling Green State University's Department of Environmental Health and Safety (EHS) has developed the following information which shall constitute the standard operating guidelines in case of a chemical spill, leak, hazardous substance release, fire, or explosion at or near BGSU buildings.

Incidents That Must Be Reported:

- Any chemical release (spill, explosion, fire, or leak) capable of affecting the health and safety of a person
- Any chemical release (spill, explosion, fire or leak) with the potential to impact the environment (sewers, HVAC, water systems, and atmosphere)

Hazardous Materials Guidelines

Building Personnel

- Safety Data Sheets (SDS) must be available in laboratories (electronic or hard copy) stock rooms (hard copy only) and storage areas (hard copy only) where potentially hazardous materials are delivered, stored, maintained or used.
- Notification:
 - Call BGSU Police Department and provide information regarding the hazardous materials release
 - Make sure EHS is notified in the process of contacting BGSU Police dispatcher
 - Provide information including:
 - Hazardous materials involved, quantity, and location of the release
 - Any injuries or damage to the building or equipment
 - Notify the Department Chair and the Principle Investigator of the laboratory to advise that there has been a hazardous materials incident
- Response
 - Evacuate the area where the spill is located
 - Restrict access to the spill area except to those individuals responding to the hazardous materials incident
 - If safely able to do so, collect safety data sheets (SDS) of the involved chemicals to provide to those individuals responding to the hazardous materials incident

Emergency Notification List (contact at least BGSU Police or EHS):

<u>Department</u>	<u>Hours</u>	<u>Phone</u>
BGSU Police Department	24/7 Operations	(419) 372-2346
Environmental Health and Safety	M-F 8 A.M. - 5 P.M.	(419) 372-2171
Rader Environmental Services, Inc.	24/7	(419) 424-1222

If you have any questions please contact:

Environmental Health and Safety

- | | |
|--|----------------|
| • Radiation Safety Officer | (419) 372-2173 |
| • Chemical Hygiene Officer | (419) 372-2173 |
| • Environmental Safety and Health Specialist | (419) 372-2173 |
| • Industrial Hygienist | (419) 372-9601 |
| • Director of Risk Management | (419) 372-2127 |
| • Emergency Management Coordinator | (419) 372-4195 |

Utility Disruption

With a campus community the size of Bowling Green State University, a utility disruption can be a very serious issue. Events such as floods, tornadoes, winter storms, and technological hazards can cause the disruption. With this in mind, the President or a designee will make the determination as to whether classes or events will continue as scheduled. A decision to continue or cancel classes or events will be based on the information available at the time of the incident.

Usually, utility disruptions do not pose an immediate threat to life safety, but there are some hazards of which personnel and occupants need to be aware.

These hazards consist of:

- Tripping or falling due to lack of light
- Extreme temperature changes
- Severed emergency communications
- Sanitation disruption
- Frozen or broken water pipes

Building personnel will become aware of utility disruptions by the absence or presence of problems with these particular utilities:

Electricity:

- No lights or flickering on and off
- No HVAC
- Electrically run equipment quits running

Note:

Burning of candles or use of any devices producing an open flame is **strictly prohibited**.

Water

- Drinking fountains will not work
- No water from faucets
- No water in the toilets or urinals after flushing

Telephone

- Inability to make or receive calls

Natural Gas

- If you smell natural gas, contact BGSU Police dispatch immediately
- If you know that a natural gas line has been compromised, follow the general evacuation guidelines

Utility Disruption Guidelines**Building Personnel**

- Notify BGSU Police immediately, followed by immediate supervisor
- Response
 - Follow the general building evacuation procedures if the building needs to be evacuated
 - If safe, investigate the problem and report any findings to the BERL
 - Walk through your area to see if anyone is in need of assistance

Power Outage

During a power outage/blackout, phone lines may or may not work. If they are not working, use a cell phone to notify BGSU Police dispatch.

Power Outage Guidelines**BERL**

- Notify BGSU Police of the power outage
- If the situation becomes prolonged, wait for further instructions from BGSU Police and contact the administrator who oversees operations inside the building to advise that the building is experiencing a power outage and that you may have to end operations and evacuate for safety reasons
- Make sure that all faculty and staff are aware that an evacuation may be necessary and, if so, general building evacuation procedures should be followed
- If the building is equipped with a back-up generator, notify BGSU Police dispatch if the generator does not activate during the power outage

Department Coordinator, Faculty & Staff

- Shut down all equipment and machines that should be turned off during a prolonged power outage
- Implement General Evacuation Guidelines if necessary
- Contact Information Technology Services if computers, phones or print devices were affected – they may want to perform safety checks prior to powering machines back on.

Building Flooding

Building flooding may occur as a result of frozen pipes or other ruptures in domestic or fire protection water lines. Flooding can be slow-progressing or involve rapidly discharging water that can collect and pool in low lying areas. Safety concerns during building flooding include electrical hazards and chemical releases.

Building Flooding Guidelines

All Personnel

- Contact and notify BGSU Police dispatch of location where building flooding is occurring (if not already contacted)
- Report any secondary hazards to the flooding (electrical, chemical, mechanical)
- Notify BERL of location where flooding is occurring
- If safely able to do so, ensure materials in flooding area are elevated or removed to prevent damage

BERL

- If flooding is a safety hazard, implement General Building Evacuation or evacuation of the area experiencing flooding
- Contact Information Technology Services if computers, phones or print devices were affected – they may want to perform safety checks on these devices.

Medical Emergency

Medical Emergency Guidelines

Building Personnel

- If the building is equipped with an Automated External Defibrillator (AED), know where it is located, when it should be used and how to use it
- Notify BGSU Police dispatch of the medical emergency
- Provide the following information to the dispatcher:
 - Your name
 - Type of emergency
 - Location of the victim(s)
 - Condition of the victim(s)
 - Any dangerous conditions
 - Phone number where emergency personnel can call you back
- Stay on the line until directed otherwise
- If necessary and only if a person is trained and certified in First Aid/CPR, may provide treatment and/or life support measures
- Ensure area is clear of non-essential personnel to provide an area for responding personnel to work in
- Ensure someone meets emergency responders to escort them to the patient's location
- Provide information to emergency responders including patient's condition when the medical emergency was discovered and any treatment that may have been performed on the patient
- If patient is a faculty or staff member, ensure their immediate supervisor is notified of the medical emergency
- Fill out any accident/incident report and submit it as required
- **Blood Borne Pathogens Information**
- DO NOT ATTEMPT TO CLEAN UP BLOOD OR OTHER BODILY FLUIDS UNLESS YOU HAVE BEEN PROPERLY TRAINED
- If staff members responding to an incident do not have the proper blood borne pathogens training, they must contact Campus Operations custodial staff that have had the proper training to clean up blood borne pathogens

Civil Disturbance

For the purpose of this plan, civil disturbances include riots, protests, fights, and labor strikes. All civil disturbances should be reported to the BGSU Police Department immediately. Do not try to resolve a civil disturbance on your own.

Civil Disturbance Guidelines

Building Personnel

- Notify BGSU Police dispatch immediately and provide the following information:
 - Where the disturbance is occurring
 - What is occurring
 - The number of people involved
 - Descriptions and names of the people involved
 - Any injuries or damage to the building
 - Give your name and call back number
- Wait for further instructions from BGSU Police
- Notify BERL of location where Civil Disturbance is occurring
- Send someone to meet responding BGSU officers and escort them to the disturbance
- Attempt to keep persons not involved in the disturbance away from the area

BERL

- Implement local evacuation or General Building Evacuation if necessary

Bomb Threat

Bomb threats are made for various reasons, with most designed to cause disruption of campus daily operations. Once a bomb threat is received and analyzed by BGSU Police, appropriately trained personnel will search the facility. This may include searching the building while people are inside or by evacuating the building first using the General Evacuation Building Guidelines.

Types of Bomb Threats:

Bomb threats are categorized into two different categories:

- General Bomb Threat – implies a threat that is very broad in nature with minimal specific information (Ex. bomb threat for the entire campus)
- Specific Bomb Threat – contains information which is specific to the type of target, location, time and other particular information. (Ex. bomb threat for a specific building, specific location in that building and the time the explosive device will go off).

Bomb Threat Delivery Methods

- **Threatening Phone Call**
 - Guidelines for person taking the call:
 - Try to remain calm and try to keep the caller talking
 - If possible, instruct someone to call BGSU Police
 - Fill out the Bomb Threat Checklist located in Attachment C
 - Cooperate and be courteous to the caller as much as possible
 - After the call has ended, turn in the Bomb Threat Checklist to an immediate supervisor and provide to police if requested

- Notify BGSU Police immediately after the call has been received (if notification has not already been made)
- Notify an immediate supervisor and the BERL
- Stay available to answer questions from the BGSU Police
- **Threatening E-mail:**
 - Notify BGSU Police immediately after the e-mail has been received
 - After notification to BGSU Police, notify an immediate supervisor and the BERL
 - Do not close the e-mail
 - Do not delete the e-mail
 - Print the e-mail if able to do so
 - Stay available to answer questions from the BGSU Police
- **Threatening Text Message:**
 - Notify BGSU Police immediately after the text message has been received
 - Notify an immediate supervisor and the BERL
 - Do not close the text message
 - Do not delete the text message
 - Stay available to answer questions from the BGSU Police

Bomb Threat Guidelines

BERL

- Make sure BGSU Police dispatch has been notified
- Notify Evacuation Rally Point Coordinators, and keep them updated on the situation until more information is known.
- Retrieve Bomb Threat Checklist if threat was made by phone. (See Attachment C)
- Give bomb threat checklist to BGSU Police personnel upon their arrival
- Prepare to implement a General Building Evacuation if the order has been given by the police
- Implement General Building Evacuation if ordered
- Instruct building personnel to look for suspicious objects while evacuating
- Report to emergency responders command post if requested
- Notify Evacuation Rally Point Coordinators when occupation of the building can be resumed

Evacuation Rally Point Coordinators

- Notify Department Liaisons of bomb threat
- Implement General Building Evacuation as ordered by BERL
- If evacuated, instruct Faculty/Staff to identify suspicious objects while evacuating and report to Evacuation Rally Point Coordinators
- Relay incident information from Department Liaisons to BERL

- Do not allow anyone to re-enter the building until BGSU Police have given the “all-clear” signal

Department Liaisons

- Implement General Building Evacuation if ordered
- If evacuated, instruct Faculty/Staff to identify suspicious objects and report to Department Liaison
- Relay incident information (suspicious package, injuries, person with disability) to Evacuation Rally Point Coordinator
- Do not allow anyone to re-enter the building until BGSU Police have given the “all-clear” signal

Suspicious Envelope/Package

The following is a list of common indicators of suspicious envelopes or packages:

- No return address
- Restrictive marking such as "Personal" or "Special Delivery"
- Mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only or incorrect title
- Badly typed or written
- Package or letter is lopsided or uneven
- Wire protruding from package or letter
- Letter is rigid or bulky
- Wrong title with name
- Oily stains, wet areas, openings, strange odors, discolorations, or crystallization on wrapper
- Excessive tape or string
- Unusually heavy envelope and/or the presence of small bulges of powder or granules

Suspicious Envelope/Package Guidelines:

Building Personnel

- Envelope/package that has not been opened:
 - What to Do:
 - Remain calm.
 - Isolate the package from all building occupants
 - Notify BGSU Police immediately
 - Leave the immediate area; however, stay in the building until given instructions by BGSU Police or other emergency responders
 - Be ready to initiate a General Building Evacuation if necessary
 - What NOT to Do:

- DO NOT OPEN
- Do NOT put in water or a confined space such as a desk drawer or filing cabinet
- DO NOT pass the item to others or share with co-workers
- DO NOT ignore any threat or suspicious parcel
- DO NOT disturb the contents of the parcel
- DO NOT use cell phones or two way radios around the package if for any reason you believe there is an explosive device in the parcel
- Envelope/package is opened and accompanied by a written threat:
 - Remain calm
 - Carefully lay the package down
 - Ask a co-worker to notify BGSU Police immediately
 - If possible, close doors and windows in the area of the suspicious package
 - If possible, wash hands with soap and water
 - Do not allow others in the room until BGSU Police or other emergency responders have informed you that it is safe to enter
 - Exposure does not mean that you will become ill.
 - If needed, information and instructions for treatment will be provided.
- Envelope/package is opened and a substance is inside:
 - Set the package down gently at the location you opened it
 - If possible, have a co-worker notify BGSU Police
 - If possible, wash your hands with soap and water
 - Move to an area that will minimize your exposure to others
 - Avoid direct contact with objects such as doorknobs and telephones
 - Remain where you are until directed by emergency responders

Lost/Abandoned/Missing Child

Lost/Abandoned Child (Found) Guidelines:

Building Personnel

- Try to keep the child calm by comforting him or her
- Ask the child his or her name
- Ask the child who brought him or her to the building (family or friend)
- Ask the child, if they know that person's first and/or last name
- Notify BGSU Police of the Lost/Abandoned Child
- Have someone meet with BGSU Police and escort them to the location of the child
- Have someone search the hallways and corridors for anyone looking for a child
- Wait for BGSU Police to arrive or until you are given further instructions

Missing or Abducted Child (Location Unknown) Guidelines

Building Personnel

- Immediately report situation to the BGSU Police Department
- Get a description of the child:
 - Time and location where child was last seen
 - Name
 - Male or Female
 - Race/Ethnicity
 - Height and weight
 - Hair color and style
 - Type and color of clothing
 - Type and color of shoes (Although the clothes may be changed, an abductor usually does not remove or change the child's shoes)
- Get a description of any possible suspect abductors
- Have parent/guardian remain in area to meet with BGSU Police Department
- Report the situation to the BERL
- Provide description of child to other faculty, staff, and students present in the area
- Have available faculty, staff, and student workers proceed to exits and corridors to monitor the area and search for the child (search concealed areas including restrooms, back hallways, closets)
- Ask all children resembling the description of the lost child who they are and if they know who they are with
- If the child is found with an abductor:
 - Use reasonable effort to delay the departure of the abductor
 - Do not put yourself or other building occupants at risk
 - Report the description of the abductor to BGSU Police
 - If the suspect is seen leaving the building with the child, give BGSU Police the direction of travel and, if a vehicle is used, try to write down the license plate number and the make, model, and color of the vehicle
- If the child is found:
 - Immediately notify BGSU Police
 - Reunite the child with their parent/guardian
 - Notify the search party that the child has been found

Suicide/Attempt

All references to suicide must be taken seriously rather than discounted or ignored. It is wise to check out any concerns with the individual and to consult the BGSU Counseling Center or the BGSU Police Department for advice. If a student/individual identifies a specific suicide plan, an immediate referral is critical.

Persons considering attempting suicide may exhibit the following warning signs:

- Depression, moodiness, sadness, or lack of energy
- Talking directly or indirectly about dying or committing suicide

- Changes in sleeping habits (too much, too little)
- Changes in eating habits (sudden weight gain, weight loss)
- Discouragement about the future, self-criticism
- Recent lack of concern about physical appearance, hygiene
- Withdrawal from social contacts or communication difficulty
- Giving away prized possessions
- Drop in school grades or work performance
- Acquiring the means for suicide (gun, drugs, rope)
- Making final arrangements, writing a will
- Taking unusual risks
- Increased drug or alcohol use
- Previous suicide attempts

Personal situations that may preempt a suicide attempt include:

- Situational cues
- End of a serious relationship
- Death of a loved one
- Divorce
- Loss of a job
- Financial difficulties
- Moving to a new location
- Isolation

Threatened/Attempted Suicide Response Guidelines

Building Personnel

- Have someone notify BGSU Police dispatch immediately about the situation
- Remain calm
- Be non-judgmental
- Treat the person's problems and threats seriously
- Do not try to talk the person out of it
- Ask direct questions, such as, "Have you been thinking of killing yourself?"
- Don't be afraid that you will be suggesting something the individual has not yet considered; usually mentioning the topic is a relief.
- Communicate your concern and support.
- Offer yourself as a caring listener until professional help can be arranged.
- Try to evaluate the seriousness of the risk in order to make the appropriate referral. Referral options include the BGSU Police Department if there is an imminent risk, or to the Employee Assistance Program (IMPACT), the BGSU Counseling Center or The Link Crisis Hotline at 419.352.1545 or 1.800.472.9411
- Do not swear to secrecy. Contact someone who can help the individual if he or she will not do it personally.

- Do not leave the person alone if you feel the threat is immediate.
- If a suicide attempt is made, follow the following guidelines:
 - Notify BGSU Police that an attempt has been made
 - Secure the area and direct people to vacate the area immediately
 - Do not put anyone in a dangerous situation
 - If properly trained and certified, perform First Aid/CPR if necessary
 - Stay in the area until emergency responders arrive on scene

Suspicious/Mentally Ill Person

A suspicious person is anyone who appears to be out-of-place or doing an activity that is out of the norm or possibly with criminal intent. It is important to remember that Bowling Green State University is generally open to the public, and suspicious behavior may not always be prohibited behavior. Suspicious, odd or unusual behavior should still always be reported to the BGSU Police so they can evaluate the situation. The following guidelines should be used when confronted with a suspicious or mentally ill person.

Suspicious/Mentally Ill Person Guidelines

Building Personnel

- Notify BGSU Police dispatch of the location of suspicious person and describe in detail the behavior that is suspicious
- Provide description of suspicious person
 - Gender
 - Race
 - Hair Color/Type
 - Clothing/Shoes
 - Location and direction of travel
- Maintain visual contact with person as personal safety allows
- Direct responding BGSU officer to the suspicious person

Removal of Person from Building

At some point, students, faculty, staff, and visitors may need to be removed from the premises for various reasons. When it becomes necessary to have a person(s) removed from a BGSU building or premises, there are certain procedures that should be followed.

Guidelines for Removal of Disgruntled Staff, Student, or Visitor

Building Personnel

- Politely ask the person to leave the area
- Notify BGSU Police if the person refuses to leave the area
- Wait for BGSU Police Officers to arrive if it is safe to do so

Person(s) Trapped in an Elevator

Elevators may malfunction causing those inside of the elevator to become trapped. Elevators may stop between floors or the doors may not open because of an elevator problem or a power outage. Campus Operations staff or the Bowling Green Fire Division will be dispatched to free the trapped individuals. The following guidelines should be followed in the event someone is found to be trapped in an elevator.

Elevator Entrapment Guidelines:

Building Personnel

- Instruct the person(s) in elevator to use emergency phone. This will connect him/her directly with BGSU Police dispatch
- If the call button in the elevator is not working properly, send someone to call BGSU Police
- Try to keep person(s) in the elevator calm so they can answer questions for the dispatcher
- DO NOT TRY TO PRY OPEN ELEVATOR DOORS, AS THIS MAY CAUSE THE ELEVATOR'S SAFETY FEATURES TO FAIL
- The person notifying BGSU Police dispatch should provide the following information:
 - Which elevator the person(s) is trapped in
 - Number of occupants
 - How long they have been trapped
 - Any medical conditions of trapped persons (claustrophobia)
 - Any injuries
 - A call back number
- Wait for BGSU Police to give you further instructions

Robbery/Theft

Any theft, whether a suspect is known or not, should be reported to the BGSU Police Department. Caution should always be used when confronting a robbery or theft suspect as they may be armed with a weapon.

Robbery/Theft Guidelines

Building Personnel

- Remain calm
- DO NOT, under any circumstance, challenge the perpetrator - give him/her whatever they ask for.
- Contact the BGSU Police Department as soon as possible
- Provide BGSU Police dispatch with the following information:
 - Description of incident (what was stolen, approximate value, etc.).

- Location incident took place
- Description of perpetrator(s)
- Height
- Weight
- Skin, hair and eye color
- Clothing
- Direction of travel
- Description of vehicle
- Any injuries
- Your name and call back number
- Notify area faculty and staff of the situation and tell them that BGSU Police have been notified
- Notify immediate supervisor of the incident
- Obtain the names of any witnesses who were in the area at the time

Attachments

Attachment A

Building Assessment Log

Attachment B

Building CEAP Plan Revision & Distribution List

Attachment C

Bomb Threat Checklist

Attachment D

Emergency Supplies

Attachment E

Phases of Emergency Management

Attachment F

Phone Tree – attached

Attachment G

BGSU Evacuation Drill Evaluation Form

Attachment H

Weather Radio Protocol

Attachment I

Weather Definitions

Attachment J

Illness or Injury Report Form

Attachment J-2

Accident Investigation Report Form

Attachment J-3

First Report of an Injury, Occupational Disease or Death

Attachment K

BGSU Exercise/Drill Completion Sheet

Attachment L

Building Safety Map/Evacuation Plan

Attachment M

Sample Material Safety Data Sheet (MSDS)