

EMERGENCY PROCEDURES

STATE YOU ARE AT THE OHIO STATE UNIVERSITY, BUILDING _____ ROOM _____

- To register for The Ohio State University Buckeye Alert, visit buckeyealert.osu.edu
- Learn about Ohio State's safety guidelines, security procedures, and mental health resources
- Remain alert, calm, and aware of your surroundings



FIRE

EVACUATE

- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities/special needs
- Meet at designated assembly areas
- Stay away from building entrance(s)
- Account for individuals
- Re-enter area only when directed by authorities



ARMED INDIVIDUAL

GET OUT, HIDE OUT, KEEP OUT

- If you know location of assailant, consider escaping if a safe route is available
- IF UNSAFE TO ESCAPE:**
- Immediately seek protection
 - Secure area by locking or barricading door using whatever means available
 - Stay behind solid objects away from door
 - Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate
 - Obey law enforcement direction



MEDICAL EMERGENCY

STAY CLEAR

- If trained, administer first aid/CPR/automated external defibrillator (AED) as appropriate
- If not trained, stay clear of area where emergency has occurred
- Direct first responders to incident location
- Re-enter area only when directed by authorities



SUSPICIOUS ACTIVITY

SEE SOMETHING, SAY SOMETHING

- Always report unusual or suspicious activity to OSU Police or your local law enforcement agency
- Open locked doors for authorized persons only
- Do not touch or disturb unknown/suspicious objects
- Secure belongings, assets, and research
- Re-enter area only when directed by authorities

BE PREPARED

EMERGENCY

9-1-1

REMAIN CALM



POWER OUTAGE

EVALUATE

- Secure all experiments, unplug electrical equipment, and shut off research gases
- Fully close fume hoods
- If people are trapped in an elevator, do not pry open elevator doors
- Isolate hazardous areas to prevent harm and/or evacuate building as appropriate
- Re-enter area only when directed by authorities



HAZARDOUS MATERIALS RELEASE

EVACUATE

- Alert people in immediate area of spill to evacuate
- Avoid breathing vapors from spill
- Unless properly trained, do not attempt to clean up spill
- If personally contaminated, seek eye wash and/or emergency shower
- Do not operate any electrical devices, phones (including cellular), appliances, light switches, or equipment with open flames, within spill area
- Re-enter area only when directed by authorities



TORNADO

SEEK SHELTER

- Close all doors, including main corridors
- Move to lowest interior space of building (hallway, basement, restroom) away from windows and glass
- Crouch near floor or under heavy, well supported objects and cover back of your head
- If outdoors and there is no time to move into an interior space, lie flat in nearest depression (ditch, ravine) and cover back of your head
- Tune to local radio or TV
- Register for severe weather alerts at go.osu.edu/weatheralert



DISTRESSED INDIVIDUAL

- Be aware of the location of the nearest telephone (within the building or a cellular phone)
- If you are concerned for your safety, or that of others, call 9-1-1 immediately
- If the individual is causing a disruption to the classroom or the office environment yet does not pose a threat:
 - Discuss the situation with the person to address inappropriate behavior
 - Ask the individual to leave the room

Students: Counseling & Consultation 292-5766
Faculty/Staff: Human Resources 292-2800