

OHIO VALLEY COLLEGE OF TECHNOLOGY
EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY PHONE NUMBERS

AMBULANCE, FIRE, LAW ENFORCEMENT	911
ST. CLAIR TOWNSHIP POLICE DEPARTMENT	330-386-6496
STATE POLICE	330-424-7783
FIRE DEPARTMENT	330-386-5311
SHERIFF	330-424-7255
AMBULANCE	330-386-5505
VICTIM INFORMATION AND HOTLINE AND NOTIFICATION	800-770-0192
STATEWIDE CELLULAR HIGHWAY PATROL	877-7PATROL 877-772-8766
NATIONAL SUICIDE HOTLINE	1-800-784-2433
NATIONAL SUICIDE PREVENTION LIFELINE	1-800-273-8255
POISON CONTROL CENTER	1-800-222-1222
U.S. DEPARTMENT OF HOMELAND SECURITY	1-800-BE-READY

NON - EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS	330-386-4144
DOMESTIC VIOLENCE CENTER (CHRISTINA HOUSE)	330-420-0036
EAST LIVERPOOL COMMUNITY HEALTH CENTER	330-386-7777
COUNSELING CENTER OF COLUMBIANA COUNTY	330-386-9004
HOSPITAL EMERGENCY DEPT.	330-385-7200

Department Emergency Contacts

Executive Director – Scott Rogers

Assistant Director – Debbie Sanford

Medical Programs Coordinator – Linda Johnston

Student Services Coordinator- Kim Linger

Information Technology (IT)-David Grimes or Ed Karnes

Financial Aid – Mary Galeno

Administrative Assistant – Rhonda Stoakes

EMERGENCY RESPONSE AND EVACUATION PROGRAM
PLAN A

BUILDING EMERGENCY EVACUATION PLAN

HOW TO REPORT AN EMERGENCY

CALL & Calmly State

- ◆ Your name
- ◆ The building and room location of the emergency
- ◆ The nature of the emergency – fire, chemical spill, etc.
- ◆ Whether injuries have occurred
- ◆ Hazards present which may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.

NAME OF INSTITUTION: Ohio Valley College of Technology
 PHYSICAL ADDRESS: 15258 State Route 170
 East Liverpool OH 43920
 PHONE NUMBER: 330-385-1070

BUILDING EVACUATION

Upon hearing the fire alarm or announcement, begin evacuation procedures.

- ◆ Keep yourself and others calm
- ◆ Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route.
- ◆ Close windows and doors as you leave.
- ◆ Instructors take your **Attendance Book** and a pen or pencil with you for a correct head count.
- ◆ Report immediately to the designated “safe area” located in the student parking lot.
- ◆ Check in with Evacuation Warden who will be taking a head count from individual instructors.
- ◆ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

SAFE AREA LOCATION(S)

Weather Emergency – Middle Hallways, Restrooms

Fire Emergency – Rear Student Parking Lot (east side of bridge)

PLANNED EVACUATION ROUTE

South on State Route 170 to State Route 11; North on State Route 11 to State Route 7; North on State Route 7; to the Reception Center (Beaver Local High School)

BUILDING SAFETY SYSTEMS

The buildings at 15258 State Route 170 have the following safety systems:

Alarms – The fire alarm systems in the buildings are activated by manual pull stations, smoke or heat detectors. All alarms are immediately relayed to the local volunteer fire department. Evacuation is required anytime the fire alarm system sounds.

Smoke Detectors – This will immediately activate the fire alarm system throughout the building.

Fire Extinguishers and Pull Stations – Location of Pull Stations and Extinguishers, as well as the types of extinguishers and locations will be reviewed upon hiring of staff and yearly safety in-services. Students will be educated at orientation. Fire extinguishers are located near all building exits.

Manual Alarm pull stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local volunteer fire department. Never block or obstruct these with furniture or equipment. Manual alarm pull stations are located near the building exits.

First Aid Kit – For minor injuries not requiring medical attention, there is a First Aid Kit located at the Front Desk in Building 1.

Fire Doors- Upon alarm activation, doors must be kept shut at all times, except where devices close doors automatically.

EVACUATION PERSONNEL

Emergency Announcers: Scott Rogers, Debbie Sanford

Evacuation Warden: Rhonda Stoakes

Alternate Warden: Donna Juszczak

Searchers: Rhonda Stoakes, Donna Juszczak, Scott Rogers, and Debbie Sanford

Date of Last Evacuation Drill

Evacuation Drills are to be held annually.

March 22, 2010: Upon entering the former building located at 16808 St. Clair Avenue, Rhonda Stoakes noticed that several lights would not come on due to an electrical problem. Electricians were called to come that morning and rectify the problem. Shortly after 8:00 a.m., staff noticed a strong burning smell emanating from the Dental and Medical Lab classrooms. No fire or smoke was observed. Ms. Stoakes used the bullhorn to announce that everyone must exit the building via the nearest exit and assemble in the parking lot. Upon consultation with Director Rogers, classes were cancelled for the day until the problem could be identified and corrected. Electricians arrived within the hour and identified that one “phase” of power to the building had been lost and was causing the rooftop HVAC unit to overheat. Power was shut off to the unit until the electric company could repair the transformer.

February 11, 2011: A fire drill was initiated in both buildings simultaneously today at 10:00 a.m. The alarm was activated by Scott Rogers in Building 1 and by Donna Juszczak in Building 2. Mr. Rogers served as announcer with the bullhorn. All occupants of the buildings left via the nearest exit and proceeded to the assembly area in the Student Parking Lot. Fire doors were closed as individuals exited. Mr. Rogers verified that the buildings were empty while Rhonda Stoakes verified that instructors had accounted for all students. The entire evacuation process was completed in three minutes, forty-five seconds. Everyone was given the “all clear” to return to the buildings.

EVACUATION PERSONNEL DUTIES

Designated Evacuation Personnel Duties with Alternates per Area. If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. A flashlight will be provided in case of a power failure. *Evacuation Personnel should never be placed in imminent danger.*

Evacuation Announcer Duties:

1. Announce any disaster to all areas
2. Use the **Bull Horn** that has been provided if there is no intercom system in the building or if the system is not functioning to make announcement
3. Report to the Evacuation Warden

Evacuation Warden Duties:

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with the Evacuation Warden to report “all clear” or problems.
3. Report to the Command Center, if areas were unable to be searched due to lack of personnel.
4. Ensures all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. *“All Clear”* will come from the Command Center.
5. Reports any and all problems to the Command Center.

Command Center will be ***Fire Department Command Vehicle.***

Alternate Evacuation Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event.
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

Searcher(s) and Alternate Duties: Maybe more than one depending on the size of the area to be searched. *Area should be searchable in 3 minutes or less.*

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.

EMERGENCY RESPONSE AND EVACUATION PROGRAM

PLAN B

FIRE EMERGENCY

If you discover fire, or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:

RACE

Remove/Relocate individuals away from danger, if possible, without endangering your safety.

Activate Alarm: Pull fire alarm at pull-box, and/or call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate

- Extinguish fire only if trained and fire is small, using nearest fire extinguisher.
- Evacuate by nearest safe exit.
- Do not run, **Crawl** if overwhelmed by smoke.

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

Follow instructions for the building evacuation plan.

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – **Do Not Run** – follow your instructor out of the building to the designated safe area.
- Instructors lead your students to the designated safe area
- Instructors are to take their Attendance Book With them. Emergency lighting will activate when the alarm is pulled.
- Instructors take attendance once at the safe area and report to Evacuation Warden.

DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED BY THE EVACUATION WARDEN.

EMERGENCY RESPONSE AND EVACUATION PROGRAM

PLAN C

SEVERE WEATHER PLAN

Severe Weather includes tornados, severe thunderstorms, violent snow storms and flooding.

Tornados/Severe Thunderstorms Watch:

If a tornado or a severe thunderstorm **WATCH** has been issued in an area that includes the campus.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service, when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated area.

Monitor Local Emergency Alert Weather or the National Weather Service.

inform students of building's safe areas, and be ready to relocate to those areas in case the **WATCH** is upgraded to a **WARNING**.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

Tornados/Severe Thunderstorms Warning:

If a tornado or a severe thunderstorm **WARNING** has been issued in an area which includes the campus:

- Move students and staff to safe areas **IMMEDIATELY**.
- Close classroom, laboratory, and/or office doors.
- Instructors move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all-clear has been issued.

Designated Safe Areas

Fire: Rear Student Parking Lot (east side of bridge)

Weather: Inner hallways, restrooms.

EMERGENCY RESPONSE AND EVACUATION PROGRAM
PLAN D

Hostage/Intruder Situation Plan

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

Responsibilities

Executive Director/Designee

1. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
2. Initiate ***Action Secure Building***
 - a) Lock down building, and do not let any students that are not in class enter the building.
 - b) Alert all rooms of the event
 - c) Instructors lock your classroom doors and do not let students leave the classroom.
3. Notify the Executive Director
4. Monitor hostage situation the best you can without doing anything to exacerbate it.
5. Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

1. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
2. Keep your distance. Give the intruder(s) ample personal space.
3. Do not attempt to deceive or threaten the intruder(s).
4. Do not “buy into” the delusions of the intruder(s).
5. Suggest marching the students and/or staff quietly out the door. Back off if this approach angers the intruder(s).
6. Be constantly alert and prepared for violence. Initiate action *Duck, Cover and Hold* if the intruder(s) open fire.

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.

If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:

Executive Director/Designee

1. Inform staff supervising students in classrooms to initiate action *Duck, Cover, and Hold*.
2. Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
3. Notify the Executive Director.
4. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
5. Initiate student release procedures and/or evacuation procedures only if it becomes necessary.

Staff

1. In classrooms, maintain *Duck, Cover and Hold* until the situations is resolved.
2. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Drop, Cover and Hold*; this should be done only when there is no chance for students to reach safer areas.

Accident/Incident/Report Form

This report involves a: ___Student ___Employee ___Visitor

Complete this form for any accident resulting in personal injury, or incident that may have resulted in injury, occurring on the property. The college staff person in charge of the department or event is responsible to assure that this form is completed and distributed as indicated. A copy of this report will be in every instructor's notebook. This report will also be available at the front desk in Building 1.

ACCIDENT/INCIDENT INFORMATION

NAME (Please Print)

First: _____ Middle: _____ Last: _____

Address: _____

Phone: () _____ - _____

DATE OF ACCIDENT / INCIDENT ____/____/____. TIME OF DAY: _____ am /pm

DESCRIBE THE ACCIDENT / INJURY / INCIDENT: (By the Injured)

WHERE DID THE ACCIDENT/INCIDENT OCCUR?:

Building _____ Room _____ Exterior Area (be specific) _____

DESCRIBE MEDICAL TREATMENT SOUGHT:

WITNESSED AND AGREED TO BY:

PRINT NAME _____ SIGNATURE _____

PRINT NAME _____ SIGNATURE _____

REPORT SUBMITTED BY _____ DATE ____/____/____
