EMERGENCY PROCEDURES

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

- To register for The Ohio State University Buckeye Alert, visit buckeyeaalert.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

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

FOR EMERGENCY STATUS AND ADDITIONAL INFORMATION: emergency.osu.edu