



Owens Online Safety Initiative

- Announcements
- Safety Guidelines
- CFPA
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Tools

- Communication
- Course Tools
- Course Map
- Refresh
- Quick View

OWENS ONLINE SAFETY INITIATIVE > ANNOUNCEMENTS

VIEW TODAY

VIEW LAST 7 DAYS

VIEW LAST 30 DAYS

July 10, 2007 - July 17, 2007



Wed, Jun 07, 2006 -- Owens Community College Online Safety Welcome

Welcome to the Owens Community College online Safety Initiative.

The Occupational Health and Safety Administration and the Ohio Public Employee Risk Reduction Program, known as "PERRP", requires Owens Community College to provide a safe work environment, free from all hazards which could result in workplace injury or illness. OSHA and PEERP require the college to follow all standards developed by OSHA. The purpose of this Blackboard Initiative is to provide safety information as well as required training to all employees. You will receive additional information concerning the Safety Initiative over the next few months.



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SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

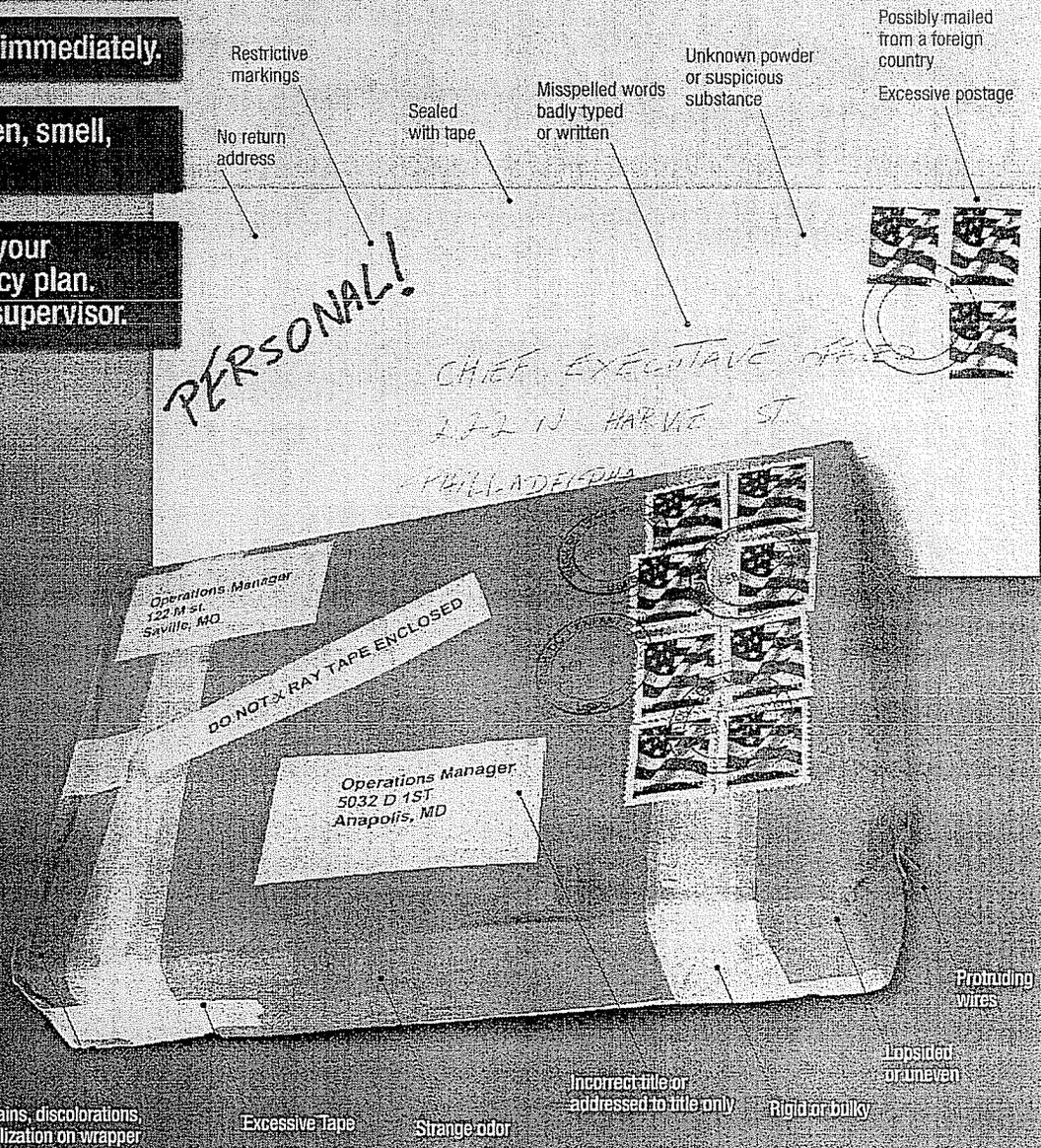
If you receive a suspicious letter or package:

▪ Stop. Don't handle.

▪ Isolate it immediately.

▪ Don't open, smell, or taste.

▪ Activate your emergency plan.
Notify a supervisor.

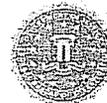


If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

▪ Isolate area immediately ▪ **Call 911** ▪ Wash your hands with soap and water



UNITED STATES POSTAL SERVICE



Emergency Action Plans



Emergency Action Plan
[Emergency Action Plan.pdf](#) (74.354 Kb)



Evacuation Procedure Guideline - Instructors
[Evacuation procedure - instructors 2007.pdf](#) (29.296 Kb)



Evacuation Procedure Guideline Designated Employees
[Evacuation procedure - designated employees 2007.pdf](#) (29.245 Kb)



Emergency Action Guideline - Hostile Individual on Grounds
[Emergency Procedure Hostile Individual on Grounds.pdf](#) (33.687 Kb)



Emergency Action Guideline - Hostile Individual in building
[Emergency Procedure Hostile Individual in a Building.pdf](#) (36.308 Kb)



Emergency Action Guideline - Tornado
[Evacuation procedure - Tornado 2007.pdf](#) (27.091 Kb)

OK



OWENS COMMUNITY COLLEGE
SAFETY & SECURITY DEPARTMENT

SUBJECT: Emergency Action Plan

Effective Date: May 2007

Section #: 3 SOP# 3.1 OSHA 1910.38(a)

Revised:

NEW

Next Date of Review:

May 2008

1910.38 (a) Emergency Action Plan

Purpose

The purpose of this Emergency Action Plan is to provide immediate coordinated evacuation procedures for any disaster, actual or potential, that occurs on the campus. These procedures have been developed to provide both a uniform basis for achieving a systematic and orderly evacuation, and a plan for instruction and practice in the use of means of egress, alarm system, fire prevention and/or extinguishing methods and equipment.

When emergencies do occur, the ability to respond quickly with a coordinated effort by trained people, operating as a team is vital to any emergency procedure. Prompt action will reduce, if not eliminate, the probability of personal injury and will minimize damage and disruption to our operations.

Elements

Emergencies that may be expected to occur at this location:

1. Fire
2. Tornadoes/Severe Weather
3. Bomb Threats
4. Chemical Spills
5. Workplace Violence

Emergency Announcement and Evacuation Procedures

An emergency evacuation announcement will be made by voice, and in cases of sprinkler system water-flow or activation of smoke and heat detectors, by audible fire alarm bell or gong.

When the fire alarm rings or an emergency fire announcement is made, all employees, faculty, and students will turn off equipment at their work-site. They shall leave in a prompt and calm manner through the nearest exit. Upon exiting the building, employees, faculty, and students should proceed to a designated assembly area.

Evacuation Designees

The following employees, and employees assuming their responsibilities in their absence, will serve as evacuation wardens:

- Security Officers
- Facilities and Grounds Employees
- Instructors shall take responsibility for students in the surrounding areas
- Named designated employees per each location (Deans, Chairs, Lab Technicians, etc)

Evacuation Designees have the following responsibilities:

- Be completely familiar with the building/area layout and the location of exits. Know which exits are considered primary and/or secondary and the proper ones to utilize, based upon the emergency condition.
- Perform daily, an examination and determine that no exit doors are obstructed or inoperable.
- Take necessary action to prevent panic.
- Assure that all students and visitors in his/her respective area and all employees under his/her supervision evacuate to the assembly area. A search must be conducted by evacuation designees of all lavatories, offices, and other auxiliary spaces, etc., in his/her respective area to assure that all persons are evacuated.
- Inform new employees placed under his/her supervision of evacuation procedures.

No employee is to remain in the building after an emergency evacuation has been announced.

Emergency Evacuation Responsibilities

Safety & Security/ Building and Grounds: Make sure all doors are closed. Supervise evacuation, as necessary. Assign one employee to direct the fire department to the exact fire location.

Faculty: Evacuate all students from classrooms and/or work-sites.

Evacuation Designees: Assist in evacuation of employees, students and visitors in his/her respective areas.

Employees: Listen to evacuation designees and leave through nearest accessible exit. Report to the assembly area.

Upon receiving the report of a fire, call the Perrysburg Township Fire Department at "911" with the following information: Owens Community College, building name, type and location of fire, severity of fire and injuries. Secure office and cash to the best of your ability. Call the Safety and Security Department at ext. 7411 with the location of the fire. If a fire pull station is activated, the exact location of the pull station is received and recorded on the Simplex Fire Alarm Panel located in the Safety and Security Office.

Rescue and Medical First Aid Procedures

Rescue operations will not be attempted by employees. All rescue operations will be made, as necessary, by the fire department or police department. Students or employees needing first aid care after evacuating the building should be directed to the fire department, rescue squad or Owens Community College Emergency Medical Technician that have responded to the building.

Actions When Fire, Smoke or Other Emergency Is Detected That May Cause Evacuation

- Any person detecting fire or smoke should immediately notify the Fire Department and/or the Safety and Security Department. The employee calling the Fire Department should be prepared to provide the fire injuries.
- Activate the fire alarm system at a pull station.

Training

All new employees shall be advised of Evacuation Procedures during orientation. The Evacuation Plan will be reviewed with all employees when the plan is initially put into place.

A Safety Training Verification Form will be signed and dated by all employees after reading the Emergency Action Plan. This form should then be placed in the employee's personnel file.

Fire Prevention Program

- A daily check of each exit by the Department Representative will be made to determine that emergency doors (egress) are not improperly locked in any manner. No obstructions will be permitted in corridors or in front of the egresses. Necessary exit signs and lights shall be lighted and in good condition. Security Officers regularly check these items as part of everyday patrol operations.
- Only trained Safety and Security Officers and Building and Grounds Employees are authorized to attempt to extinguish any fire on campus. These designated employees will receive annual fire extinguisher training. All **Employees** will be informed as to the location and operation of fire extinguishers. All employees are invited to any fire training programs offered by the Security and Safety Department.
 - This training may include providing educational materials in or outside a classroom setting i.e., employee notice campaigns using instruction sheets, flyers or other similar types of informal programs, or on-site training which exposes employees to the actual "feeling" of fire-fighting with portable fire extinguishers on actual small controlled fires or simulated fires. Employees are trained with the knowledge and skill necessary to safely and effectively utilize portable fire extinguishers.
 - Any person(s) providing on-site training will be knowledgeable of the following:
 - a. The various classifications and ratings of fire extinguishers.
 - b. The types and sizes of fires and the various types and sizes of extinguishers that can safely extinguish such fires.
 - c. The appropriate techniques for putting out a fire using a fire extinguisher.
 - d. The proper techniques for controlling fires.
 - e. The chemistry of fire; i.e., the fire triangle.
- The Safety and Security Department will be responsible for making periodic checks (monthly) of all fire extinguishers to insure accessibility, proper condition and pressurization. Such checks will be recorded on the back of the fire extinguisher and in a log. Problem extinguishers identified during routine patrols shall be taken out of service by a member of the Safety and Security Department. A loaner extinguisher will be placed in service in replacement of a defective extinguisher. Annual testing of fire extinguishers is conducted by qualified fire extinguisher company.
- Safety and Security officers will perform a daily check to see that all areas are clear of all unnecessary trash and equipment is properly stored.
- Periodic checks and annual testing should be made of those lighting fixtures designated as "Emergency Lights" and "Exit Lights" to determine if they are in proper operating condition.



**OWENS COMMUNITY COLLEGE
SAFETY & SECURITY DEPARTMENT**

EMERGENCY TELEPHONE NUMBERS

CAMPUS EMERGENCY PHONE NUMBERS

Safety and Security	Toledo Campus Emergency	7411 from any campus phone
Safety and Security	Toledo Campus – Non Emergency	(567) 661- 7575
Safety and Security	Findlay Campus -Emergency	3411 from any campus phone
Safety and Security	Findlay Campus – Non-Emergency	(566) 429- 3586

EMERGENCY

	AGENCY NAME	NUMBER
Police (Main Campus)	Perrysburg Township Police	911 or (419) 874- 3551
Police (CDP)	Lake Township Police Dept.	911 or (419) 666- 5500
Police (WCS)	Northwood Police Dept.	911 or (419) 691-5053
Police (All Locations)	Ohio State Highway Patrol	(419)666-1323
Police	Wood County Sheriff Office	(419) 243-3441
Police Findlay Campus	Findlay City Police Department	911 or (419) 424-7150
Police Findlay Campus	Hancock County Sheriff Office	911 or (419) 424-7097
Fire (Main Campus)	Perrysburg Township Fire Dept.	911 or (419) 874-3551
Fire (CDP)	Lake Township Fire Department	911 or (419) 666-1311
Fire (WCS)	Northwood Fire Department	911 or (419) 691-5053
Fire (Findlay Campus)	Findlay City Fire Department	911 or (419) 424-7163 or 7150
Ambulance	MedCorp	(419) 893-7000
Ambulance	LifeStar	(419) 245-6220
Hospital - Emergency	St. Luke's Hospital Emergency	(419) 893-5920
	St. Charles Hospital Emergency	(419) 696-7500

Utility - Services

Electric Company	Toledo Edison (First Energy)	(419) 447-3333
Gas Company	Columbia Gas	(800) 344-4077
Water and Sewer	Northwest Ohio Sewer District	(419) 242-5040
Phone Company	Buckeye Cablesystem	(419)724-9898
Cable	Buckeye Cablesystem	(419)724-9898

Sprinkler Issues	Buildings and Grounds	(567)661-7577
Fire Extinguisher	Fire X Associates	(419) 241-3430
Fire Alarm Company (LE – FS building only)	Simplex	(419) 861-0662

Poison Control Center		(800) 222-1222

EMERGENCY ACTION PLANSAFETY and SECURITY DEPARTMENTBUILDING AND GROUNDS DEPARTMENT

IN AN EMERGENCY, THE SAFETY AND SECURITY DEPARTMENT, ASSISTED BY THE BUILDING AND GROUNDS DEPARTMENT ARE THE ESSENTIAL PERSONNEL RESPONSIBLE FOR THE IMPLIMENTATION OF THE EMERGENCY ACTION PLAN.

THE CHIEF, DEPUTY CHIEF, OR SHIFT SERGEANT ON DUTY AT THE TIME OF THE EMERGENCY IS IN CHARGE OF THE EMERGENCY ACTION PLAN. IN THEIR ABSENCE, THE ASSIGNED LEAD OFFICER IS IN CHARGE UNTIL SUCH TIME HE/SHE IS RECEIVED BY A MEMBER OF THE SECURITY COMMAND STAFF OR THE HIGHEST RANKING OFFICER FROM THE POLICE OR FIRE AGENCY RESPONDING TO THE INCIDENT.

THE INCIDENT COMMAND SYSTEM SHALL BE IMPLIMENTED FOR ALL EMERGENCIES.

IN CASE OF AN EMERGENCY, THE OFFICER IN CHARGE IN CHARGE WILL:

1. ENSURE THAT THE FIRE DEPARTMENT OR POLICE ARE NOTIFIED. (IF APPLICABLE)
2. ENSURE THAT THE APPROPRIATE RADIO MESSAGE HAS BEEN BROADCAST.
3. IN A FIRE OR HAZARDOUS MATERIAL INCIDENT, ASSIGN SOMEONE TO STAND BY TO DIRECT THE FIRE DEPARTMENT TO THE APPROPRIATE AREA.
4. EVACUATE THE BUILDING. REFER TO THE EMERGENCY ACTION PLAN FOR DETAILS.

ALL MEMBERS OF THE SAFETY AND SECURITY AND BUILDING AND GROUNDS DEPARTMENTS SHALL:BE TRAINED IN THE:

- USE AND OPERATION OF FIRE EXTINGUISHERS
- KNOW LOCATION OF ALL EMERGENCY EXITS
- KNOW ALLL ELEMENTS OF THE EMERGENCY ACTION PLAN.

IN ADDITION ALL CAMPUS EMPLOYEES WILL BE TRAINED IN THE EMERGENCY ACTION PLAN INCLUDING:

- EVACUATION OF A BUILDING
- CALLING THE POLICE OR FIRE DEPARTMENT (911 SYSTEM)



EMERGENCY ACTION PLAN

1. EMERGENCY ESCAPE PROCEDURE:

- A. When advised by the fire alarm system (or other method) to evacuate the building, all employees, visitors, and students are to evacuate the building by exiting at the nearest door or exit.
- B. No persons are to remain in the building.

2. PROCEDURE TO ACCOUNT FOR ASSOCIATES:

- A. All employees will go directly to a designated area and report to his/her evacuation designee. The evacuation designee will be responsible for the accounting of all employees. If this location is found to be unsafe, an alternate location will be given at the time of the evacuation.
- B. Any medical treatment needed will be given at the designated meeting area, alternate location or the nearest medical facility.
- C. In no event are the employees to leave the designated meeting area without prior approval from the person in charge.
- D. All employees will be instructed by Safety and Security when they are to return to the evacuated building.

IN THE EVENT OF AN EMERGENCY EVACUATION, YOUR DESIGNATED AREA IS:

(Insert location here)

It is the policy of Owens Community College that Designated Evacuation Wardens are the only employees who should ever attempt to fight a fire. Therefore, only Management, Department Heads and assigned Evacuation Wardens will be trained in the usage of portable fire extinguishers.

If an Employee discovers a fire:

- Sound the alarm.
- Notify 911 and the Safety & Security Department.
- Evacuate the building following the Emergency Action Plan.

REMEMBER:

THE PROTECTION OF PEOPLE COMES FIRST AND THEN THE PROTECTION OF PROPERTY.

SUBJECT: Emergency Procedure Guideline

Effective Date:

May 2007

Section #: 3 SOP# 3.1 (1910.38) Appendix 4

Revised:

NEW

Next Date of Review:

May 2008

Hostile Individuals on the Campus Grounds of Owens State Community College

When a hostile individual is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the grounds of Owens State Community College, we recommend the following procedures be implemented.

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Keep vehicles, bushes, trees and anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will you be found here? Is it really a good spot to remain hidden?
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes. Obey all commands.
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This training guide cannot cover every possible situation that might occur, but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

SUBJECT: Emergency Procedure Guideline
Section #: 3 SOP# 3.1 (1910.38) Appendix 4

Effective Date: May 2007
Revised: NEW
Next Date of Review: May 2008

Hostile Individuals on the Campus Grounds of Owens State Community College

When a hostile individual is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the grounds of Owens State Community College, we recommend the following procedures be implemented.

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Keep vehicles, bushes, trees and anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will you be found here? Is it really a good spot to remain hidden?
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