Emergency Preparedness for OSU Extension Offices

Kent McGuire – CFAES Safety & Health Coordinator
Objectives

• Discuss the importance of having an Emergency Preparedness Plans for county offices.

• Examine the elements needed to make an effective Emergency Action Plan specific for a county office.

• Emphasize annually reviewing the plans with current employees and ensure new employees are aware of the procedures.

• Apply emergency planning to unique locations used during programing.
Why Plan?

• So building occupants can react appropriately to a given emergency situation.
• Reduce the risk of injuries/fatalities.
• Potentially minimize property damage.
• Maintain integrity of the office and ability to function as an office.
• Compliance requirement for state and federal law.
Emergency Action Plan vs. Business Continuity Plan

- **Emergency Action Plan**: Organize and facilitate employer and employee actions during workplace emergencies to result in an organized evacuation or emergency response to minimize severe employee injuries *during* emergencies. *(CFAES Safety Unit)*

- **Business Continuity Plan**: Consist of the critical pre-planned information an organization needs to continue operating after an unplanned emergency event. The plan ensures that personnel, assets, and the organization are prepared and able to function quickly *after* the disaster event. *(OSU Business Continuity Office)*
What does the Emergency Action Plan Cover?

- Emergency resources and contacts
- Emergency Coordinator / Area Coordinators
- Emergency Procedures
- Specific Evacuation Information
- Training and Review
- Expectations for personnel
Preparing your Emergency Action Plan

- Designate an emergency coordinator for the county office.
- Create emergency contact lists.
- Consider potential emergencies.
- Provide plan and training to employees.
- Annual review to keep plan current.

OSU Faculty and Staff Responsibilities

- Become familiar with emergency procedures and protocols.
- Participate in training and drills.
- Assist visitors when an emergency occurs.
During an Evacuation Emergency

• Close windows, if able
• While moving to the nearest exit close all doors behind you.
• Quickly sweep assigned area for anyone that may need assistance.
• Encourage anyone you come into to contact with to evacuate.
• Make mental note of anyone who failed to leave and their location.

• Do not use elevators
• Meet at the pre-determined assembly point.
Returning from an Evacuation

• Evacuees may return to the facility once Public Safety personnel have issued an "all clear."
• The silencing of the fire alarm is not considered an All Clear Signal.

During a “Shelter in Place” Emergency

• Stay in your building until an “all clear” is issued from Public Safety personnel.
• Close all windows and doors.
• Turn heating / cooling / ventilation units off, if needed.
• Notify others of the situation.
### Key Contact List

**Emergency Action Plan: Key Contact List (XXXX County)(Area #)**

<table>
<thead>
<tr>
<th>NAME</th>
<th>Work</th>
<th>Cell</th>
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<tbody>
<tr>
<td><strong>CFAES / OSUE Administrative</strong></td>
<td></td>
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<tr>
<td>Graham Cochran</td>
<td>614-688-4278</td>
<td></td>
<td><a href="mailto:cochrane.99@osu.edu">cochrane.99@osu.edu</a></td>
</tr>
<tr>
<td>Associate Dean for Operations</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Seth Walker</td>
<td>330-263-3665</td>
<td>330-988-4125</td>
<td><a href="mailto:walker.439@osu.edu">walker.439@osu.edu</a></td>
</tr>
<tr>
<td>CFAES Director-Safety &amp; Compliance</td>
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<td></td>
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</tr>
<tr>
<td>Kent McGuire</td>
<td>614-292-0588</td>
<td>740-341-7589</td>
<td><a href="mailto:mcguire.225@osu.edu">mcguire.225@osu.edu</a></td>
</tr>
<tr>
<td>CFAES Safety &amp; Health Coordinator</td>
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<tr>
<td>Jackie Kirby Wilkins</td>
<td>330-263-3831</td>
<td></td>
<td><a href="mailto:wilkins.201@osu.edu">wilkins.201@osu.edu</a></td>
</tr>
<tr>
<td>Interim OSUE Director/ OSUE Director Operations</td>
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<td></td>
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<tr>
<td>Bryan Dodrill</td>
<td>330-263-3929</td>
<td></td>
<td><a href="mailto:dodrill.24@osu.edu">dodrill.24@osu.edu</a></td>
</tr>
<tr>
<td>Senior HR OSUE</td>
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<td></td>
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<tr>
<td>Jessie Buxton</td>
<td>330-202-3558</td>
<td></td>
<td><a href="mailto:buxton.26@osu.edu">buxton.26@osu.edu</a></td>
</tr>
<tr>
<td>Fiscal Officer</td>
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<tr>
<td>Cheryl Buck</td>
<td>614-292-4880</td>
<td></td>
<td><a href="mailto:buck.19@osu.edu">buck.19@osu.edu</a></td>
</tr>
<tr>
<td>Extension Communications Manager</td>
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**Area Leader**

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<th>Name</th>
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<td>Area Leader: Area#</td>
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**County Office Staff**

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Additional Contacts / Information

• Building type
  • County Courthouse
  • County Building
  • Leased space
  • Other________________

• Additional occupants

• Individuals that may need assistance

• Emergency phone numbers (9-1-1)

• Utility company contacts
  • Electric
  • Water
  • Gas
  • Phone
What emergencies does the EAP cover?

- Fire
- Severe Weather
- Bomb Threat
- Earthquake
- Chemical Spills
- Utility Outages
- Medical Emergencies
- Armed Intruder/workplace violence
Medical Emergencies

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
  - [ ] Paramedics
  - [ ] Ambulance
  - [ ] Fire Department
  - [ ] Other

Provide the following information:
  a. Nature of medical emergency,
  b. Location of the emergency (address, building, room number),
  c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance until the arrival of professional medical help:

CPR / First Aid Trained Individuals in the building

Name: __________________________ Phone: __________________________
Location: __________________________

Name: __________________________ Phone: __________________________
Location: __________________________

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich Maneuver in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment.
FIRE EMERGENCY

When fire is discovered:
- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 9-1-1.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

  □ Voice Communication
  □ Phone / Text Alert
  □ Radio
  □ Other (specify)__________________________

Fight the fire ONLY if:
- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:
- Leave the building using the designated escape routes.
- Assemble in the designated area: (specify location)
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.
**Fire**

*Designated Official, Emergency Coordinator or supervisors must:*  
- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.  
- Coordinate an orderly evacuation of personnel.  
- Perform an accurate head count of personnel at the designated assembly area.  
- Provide the Fire Department personnel with the necessary information about missing personnel.  
- Provide the Fire Department personnel with the necessary information about the facility.  
- Perform assessment and coordinate office emergency closing procedures.

*Area/Floor Monitors (if applicable) must:*  
- Ensure that all employees have evacuated the area/floor.  
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistant to Physically Challenged should:*  
- Assist all physically challenged employees in emergency evacuation.
Severe Weather & Natural Disaster

Tornado:
- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Designated tornado shelter location: ________________
- Use arms to protect head and neck.
- Remain sheltered until it has been communicated the tornado threat is over.
Severe Weather & Natural Disaster

**Earthquake:**
- If you are not near a strong desk or table, drop to the floor and cover your head and neck with your arms.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

**Flood:**
*If indoors:*
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

*If outdoors:*
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.
Severe Weather & Natural Disaster

**Snow Storm / Blizzard:**

*If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, warm clothing, if available.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.
Electrical Failure / Extended Power Loss

In the event of electrical failure precautionary measures should be taken:

- If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
- Provide assistance to others in your immediate area who are unfamiliar with the building.

In the event of extended power loss to a facility certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss:
  - Potable water lines
  - Toilets
  - Other:
- Add propylene-glycol to drains to prevent traps from freezing
- Other equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.
Active Aggressor / Active Shooter/ Workplace Violence

Occupants may become aware of a violent act by the sounds of an explosion, gunfire, scuffling or by observation of events that could only be intentional acts of violence. **Life-threatening acts should be reported immediately by calling Law Enforcement at 9-1-1**

Different types of workplace violence / terrorism require different actions:

- **Explosion** – If an explosion occurs in the building, occupants should evacuate using the same evacuation plan and procedures as they would for a fire.
- **Physical Threat** – If someone’s actions pose a physical threat to you, get away from the perpetrator, evacuate the area and call 9-1-1 from a safe location.
- **Toxic or Irritant Gas** – Immediately evacuate the building using the same evacuation plan and procedures for fire. Acquire medical attention if necessary.
- **Hostage Situation** – If possible, immediately vacate the area, take no chances to endanger the life of the hostage. Contact Law Enforcement at 9-1-1 immediately.
- **Biological / Chemical Threats (Suspicious packages, letters or substances)** – Biological or chemical threats targeting individuals or offices can be controlled by screening incoming materials and by contacting Law Enforcement at 9-1-1 if anything is out of place, cannot be accounted for or is suspected of being a suspicious package or explosive device.
- **Gunshots/Active Shooter/Armed Aggressor** – If safe contact Law Enforcement at 9-1-1 immediately. These situations require immediate law enforcement resources to stop the shooting/aggression and mitigate harm to victims. The following are suggestions that may be followed, depending on the situation, in the event of an active shooter / armed aggressor:
Violent Acts (Armed Intruder/Active Shooter/Workplace Violence)

Run
Have an escape route and plan in mind.
Leave your belongings behind
Keep your hands visible.

Hide
Your second option should be to hide.
Lock and barricade doors and shut off lights.
Do not huddle together as it makes one easy target.

Fight
Fighting is a last resort to be used only when your life is in imminent danger.
Attempt to incapacitate the active shooter.
Find an object to use as a weapon such as chair.

https://dps.osu.edu/active-shooter
Bomb Threats

A person may become aware of a bomb threat by a telephone call, E-Mail, letter, etc. This person should gather as much information as possible once they become aware. Once all the possible information has been gathered, notify Law Enforcement by dialing 9-1-1 immediately and notify a supervisor and / or Emergency Coordinator as quickly as possible.

If an evacuation is warranted, use the same evacuation plan as fire. Do not touch any suspicious or unfamiliar objects. Note the location and description of any suspicious, unusual or out of place objects and report such observation to the emergency responders.

If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

Suspicious package

If you find/receive a suspicious package:

1. Relax and Remain Calm
2. Do not open the letter or package.
3. Contact Law Enforcement (9-1-1).
4. Remove yourself and others from the immediate area but remain at the site until Public Safety personnel arrive with instructions.
   a. Public Safety responders can evaluate the risk to those in the building at the time of potential exposure, as well as any impact on the remainder of the building.
Other Considerations:

Chemical Spill (Outdoors / Neighboring Facility)

- If an incident occurs that could impact building occupants, emergency responders will select one of the two strategies to protect building occupants.
## What is in your EAP?

### APPENDIX A: QUICK REFERENCE GUIDE

<table>
<thead>
<tr>
<th>EMERGENCY EVENT</th>
<th>WHAT YOU SHOULD DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>When calling 9-1-1 or 614-292-2121 provide the following information: Type of emergency, Location (building and room number), Your name</td>
<td>Call 9-1-1 for all emergencies. If elevators are inoperable, people in wheelchairs should be moved to a closed stairwell and await assistance. Alert 9-1-1 of the person(s) location and that they need assistance. Emergency Coordinator: Pam Kurfiss</td>
</tr>
<tr>
<td>Fire</td>
<td>Immediately stop what you are doing and exit area. (do not use elevators) Pull closest fire alarm pull station. (If the alarm is not already activated) Report to the evacuation assembly point: North Parking area. Remain at the assembly point until given the all clear to re-enter the building.</td>
</tr>
<tr>
<td>Tornado</td>
<td>Upon notification of a tornado warning from the National Weather Service please report to your building's designated tornado shelter: Interior Restrooms.</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>Call Emergency Medical Services at 9-1-1. 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. Monitor the injured person until EMS arrive.</td>
</tr>
<tr>
<td>Hazardous Materials Incident Occurring Outside</td>
<td>Upon notification of an incident: close all windows and doors. Stay in the building until given the all clear or instructed to do so by Public Safety personnel.</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Contact Local Law Enforcement at 9-1-1. Report anything suspicious to responding Public Safety personnel. If ordered to evacuate the building and you notice anything out of the ordinary inform Public Safety personnel immediately. Be sure to take all-important belongings (purse, wallets, medication, briefcases, etc.) with you when exiting because reentry to the building might not be possible for several hours.</td>
</tr>
<tr>
<td>Active Shooter/Armed Aggressor (Violent Incident)</td>
<td>Run— Remove yourself from the danger zone as quickly as possible if safe to do so. Notify Local Law Enforcement at 9-1-1 and building occupants of the situation if safe to do so. Hide— Secure your room, by locks, furniture, etc. Turn off lights and silence your cell phone. Notify Ohio State Public Safety and building occupants of the situation if safe to do so. Fight— Find items to use to distract the attacker. Prepare to swarm the attacker.</td>
</tr>
</tbody>
</table>
What is in your EAP?

Evacuation Guidelines
- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Notify the Department of Public Safety by calling 9-1-1, from a safe location.
- Follow department specific procedures, if available.
- Assist those unable to evacuate on their own, if safe to do so.
- Report anyone trapped, needing assistance, or staying behind to keep critical processes operational to emergency response personnel.
- Go to the EVACUATION ASSEMBLY POINT — report anyone known missing or trapped inside the building. Share this information with Emergency Responders.

Safety Guidelines
- Be familiar with your building’s exits, fire alarm, and fire extinguisher locations.
- Only use fire extinguishers if you know to and if it is safe to do so.
- Keep fire doors closed to prevent the spread of smoke and fire.
- Be familiar with department specific emergency procedures and know your role, if available.
- In case of tornado warning, proceed to the lowest level possible and keep away from outside doors and windows.
Review

• Important to have an Emergency Action Plan for your county office in the event of an emergency.
• Review and update plans to ensure they are current.
• Annually review the plans with current employees and ensure new employees are aware of the procedures.
• Consider emergency planning to unique locations used during programing.

Action Items:

• Locate the Emergency Action Plan for your office / building.
• Review and update plans with county office staff to ensure they are current.
CFAES Employee Safety

- [http://cfaessafety.osu.edu](http://cfaessafety.osu.edu)

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Building Emergency Action Plans (BEAP)

OSU Environmental Health and Safety in collaboration with University Public Safety developed this Building Emergency Action Plan (BEAP) to assist with emergency responses. This plan is designed to address emergency concerns and to use as a resource to provide important information and assist in the safe evacuation of campus facilities. This plan is managed and coordinated through the Office of Public Safety, Emergency Management and Fire Prevention with the assistance of Environmental Health and Safety.

**To view the BEAP for your building go to:** OSU Public Safety: Building Emergency Action Plans (on-line)

Building Coordinators for each CFAES building are responsible for maintaining a current BEAP. Assistance with reviewing and updating the CFAES Building Emergency Action Plans will be provided by contacting the CFAES Safety and Health Coordinator. The BEAP Template is intended for use by departments that occupy university facilities and should be completed as a building plan including all departments and areas of the building in the planning and implementation process. The BEAP Template was created to include information for all departments to use during emergencies; however, some departments may choose to remove certain sections or add information based on their individual departmental needs.
CFAES Safety Unit:

CFAES Wooster Campus, Research Stations and OSU Extension

Seth Walker
CFAES Director of Safety and Compliance
Wooster, OH 44691
Phone: 330-263-3665
e-mail: walker.439@osu.edu

CFAES-Columbus Campus, OSU Research Farms, and OSU Extension

Kent McGuire
CFAES Safety & Health Coordinator
262B Agricultural Engineering Building
590 Woody Hayes Drive
Columbus, OH 43210-1064
Phone: 614-292-0588
e-mail: mcguire.225@osu.edu