

The University of Akron

# The University of Akron Youth Protection Program Emergency Action Plan (YPPEAP)

A component of the University of Akron Comprehensive Emergency Management Plan

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## Campus Emergency Contact List

Dialing **911** from a Microsoft Teams phone, courtesy phone, emergency phone or cellphone will immediately connect you to the City of Akron’s Safety Communication Center (SCC).

The SCC will dispatch a University Police Officer(s) to the emergency call along with the requested City of Akron Emergency Services (Fire/EMS).

University of Akron Police Dept (UAPD).....	911
Fire.....	911
EMS/Medical.....	911
Hazardous Materials.....	911

### **Important Campus Phone Numbers**

If calling from Microsoft Teams phone or non-campus phone such as a cell phone, you must dial (330) 972-XXXX to reach the department you are calling.

UAPD (non-emergency) .....	2911
Health and Safety (EOHS).....	6866
Department of Physical Facilities.....	7415
PFOC Energy Center.....	7249
Telephone Repair.....	8053

## The University of Akron Agencies

### The University of Akron Police Department

The University of Akron Police Department provides 24-hour-a-day protection to the campus including its owned and operated buildings, parking lots and decks, residence halls, and on-campus fraternity and sorority houses. UAPD Station 1 is located in the Department of Physical Facilities Operations Center (PFOC) building at the corner of Forge and Hill St. UAPD Station 2 is located at the intersection of College Street & Hill Street.

Website: <http://www.uakron.edu/police>

### EOHS Department

The Department of Environmental and Occupational Health and Safety (EOHS) is available to coordinate compliance with all federal, state, and local environmental and occupational health and safety laws. EOHS will assist administrators in providing a safe and healthy learning and working environment on campus by reducing accidents, injuries, death, or serious harm to students and employees through hazard identification, hazard reduction, and training. EOHS is also responsible for protecting the environment through proper handling, enforcement, use, and disposal of hazardous and toxic materials. EOHS can be reached during normal business hours, **8:00 a.m. to 5:00 p.m., Monday through Friday by dialing 330-972-6866**. During the summer semester, EOHS is open until **4:30 p.m.** After normal business hours and on weekends, EOHS is on call and will need to be requested for emergencies by dialing **330-972-2911**.

Website: <http://www.eohs.uakron.edu>

### The Physical Facilities Operations Center

The Physical Facilities Operations Center (PFOC) maintains a dispatch center open from **7 a.m. to 3:30 p.m., Monday through Friday. After 3:30 p.m.**, calls are transferred to the energy center. The Department of Physical Facilities provides the physical environment, utilities, and support services necessary to promote the educational and research activities at The University of Akron. The PFOC strives to be a customer service-oriented department, helping to create a "New Landscape for Learning."

Website: <http://www.uakron.edu/pfoc>

## Youth Program Personnel Contact List

<b>Name of Youth Program:</b>	
<b>Date of Program:</b>	
<b>Hosting Campus Department:</b>	
<b>Campus Locations:</b>	

<b>Program Director</b>	
<b>Primary</b>	
Name:	Email:
Title:	Cell Phone:
Office:	Campus Phone:
<b>Alternate</b>	
Name:	Email:
Title:	Cell Phone:
Office:	Campus Phone:

<b>Program Personnel</b>	
Name:	Email:
Title:	Cell Phone:
Office:	Campus Phone:
Name:	Email:
Title:	Cell Phone:
Office:	Campus Phone:
Name:	Email:
Title:	Cell Phone:
Office:	Campus Phone:
Name:	Email:
Title:	Cell Phone:
Office:	Campus Phone:

## **Basic Plan**

The University of Akron's (UA) Office of Emergency Management (OEM) has prepared this document in a collaborative effort with the Compliance and Risk Management Office. This plan was created to help to ensure the safety and wellbeing of all Youth Protection Program participants and staff.

### **Purpose**

The purpose of this plan is to provide Youth Protection Program Personnel with protective actions and emergency response guidelines to utilize during an emergency or disaster while a Youth Program is being held at The University of Akron Main Campus. If you are holding a Youth Program at Bath Nature Preserve, Medina University Center, or Wayne College, please contact the University's Emergency Management Coordinator for assistance in creating an emergency action plan for your specific location. This plan addresses significant emergency incidents including Natural, Technological, and Personal Safety crises, which could severely disrupt normal day-to-day operations of Youth Programs.

### **Scope**

This plan is designed to cover emergencies ranging from an isolated, single-person medical emergency to a multi-victim mass casualty incident.

Incorporated within this plan are the Basic Plan, Protective Actions, Emergency Response Guidelines, and Attachments.

The Basic Plan section includes the purpose, scope, requirements for a successful CEAP, UA policy page, situation, and assumptions, emergency notification systems, direction and control/line of succession, plan maintenance, training, exercises, and plan validation.

The Protective Actions section provides guidelines for responding to emergencies, including procedures for fire alarm evacuations, general building evacuations, sheltering in place, reverse evacuations, and lockdowns during violent incidents.

The Emergency Response Guidelines section outlines responsibilities and procedures for the staff dealing with Natural, Technological, and Personal Safety crises.

In order for the YPPEAP to be effective, it is imperative that all Program Participants follow the instructions of the Program Personnel and Building Emergency Response Team members in a prompt and orderly manner. In addition to understanding how the YPPEAP works, each Program Personnel must actively participate and receive adequate performance-based training required for implementation of this plan.

## **UA CEMP and OSHA Compliance**

### **Coordination with the UA Comprehensive Emergency Management Plan**

This plan coincides with UA's Comprehensive Emergency Management Plan (CEMP) to ensure optimum safety of the building occupants and efficient response in any emergency incident. It reflects The University of Akron's emergency response procedures and satisfies an element of the emergency action plan required by the Occupational Safety and Health Administration (O.S.H.A.) 29 CFR 1910.38.

### **29 CFR 1910.38**

**1910.38(a) Application.** An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.

**1910.38(b) Written and oral emergency action plans.** An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

**1910.38(c) Minimum elements of an emergency action plan.** An emergency action plan must include at a minimum:

**1910.38(c)(1)** Procedures for reporting a fire or other emergency.

**1910.38(c)(2)** Procedures for emergency evacuation, including type of evacuation and exit route assignments.

**1910.38(c)(3)** Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.

**1910.38(c)(4)** Procedures to account for all employees after evacuation.

**1910.38(c)(5)** Procedures to be followed by employees performing rescue or medical duties.

**1910.38(c)(6)** The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

**1910.38(d) Employee alarm system.** An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

**1910.38(e) Training.** An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

**1910.38(f) Review of emergency action plan.** An employer must review the emergency action plan with each employee covered by the plan:

**1910.38(f)(1)** When the plan is developed, or the employee is assigned initially to a job.

**1910.38(f)(2)** When the employee's responsibilities under the plan change; and

**1910.38(f)(3)** When the plan is changed.

**Ohio Administrative Code**

Rule 5101:2-18-10 Emergency, disaster, and health related plans for an approved child day camp Effective April 27, 2023.

### **University Closing Policy**

The President or designee will determine when conditions—such as severe weather or a state of emergency—necessitate closing or cancelling classes at the entire University or any of its specific campuses. The President or designee will promptly notify other designated University officials and members of the Department of Institutional Marketing, who will contact area media. University colleges/departments are encouraged to establish a method for communicating the closing decision to departmental personnel. Closing information will be announced as clearly and simply as possible to avoid confusion. Cancellation of classes and closure announcements will be made as early as possible in the day and will clearly state the affected campus(es). Call 972-SNOW or 972-6238 (TDD/Voice) for updated information.

### **Class Cancellation Definition**

All day and evening University classes are canceled. Non-teaching employees (administrative and staff) are to report to work. University Libraries, Student Union, and special scheduled activities such as fine arts performances and sports events are open and available unless otherwise stated. Youth Programs may continue to operate but should strongly consider cancelling.

### **University Closed Definition**

All campus facilities (except those needed for special operations) are closed. Only those designated as emergency personnel are to report to work at their regularly scheduled times and only those personnel will receive overtime pay or compensatory time. All non-residential Youth Programs should be cancelled or postponed.

### **Emergency Closure Definition**

The University area must be evacuated. Due to a critical or disastrous situation, the campus area and all buildings are off limits to everyone except designated emergency personnel. Emergency personnel must report and sign in at the dispatch office (Physical Facilities Operations Center) unless otherwise stated. No other personnel will be permitted to remain on campus.

### **Designated Emergency Personnel Definition**

Designated emergency personnel are only those employees necessary to protect resident students and employees and to maintain operations at the Physical Facilities Operations Center. Designated employees include appointed maintenance, custodial, grounds, and HVAC personnel; telephone services personnel; animal laboratory and greenhouse technicians; police and safety officers; and residence halls office, food services, and health services personnel.

## **Emergency Incidents**

The plan considers the following incidents in the development of a Comprehensive Emergency Action Plan:

### **Natural Hazards**

1. Air Quality Index Thresholds
2. Earthquake
3. Emerging Disease Outbreak
4. Heat Index Thresholds
5. Heat Related Illness
6. Severe Thunderstorms/Lightning
7. Tornado
8. Winter Storm

### **Technological Hazards**

1. Bomb Threat
2. Building Flooding
3. Fire
4. Hazardous Materials Incident
5. Power Outage
6. Utility Disruption (water, HVAC)

### **Personal Safety**

1. Active Shooter/Active Aggressor
2. Civil Disturbance
3. Medical Emergencies
4. Missing or Abducted Child
5. Person(s) Trapped in an Elevator
6. Removal of Person from Building
7. Robbery /Theft
8. Suspicious/Mentally Ill Person
9. Suicide/Attempt

## **Campus Emergency Notification Systems**

### **UA Emergency Outdoor Warning System**

The University owns and operates an emergency outdoor warning system which will be used to alert members of the campus community who may be outdoors at the time of an emergency or impending disaster on or near the campus (i.e., issuance of a tornado warning). The system was not designed to alert people located within UA buildings. This means BERT members will still need to monitor NOAA All-Hazards local media and internet outlets when severe weather is predicted.

The locations for the directional outdoor warning sirens are:

- ASB Roof
- Buchtel Field Tennis Complex
- East Campus Parking Deck (Lot 1)
- Area between Ritchie Hall and Bierce Library

The warning system will be tested monthly, on the third Wednesday of every month, and will sound at both 10:00 AM and 6:00 PM. The University has chosen to include an evening testing to ensure that those students, faculty, and staff who are only on campus during evening hours are familiar with the emergency outdoor warning system in the event it should ever have to be activated after 5 p.m.

### **Z-Alert Text Messaging System (Optional)**

The University operates a text messaging system that is able to send text messages to cell phones with information about emergencies and closures of campus. This free service (standard text messaging rates apply) can be accessed at the Zipline homepage under Z-Alert text messaging. As part of the Z-Alert text messaging system, recipients can also receive email alerts containing the same information as the text message.

### **The University of Akron's Official Social Media Channels**

During emergencies, the University's Official Social Media Channels (specifically Instagram, Facebook and X) will provide information regarding emergencies, closure of buildings, or cancellation of classes.

### **The University of Akron Website**

During emergencies, information may be provided on the University's homepage. The homepage may provide information regarding the emergency, closure of buildings, or cancellation of classes.

### **Email Digest/Zipline/Safety Alert**

The University operates two regularly used email lists and a third one for use during emergencies. The E-mail Digest is a compilation of announcements sent Tuesday and Thursday to faculty, staff, and contract professionals. The University of Akron's Zipmail is a compilation of University announcements for University students, sent each Friday unless circumstances require otherwise.

The University of Akron will issue a Safety Alert when the University receives a report of a crime against a person or a substantial crime against property that represents a serious or ongoing threat to the safety of students, faculty and staff. UA will make every effort to disseminate the Safety Alert as soon as facts of the situation are verified and the determination is made that the threat is serious or ongoing.

#### **NOAA All-Hazards Weather Radios**

NOAA All-Hazards Weather Radios are provided by EOHS to all occupied buildings on campus. During severe weather or other hazardous situations, these radios will be activated and will provide information regarding watches, warnings and advisories for Summit County. Additional information for watches and warnings will include start and expiration times. These radios should be monitored when severe weather is expected to affect Summit County or the surrounding areas.

#### **WZIP**

The official radio station of The University of Akron, **WZIP FM 88.1**, will provide emergency information to The University and Akron community as it becomes available.

#### **ZIP-TV**

The University operates a campus cable TV network. This network is available through any television connected within a university owned and operated building. Information concerning emergencies can be posted on ZTV, Channel 45, as needed.

## **Direction and Control / Line of Succession**

Direction and Control is designed to assist Program Personnel in the division of duties to ensure no overlapping occurs during emergencies.

**Program Director:** The person that is responsible for the operation of the Youth Program and who oversees Program Personnel.

- Shall get Program Participants and staff accountability status from Program Personnel once it is available.
- When on site, shall report program accountability status to the BERL or responding UA Safety Forces. This may include persons trapped in the building as well as medical emergencies and Program Participants with special needs that need assistance.
- When necessary, shall notify the direct supervisor or department head who is sponsoring the Youth Program about the emergency and the need to relocate.
- Shall make sure Program Participants' parents or legal guardian is contacted when there is a need to shut down or postpone program because of an emergency or disaster.
- It is the responsibility of the Program Director to make sure Program Personnel are familiar with protective actions and emergency response guidelines listed in this plan.

**Program Personnel:** University employees (including faculty, staff, student employees, graduate assistants, and other full-time, part-time, or temporary employees), students, and/or volunteers working directly with Youth Programs.

- If necessary, perform a quick search of your area or floor to ensure all Program Participants are accounted for.
- Immediately begin using the correct protective action or emergency guideline for the emergency or disaster that is occurring.
- Shall give Program Participants accountability status to the building's Evacuation Rally Point Coordinator and their Program Director if on site.
- If the Program Director is not present during the emergency or unable to assume control, a senior Program Personnel should assume the role and duties of the Program Director.

**Program Participants:** A youth participating in a Youth Program.

- Follow the direction of the Program Personnel to which protective action or emergency guideline they should use during an emergency or disaster.

**Building Emergency Response Team: (BERT)** – Consist of faculty and staff that have volunteered to fill the following positions: Floor / Department Liaison, Evacuation Rally Point Coordinator and Building Emergency Response Leader (BERL) during an emergency.

**Building Emergency Response Leader (BERL):**

- Immediately stop what you are doing and report to your designated **evacuation rally point (ERP)** or in-house shelter location.
- Shall assume control of emergencies or disasters when on site, or as deemed necessary by UAPD and EOHS
- Will be the building's main point of contact with UAPD during an emergency or disaster.
- Should contact direct supervisor and let them know about the emergency if there is a need to relocate or someone got injured.
- It is the responsibility of the BERL to make sure faculty, and staff are familiar with the building emergency action guidelines.

**Evacuation Rally Point Coordinators (ERPC):**

- Immediately stop what you are doing and report to your designated ERP or in-house shelter location.
- Make sure people are exiting the building and assembling at the ERP or in-house shelter location.
- Will work with Department/ Floor Liaisons (DFL) to ensure accountability status and report any pertinent incident information to include persons trapped in the building as well as medical emergencies and people with special needs to BERL or UAPD.
- ERPC 1 shall take on the role and duties of the BERL if Primary and Alternate BERL are not present or not able to assume control.

### **Department/ Floor Liaison (DFL):**

- Perform a quick search of your area/floor to ensure everyone has evacuated from it and is relocating to the designated location.
- Shall give accountability status and report any pertinent incident information to the ERPC.
- If the ERPC is not present or unable to assume control of his/her responsibilities, a Department / Floor Liaison should assume their role and duties.

### **Plan Maintenance**

The maintenance section of this plan is used for updating and revising the plan. Maintaining the plan is important to ensure that the plan is up to date with all the current personnel and safety changes.

#### **Procedures for maintaining the plan:**

- The Emergency Management Coordinator and the Compliance and Risk Management Office will review the plan annually.
- The plan will also be reviewed and updated whenever there has been a major change in personnel.
- The plan may also need to be reviewed after an incident that involves the plan being implemented. Only the sections of the plan that were enacted need to be reviewed and updated.
- Any and all revisions and/or additions to the plan will be documented in the attachment B plan revision section.

### **Training**

Proper training of all personnel involved with this plan is essential for the effective implementation of the plan. Training will include, but will not be limited to, emergency response training seminars, and hands on fire extinguisher training if required. Youth Program Personnel should read all sections of this plan to familiarize themselves with the listed protective actions and emergency guidelines. The Department of EOHS can assist with conducting training for the personnel. Please contact the University's Emergency Management Coordinator to schedule training

### **Training Responsibilities:**

- A training seminar should be provided to Youth Program Personnel by the EOHS staff following the completion and approval of the Building Emergency Action Plan and Guidelines.
- Program Director is responsible for making sure Youth Program Personnel are familiar with protective actions and emergency response guidelines listed in this plan.
- Training sessions will remain current with all response activities, actions and the emergency plan will be modified when needed.
- Training protocols may be modified whenever it is deemed necessary by any or all departments involved with the implementation of this plan.

### **Plan Validation**

Plan validation includes the activities that will ensure implementation of the plan has occurred and Youth Program Personnel are aware of the components of the plan and are able to activate it when necessary.

- Emergency response training seminar should be given to Youth Program Personnel by the University's Emergency Management Coordinator following the completion and approval of the YPPEAP.
- Following all exercises and/or real-time incidents, an after-action report should be completed to assess the effectiveness and weakness of the plan and should be turned in to the UA EOHS Office. During this time, personnel may propose revisions to the plan.

## **Protective Actions**

### **Fire Evacuation**

A fire evacuation is used when smoke or fire is present and the building's fire alarm system is activated. This type of evacuation may occur after the fire alarm system is automatically activated by a smoke, heat detector, or by activation of a sprinkler system. Building fire alarm activation may also occur when a manual pull station is activated by a person upon discovery of a fire. When the fire alarm system is activated, all building occupants must stop what they are doing and immediately evacuate the building.

#### **Person Who Discovers Fire:**

- Upon discovery of smoke or fire, activate the nearest fire alarm pull station.
- Without jeopardizing personal safety, and you have been properly trained on the use of portable fire extinguishers, you may try to extinguish the fire by using only one extinguisher.
- Immediately evacuate and proceed to designated Evacuation Rally Point.

#### **Program Personnel:**

- Once the alarm sounds quickly do a walk-through of your assigned floor or area if you know program participant(s) are missing.
- Direct Program Participants to evacuate and follow you to the building's designated Evacuation Rally Point.
- The last person out of the room should close the door.
- Report accountability status and any critical information such as location of smoke or fire, anyone trapped or injured to the Evacuation Rally Point Coordinator or BERL.
- Ensure order and safety of Program Participants is maintained at Evacuation Rally Point.
- Ensure Program Participants do not reenter the building until released by UA Safety Forces (UAPD, EOHS).
- If there is a need to relocate, contact Program Director if they are not on site.

#### **Program Director:**

- If present in the building, immediately evacuate the building with Program Participants and proceed to the building's designated Evacuation Rally Point.
- Obtain accountability status and critical incident information from Program Personnel.
- Report accountability status and critical incident information to Evacuation Rally Point Coordinator or BERL.
- Notify UAPD by **dialing 911** and your supervisor of type and location of fire once outside building if BERL is not present.
- Notify direct supervisor or department head who is sponsoring the Youth Program about the emergency and the need to relocate.

## **General Building Evacuation**

A general building evacuation will be used when fire alarm system activation is discouraged or not needed, but evacuation of the building is required for safety purposes. A general building evacuation may be used for a bomb threat, suspicious package, hazardous materials incident, natural gas leak, utility disruption, power outage, building damage from severe weather, post-lockdown, or for any other reason requiring evacuation of the building.

### **Program Personnel:**

- Notify Program Participants of the General Building Evacuation order (if UAPD and EOHS have not made notification).
- Quickly do a walk-through of your assigned floor or area if you know that any Program Participants are missing.
- Make note of anything out of the ordinary while evacuating (suspicious objects, odors, people).
- Proceed to designated Evacuation Rally Point.
- If the Program Director is not present, Program Personnel should escort Program Participants to closest Evacuation Rally Point (or as directed by UAPD and EOHS).
- Report accountability status and any information of suspicious objects, odors, or persons to Evacuation Rally Point Coordinator, BERL or Program Director if on site.
- Ensure order and safety of Program Participants is maintained at Evacuation Rally Point.
- Ensure Program Participants do not reenter the building until released by UAPD and EOHS.

### **Program Director:**

- If present, notify Program Participants and Personnel of the General Building Evacuation order (if UAPD and EOHS have not made notification).
- Immediately evacuate the building with Program Participants and proceed to the building's designated Evacuation Rally Point.
- Obtain accountability status and reports of suspicious objects, odors, or persons from Program Personnel.
- Report accountability status, suspicious objects, odors or persons, persons still in the building, and injuries to Evacuation Rally Point Coordinator or BERL.
- Notify direct supervisor or Department head who is sponsoring the Youth Program about the emergency and the need to relocate.

## **On Campus Evacuation Relocation**

Evacuation relocation may be needed when further response to, recovery from, or investigation of an incident involving the building is necessary. Evacuation relocation will require building occupants and Program Participants to relocate due to the need to remain outside of the building for an extended period. The Program Participants will be relocated to the temporary shelter (**Student Union and Bierce Library**). This may also require cancellation or postponement of classes, events, and programs to be held in the building.

### **Primary BERL:**

- Notify Program Personnel and/or Program Director, if on site, of the need for a campus evacuation relocation and the location of temporary shelter.
- Notify immediate supervisor of the need to relocate to the temporary shelter.
- Appoint Alternate BERL or Program Director to establish leadership at temporary shelter.
- Ensure contact information is exchanged between on-site BERL and secondary BERL or Program Director.
- Be readily available to speak with UAPD and EOHS.
- If extended relocation is necessary, determine the need for and ability to retrieve personal belongings from the building.
- Contact the Office of Academic Affairs or the Vice President's Office your department reports to if there is a need for classes, events, or programs to be cancelled.

### **Alternate BERL / Program Director:**

- Notify the building supervisor (Bierce Library or Student Union) of the need to utilize their building as a temporary shelter.
- Proceed to temporary shelter.
- Notify the BERL that a temporary shelter has been established.
- Provide information to Program Personnel as needed.
- Ensure order is maintained at the temporary shelter rally point.
- Notify direct supervisor or department head who is sponsoring the Youth Program about the emergency and the need to relocate.

### **Program Personnel:**

- Provide directions and instructions to Program Participants at the Evacuation Rally Point regarding the need to relocate.
- While escorting the Program Participants, provide assistance as you deem reasonable.
- Provide necessary information (accountability status) to Alternate BERL/Program Director.
- Stay at temporary shelter with Program Participants until the "all clear" has been given or you have been told to evacuate campus.

## **Reverse Evacuation**

Reverse Evacuation is rapid reentry into the closest building near your location. This protective action should be used when conditions are safer inside a building than outside.

### **Reverse Evacuation Procedures**

#### **1. Notification**

The campus outdoor warning system will be used to communicate with activities outside of hearing range of interior building communication systems. See Campus Emergency Notification Systems (pgs.11-12) for specific information.

#### **2. Direction**

Upon receiving notification to reverse evacuate, Program Personnel or Program Director should direct Program Participants to immediately enter the closest building (or wherever the notification has specified). Depending on the emergency (thunderstorm), regular activities may continue within the building. Additional protective measures (lockdown during an active shooter incident) should be issued, as necessary.

#### **3. All Clear**

Wait for the “all clear” to be issued, indicating hazard has passed and normal activities can resume outside. The Campus’s “all clear” will be issued through the building’s fire alarm mass notification system if one is available.

### **Program Personnel:**

- Notify Program Participants of the need to rapidly enter into the closest building.
- Quickly do a walk-through of the outdoor area if you know any Program Participants are missing.
- Escort the Program Participants to the nearest building providing assistance as you deem reasonable.
- Implement additional protective actions, if needed.
- Wait for “all clear” to be given before allowing Program Participants and personnel to exit the building.

### **Program Director:**

- If present, notify Program Participants and Personnel of the Reverse Evacuation order.
- Immediately begin escorting Program Participants into the nearest building.
- Obtain accountability status from Program Personnel.
- Notify direct supervisor or department head who is sponsoring the Youth Program about the emergency and the need to relocate.
- Implement additional protective actions, if needed.
- Wait for “all clear” to be given before allowing Program Participants and personnel to exit the building.

## **Shelter-In-Place**

Sheltering-In-Place will be ordered when the act of leaving the building poses a higher risk to the health and safety of the building occupants. A Shelter-In-Place may be ordered in response to hazardous materials incidents, transportation accidents or severe weather events. A Shelter-In-Place may require the building occupants to move to a lower or higher level if available, or to stay in their current location.

### **BERL:**

- Implement building Shelter-In-Place guidelines once notified.
- Advise the BERT/Program Personnel to direct building occupants to designated in-house shelter location.
- Provide instructions to Program Director concerning closure of exterior openings (doors, windows) as instructed by UAPD.
- Relay vital information to UAPD as received it from building occupants.

### **Program Personnel:**

- Escort Program Participants as quickly as possible to the designated in-house shelter location.
- Relay information concerning Shelter-In-Place order to Program Participants.
- Report vital information to BERL or Program Director.
- Close exterior doors and windows if they are open.
- Assist with ensuring order is maintained at designated in-house shelter location.
- Stay at an in-house shelter location with Program Participants until the “all clear” has been given or you have been told to evacuate from the building.

### **Program Director:**

- If present, relay information to Program Personnel and Participants concerning the order to Shelter-In-Place.
- Instruct Program Personnel to close exterior openings (doors, windows) if they are open.
- Report to in-house shelter location and make sure it is clear and ready for people to shelter in.
- Notify direct supervisor or department head who is sponsoring the Youth Program about the emergency and the need to Shelter-In-Place.
- Stay at an in-house shelter location with Program Participants and Program Personnel until the “all clear” has been given or you have been told to evacuate from the building.

## **Run Hide Fight**

In the event that an active shooter or active aggressor incident occurs **in the building you are located in**, implement the following protective actions.

**RUN** - If you are able to escape from the building then do so. Encourage others to leave with you, but do not allow them to slow you down. Do not stop until you are in a safe place! Notify UAPD once you are in a safe location.

**HIDE** - If escape is not possible, find a good place to hide, lock and barricade the door. Turn off lights and silence your cell phones. Prepare a defensive plan in case the attacker enters the room.

**FIGHT** - Find items to throw at the attacker's head (books, chairs, computers, book bags, fire extinguisher, etc.). As a last resort, be prepared to ambush the attacker. Unarm the attacker and secure the weapon in a trash can.

**Notification** - Information will be provided to you by text, indoor and outdoor mass notification systems. Use this information to make good decisions.

### **Program Director / Program Personnel:**

- If present, instruct Program Participants to stop what they are doing and implement the Run, Hide, Fight protective actions.
- If able, evacuate the Program Participants from the building and head to a safe location (run with your hands up).
- Once safe, contact UAPD by **dialing 911** and let them know there is an active shooter incident occurring in your building and you were able to evacuate the building with (#) Program Participants.
- If you are not able to evacuate from the building, you need to find a nearby room, lock, and barricade door with large objects.
- Have a plan in case the shooter breaches the door and tries to enter into your room.
- If the shooter enters your room, have Program Participants throw objects at shooter's head and ambush them or evacuate the room.
- Be prepared to provide basic lifesaving first aid if anyone gets shot or injured.
- If the shooter does not enter your room, stay in the room with Program Participants until told to evacuate the building by police.
- Notify direct supervisor or department head who is sponsoring the Youth Program once active shooter or active aggressor incident is over and you have been evacuated from the building.

## **Building Lockdown**

A Building Lockdown will be used when a threat of an active shooter or aggressor is identified on the Akron campus. Building occupants will be asked to remain inside until the situation is under control or resolved. A Building Lockdown does require building occupants to lock and/or barricade their personal spaces (offices, classrooms).

### **BERT (All Positions)**

- Implement Building Lockdown guidelines once an order has been given.
- If safe to do so and you have the hex-key, proceed to exterior doors to secure them. **(This is only needed if your building's exterior doors need to be locked with hex-key).**
- If present, instruct nearby building occupants to remain inside and lock and barricade their room until the lockdown order has been lifted or told to evacuate the building by police.
- Return to personal space, lock, and barricade, and stay in this location until receiving further instructions.
- Notify UAPD by **dialing 911** if the active shooter enters the building you are sheltering in.
- Stay lock downed until the "all clear" has been given or you have been told to evacuate from the building by UAPD.

### **Program Personnel:**

- Immediately stop what you are doing, lock and barricade door with large objects found in room.
- Notify UAPD by **dialing 911** if the active shooter enters the building you are sheltering in.
- Have a plan in case the active shooter breaches exterior doors and tries to enter into the room you are located in.
- Stay in the room with Program Participants until the lockdown order has been lifted or told to evacuate the building by police.

### **Program Director:**

- If present, instruct Program Personnel to lock and barricade the room or rooms they are currently in.
- Stay at lockdown location with Program Participants and Program Personnel until the "all clear" has been given or you have been told to evacuate from the building by UAPD.
- Notify UAPD by **dialing 911** if the active shooter enters the building you are sheltering in.
- Try to gather accountability status of the Program Participants and Program Personnel if they are not located with you.
- Notify the direct supervisor or department head who is sponsoring the Youth Program once the lockdown has been lifted or when you have been evacuated from the building.

## **Drop Cover and Hold On**

Protective actions used by people who are located inside a building during an earthquake. This technique is used to protect people from objects falling on top of them. By hiding under a table or desk, the person provides themselves with a void space in case the building collapses and they become trapped under debris.

### **Earthquake Safety Tips “DROP, COVER, AND HOLD ON”**

- Stay away from any glass doors or windows.
- Move away from any loose objects that could fall down.
- Get under a table, desk, or anything else that will provide a “void space.”
- Make sure you hold on to a leg, so you remain under cover.
- If you are not near a table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- All occupants should remain under desks or tables until the earthquake has subsided.

### **Program Personnel:**

- **DO NOT** attempt to evacuate the building during an earthquake.
- Instruct Program Participants to hide under a table or desk and hold on to a leg until the earthquake has stopped.

### **Program Director:**

If present, instruct Program Participants and Program Personnel to stop what they are doing and implement the Drop, Cover and Hold On protective action.

## **Campus-Wide Evacuation**

Campus-Wide Evacuation is needed when there is a large-scale disaster or emergency such as hazardous materials incident, mass casualty event, train derailment or transportation accident occurring on or near campus.

### **Program Director / Program Personnel:**

- Notify UAPD by **dialing 911** that your Youth Program is on campus and will need to be evacuated.
- Follow instructions for Campus-Wide Evacuation.
- Maintain updated list of Program Participants.
- Have an accountability system that is readily accessible in case the group gets split up.
- Have access to emergency contact information for each Program Participant.
- Provide timely updates to parents and legal guardians about the reunification process (**when and where they can pick up their child**).

## **Reunification of Program Participants with Parents/Guardians**

Family Reunification is the process of reuniting Program Participants with their parents/guardians after a large-scale emergency or disaster. This process includes a formal transfer of custody, involving an identification verification of the parent/guardian prior to the release of a Program Participant.

### **Family Reunification Guidelines:**

#### **Program Director:**

##### **Before an Emergency:**

- Confirm all Program Participants have filled out and turned in their emergency contact/reunification forms.
- Program Participants' records should include custody information for emergency reunification purposes. This should be provided by a parent/guardian with custody rights at the start of each Youth Program.
- It is the responsibility of the Program Director to register their program according to the Youth Protection Program Guidelines.

##### **Requirements for Family Reunification Site:**

##### **Establish three distinct areas that are not within sight of each other:**

**1. Participant Staging:** Place where uninjured Program Participants are held until a parent/guardian picks them up. Counseling services should be available in a separate, restricted area. The structure of the environment should be adjusted to meet the Program Participants' needs.

**2. Identification Verification:** Outside of view of the Participant Staging area and the public view, emergency contact/reunification forms must be available at this location for verification purposes.

**3. Student Pick Up:** Location where student/parent reunification occurs, and participants are released to parent/guardian.

##### **During Emergency:**

- Help UAPD identify injured and/or deceased Program Personnel and Program Participants and where they have been transported.
- Coordinate notifications with UAPD, University Brand Organization (UBO), and medical personnel, including:
  - Notification of parents/guardians of fatalities.
  - Notification of parents/guardians of injured.
  - Notify all parents that if they have not received a personalized message, their child is safe. These messages should not be sent until **ALL** parents of injured/deceased are notified.

- Provide information about reunification process
  - Location
  - Traffic pattern for entrance
  - Required identification documents.
  - What parent should do if sending an alternate person to pick up their child

**Process of Reunification**

1. Get the Program Participants to the site.
2. Separate Program Participants from parent/guardian identification verification area.
3. Have Program Participants records relating to emergency release of students.
4. Verify identification.
5. Send parent/guardian to pick up room (a restricted area away from public eye). Program Participants may only be released to parent/guardian who has custody rights.
6. Call Program Participants to report to pick up room.
7. Program Participants that cannot be picked up will be released to law enforcement.

## **Considerations for Youth with Special Needs and/or Health Conditions**

Program Director or Program Personnel may be aware of Program Participants with disabilities utilizing their facilities and may offer assistance consistent with their training to ensure that the occupants are successfully evacuated or sheltered during an emergency. Appropriate measures and proper procedures should be followed to ensure a safe evacuation or sheltering of those with disabilities.

### **Specific Recommendations for Persons with Disabilities**

#### **Visually Impaired Persons**

- Tell the person the nature of the emergency.
- Act as a “sighted guide” by offering an arm for guidance.
- Tell the person where you are and where obstacles are located.
- Upon reaching a safe location, orient the person to the location and ask if further assistance is needed.

#### **Hearing Impaired Persons**

- Inform person using alternative methods.
- Write a note regarding the emergency situation, the nearest evacuation route and where to meet. (Sample script: “FIRE! Go out the rear door on your right. Now! Meet outside on the front lawn.”).
- Turn the light switch on and off to gain attention. Use gestures or a written note for further information and instructions. **DO NOT USE THIS TECHNIQUE IF A NATURAL GAS SMELL IS PRESENT.**

#### **Individuals in Wheelchairs/On Crutches (Non-ambulatory)**

- While relocating within the building, provide assistance, as you deem reasonable, to other building occupants along your path to the closest Evacuation Rally Point (if access to exit does not require use of elevator).
- If a person is on the upper floor, assist to inner stairwell away from smoke, vapor, or any other hazard. Most non-ambulatory persons will be able to exit safely without much assistance if they are located in an area that has exits that lead directly to the outside.
- If the individual is unable to evacuate, notify the Evacuation Rally Point Leader of their location within the building.

If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their wellbeing. Some individuals have little upper trunk and neck strength.

Frequently, non-ambulatory people have respiratory complications – remove them from smoke and vapor immediately. Some people who use wheelchairs may have electrical respirators; they should be given priority assistance, as their ability to breathe may be seriously in danger.

## Emergency Response Guidelines

Natural hazards are natural events that threaten lives, property, and other assets. Often, natural hazards can be predicted. They tend to occur repeatedly in the same geographical locations because they are related to weather patterns or physical characteristics of an area. Natural hazards such as severe weather, fires, earthquakes, tornadoes, and windstorms have the potential of impacting The University of Akron.

Meteorological hazards may be predicted for a period of days, hours, or minutes for weather conditions including severe thunderstorms, tornadoes, high winds, and winter storms. Being aware of storm warnings and advisories is imperative for preparedness in the event such a condition arises. The National Weather Service is the lead agency in providing storm warnings, watches, advisories, and current weather conditions in areas that may be affected.

When dealing with severe weather, it is important to know the difference between a watch and a warning. The differences are as follows: A **watch** is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so. A **warning** is issued when a hazardous weather event is occurring, is imminent, or has an extremely high probability of occurring. A warning is used for conditions posing a threat to life or property.

Technological Hazards are those that lack a human component. These hazards involve malfunctions in equipment such as domestic water lines, fire suppression systems, and utility failures. These hazards may not be able to be predicted and may cause an interruption in the operations of the University.

Personal Safety Hazards are those in which the human component exists. These situations may pose the greatest danger due to the involvement of weapons or other harmful materials. Caution should be used when facing these hazards and involvement of UAPD is almost always needed.

## Natural Hazards

### Air Quality Index Thresholds

The air quality index (AQI) is a nationally uniform index promulgated by the Environmental Protection Agency (EPA) for reporting and forecasting daily air quality across the country. It is used to report information about the most common ambient air pollutants, including particulate matter (PM<sub>2.5</sub> or PM<sub>10</sub>) and ozone. The AQI uses a normalized scale from 0 to 500 and provides associated health-based descriptors for each category; it is based on a full 24 hours of data. Air quality is an important aspect of a safe outdoor environment. The most significant health risk occurs when levels of particulate matter (PM) rise to a level that can irritate the airways and cause breathing problems, especially during exercise. High pollen counts, smoke, dust, etc. along with temperature extremes and humidity can play a significant role in athletic performance and recovery. Being aware of the outdoor conditions in which Program Participants are participating in is significant and should be monitored by the Program Director and Program Personnel.

**AirNow.Gov** is a multi-agency website operated by the EPA that reports air quality using the AQI and estimates the air quality for each hour within a given region. Although AirNow.Gov does not provide venue specific air quality readings, using AirNow.Gov to obtain AQI and particulate matter information can be helpful in providing estimates for a specific venue and educating the public about current conditions.

**General Air Quality parameters are as follows:**

#### **Program Director / Program Personnel:**

At an Air Quality Index (**AQI**) of over **150**, Program Directors should consider modification of outdoor/athletics activities for all participants, and exertion should be minimized by decreasing the intensity of activity. Sensitive individuals should be moved indoors.

At **AQIs of 201 or above**, serious consideration should be given to postponement, reschedule, or cancelling of the activity or moving it indoors. Prolonged exposure and heavy exertion should be avoided. Avoid all outdoor physical activity for sensitive individuals.

**Protective Action to Be Used:** Reverse Evacuation

## **Earthquake**

Although earthquakes are rare in the state of Ohio, it is still important to be prepared for the possibility. Besides structural damage, an earthquake can cause flooding, fires, and utility disruption. But unlike inclement weather, earthquakes cannot be predicted.

**Protective Actions to Be Used:** Drop, Cover, And Hold On & General Building Evacuation (If needed)

### **Program Director:**

- If present, instruct Program Participants and Program Personnel to stop what they are doing and implement the Drop, Cover and Hold On protective action.
- After the earthquake is over, perform a rapid interior and exterior damage assessment of your building.
- Notify UAPD by **dialing 911** of any injuries or occupants trapped inside the building.
- If necessary, implement General Building Evacuation procedures once the earthquake has stopped.
- Call PFOC Dispatch by **dialing 330-972-7415** and report structural damage that has occurred to the building.
- Notify the direct supervisor or department head who is sponsoring the Youth Program once the earthquake is over and let them know what has occurred.

### **Program Personnel:**

- **DO NOT attempt to evacuate** the building during an earthquake.
- Instruct Program Participants to hide under a table or desk and hold on to a leg until the earthquake has stopped.
- If Program Director is not present notify UAPD by **dialing 911** of any injuries or occupants trapped inside the building.
- Notify the Program Director of any injuries and/or Program Participants trapped inside your area of the building.
- Perform a rapid interior assessment of your area and report structural damage to the Program Director and PFOC.
- If Program Director is not present call PFOC Dispatch by **dialing 330-972-7415** and report structural damage that has occurred to the building.
- If necessary, follow the General Building Evacuation procedures to evacuate the building if ordered to do so by BERL or Program Director.
- Escort Program Participants to the Building Evacuation Rally Point and wait for further instruction from Program Director.

## **Emerging Disease**

The following steps should be taken if there is recognition that multiple people are becoming ill while participating in a Youth Program.

**Protective Action to Be Used:** General Building Evacuation (**only if needed for environmental**)

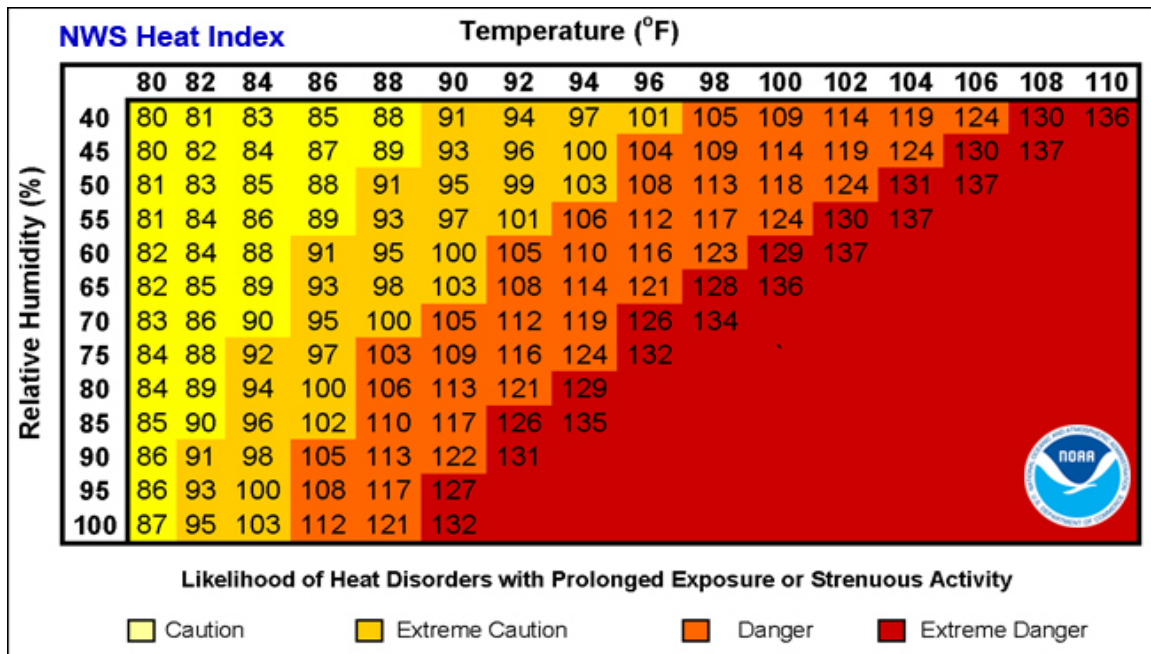
### **Program Director / Program Personnel:**

- Notification
  - Immediately contact UAPD by **dialing 911**.
  - Notify direct supervisor or department head who is sponsoring the Youth Program and let them know about the emerging disease incident.
  - UAPD or EOHS will contact UA Health Services, the Summit County Health Department, and the Akron Fire Dept or Haz-Mat if needed.
  
- Response
  - If there is a possibility of an environmental reason for the illness, evacuate the building using the General Building Evacuation procedures.
  - If there is any possibility that food or beverage is involved, do not throw it away. Package the food in leak-proof containers, keep cold, and save it for testing through the health department.
  
- Document the following:
  - How many people have become ill?
  - Names and contact numbers of people who became ill.
  - What type of symptoms were people experiencing?
  - Keep a list of any information that could help in determining cause; here are some examples:
    - Where within the facility were the people located when they became ill?
    - Were any unusual odors, tastes, or other changes reported?
    - Had individuals recently been eating food from a common source (e.g., a reception, party, common food, or beverage containers)?
    - Were all of the affected people from the same location (e.g., a dorm, a particular work area)?

If necessary, the Summit County Health Department will work with The University of Akron and other agencies to develop the appropriate investigation, testing, clean-up, and other recommendations for a sudden outbreak of illness.

## Heat Index Thresholds

The heat index, also known as the apparent temperature, is what the temperature feels like to the human body when relative humidity is combined with the air temperature. This has important considerations for the human body's comfort. When the body gets too hot, it begins to perspire or sweat to cool itself off. If the perspiration is not able to evaporate, the body cannot regulate its temperature. Evaporation is a cooling process. When perspiration evaporates off the body, it effectively reduces the body's temperature. When the atmospheric moisture content (i.e., relative humidity) is high, the rate of evaporation from the body decreases. In other words, the human body feels warmer in humid conditions. The opposite is true when the relative humidity decreases because the rate of perspiration increases. The body actually feels cooler in arid conditions. There is a direct relationship between the air temperature and relative humidity and the heat index, meaning as the air temperature and relative humidity increase (decrease), the heat index increases (decreases).



In order to determine the heat index using the chart above, you need to know the air temperature and the relative humidity. For example, if the air temperature is 100°F and the relative humidity is 55%, the heat index will be 124°F. When the relative humidity is low, the apparent temperature can actually be lower than the air temperature. For example, if the air temperature is 100°F and the relative humidity is 15%, the heat index is 96°F ([use this calculator](#)).

It surprises many people to learn that the heat index values in the chart above are for shady locations. If you are exposed to direct sunlight, the heat index value can be increased by up to 15°F. As shown in the table below, heat indices meeting or exceeding 103°F can lead to dangerous heat disorders with prolonged exposure and/or physical activity in the heat.

<b>Classification</b>	<b>Heat Index</b>	<b>Effect on the body</b>
<b>Caution</b>	<b>80°F - 90°F</b>	<b>Fatigue possible with prolonged exposure and/or physical activity</b>
<b>Extreme Caution</b>	<b>90°F - 103°F</b>	<b>Heat stroke, heat cramps, or heat exhaustion possible with prolonged exposure and/or physical activity</b>
<b>Danger</b>	<b>103°F - 124°F</b>	<b>Heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity</b>
<b>Extreme Danger</b>	<b>125°F or higher</b>	<b>Heat stroke highly likely</b>

**Program Director / Program Personnel:**

- Outdoor programs should modify duration and intensity of exercise and consider Program Participants age and health factors contributing to increased risk of heat related illnesses.
- Modifications include moving to shady locations, frequent hydration breaks and basic health checks of Program Participants.
- Should consult with the EOHS when the heat index meets or exceeds extreme caution.
- Should strongly consider relocating activity indoors for midday or during peak exposure levels.
- Should monitor Program Participants for signs of heat exhaustion and use their first aid training to determine what to do.
- Have Youth Program Personnel an or Athletic Trainer, follow the appropriate industry standards for evaluation and treatment and determine when a participant can return to modified activity.

## **Heat Related Illnesses**

The following guidelines is from the American Red Cross: How to treat heat-related illnesses.

**Heat Cramps are muscle spasms caused by a large loss of salt and water in the body.**

<b>What to look for:</b>	<b>What to do:</b>
<ul style="list-style-type: none"><li>• Heavy sweating and muscle pain or spasms</li></ul>	<ul style="list-style-type: none"><li>• Move to a cool place</li><li>• Drink water or a sports drink</li><li>• Get medical help right away if:<ul style="list-style-type: none"><li>○ Cramps last longer than 1 hour</li><li>○ Person affected has heart problems</li></ul></li></ul>

**Heat Exhaustion is severe and may require emergency medical treatment.**

<b>What to look for:</b>	<b>What to do:</b>
<ul style="list-style-type: none"><li>• Heavy sweating</li><li>• Cold, pale, and clammy skin</li><li>• Fast, weak pulse</li><li>• Nausea or vomiting</li><li>• Muscle cramps</li><li>• Tiredness or weakness</li><li>• Dizziness-Headache-Passing Out</li></ul>	<ul style="list-style-type: none"><li>• Move to a cool place</li><li>• Loosen tight clothing</li><li>• Cool the body using wet cloths, misting, fanning or a cool bath</li><li>• Sip water slowly</li><li>• Get medical help right away if:<ul style="list-style-type: none"><li>○ Vomiting occurs</li><li>○ Symptoms last longer than 1 hour or gets worse</li><li>○ Confusion develops</li></ul></li></ul>

**Heat Stroke is deadly and requires emergency medical treatment.**

<b>What to look for:</b>	<b>What to do:</b>
<ul style="list-style-type: none"><li>• High body temperature (104 F or higher)</li><li>• Hot, red, dry, or damp skin</li><li>• Fast, strong pulse</li><li>• Headache-Dizziness</li><li>• Nausea-Confusion-Passing Out</li></ul>	<ul style="list-style-type: none"><li>• Call 330-972-2911 right away, then:</li><li>• Move to a cool place</li><li>• Cool the body using wet cloths, misting, fanning or a cool bath</li><li>• Do NOT give the person anything to drink</li></ul>

## **Severe Thunderstorms / Lightning**

The National Weather Service (NWS) issues a severe thunderstorm warning when a thunderstorm is capable of producing hail 3/4 inch in diameter or larger and winds equal or exceed 58 miles per hour. Therefore, people in the affected area should seek safe shelter immediately. Lightning frequency is not a condition for issuing severe thunderstorm warnings. If the conditions are right, severe thunderstorms can develop quickly without any warning.

**Protective Actions to Be Used:** Reverse Evacuation (go indoors when thunder roars) & Shelter-In-Place

- **UA Policy all outdoor events are to be stopped immediately and people are given the order to shelter when lightning is detected within eight miles of campus.**
- **When NWS forecast a server thunderstorm that is capable of producing large size hail (golf ball to softball).**
- **Wait 30 minutes after the last lightning strike within eight miles of campus before resuming outdoor activities.**

### **Program Personnel:**

- Monitor local weather via weather radio, television, or the Internet for developing severe weather.
- Once notified of a severe thunderstorm warning or lightning being detected within eight miles of campus, instruct Program Participants they need to rapidly enter into the closest building and Shelter-In-Place until the thunderstorm passes.
- Quickly do a search of the outdoor area if you know any Program Participants are missing before you shelter in a nearby building.
- Stay inside the building until 30 minutes after the last lightning strike within eight miles of campus.

### **Program Director:**

- Postpone all outdoor activities if a severe thunderstorm warning is issued for the city of Akron or lightning is detected within eight miles of campus.
- If present, notify Program Participants and Program Personnel of the need to immediately stop what they are doing and to rapidly enter into the closest building and Shelter-In-Place until the thunderstorm passes.
- Immediately begin escorting Program Participants into the nearest building.
- Obtain accountability status from Program Personnel.
- Notify direct supervisor or department head who is sponsoring the Youth Program about the severe thunderstorm warning and the need to shelter in a nearby building.

## **Tornado**

Severe weather can occur at any time of the year. This type of weather can produce a tornado at a moment's notice, with or without warning. In Ohio, these conditions are typically present in late spring through early fall. However, a tornado can occur at any time during the year. The conditions that accompany a tornado usually include heavy downpours, hail, lightning, and high winds, but all of these conditions do not have to be present for a tornado to occur.

### **Designated Tornado Shelter Areas**

Many campus buildings have pre-established tornado shelters. These shelters are typically located on the lowest level of a building in an interior hallway, room, or stairwell. It is necessary to stay away from doors or windows as these may be avenues for debris to fly around causing injuries or death. If a tornado is eminent, building occupants should get into the "tornado safety position" (i.e., get down on your knees and elbows, lock fingers together around the back of the neck.).

### **Watch Notification**

Notification of a tornado watch can occur through the NOAA All-Hazards Weather Radio, TV, or internet weather alerts.

### **Warning Notification**

Official notification of a Tornado Warning for the Akron Campus will occur via NOAA All-Hazards Weather Radio, outdoor warning sirens system, the buildings fire alarm indoor mass notification system, and Z-Alert Text Messaging System if time allows.

### **Tornado Watch Guidelines**

A tornado watch will be issued by the NWS via a NOAA All-Hazards radio located in the building. Information concerning the watch will be provided across television monitors and on the internet ([www.erh.noaa.gov/cle](http://www.erh.noaa.gov/cle)). A definition of a tornado watch is provided in **Attachment I**.

### **Program Director:**

- Monitor local weather via weather radio, television, or the Internet for developing severe thunderstorms that have a potential to spawn tornados.
- Notify Program Personnel that a tornado watch has been issued for the city of Akron and be ready to escort Program Participants to the building's designated tornado shelter if the watch turns into a warning.

### **Program Personnel:**

- Inform Program Participants that a tornado watch has been issued for the city of Akron and everyone needs to be ready to move to the building's tornado shelter if a tornado warning is issued.
- Postpone or move outdoor activities and events inside.

## **Tornado Warning Guidelines**

### **Protective Action to Be Used: Shelter-In-Place**

#### **BERL:**

- Initiate occupant's evacuation to the building's designated tornado shelter(s).
- Report to UAPD by **dialing 911** anyone who was unable to relocate to the designated shelter and may need assistance.
- Report any injuries or damage to the building to UAPD if the building is hit by the tornado.

#### **Program Director:**

- Notify Program Personnel that a tornado warning is in effect, and everyone needs to move to the building's designated tornado shelter until the warning expires and/or the "all clear" has been given.
- If present, help escort Program Participants to the building's designated tornado shelter (**people with mobility issues may use elevator**).
- Get an accountability status of the Program Participants and Program Personnel.
- Report any injuries or damage to UAPD by **dialing 911** if the building is hit by the tornado.

#### **Program Personnel:**

- Inform Program Participants within the building that a tornado warning is in effect and everyone needs to move to building's designated tornado shelter.
- Escort Program Personnel to the building's designated tornado shelter areas.
- Take accountability of Program Participants and report it to Program Director.
- Report any injuries or damage to the Program Director.
- Follow the instructions of the Program Director or UAPD if the building is hit by the tornado, and you need to evacuate.
- Return to normal operations once the warning has expired or the "all clear" has been given by UAPD.

#### **If the facility has sustained damage, the BERL or Program Director should do the following:**

- Implement the General Building Evacuation procedures after the tornado has passed.
- Follow instructions from UAPD and EOHS regarding reentry, evacuation relocation, or emergency closure of the building.

## **Winter Storm**

Disruption of transportation, closed facilities, road closures, and damaged utilities are just a few of the effects of winter storms. Winter storms occur in the state of Ohio between the months of October and April. The following actions should be considered depending on the nature of the event to ensure the protection of life and property.

### **Program Director:**

- Monitor local winter weather for advisories, watches, and warnings via weather radio, television, or the Internet for developing severe weather conditions.
- Ensure that snow, ice, and debris removal has been accomplished. If not, contact the Physical Facilities Operations Center Dispatch (PFOC) at **330-972-7415**.
- Be prepared to cancel or postpone your Youth Program if the University's Administration decides to cancel classes or calls for an emergency closure of the campus.
- Notify Program Personnel and Program Participants parent/guardian if your Youth Program is canceled or is being postponed because of a winter storm.
- Notify the direct supervisor or department head who is sponsoring the Youth Program about the forecasted winter storm and the need to cancel or postpone your Youth Program.

## Technological Hazards

### Bomb Threat

Bomb threats are made for various reasons, with most designed to cause disruption of campus daily operations. Once a bomb threat is received and analyzed by UAPD, appropriately trained personnel will search the facility. This may include searching the building while people are inside or by evacuating the building first using the General Building Evacuation Measures.

#### **Types of Bomb Threats:**

Bomb threats are categorized into two distinct categories: General and Specific

- **General Bomb Threat** – implies a threat that is broad in nature with minimal specific information (ex., bomb threat for the entire campus).
- **Specific Bomb Threat** – contains information which is specific to the type of target, location, time, and other particular information (ex., bomb threat for a specific building, specific location in that building and the time the explosive device will go off).

#### **Bomb Threat Delivery Methods**

- **Threatening Phone Call**
  - Guidelines for Person taking the call:
    - Try to remain calm and try to keep the caller talking.
    - If possible, instruct someone to call UAPD by **dialing 911**.
    - Fill out the Bomb Threat Checklist located in Attachment C.
    - Cooperate and be courteous to the caller as much as possible.
    - After the call has ended, turn in the Bomb Threat Checklist to an immediate supervisor.
  - Notify UAPD immediately after the call has been received (if notification has not already been made).
  - Notify Program Director.
  - Stay available to answer questions from the UAPD.
- **Threatening E-mail:**
  - Notify UAPD immediately by **dialing 911** after the e-mail has been received.
  - After notification to UAPD, notify Program Director.
  - Do not close the e-mail.
  - Do not delete the e-mail.
  - Print the e-mail if able to do so.
  - Stay available to answer questions from the UAPD.
- **Threatening Text Message:**
  - Notify UAPD by **dialing 911** immediately after the text message has been received.
  - Notify Program Director.
  - Do not close or delete the text message.
  - Stay available to answer questions from the UAPD.

## **Bomb Threat Guidelines**

**Protective Actions to Be Used:** Shelter in place,  
General Building Evacuation & Evacuation Relocation on Campus (**if ordered by UAPD**)

### **Program Director:**

- Make sure UAPD has been notified.
- Retrieve Bomb Threat Checklist if threat was made by phone (see Attachment C).
- Give bomb threat checklist to UAPD upon their arrival.
- Notify BERL and Program Personnel of bomb threat.
- Have Program Personnel begin sheltering in place and be ready to implement General Building Evacuation Measures if ordered by UAPD.
- If evacuation is ordered, instruct Program Personnel and Program Participants to identify suspicious objects while evacuating and report to BERL.
- Relay incident information from Program Personnel to BERL or UAPD.
- Notify direct supervisor or department head who is sponsoring the Youth Program about the bomb threat and the need to relocate.
- Do not allow Program Personnel and Program Participants to re-enter the building until UAPD or EOHS has given the “all-clear” signal.

### **Program Personnel:**

- Inform Program Participants of the bomb threat and they need to shelter in place.
- Implement General Building Evacuation Measures if ordered to do so by UAPD.
- If told to evacuate, instruct Program Participants, visually scan the area for suspicious objects, and report back to you if any are found.
- Relay incident information (suspicious package, injuries, person with disability) to the Program Director.
- Do not allow Program Participants to re-enter the building until UAPD has given the “all-clear” signal.

### **BERL:**

- Notify Program Director, Evacuation Rally Point Coordinators, Department/Floor Liaison the need to shelter in place and keep them updated on the situation until more information is known.
- Be prepared to implement the General Building Evacuation Measures if the order is given by the UAPD.
- Instruct building personnel to visually scan for suspicious objects while evacuating.
- Report to the Incident Command Post.
- Notify Program Director, and Evacuation Rally Point Coordinators when occupation of the building can be resumed.

## **Building Flooding**

Building flooding may occur as a result of frozen pipes or other ruptures in domestic or fire protection water lines. Flooding can be slow-progressing or involve rapidly discharging water that can collect and pool in low lying areas. Safety concerns during building flooding include electrical hazards and chemical releases.

### **Building Flooding Guidelines**

**Protective Action to Be Used:** General Building Evacuation (if needed)

#### **Program Director / Program Personnel:**

- Notify BERL of location where flooding is occurring and what is causing it (frozen pipes, broken sprinkler head and burst water hose).
- If BERL is not present in the building, call PFOC Dispatch by **dialing 330-972-7415** and inform them of the flooding.
- Report any secondary hazards of the flooding (electrical, chemical, mechanical).
- Evacuate Program Participants from the area that is flooding.
- Be ready to implement General Building Evacuation if asked.
- Notify direct supervisor or department head who is sponsoring the Youth Program about the building flooding and the need to relocate.

#### **BERL:**

- Notify PFOC Dispatch by **dialing 330-972-7415** of location where flooding is occurring and what is causing (if not already contacted).
- If safely able to do so, ensure materials in flooded area are elevated or removed to prevent damage.
- If flooding is a safety hazard, evacuate the area experiencing flooding or implement General Building Evacuation if needed.

## **Fire**

Fires can occur due to many types of causes including arson, electrical malfunctions, discarding of smoking materials, and improper cooking. Fire response guidelines should be immediately implemented upon discovery of smoke, fire, or any other burning smell within the building.

**Protective Action to Be Used:** Fire Evacuation

### **Burning Odor Presence Guidelines (no visible smoke or fire)**

#### **Program Director / Program Personnel:**

- Immediately notify UAPD by **dialing 911** with location of burning smell.
- Remain in area unless smoke or fire becomes present.
- Direct responding UAPD or EOHS to location of burning odor.
- Activate Fire Alarm Pull Station if smoke or fire becomes visible.

### **Smoke Presence Guidelines (no visible fire)**

#### **Program Director / Program Personnel:**

- Immediately activate Fire Alarm Pull Station.
- Implement Fire Evacuation protective action.
- Evacuate area and close doors when exiting.
- Notify UAPD or EOHS of location of smoke.

### **Fire Presence Guidelines (flames visible)**

#### **Program Director / Program Personnel:**

- Immediately activate Fire Alarm Pull Station.
- Implement Fire Evacuation protective action.
- If properly trained and safely able to do so, obtain one fire extinguisher and attempt to extinguish fire.
- If unable to extinguish the fire, immediately evacuate the building.
- Evacuate the area and close doors when exiting.
- Notify UAPD or EOHS of the location of the fire.



## **Power Outage**

During a power outage/blackout, phone lines may or may not work. If they are not working, use a cell phone to notify UAPD **911** or PFOC (**330-972-7415**). With this in mind, the President or a designee will make the determination as to whether classes or events will continue as scheduled. A decision to continue or cancel classes or events will be based on the information available at the time of the incident.

## **Power Outage Guidelines**

### **Protective Action to Be Used: General Building Evacuation (if needed)**

#### **BERL / Program Director:**

- Notify PFOC or UAPD of the power outage in your building.
- If the building is equipped with a back-up generator, notify PFOC if the generator does not activate during the power outage.
- Burning of candles or use of any devices producing an open flame is **prohibited** in state owned and operated buildings.
- If the situation becomes prolonged, wait for further instructions from PFOC, UAPD, or EOHS.
- Make sure Program Personnel and Program Participants are aware that an evacuation may be necessary and, if so, General Building Evacuation Measures should be followed.
- Contact direct supervisor or department head who is sponsoring the Youth Program about the power outage and let them know you may have to end operations and evacuate the building for safety reasons.

#### **Program Personnel:**

- Inform Program Participants the building you are located in is experiencing a power outage.
- Turn on your cellphone flashlight and have Program Participants turn on theirs if they have a cellphone with a flashlight.
- Instruct Program Participants to turn off and shut down all electronic equipment that is not plugged into surge protectors.
- Escort Program Participants to an area of the building that has natural light.
- Stay in this location until power comes back on or you are told to evacuate the building.
- Implement General Building Evacuation Measures if needed.

## **Utility Disruption**

With The University of Akron's urban setting location, utility disruption can be a serious issue. Such things as floods, tornadoes, winter storms, and technological hazards can cause disruption. Usually, utility disruptions do not pose an immediate threat to life safety, but there are some hazards of which personnel and occupants need to be aware.

These hazards consist of:

- Tripping or falling due to lack of light
- Extreme temperature changes
- Severed emergency communications
- Sanitation disruption
- Frozen or broken water pipes

**Program Director / Program Personnel** should become aware of utility disruptions by the absence or presence of problems with these particular utilities:

### **Water**

- Drinking fountains will not work
- No water from faucets
- No water in the toilets or urinals after flushing

### **Telephone**

- Inability to make or receive calls.

### **Natural Gas**

- If you smell natural gas, contact PFOC **330-972-7415** or UAPD (**911**) immediately.
- If you know that a natural gas line has been damaged or ruptured, activate nearest fire alarm pull station and immediately evacuate.

## **Utility Disruption Guidelines**

**Protective Action to Be Used:** General Building Evacuation (if needed)

**Program Director / Program Personnel:**

- **Notification:**
  - PFOC at 330- 972-7415
  - UAPD at 330-972-2911
- **Response:**
  - If safe, investigate the problem and report any findings to the BERL.
  - Contact direct supervisor or department head who is sponsoring the Youth Program about the utility disruption and let them know you may have to end operations and evacuate the building for safety reasons.
  - Follow the General Building Evacuation Measurers if the building needs to be evacuated.

## **Personal SafetyActive Shooter / Active Aggressor**

In the event of an active shooter or person using a weapon within the building, the following guidelines should be followed.

### **Protective Action To be Used: Run Hide Fight**

#### **Program Director / Program Personnel:**

- Upon hearing gunshots or being notified of a hostile situation occurring in your building, if able, evacuate the Program Participants from the building and head to a safe location (run with your hands up).
- If the shooter is close by and you cannot evacuate, begin locking down inside the room immediately.
- Barricade door with large heavy objects (filing cabinets , book shelves and desks etc.) if they are available.
- Do **NOT** try to overtake the shooter unless they have entered your room.
- Notify UAPD by **dialing 911** of the situation and provide the following information:
  - Description of what is happening.
  - Location of the incident
  - Number of suspects
  - Description of the suspects
    - Male/Female
    - Age
    - Height and Weight
    - Hair
    - Skin color/Race/Ethnicity
    - Clothing
  - Location and direction of travel of the suspects
  - Any injuries
  - Your name and call back number.
- Wait for further instructions from UAPD.
- If the suspect enters your room, attempt to do the following:
  - Instruct Program Participants to scream and throw object(s) at the suspect head (ambush them or evacuate the room).
  - If you have been properly trained and feel confident that you and Program Participants can take down the shooter(s), do the following:
    - Tackle the person and bring them to the ground using body weight.
    - Search suspect for weapons
    - If available, have someone secure the weapon(s) under an object in the room (trash can, box). **DO NOT HANDLE THE WEAPON.**
    - Have someone notify UAPD of the situation and location.
    - Control the suspect until UAPD arrives on scene and takes control of the situation.

## **Civil Disturbance**

For the purpose of this plan, civil disturbances include riots, protests, fights, and labor strikes. All civil disturbances should be reported to UAPD immediately. Do not try to resolve a civil disturbance on your own.

### **Civil Disturbance Guidelines**

**Protective Actions to Be Used:** Evacuate the area / floor or Use or General Building Evacuation (if needed)

#### **Program Director / Program Personnel:**

- Notify UAPD by **dialing 911** immediately and provide the following information:
  - Where the disturbance is occurring
  - What is occurring?
  - The number of people involved
  - Any weapons
  - Descriptions and names of the people involved
  - Any injuries or damage to the building
  - Give your name and call back number
- Wait for further instructions from UAPD.
- Notify BERL of location where Civil Disturbance is occurring.
- Keep Program Participants away from the disturbance.

#### **BERL:**

- Attempt to keep persons not involved in the disturbance away from the area.
- Send someone to meet responding UAPD officers and escort them to the disturbance.
- Implement local evacuation or General Building Evacuation procedures if necessary.

## **Medical Emergency**

### **Medical Emergency Guidelines**

#### **Program Director / Program Personnel:**

- Notify UAPD by **dialing 911** of the Medical Emergency
- Provide the following information:
  - Your name
  - Type of emergency
  - Location of the victim(s)
  - Condition of the victim(s)
  - Age of victim(s)
  - Any dangerous conditions
  - Phone number where emergency personnel can call you back.
- Stay on the line until directed otherwise.
- If necessary and only if you are trained and certified in First Aid/CPR, you may provide treatment.
- Clear room or area of non-essential personnel and Program Participants.
- Ensure someone meets responding UAPD Officers to escort them to the patient's location.
- Provide information to responding officers and outside EMS responders including patient's condition, age, when the medical emergency occurred and any treatment that may have been performed on the patient.
- If the patient is a minor, provide necessary parental documentation for youth to be treated and transported to the hospital if necessary.
- If the patient is a faculty or staff member, ensure their immediate supervisor is notified of the medical emergency.
- Fill out any accident/incident report and submit it as required.

#### **Blood Borne Pathogens Information**

- DO NOT ATTEMPT TO CLEAN UP THE BLOOD OR OTHER BODILY FLUIDS UNLESS YOU HAVE BEEN PROPERLY TRAINED.
- If Program Personnel do not have the proper blood borne pathogens training, they must contact PFOC or EOHS to clean up blood borne pathogens.

## **Missing or Abducted Child**

### **Program Director / Program Personnel:**

- Immediately report the situation to UAPD by **dialing 911**.
- Get a description of the child:
  - Time and location where child was last seen
  - Name
  - Male or Female
  - Race/Ethnicity
  - Height and weight
  - Hair color and style
  - Type and color of clothing
  - Type and color of shoes (although the clothes may be changed, an abductor usually does not have time to remove or change the child's shoes)
- Get a description of any possible suspect abductors.
- Notify parent(s) of missing or abducted youth.
- Have parent/guardian come to campus to meet with UAPD.
- Report the situation to the BERL.
- Ask the other Program Participants if they know where the lost child may have gone.
- Provide a description of the child to other faculty, staff, and students present in the area.
- Have available Program Personnel, and BERT members proceed to exits and corridors to monitor the area and search for the child (search concealed areas including restrooms, back hallways, closets).
- If the child is found with an abductor:
  - Use reasonable effort to delay the departure of the abductor.
  - Do not put yourself or other building occupants at risk.
  - Report the description of the abductor to UAPD.
  - If the suspect is seen leaving the building with the child, give UAPD the direction of travel and, if a vehicle is used, try to write down the license plate number and the make, model, and color of the vehicle.
- If the child is found:
  - Immediately notify UAPD.
  - Reunite the child with their parent/guardian.
  - Notify the search party that the child has been found.

## **Person(s) Trapped in an Elevator**

Elevators may malfunction causing those inside of the elevator to become trapped. Elevators may stop between floors, or the doors may not open because of an elevator problem or a power outage. Elevator maintenance or the Akron Fire Department will be dispatched to free the trapped individuals. The following guidelines should be followed in the event someone is found to be trapped in an elevator.

### **Elevator Entrapment Guidelines:**

#### **Program Director / Program Personnel:**

- Instruct the Program Participants in the elevator to use emergency phone. This will connect him/her directly with City of Akron Communication Center (CACC).
- If the call button in the elevator is not working properly, send someone to call UAPD by **dialing 911**.
- Try to keep Program Participants in the elevator calm so they can answer questions for the dispatcher.
- **DO NOT TRY TO PRY OPEN ELEVATOR DOORS, AS THIS MAY CAUSE THE ELEVATOR'S SAFETY FEATURES TO FAIL.**
- The person notifying CACC should provide the following information:
  - Building name, address and location where elevator is stuck
  - Elevator number
  - Number of occupants
  - Time length of entrapment
  - Medical conditions of trapped persons (claustrophobia)
  - Injuries
  - Call back number
- Wait for UAPD to give you further instructions.

## **Removal of Person from Building**

At some point, students, faculty, staff, and visitors may need to be removed from the premises for various reasons. When it becomes necessary to have a person(s) removed from a University building, there are certain procedures that should be followed.

### **Guidelines for Removal of Disgruntled Staff, Student, or Visitor**

#### **Program Director / Program Personnel:**

- Politely ask the person to leave the building.
- Immediately call UAPD by **dialing 911** if the person refuses to leave the building.
- Do not argue or fight with the person.
- Wait for UAPD to arrive and remove the person.

## **Robbery / Theft**

Any theft, whether a suspect is known or not, should be reported to UAPD. Caution should always be used when confronting a robbery or theft suspect as they may be armed with a weapon.

### **Robbery / Theft Guidelines:**

#### **Program Director / Program Personnel:**

- Remain calm.
- DO NOT, under any circumstance, challenge the perpetrator; give him/her whatever they ask for.
- Contact UAPD by **dialing 911** as soon as possible.
- Provide the following information:
  - Description of incident (what was stolen, approximate value, etc.)
  - Location incident took place
  - Description of perpetrator(s)
  - Height and weight
  - Skin, hair, and eye color
  - Clothing
  - Direction of travel
  - Description of vehicle
  - Any injuries
  - Your name and call back number
- Notify area faculty and staff of the situation and ensure that UAPD has been notified.
- Contact direct supervisor or department head who is sponsoring the Youth Program about the robbery or theft and let them know what occurred.
- Obtain a situation report from any witnesses who were in the area at the time.

## **Suspicious / Mentally Ill Person**

A suspicious person is anyone who appears to be out-of-place or doing an activity that is out of the norm or possibly with criminal intent. Being that The University of Akron is open to the public; individuals (homeless) with this demeanor often frequent the campus and its buildings. The following guidelines should be used when confronted with a suspicious or mentally ill person.

### **Dealing with Suspicious / Mentally Ill Person Guidelines**

#### **Program Director / Program Personnel:**

- Immediately notify UAPD by **dialing 911** of the location of suspicious person.
- Provide description of suspicious person
  - Gender
  - Race
  - Hair Color/Type
  - Clothing description
  - Location and direction of travel
  - Reason for being suspicious
- Maintain visual contact with person as personal safety allows.
- Remove Program Participants from the area if you feel it is unsafe.
- Direct responding UAPD Officers to suspicious person.

## **Suicidal Warning Signs**

All references to suicide must be taken seriously rather than discounted or ignored. It is wise to check out any concerns with the individual and to consult The University of Akron Counseling, Testing, and Career Center (CTCC). If a student/individual identifies a specific suicide plan, an immediate referral is critical. The common means of suicide, roughly in order of use in the United States, are gunshot, asphyxia, hanging, drug overdose, carbon monoxide poisoning, jumping from height, stabbing, and drowning.

Persons considering attempting suicide may exhibit the following warning signs:

- Depression, moodiness, sadness, or lack of energy
- Talking directly or indirectly about dying or committing suicide
- Changes in sleeping habits (too much, too little)
- Changes in eating habits (sudden weight gain, weight loss)
- Discouragement about the future, self-criticism
- Recent lack of concern about physical appearance, hygiene
- Withdrawal from social contacts or communication difficulty
- Giving away prized possessions
- Drop in school grades or work performance
- Acquiring the means for suicide (gun, drugs, rope)
- Making final arrangements, writing a will
- Taking unusual risks
- Increased drug or alcohol use
- Previous suicide attempts

Personal situations that may preempt a suicide attempt include:

- Situational cues
- End of a meaningful relationship
- Death of a loved one
- Divorce
- Loss of a job
- Financial difficulties
- Moving to a new location
- Isolation

## Threatened / Attempted Suicide Response Guidelines

### Program Director / Program Personnel:

- Have someone notify UAPD by **dialing 911** immediately about the situation.
- Remain calm.
- Be non-judgmental.
- Treat the person's problems and threats seriously.
- Do not try to talk the person out of it.
- Ask direct questions, such as, "Have you been thinking of killing yourself?"
- Do not be afraid that you will be suggesting something the individual has not yet considered; usually mentioning the topic is a relief.
- Communicate your concern and support.
- Offer yourself as a caring listener until professional help can be arranged.
- Try to evaluate the seriousness of the risk in order to make the appropriate referral to a health care professional or counselor.
- Do not leave the person alone if you feel the threat is immediate.
  
- If a suicide attempt is made, implement the following guidelines:
  - Notify UAPD by **dialing 911** that a person has committed suicide.
  - Secure the area and direct people to vacate the area immediately.
  - Do not put yourself or anyone else in danger.
  - Stay in the area until UAPD arrives on scene.