EMERGENCY NUMBERS
Police / Fire / Medical  911

UNIVERSITY RESOURCES
Erie County Sheriff’s Office  419-625-7951
BGSU Firelands Operations  419-372-0685
BGSU Dept. Public Safety  419-372-2346
Academic Personnel  419-372-0623
Human Resources  419-372-0623

Counseling Center  419-372-0614
Firelands Regional Medical  419-557-5177

MEDIA RESOURCES
Information Hotline:  (419) 37ALERT (2-5378)
BGSU Firelands Web Site:  www.firelands.bgsu.edu
Elevator Emergency

Elevators are equipped with many safety features that are designed to engage should any malfunction or emergency condition occur.

General Elevator Safety

Never use an elevator in the event of a fire. You might become trapped in the event of power failure or be overcome by smoke that can fill the elevator shaft.

For a malfunctioning elevator, call Budget & Operations (419-372-0638) to dispatch a qualified repair technician.

If the elevator stalls and you become trapped:

Never attempt to exit the elevator without assistance from building maintenance staff or outside emergency assistance (police, fire/rescue).

• Remain calm.
• Press the emergency call button or use the emergency communication system.
• Wait for and follow instructions from the rescuer(s).
• Never attempt to pry open the elevator doors.

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Introduction

Bowling Green State University (BGSU) must be prepared to act when an unexpected emergency occurs. BGSU has a strong on-going commitment to providing a safe, healthy, and secure environment for every student, faculty, and staff member. Each of us is a member of our University community and we need to work together to ensure a safe campus community.

The departments of Environmental Health and Safety, University Police, Risk Management, Erie County Sheriff’s office, and BGSU Firelands the Office of Budget & Operations prepared this Emergency Response Handbook as a guide to summarize emergency procedures. Your first lines of defense in any emergency situation are:

- Exercising common sense
- Being aware of your surroundings, and
- Understanding what to do during an emergency.

Official BGSU Communications

During a campus emergency, BGSU will distribute information to the campus community utilizing the following:

- BGSU Firelands web site (www.firelands.bgsu.edu)
- AlertBG Text Message System (subscribers only)
- Local TV broadcasts
- Local radio broadcasts
- Recorded Message at 419-433-5560 or 419-37-ALERT
- Erie County Sheriff’s Deputies
- Plant Operations & Maint. Staff

Utility Outages and Emergencies

Electrical Power Outage

To report the outage, call Budget & Operations Office at 419-372-0638. Plant Operations and Maintenance will track other areas that are also experiencing loss of power.

- Employees are asked to try to continue working.
- Unplug or turn off any electrical appliances, such as a computer, to prevent a power drain when the electricity is restored.
- If a complete and extended outage, information will be distributed via official means as to the status of campus operations.

If the situation becomes an extended power outage, the BGSU Firelands Dean or designee will determine whether or not the campus and/or offices will close.

Water Outage

If a complete and extended outage, information will be distributed via official means as to the status of campus operations.

If a boil alert is issued, bottled drinking water will be made available at various locations on campus.
**Emergency Warning Systems**

**Audible Outdoor Siren System**

BGSU Firelands, and Erie County utilize an emergency warning system to provide residents with immediate notification of impending emergencies or disasters, primarily tornadoes.

**Weather Alerts**

If a tornado is sighted in the County, the County will activate the audible outdoor siren system. When the siren is activated, everyone should go directly to the nearest tornado shelter area and seek shelter. Directions to tornado shelter areas are posted in each classroom of every University building. In addition, signage is posted outside of each shelter location.

Individuals in the tornado shelter area having access to news media information can receive up-to-date information regarding the expiration time of the tornado warning. Persons with access to the internet can check the NOAA web site (radar.weather.gov) and click on the Cleveland radar location for details concerning current weather conditions.

*The audible outdoor siren system is tested on the first day of every month at 12:00 p.m.*

**Additional Notification Systems**

During normal business hours, notification of an emergency will also be sent through e-mail and/or the University’s main Web page, provided that computer network systems are operating. Subscribers to AlertBG will receive a text message notification.

**Accident / Injury / Medical Emergency**


**Automated External Defibrillators (AED) Locations**

- **West Building:** Southeast corner of first floor hall.
- **North Building:** Outside Gymnasium entrance.
- **Foundation Hall:** First floor lobby near spiral staircase.
- **Cedar Point Center:** First floor at northwest corner of Atrium.
EMERGENCY MANAGEMENT ADMINISTRATION

The BGSU Firelands Emergency Management Plan outlines policies regarding the management of emergency and disaster situations. It assigns tasks and responsibilities to University officials specifying their roles in such events.

Administrative procedures outlined in the Plan function through two emergency planning groups established by the University Administration. The BGSU Firelands Policy Groups are comprised of the Dean, the Associate Deans, and the Office of Budget and Operations.

UNIVERSITY EMERGENCY LEVELS

Based upon the degree of severity, Bowling Green State University defines three levels of emergencies that could impact the University. The emergency levels described below also include guidelines for activation of the University’s Emergency Operations Center (EOC).

Level One Emergency

A Level One emergency is a short-term internal incident that can, in most cases, be resolved by the responding operational unit (i.e., Police, Facilities) using internal departmental standard operating procedures (SOPs). The emergency is not likely to adversely affect life, health, property, or the functional capacity of the campus. The Policy Group is usually not involved and notification is limited to those directly involved in the crisis. However, the BGSU Firelands Director of Marketing and Communications will be notified about the emergency as soon as reasonable. Activation of the Campus EOC is not necessary. Examples of a Level One emergency include: an academic laboratory chemical spill, a computer-related hoax or virus, a localized water-pipe break, an electrical failure that affects a classroom building, or a short-term power outage.

Level Two Emergency

A Level Two emergency may adversely affect some campus operations and/or threaten life, health, or property within a small or isolated area. It is usually a minor event that has a predictable duration and little impact on the campus community beyond those using the building/ space in which it

HOSTILE INTRUDER

- Remain calm.
- Do not engage the intruder.

IF SAFELY POSSIBLE, try to escape the area quickly and quietly.

If attempting to escape, do not carry phones or other objects. These could be mistaken for weapons. As you move through open areas, keep your HANDS ELEVATED with OPEN PALMS visible, especially if encountering responding law enforcement officers. Follow all the instructions officers may give you.

If you CANNOT SAFELY EXIT the building:

- Seek shelter in a room where the doors can be locked or barricaded securely.
- Close and lock windows, lower blinds, turn off lights and remain out of sight.
- Once secured inside, take cover behind concrete walls, heavy desks or filing cabinets. Stay away from windows and doors.
- Remain quiet and turn off cell phone ringers.
- ONLY ONE PERSON from the room should call 911 and tell them where you are, where the intruder is and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on in the room.
- Do not respond to any unfamiliar voice commands until you can be sure that they are coming from the police.
- Do not open the door until you can be positive that it is the police or a recognized campus official coming to help you.
Violence is any unwelcome physical or psychological form of harassment, threats, or attacks that cause fear, mental or physical harm, or unreasonable stress and anxiety in the workplace.

Bowling Green State University will not tolerate workplace violence by any employee, student, guest, or visitor.

Often there are warning signs of violence. A threat is the clearest warning sign of violence. This includes direct threats, (“I’ll get even with him!”), as well as conditional threats, (“If I’m fired, someone will pay!”). Other warning signs may accompany a threat.

BGSU Firelands employees who are confronted by individuals exhibiting potentially violent characteristics should document this information and report any signs of potential violence by an individual to their supervisor, department head, Erie County Sheriff’s Office, or discuss their concerns with any of the resources listed below.

- Erie County Sheriff’s Office  419-625-7951
- BGSU Firelands Operations  419-372-0685
- BGSU Dept. Public Safety  419-372-2346
- Academic Personnel  419-372-0623
- Human Resources  419-372-0623
- Counseling Center  419-372-0614
- Firelands Regional Medical  419-557-5177

In the case of actual or imminent violent behavior, immediately call 911!
**Closing of BGSU Firelands**

The safety of BGSU students, faculty, and staff is a prime concern, and everyone should consider their travel situation and exercise their best judgment in deciding when to report to or depart from the campus during severe weather conditions.

**Severe Weather Conditions and Alerts**

**Severe Weather Conditions**

It is reasonable to expect that severe travel conditions may cause an employee to arrive at work late, be absent, or leave work early. In such situations, supervisors and employees should adhere to the following:

- Classified hourly employees should notify their supervisors if they are unable to report to work or feel it necessary to leave early. They may request the use of available vacation, compensatory time, or unpaid leave. Where feasible, supervisors may permit lost time to be made up through a schedule revision within the same week.

- Administrative staff and faculty are also expected to perform their duties. If they are not able to do so, they must either request approved leave or work with their direct supervisors or Chair/Director to complete assignments through some alternative arrangement.

Upon notification of BGSU Firelands closure from the BGSU Firelands Dean or designee, the Director of Budget & Operations notifies the following area television and radio stations.

<table>
<thead>
<tr>
<th>Television</th>
<th>Channel</th>
<th>FM Radio</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOIO (CBS)</td>
<td>19</td>
<td>WOHF</td>
<td>92.1</td>
</tr>
<tr>
<td>WTVG (ABC)</td>
<td>13</td>
<td>WLKR</td>
<td>95.3</td>
</tr>
<tr>
<td>WKYC (NBC)</td>
<td>3</td>
<td>WKF M</td>
<td>96.1</td>
</tr>
<tr>
<td>WJW (FOX)</td>
<td>8</td>
<td>WFRO</td>
<td>99.1</td>
</tr>
<tr>
<td>WUAB</td>
<td>43</td>
<td>WMJK</td>
<td>100.9</td>
</tr>
<tr>
<td>WEWS (ABC)</td>
<td>5</td>
<td>WCPZ</td>
<td>102.7</td>
</tr>
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</table>

**AM Radio**

<table>
<thead>
<tr>
<th>AM Radio</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
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<td>WFRO/WOHF</td>
<td>900</td>
</tr>
<tr>
<td>WEOL</td>
<td>930</td>
</tr>
<tr>
<td>WLEC</td>
<td>1450</td>
</tr>
<tr>
<td>WLKR</td>
<td>1510</td>
</tr>
</tbody>
</table>

**Suspicious Activity**

What is a suspicious activity? Trust your instincts. They will probably tell you that something just does not look or feel right.

*Do not ignore suspicious behavior: Inform University Officials of your concerns by calling their non-emergency number 419-372-0638, or the Erie County Sheriff’s Office at 419-625-7951.*

- Always be alert and aware of your surroundings. Know who works in your hallway and/or building.
- Take precautions when traveling, even on campus or while walking to your car.
- If you have to go somewhere after dark, walk in groups.
- Be aware of the location of all emergency exits and emergency phones if outside on campus.

**Suspicious Object or Package**

- Do not touch or disturb the object or package.
- Leave the object and vacate the room. If others are in the affected room or area, inform them of the situation and ask them to vacate the space as well.
- Wash hands if you have handled the object or package.
- CALL 911 and follow Dispatcher’s instructions.
- Wait for emergency officials.
**Tornado and Severe Weather Alerts**

Tornado Watch – weather conditions are right for a tornado to develop.  
Tornado Warning – a tornado has been sighted.  
If the warning siren is activated or the weather is threatening:

- Go to the building’s tornado shelter area. Designated tornado shelter areas for each building can be found on the tornado posters located next to exits and exit ways.
- Go to the basement or an inside room or hallway at the lowest level of the building.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, and large hallways.
- Get under a piece of sturdy furniture, such as a heavy table or desk, if possible.
- Use your arms to protect your head and neck.
- If outside, get into a ditch or depressed area. Do not use a vehicle as a safe area or to outrun the tornado.

**After a Tornado:**

- Stay out of damaged buildings until authorities determine it is safe.  
- Assume all wires on the ground are charged so do not touch.  
- If you hear or smell leaking gas, do not strike a match or lighter or turn on a light switch; any size flame or spark could cause an explosion. Exit the area and call 911 to report the leaking gas.

**Lightning:**

Statistics show that lightning is more dangerous than a tornado.  
If you can see it (lightning), flee it (take shelter). If you can hear it (thunder), clear it (suspend activities). During a Lightning Storm:

- Do not use telephones or electrical appliances.  
- Stay away from doors and windows.  
- Do not bathe or shower when severe weather threatens.  
- Avoid bodies of water, trees, tents, ball field dugouts, light poles, metal fences, etc.  
- Get off riding lawn mowers or golf carts and seek appropriate shelter.

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**Bomb Threat**

**What to do when receiving a bomb threat:**

- Remain calm. Most bomb threats are false. Asking specific questions of the caller, such as the location and type of bomb, as well as time of detonation are of utmost importance:  
- When will the bomb explode?  
- Where is the bomb now?  
- What does the bomb look like?  
- Why did you place the bomb?

**Gather Descriptive Information:**

- Perception of the gender and age of the caller  
- Speech patterns or irregularities  
- Background noises  
- Time of call

**CALL 911!**

Police will assess the need to evacuate.
**Fire Emergency**

*How to respond during a building fire:*

Treat all alarms as real emergencies and leave the building immediately.

- Test any door before opening it. Touch the doorknob and the space between the door and its frame with the back of your hand. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly; if heavy smoke is present, close the door and stay inside.
- Never use an elevator! Always use an exit stairway! Elevator shafts may fill with smoke or power may fail, leaving you trapped. Stairway fire doors keep out fire and smoke and will protect you until you get outside.
- Walk to the nearest exit. Sound the nearest fire alarm along your way out. Fire alarm pull stations are located near exits.
- Knock on doors or shout as you leave to warn other occupants. Close as many doors as possible along your route of evacuation. This is the best defense to help confine fire and smoke.
- Attempt to rescue others only if you can do so safely. If the nearest exit is blocked by smoke or heat, go to another exit.
- Call 911 after evacuating. Distance yourself from the building to allow the fire department to gain access.
- If caught in smoke and unable to evacuate the building normally, remain calm, get on the floor and crawl toward the nearest exit. If possible, follow the wall to help guide you toward the exit.

*If you are physically disabled:*

Know if your building has areas of rescue assistance (usually located near stairwells). If you are unable to evacuate the building, move to the most appropriate rescue assistance area, if possible. The fire department will assist in moving you to a lower level or outside the building.

Never re-enter a burning building! No one is permitted to return to the building unless authorized by fire officials.

*If you get trapped in a burning building:*

Keep the doors closed. Seal cracks and vents with a towel, sheet, coat, sweater, etc. If you are trapped in a room and there is no smoke outside the building, open the window.

Signal for help. Hang an object (coat or sweater) out the window to attract rescuers’ attention. If there is a phone in the room, call 911 and report that you are trapped. Describe your location to the 911 dispatcher and wait until help arrives.

*If you are in a building explosion:*

- Try to get out of the building as quickly and calmly as possible. Call 911 and wait for emergency personnel to arrive.
- If there is the threat of being struck by falling objects, get under a sturdy table or desk.
- If there is a fire, follow the fire safety recommendations.
- When evacuating, cover your mouth with a handkerchief or clothing.
- If trapped, tap on a pipe or wall so that rescuers can hear where you are. Use your cell phone, if possible.
- Untrained persons should not attempt to rescue people inside a collapsed building.

**Hazardous Material Spill**

*In the event of a hazardous material spill:*

- Call 911 immediately!
- If a hazardous material comes in contact with the skin, immediately flush the affected area with water. Utilize building eyewash stations or safety showers, if available.
- If there is any possible danger to room or building occupants, close the door to the affected room and evacuate.
- Do not assume that gases or vapors are harmless because of lack of smell; odorless gases or vapors may be harmful.

University Officials, Erie County Sheriff’s Office or the Huron City Fire Department will determine the degree of health hazard and issue public instructions if evacuation or sheltering-in-place is necessary.