



Building Emergency Plan for

1819 Innovation Hub

2900 Reading Road
Cincinnati, OH 45221

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University of Cincinnati Department
of Public Safety Department

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A. Introduction

The University of Cincinnati is committed to providing a safe environment for students, employees, and guests. One means of achieving that goal is the development of Building Emergency Plans.

It is impossible to predict campus emergencies or the magnitude of such emergencies. The complexity of a campus like the University of Cincinnati requires the full support of departments, faculty, staff, and students to successfully implement a Building Emergency Plan. The development, distribution, and familiarization of Building Emergency Plans are essential for student and employee safety.

Guidelines in this sample plan document are reflective of policies/procedures in place at the University of Cincinnati Department of Public Safety, Cincinnati Fire Department, and Ohio Fire Marshall. All permanent and transient building occupants should become familiar with the information contained in these Building Emergency Plans.

B. Components for 1819 Innovation Hub

1. Building Components

1819 Innovation Hub has 4 floors. The entire building is equipped with pull stations, smoke detectors, fire extinguishers, and a sprinkler system. The main fire alarm panel is located inside of the main south entrance doors.

2. Emergency System Components

Audible fire alarms are designed to notify building occupants whenever fire alarm pull stations, smoke detectors, heat detectors, or fire sprinkler systems go into activation. Building occupants may receive additional verbal warning information through the fire alarm speaker system, and visual alarm notification via strobe warning lights, both co-located in most university buildings. Note: smoke and heat detector installation may be limited to specific areas of some buildings. Automatic fire sprinkler systems are used to protect building occupants and contents in residence halls, classrooms, meeting rooms, and most indoor places of assembly. Whenever anyone of these aforementioned systems is activated, notification is automatically transmitted to the University of Cincinnati 911 Communications Center responsible to dispatch appropriate resources to the respective emergency.

Several different types of fire extinguishers are installed throughout university buildings. Specific building hazards are the key factor used to determine the types of fire extinguishers installed. 1819 Innovation Hub contains mostly ABC type extinguishers (ABC is for most common office materials - paper, wood, textiles, flammable liquids and gasses). Fire extinguishers are maintained by Facilities Management.

3. Area of Rescue Assistance (ARA)

An ARA is an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. For a complete list of ARA campus location, please see the UC Emergency Management website.

4. Automatic External Defibrillator (AED)

AEDs are medical devices used to shock an unconscious person during times of cardiac arrest.

Instructions for use are provided by the unit when turned on. 9-1-1 must be notified immediately for medical emergencies. There are three Automated External Defibrillators (AED) in the building, on each on the first, second, and third floors.

- First Floor - immediately outside of the E-Sports lab and across from the maker space entrance
- Second and third Floors - On two and three it is in the hallway just outside of the elevator.

5. Naloxone (Narcan)

Opioid overdose can quickly lead to death without intervention. The purpose of the program is to treat opioid overdose like any other medical emergency and reduce the number of deaths resulting from opioid overdoses.

University of Cincinnati is deploying a comprehensive program of opioid overdose harm reduction in January 2024. It will include NaloxBox installation for emergency intervention, as well as community-wide distribution of prevention methods and education. The NaloxBoxes are strategically installed in areas that are accessible to the campus community. They are paired with an AED for easy visibility. The NaloxBoxes will be monitored and maintained by the Student Wellness Center, in collaboration with Public Safety and Emergency Management.

NALOXBOX LOCATIONS

Langsam Library	Main Entrance
DAAP Wolfson Center	500 level at the entrance
Stratford Heights Building #16	1st Floor elevator lobby
Tangeman University Center	Dining Hall Floor
Steger Student Life Center	4th Floor near elevator
Corbett Center of Performing Arts	3rd Floor near room 3310
Kettering Laboratory Complex	G99 Hallway
60 West Charlton	1st Floor elevator lobby near room 197
UC Blue Ash – Muntz Hall	Main lobby near room 109
UC Clermont – Edith Peter Jones	Main lobby near room 20
College of Medicine	E Level elevator lobby
Lindner College of Business	Elevator lobby near room 1498

C. Building Hours

1819 Innovation Hub is open from 7 a.m. to 7 p.m. M-F and 11 a.m. to 7 p.m. on Saturdays.

Outside of these hours access is limited to building partners, their employees, and university staff, faculty and students with approved ID and who have been granted access.

D. Calling 911 on campus/ UC Communications Center

All 911 calls using campus phones are routed to the University Communications Center. A 911

call from a cell phone is typically (but not always) routed to the nearest city or county dispatch center. If placing a 911 call with a cell phone it is imperative that the caller provides the operator with the specific UC building and location where emergency assistance is needed. For example: 911 call takers are trained to ask callers, “911, where is your emergency”? The caller should reply, “The University of Cincinnati; 1819 Innovation Center, 2900 Reading Road, Room XXX”. The city/county center will then transfer the caller to the University Communications Center while simultaneously notifying emergency services.

E. Accounting for Occupants After Evacuations

Building Safety Points of Contact will attempt to account for all occupants after a building evacuation. Building occupants are strongly urged to check in at predetermined building evacuation collection points for accountability purposes, and so that emergency responders do not have to unnecessarily enter buildings searching for “missing” building occupants. Building Safety POCs will report any missing occupants and their last known location to emergency responders.

The evacuation collection point for the 1819 Innovation Hub is the Winslow parking lot. In the event of poor weather, cars in the Winslow lot may be utilized and shared as shelter and/or the Winslow shed opened by Staff for purposes of shelter.

F. Building Safety Points of Contact - Responsibilities and Contact Information

Building Safety POCs are required for each Department. These individuals (or alternates) are responsible to make all reasonable efforts to ensure that evacuation/relocation takes place when an emergency alarm system is activated or a severe weather alert necessitates relocation within a building. Building Safety POCs will not jeopardize personal safety while attempting to ensure that building occupants have taken appropriate protective actions. Building Safety POCs are also responsible to account for departmental employees and visitors who may have assembled at the designated evacuation/relocation points post building evacuation/relocation. UC Public Safety Emergency Management and Fire Inspectors will provide additional information to Building Safety POCs and alternates upon request.

Building Safety POCs are responsible to maintain a list of Building Safety POC alternates, and to ensure that all building occupants have received a copy of the Building Emergency Plan.

Building Safety POC List

Department	Building Safety POC	Telephone	Floor
1819 Main Atrium	Baily Caudle	270-564-3473	One
E-Sports Lab	Patty Moser	303-513-0300	One
Makerspace	Ben Jones	804-317-8466	One
Venture Lab	Josie Dalton	630-770-2328	Two
Office of Innovation	Jim Currie	614-203-9339	Four
P&G Digital Accelerator	Melissa Ryan	513-556-6850	Four
Tech Transfer	Geoffrey Pinski	513-470-4351	Four

G. Persons with Disabilities – Special Circumstances

1. Fire Emergencies

Disabled or non-ambulatory individuals located above or below the ground floor have the option to remain in the building during an emergency when the use of an elevator is essential for evacuation.

- a. If located on the first or second floors, exit the building the same as other building occupants. There are exits at ground level on both floors.
- b. If located above the first or second floors, seek a safe place— a room with an exterior window, a telephone, and a solid door.
 - Call Emergency Dispatch (911) and advise that you are a person or with a person who is non-ambulatory or has a physical disability. Give your exact location – Campus, Building, Room number, and the phone number from which you are calling.
 - Upon arrival, the fire department will determine the best protective action for disabled or non-ambulatory building occupants.

2. Severe Weather Emergencies

Assist persons with disabilities to severe weather shelter locations. Elevators may only be used by individuals who are disabled or non-ambulatory.

H. Emergency Types / Evacuation and Relocation Points

1. Fire: the following actions should be taken whenever a person encounters smoke, fire, burning odors, or fire alarm activation:

- Activate the nearest fire alarm pull station while exiting the building
- If possible, close all doors and windows
- DO NOT USE THE ELEVATORS
- Exit the building as quickly as possible and call 911 once outside
- The 1819 Innovation Hub Assembly Location is in the southeast parking lot, near Winslow Ave, away from the building.
- In the event of poor weather, cars in the Winslow lot may be utilized and shared as shelter and/or the Winslow shed opened by 1819 Staff for purposes of shelter.
- Building Safety POCs will account for all employees and visitors and advise the fire department of relevant information. Note: advise the fire department of only the information that is known. Do not guess.
- Building Safety POCs must report missing employees/visitors and the last known locations to emergency personnel.
- Await further instructions from emergency personnel.
- Do not reenter a building unless approved by emergency responders.

Fire Drill or Fire Alarm

- Fire Drills are planned and scheduled. Public Safety conducts fire drills in university buildings as required by the Ohio Fire Code.
- Fire Alarms are not planned and building emergency plans should be followed until the cause of the alarm has been determined or the emergency resolved.

Note: *Unless otherwise stipulated, the Ohio Fire Code mandates evacuation of building occupants whenever a fire alarm is activated. All fire alarms are emergencies until resolved by UC Public Safety or authorities having jurisdiction.*

2. Severe Weather: Campus warning systems will be activated for tornado warnings (i.e. a tornado has been sighted in the alert area).

- Take shelter inside of a building relocation area designated for tornados.
- Severe weather safe locations for 1819 Innovation Hub are designated as the lowest, accessible level, lowest accessible stairwells, and any lowest accessible level restrooms without glass windows or doors. This would be the hallway outside of the restrooms on the first floor pm to the mailbox area or in the restrooms themselves.
- Elevator use is restricted except for persons who are non-ambulatory.
- Await further instruction from Public Safety before leaving the relocation area.

3. Bomb Threats / Suspicious Activities: In the event of a bomb threat, suspicious package or suspicious item:

- Do not use cell phones or radios to make a report (e.g. cellular phones/radios could activate a bomb or suspicious device).
- Call 911 using a landline phone.
- Do not move or open items.
- Remove all individuals from the immediate area, lock the door, secure the building, and assemble with your department on the southeast parking lot, near Winslow Ave, away from the building.

4. Illness or Injury

For illness or injuries requiring medical assistance, UC Dispatch: 513-556-1111 or call 911. Calling 911 from a cell phone will typically contact the nearest communications center. However, when using a cell phone, make sure to inform the dispatcher of your exact location including campus, building, and room number (2900 Reading Road, the 1819 Innovation Hub, and your room location). Include that this is a UC building.

- After notifying 911, the dispatcher will send emergency medical assistance as needed.
- Someone should meet emergency services at the building entrance to escort emergency personnel directly to the ill/injured person

5. Active Shooter

➤ **RUN:**

- If you can escape safely during an active shooter event then run
- Run immediately – leave everything behind
- Encourage others to escape with you, but do not wait for them to decide
- Once you are safely away from the shooter, then call 911 and report the incident

➤ **HIDE:**

- If escape appears impossible then hide
- Lock and barricade doors, turn off lights, silence cell phones completely, and remain quiet
- Take cover behind furniture or fixtures away from doorways
- Stay away from windows
- Silently notify UC Communications using the Bearcat Guardian App.
- Prepare yourself and others to fight if necessary

➤ **FIGHT:**

- If running or hiding are not possible or fail, and confronted by the aggressor then fight
- Use anything around you as a weapon to fight...there are no rules
- Fight to create an opportunity to escape

I. Emergency Responders

1819 Innovation Hub is served by UC Public Safety (513-556-1111) UC Environmental Health and Safety (513-556-4968) UC University Health Services and Facilities Management (513-558-2500)

All immediate emergency concerns can be directed through the UC 911 Communications, by dialing 911 from any UC phone.

J. Major Fire Hazards for 1819 Innovation Hub

There are no major fire hazards in 1819 Innovation Hub. No large chemicals quantities are stored in this building.

K. Maintenance of Systems to Control and Prevent Fires

The fire alarm system is maintained by the UC Department of Public Safety. The UC Facilities Management Department maintains building operations and housekeeping. Both departments may be reached by contacting the University of Cincinnati Communications Center at 911 or 513-556-1111 (non-emergency).

L. Building Emergency Plan Additional Resources

UC Public Safety Emergency Management may be contacted at 513-556-4900.