

Central Ohio Technical College

Newark, Coshocton, Knox, Pataskala



2021 Annual Campus Security Report

Crime Awareness and Campus Security Act of 1990

Containing Crime and Fire Statistics for 2018-2020

Department of Public Safety (SSgt Adam Featherling)

John L. and Christine Warner Library and Student Center, room 105

1219 University Drive

Newark, Ohio 43055

Phone: 740-366-9237

INTRODUCTION

Your safety is our concern. It also must be your concern. As a college, we work very hard to prevent crime, fire, accidents and illness, but nothing we do is as important as what you do – and, in some cases, don't do.

The Department of Public Safety, including The Ohio State University Police, Newark Campus Security and COTC Extended Campus Security has primary responsibility for crime prevention, fire prevention, emergency planning and law enforcement on the Central Ohio Technical College (COTC) campuses. Other areas, such as Student Life, the Title IX Coordinator, the COTC Admissions Office, and many others contribute to making this a safer place to study, work and live.

This publication contains valuable information about how you can help us keep you safe, on and off campus. Please pay special attention to the safety tips. Following them will help reduce the chances that you'll be the victim of crime, become injured or lose valuables.

This report is intended to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. While we have sought to make this report a valuable resource of safety information, we invite you to contact any of the departments or programs listed in this report for more information about our policies or resources.

Let's work together to have a safe year.

EMERGENCY NUMBERS

COTC PUBLIC SAFETY-OHIO STATE POLICE AND NEWARK SECURITY	
Emergency	9-1-1 and 740-366-9237
Ohio State Police (Columbus)	614-292-2121
Non-emergency	740-366-9237
NEWARK POLICE OR FIRE-EMS	
Emergency	9-1-1
Non-Emergency Newark Police or Fire	740-670-7201
COSHOCTON POLICE OR FIRE-EMS	
Emergency	9-1-1
Non-emergency Police and Fire	740-622-2411
MT. VERNON POLICE OR FIRE-EMS	
Emergency	9-1-1
Non-emergency	740-393-9559
PATASKALA POLICE OR FIRE-EMS	
Emergency	9-1-1

Non-emergency	740-927-5701
OHIO STATE HIGHWAY PATROL	
Emergency	9-1-1
Non-emergency Granville Post	740-587-7060
REFERENCE AND REFERRAL LISTING	
Office of Student Life Counseling and Consultation Service Newark Campus	740-364-9578
Sexual Assault Response Network of Central Ohio (SARNCO)	614-267-7020
Rape Crisis Center	800-344-9291
Alcohol and Drug Dependency Program	740-366-7303
AA (Alcoholics Anonymous)	740-345-7060
Ohio Domestic Violence Hotline	800-934-9840

THE NEWARK PUBLIC SAFETY DEPARTMENT

The Public Safety Department at the Newark Campus is comprised of a multi-layered approach. Current law enforcement personnel, non-armed security personnel and students hired to assist in providing non-essential services, staff the Department. Many of the current security staff are retired law enforcement officers providing years of experience. Public Safety provides varied services to include ID services, and BCI+I, FBI backgrounds for employment and educational requirements. Key and Access control, building lock out, vehicle jump-start and lock out assistance are provided along with safety escorts.

The Department of Public Safety is staffed by: Ohio State University Police Officers and security officers who have full institutional authority. In addition to full-time security officers, Public Safety employs a modest student security staff that provides services for the College community on the Newark Campus. Public Safety Security Officers and Public Safety Student Workers do not have statutory arrest powers but work to assist with security matters. The Department of Public Safety provides key and ID issue for faculty, staff and students. Security regulates parking and traffic, campus escort service, and motor vehicle assistance. On each of the extended COTC Campuses, the Building Supervisors provides security services for each location.

Emergency telephone service, **9-1-1**, is available from all campus phones. The use of 911 will connect you with the local County 911 Center where fire-EMS and police service can be dispatched. Calling 911 will not directly connect you with Ohio State Police at the Newark Campus or Newark Campus Security. They may be reached by calling 740- 366-9237 24 hours a day, 7 days a week, 365 days a year.

THE OHIO STATE UNIVERSITY POLICE DIVISION

Police officers of The Ohio State University are designated by statute as the law enforcement officers for Ohio State Newark and COTC by mutual aid agreement. They are empowered to use investigative authority on reasonable suspicion of crime, and to arrest as authorized by law, and to use reasonable and necessary force to enforce law and protect property on university and college land and as provided by mutual aid compacts established with other jurisdictions. Their oath of office is a personal commitment to the rule of law and constitutional limitations of police authority. Ohio State Police perform the same duties and have the same authority as police departments in the cities in Ohio. They evaluate reported crimes and conduct investigations to determine the responsible party. Ohio State Police enforce laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. They have police jurisdiction on all college property.

The Ohio State Police Division has established a strong working relationship with many local, state and federal law enforcement agencies. Ohio State Police work cooperatively with these agencies and have regular contacts with Newark Police Department, the Licking County Sheriff's Office, Coshocton County Sheriff's Office, the Knox County Sheriff's Office, Mt. Vernon Police Department, Pataskala Police Department and the Ohio State Highway Patrol on matters of mutual interest and concern. The Ohio State Police Division has entered into agreements with all Licking County Law Enforcement Agencies, to allow Ohio State Police to investigate criminal offenses and perform other police functions in those jurisdictions under certain circumstances.

The Ohio State Police Division has also entered into a joint agreement with Bowling Green State University, Central State University, Cleveland State University, Kent State University, Miami University, Ohio University, Shawnee State University, University of Akron, University of Toledo, Wright State University, Youngstown State University and Columbus State Community College to provide and receive mutual assistance and police services upon request. The Ohio Intrastate Mutual Aid Compact law gives Ohio State's Police Division the ability to call upon any law enforcement agencies to provide mutual assistance or aid for purposes of responding to and recovering from a disaster, preparing for incidents, exercises, training activities, planned events, or emergencies, any of which require additional resources. This compact allows state universities and colleges to maximize resources for large planned and unplanned events.

The Ohio State Police Division is located in The Newark Campus Warner Center, room 105 to receive reports and investigate crimes that are reported to have occurred on college property. This office is co-located with the Newark Campus Public Safety and Security.

THE NEWARK CAMPUS SECURITY DEPARTMENT

Campus Security Officers provide support and summon law enforcement assistance for individuals who have been victims of crime. Officers also secure buildings and property and monitor the activity of all individuals. The Public Safety Office works closely with local, state, and federal law enforcement agencies regarding the reporting and investigation of crime. Students, faculty and staff must respond to reasonable requests of security officers in the exercise of their duties to provide a safe and secure campus. Failure to be cooperative may result in various outcomes from student judicial and Human Resources sanctions to arrest by Law Enforcement. Reporting to the Office of Facilities Operations and Planning of the Newark Campus, Officers patrol 24 hours each day using marked police and security vehicles, golf carts, and foot patrols. On the COTC Extended Campuses security services are provided during normal building hours.

COTC Campus Safety Escort Program: At some point you may have some uneasiness when walking alone. This program can help reduce your anxiety. One of the campus security officers will assist in safely reaching your destination on campus. Arrangements can be made in advance or on the spot. From a campus or cell phone. On the Newark Campus individuals can contact one of our officers at 740-366-9237 24 hours a day, 7 days a week. The Safety Escort Service serves all COTC Campus students, faculty, and staff. Our goal is to offer an alternative to walking alone when someone is feeling uneasy. On the Coshocton, Knox and Pataskala Campuses ask for this service at the Gateway desk.

The Ohio State Police and Newark Campus Security works in conjunction with the Newark Police Department through a mutual aid agreement. COTC Campus Public Safety cooperates with all local law enforcement, state, and federal authorities in the exercise of their responsibilities. It is the policy of Public Safety to encourage accurate and prompt reporting of all crime to the Public Safety Department.

The Office of Student Conduct is responsible for on-campus student disciplinary proceedings. Newark Campus Public Safety and the Office of Student Life work collaboratively to resolve incidents of student misconduct that violate COTC policy and procedures.

Newark Campus Public Safety and/or The Ohio State University Police Division investigate incidents of a criminal nature. Assistance, if requested is provided from the Newark Police Department, Licking County Sheriff's Department, Ohio State Patrol, Ohio Bureau of Criminal Identification, and the Federal Bureau of Investigation. All Campuses maintains an open campus environment and encourages the community to participate in activities that are open to the public. However, the College reserves the rights to restrict unauthorized persons from its grounds when appropriate.

Fire prevention is led by the Newark Campus Department of Public Safety. Other partners include Student Life, Environmental Health & Safety, Facilities Planning & Operations as well as the Division of Fire, each respective COTC Campus, and the State of Ohio Fire Marshal's Office. Together, along with the support of students, faculty, and staff, we foster a culture of fire prevention and promote the safety and well-being of our campus community.

The Newark Campus Public Safety Office, housing Ohio State Police and Campus Security is located in the Warner Center; 1219 University Drive. Campus Security is available 24 hours a day, 365 days a year, to receive reports and investigate crimes reported to have occurred on the Newark Campus property by calling 740-366-9237. COTC Extended Campus security concerns should be reported to the Building Supervisor during normal business hours. Security and safety concerns on COTC Extended Campuses needing immediate notification can be made by calling the Newark Campus Public safety Office at 740-366-9237 24 hours a day.

BUILT ENVIRONMENT SECURITY

COTC implements numerous safety precautions on its Newark and extended campuses. Consistent lighting is found throughout the campus, and the college continues to implement additional lighting improvement projects and regularly considers public safety in maintaining its buildings and grounds. In addition, construction and renovation plans for college facilities are reviewed for principles associated with Crime Prevention through Environmental Design (CPTED). Access to campus buildings is restricted after normal business hours, and current BuckID identification must be shown to gain admittance to many facilities. Residence Halls on the Newark Campus are locked 24-hours a day and require college BuckID identification cards for access.

SECURITY PLANNING STRATEGIES

COTC recognizes that the built environment has an influence on criminal behavior and in promoting an atmosphere of security and safety for our students, faculty, staff, and visitors. For this reason, it is our desire to implement in the design of our buildings, open spaces, and campus as a whole, environmental elements that will have a positive impact on security. To further that effort, we focus on a number of safety and security considerations and security planning principles as we design and develop buildings and other areas of college campus. These include appropriate site selection and building placement as well as effective and appropriate use of signage, natural and man-made security barriers, architectural elements and landscape materials, access control methods, lighting, and security cameras. By incorporating these elements into the design of campus spaces, we aim to create a safe and open atmosphere that promotes living, learning, and working while at that same time effectively deterring criminal activity and other inappropriate uses of campus spaces.

CRIME PREVENTION AND SAFETY PROGRAMS AND EDUCATION

In addition, the college offers numerous crime prevention and safety programs to the college community. These programs are offered by various college organizations and are available throughout each academic year. Sponsors and their programs include:

Community Policing: The Newark Public Safety Department including the Ohio State Police Division utilizes a community policing philosophy with the goals of 1) establishing positive contacts with the campus community; 2) identifying real and/or perceived problems that exist in the campus community; and 3) developing programs which aid in the resolution of identified problems. Newark Public Safety and Ohio State Police use various modes of transportation to patrol the campus, including bicycles, cars, golf carts, ATVs as well as walking officers.

Sexual Assault Survivor's Rights: The Ohio State Police Division has developed and implemented a "Sexual Assault Survivor's Rights" program, which is designed to protect the rights of survivors of sexual assault and is a road map to empower and inform survivors of sexual assault. Copies of these materials are available at the Police Division.

Prospective and Current Student Crime Awareness and Prevention Programs: The COTC Admissions Office presents information to students and prospective students and their parents about college safety programs and general campus safety tips.

Other Crime Prevention and Safety Education Programs for Students and Employees: The Ohio State Police Division and Newark Public Safety provides crime prevention programming for employees and students in a variety of settings

The Police Division provides Rape Aggression Defense (R.A.D.) courses to the campus community at no cost. This is a nationally recognized self-defense course that is taught by police officers from The Ohio State University Police Division on the Ohio State Columbus campus. COTC students are invited to attend this training although transportation to the Columbus campus must be provided by the student. These courses are offered periodically throughout the year.

Safety planning is conducted, when appropriate, for staff and students when they have been affected by someone in crisis or when they are the victim of a crime with ongoing concerns for safety. Officers work with the Office of Human Resources in support of workplace violence policies and also work with Student Life in the Consultation and Assessment Team to help address situations involving disruptive behavior.

PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Central Ohio Technical College prohibits crimes of dating violence, domestic violence, sexual assault and stalking. The code of the State of Ohio does not define consent however, the following definitions apply to all members of the College community (faculty, staff, students, student employees, appointees, volunteers), vendors, and visitors under College Policy 2.1.20

Consent - Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- B. Consent may be withdrawn at any time.

- C. Previous relationships or prior consent cannot imply consent to future sexual acts; this includes "blanket" consent (i.e., permission in advance for any/all actions at a later time/place).
- D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness or blackout, etc.).
 - 1. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because she/he lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).
 - 2. This policy also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.
 - 3. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- E. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.

Dating Violence - Violence or threat of violence by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Whether there was such relationship will be determined based on the reporting party's statement and with consideration of the length and type of relationship, and the frequency of interaction of the persons involved in the relationship.

Domestic Violence - Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant's current or former spouse or intimate partner, a person with whom the complainant shares a child in common, a person who is or has cohabitated with the complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to this policy.

Relationship Violence - Dating violence, domestic violence and stalking.

Sexual Assault - Non-consensual sexual contact and non-consensual sexual intercourse. All such acts of sexual assault are forms of sexual violence, and therefore sexual misconduct.

Sexual Misconduct - Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Includes sexual harassment, sexual violence, and relationship violence. Sexual misconduct is a form of sex- and gender-based discrimination.

Sexual Violence - Sexual acts perpetrated against an individual's will or when an individual is incapable of giving consent. All such acts of sexual violence are forms of sexual misconduct.

Stalking - A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the complainant to fear for her, his, or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the complainant, or interferes with the complainant's property

For purposes of eligibility to obtain a protection order, the following Ohio Revised Code definitions are used:
ORC 2919.25: Domestic Violence. (A) No person shall knowingly cause or attempt to cause physical harm to a family or household member. (B) No person shall recklessly cause serious physical harm to a family or household member. (C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member. Sec. 3113.31. **Domestic Violence.** (1) "Domestic violence" means the any of the following: (a) The occurrence of one or more of the following acts against a family or household member: (a)(i) Attempting to cause or recklessly causing bodily injury; (b)(ii) Placing another person by the threat of force in fear of imminent serious physical harm or

committing a violation of section 2903.211 or 2911.211 of the Revised Code; (c)(iii) Committing any act with respect to a child that would result in the child being an abused child, as defined in section 2151.031 of the Revised Code; (d)(iv) Committing a sexually oriented offense. (b) The occurrence of one or more of the acts identified in divisions (A)(1)(a)(i) to (iv) of this section against a person with whom the respondent is or was in a dating relationship.

ORC 2903.211 Menacing by stalking. (A) (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs. (2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r- computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following: (a) Violate division (A)(1) of this section:(b) Urge or incite another to commit a violation of division (A)(1) of this section.

The Ohio Revised Code (ORC) does not have definitions for Sexual Assault or Dating Violence.

COTC is committed to educating the community, including all incoming students and new employees, on domestic violence, dating violence, sexual assault, and stalking, through a variety of primary prevention programs and ongoing awareness campaigns. Beginning in Fall 2015, the College started offering online training modules to all employees and students, to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These modules include safe and positive options for bystander intervention, risk reduction information, procedures victims should follow to make a report, confidentiality information, on and off-campus resources, victim support options, disciplinary procedures, and possible sanctions and protective measures the institution may impose following a final determination of an institutional disciplinary procedure. In addition to these primary prevention educational modules, the College offers a variety of training to students and employees on issues of sexual and relationship violence.

TITLE IX COORDINATOR

Title IX is a federal law that prohibits discrimination and harassment based on sex or gender. This may include acts of sex or gender-based discrimination, sexual misconduct, sexual harassment, sexual violence, relationship violence, and stalking. The Title IX Coordinator Is the designated college official with primary responsibility for coordinating the college's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education and training; and helps to ensure the college responds appropriately, effectively and equitably to Title IX issues.

www.cotc.edu/titleix

- Holly Mason, Dean of Students, Title IX Coordinator. Contact for students, Warner Center room 226, 740-366-9219 mason.536@cotc.edu
- Jacqueline H. Parrill, Ed.D. Vice President for Institutional Planning +Human Resources Contact for employees: Founders Hall room 1014, 740-366-9367 parrill.9@cotc.edu

Programming efforts at COTC in conjunction with The Ohio State University include Buckeyes Got your Back, and U Got This!. These programs aim to help students do the following:

- Recognize different types of sexual violence
- Understand that sexual violence is prohibited by both the college and by Ohio law
- Debunk common rape myths

- Look at how sexual violence is portrayed in the media and our culture
- Explore social constructs and cultural norms that encourage sexual violence
- Reveal facts about sexual violence and its relationship with alcohol and other drugs
- Understand sexual consent, coercion, and Ohio State's definition of sexual misconduct
- Build relationship skills and skills to communicate sexual consent
- Understand and practice bystander intervention methods
- Empathize with and support survivors of sexual violence
- Know and be able to reference the campus and local sexual violence resources
- Information about bystander risk reduction to decrease the likelihood of victimization and recognize warning signs of abusive behavior

RISK REDUCTION STRATEGIES

- Look out for "sketchiness." This can be someone pressuring you and friends to drink a lot, or who is overly enthusiastic about getting someone else drunk. Look out for someone talking about hooking up with the "most wasted person in the room."
- Trust your instincts. If something doesn't feel quite right, it probably isn't.
- Be careful with mixed punches, jungle juice, or other communal beverages. Contents and alcohol volume are often a mystery. Fruit holds and concentrates alcohol or anything else in the mix.
- Be aware of your drink. Never leave your drink unattended, or even in the possession of a friend. Also be aware of who is making your drink and consider watching them make it.
- Be cautious of beverages that will mask the flavor or effects of alcohol, such as carbonated alcoholic beverages, alcohol mixed with energy drinks or sweet mixes.
- Know your limits and your friends' limits for drinking and other drug use.
- Use the buddy system:
 - Make a plan with your friends before you go out - talk about how long you want to stay out, what to do if a friend meets someone, etc. Have a plan!
 - Never leave a friend alone when she or he has had too much to drink.
 - Take your friend to a safe place. This means leaving the party, bar, house, or wherever.

STUDENT CONDUCT

The primary focus of COTC Student Life's Student Conduct department is to promote college community standards through the administration of COTC Code of Student Conduct. The office also serves as an information source on student behavior, student discipline, disciplinary hearings, appeals, and hearings.

The purpose of the college discipline system is to promote student development by addressing behaviors that are inconsistent with community standards and expectations, as defined by the Code of Student Conduct. The office conducts fair and impartial processes regarding alleged violations of the Code and, when appropriate, administers proactive and educational sanctions.

Student Conduct often coordinates its services with other campus offices in an effort to serve students to the fullest extent. Students are encouraged to communicate individual concerns they have, including alcohol or drug dependency, mental or emotional wellness, or potential legal issues to Student Conduct. When appropriate, referrals will be made to other college offices in an effort to best serve students. Whenever persons witness what appears to be criminal activity or violations of college rules under the Code, they are encouraged to report this to Ohio State Police, as it is the police's role to be the primary campus investigative authority for such matters. Persons may contact Student Conduct, which may conduct an investigation or contact Ohio State Police for an investigation of the matter. When apprised of activities by recognized student organizations that allegedly are in violation of the Code of Student Conduct (including criminal activity), Student Conduct may initiate disciplinary proceedings against the student organization and/or its members.

become responsible citizens. Their purpose is to support the College's mission by providing services and programming. Student Life encourages student learning in and out of the classroom, and developing a diverse community which is educationally purposeful, open, just, disciplined, and caring.

The COTC Office of Student Conduct can be found at 1219 University Dr. Warner Building Room 226. 740-364-9578

It is COTC's practice to solicit from local law enforcement agencies information on criminal activity involving students in off campus locations and programs. This information is made available to Student Life and other appropriate offices on campus.

Upon written request, the report on the results of any disciplinary proceeding conducted by the college against the student who is the alleged perpetrator (hereafter "respondent") of a crime of violence, or a sex offense will be disclosed to the alleged victim, as appropriate under applicable law. Student Conduct will provide both the respondent and the accuser with simultaneous written notification of any result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking. If the alleged victim is deceased as a result of a crime of violence, Student Conduct will provide the results of the disciplinary hearing to the victim's next of kin if requested.

STUDENT LIFE AND UNIVERSITY HOUSING, NEWARK CAMPUS

Each year, this office offers safety and crime prevention policies and information through its web-based Residence Hall Handbook. In addition, each residence hall makes safety instruction programs regularly available to its residents in cooperation with other college programs. Programs and services include:

- Each residence hall is assigned a community policing liaison with Ohio State police. The police liaisons offer a variety of community outreach from walking rounds with staff, attending events, speaking with students about concerns and/or offering educational programming.
- Important messages related to security, elevator safety, and severe weather, are posted in public areas of the residence halls including, but not limited to elevators, lobbies and hallways.
- Residence hall staff post seasonal safety messages based on relevant concerns during the year such as protection of valuables during breaks, severe weather response, spring break safety and Student Safety escort service availability.
- Education programs within the halls may be offered to specific communities based on the needs of those communities or the demand of the student community.
- Resident advisors attend a mandatory "train the trainer" session providing them information about the "Top Ten Safety Considerations" that they are required to review with their student residents. At the same session the residence hall staff are trained on building-specific fire panel, severe weather safety, emergency notifications, evacuation and shelter-in-place procedures. Resident advisors are also given the opportunity to participate in fire extinguisher demonstrations.

The Newark Residence Halls are managed by The Ohio State University Residence Life Department. For further information, call 614-292-3930 or visit housing.osu.edu.

BIAS AND DISCRIMINATION

The Newark Department of Public Safety, in partnership with the Office of Student Life or Human Resources receives, monitors, refers, and, as necessary, coordinates College's responses to hate and bias-related incidents that impact all or a significant portion of the campuses. Incidents may involve bias or hate grounded in race, religion, sex, gender, gender identity, sexual orientation, ethnicity, national origin, age, or disability that occur within the College community.

For purposes of this report, hate crimes include specified crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, national origin, ethnicity, or disability. Bias incidents fall within a broader definition and include acts or behavior motivated by the offender's bias against a race, gender, religion, sexual orientation, gender identity, ethnicity, or disability. While these acts do not necessarily rise to the level of a crime, a violation of state law, College policy, or the code of

conduct; a bias act may contribute to creating an unsafe, negative, or unwelcome environment for the victim, anyone who shares the same social identity as the victim, and/or community members of the College. For more information or to report an incident, please contact the Newark Public Safety Office, the Office of Student Life., or the Newark Campus Human Resources Department for assistance. For more information about BART, or to report an incident visit or call The Newark Office of Student Life at 1219 University Dr. Warner Building Room 226. 740- 364-9578

EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION

EMERGENCY NOTIFICATION PROCEDURES

The Newark Department of Public Safety assumes the role of issuing emergency notifications to the COTC campus community. As defined, an emergency notification is the process of immediately notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system or systems, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Central Ohio Technical College in collaboration with The Ohio State University Department of Public Safety utilize the Ohio State Buckeye Alert Emergency Notification System. Emergency notifications may be authorized by the COTC President, Ohio State Newark Dean-Director, COTC/Ohio State Newark Public Safety Director, COTC/Ohio State Newark Facility Superintendent, Ohio State Director of Public Safety, Ohio State Chief of Police, Ohio State Deputy Chief of Police, COTC/Ohio State Newark Director of Marketing and Communications or the Ohio State Senior Vice President of Administration & Planning.

The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. Public Safety personnel verify information about a potential significant emergency or dangerous situation. This occurs by collecting and assimilating information from firsthand accounts, from uniformed officers in the field, and through the use of security technologies such as alarm and surveillance systems. Alarm systems are monitored by the Department of Public Safety 24-hours a day, 7 days a week. In some locations, cameras can be reviewed in the event of an emergency.

In some circumstances, local, state, or federal agencies may notify the Department of Public Safety of a possible emergency and may provide information or guidance to be used in verifying whether a significant emergency or dangerous situation exists. COTC may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies, or other agencies with expertise in the type of situation affecting the campus; these departments or agencies may provide assistance and guidance in confirming the presence of an emergency or dangerous situation. COTC departments that become aware that an emergency or dangerous situation may affect the campus will contact the Newark Department of Public Safety to report the incident.

Upon learning that an emergency or dangerous situation may exist, Public Safety personnel will contact leadership within the Newark and or Ohio State Department of Public Safety to pass along specific information about the situation. Department of Public Safety leadership will confirm whether an emergency or dangerous situation involving an immediate threat to the health and/or welfare of students or employees is occurring on the campus and if an emergency is confirmed, will begin the process of issuing an emergency notification. As part of this process, Public Safety leadership will determine the event's significance and the populations it may impact.

The Department of Public Safety is responsible for determining the content of an emergency notification; the content of a notification is determined based on the circumstances and the manner in which the situation is impacting campus. The content of the notification message is designed to provide instruction to the college community that promotes the safety and well-being of those impacted. At times, messages may simply contain information about an area of campus to avoid. At other times, messages may have specific protective action recommendations or information about the nature of the incident itself. A message may be directed to the entire campus community or to specific areas or segments of the campus depending on the nature of the incident.

Upon determination of the notifications content, systems utilized to transmit emergency notifications are selected and activated to deliver the desired content relating to the emergency onto the end user within the college community. These systems are described in the next section.

Delivery of an emergency notification may occur within minutes of the initial confirmation of a significant emergency or dangerous situation depending upon the time of day, the methods chosen to disseminate information, and the successful activation and performance of technologies used to issue notifications.

EMERGENCY NOTIFICATION SYSTEMS

To report an emergency or dangerous situation, call 9-1-1.

Once the Newark Department of Public Safety is aware that an emergency situation may exist, response agencies such as Police, Fire, or Health Department can initiate a response and, if appropriate, Public Safety can begin the process of notifying the COTC campus community.

Before or while the Department of Public Safety leadership is being notified of a potential emergency or dangerous situation, the Communications Center personnel will notify first responders and will request their assistance at the scene. First responders called to a scene are typically the Newark Public safety personnel to include the Ohio State Police Division and if appropriate Campus Security. On COTC Extended campuses, the local first responders of the area will respond. However, depending on the nature of the incident, other departments or other local, state, or federal agencies could be involved in responding to the incident. COTC will work in cooperation with these agencies to manage the incident.

General Information

Upon being notified about an emergency event, the Newark Campus Department of Public Safety will determine the appropriate emergency notification systems to be used to deliver the emergency notification message to the campus community. COTC may use any or all communication resources to disseminate information depending on the nature of the emergency and the surrounding circumstances.

Information pertaining to incidents and emergencies on campus will be disseminated to the larger public via media organizations through the Newark Campus Marketing and Public Relations Office or individuals involved in emergency response on campus as designated by the COTC President or COTC Public Safety Director.

Emergency notifications may be sent to the entire campus community when a situation has the potential to affect a large portion of the campus, or they may be sent to specific buildings or areas of the campus in circumstances where the impact of the situation may be limited. The Newark Campus Department of Public Safety will evaluate the information known about the situation and will determine the appropriate areas of campus to be notified. As the situation progresses, the Newark Campus Department of Public Safety will continue to assess the circumstances and may notify additional segments of the campus community if it is warranted.

Based on the circumstances involved in the emergency or dangerous situation, the Newark Campus Department of Public Safety will develop a notification designed to aid in protecting individuals from harm, in preventing an incident from escalating into a larger or more complex emergency, and in preserving and maintaining law enforcement and other public safety operations.

Buckeye Alert

Through the partnership with The Ohio State University, COTC uses Buckeye Alert for emergency notifications. Buckeye Alert is a multi-modal, all-hazards emergency notification system that includes all of the communications methods listed below. Based upon a variety of factors, Ohio State Public Safety officials along with Newark Campus Public Safety Department will determine which method, or combination of methods, should be utilized to communicate with the college community during an emergency.

Each event/emergency is unique. The message for each event/emergency will also need to be unique. Public Safety leadership will determine the final message prior to activation.

If there is a situation on campus that threatens the health and safety of our students, faculty, staff and visitors, Ohio State Public Safety officials will warn our campus community using one or more of the following methods:

- cotc.edu webpage
- Text messages
- Email
- Fire Alarm/Speaker Systems where equipped
- Facebook
- Newspaper
- NOAA Weather Radio
- Radio
- Television
- Twitter
- Two-Way Radios
- Vehicle Public Address Speakers

Additional information or follow-up instructions may be also provided through any of these resources if the Newark Campus or Ohio State Department of Public Safety determines that providing such information would be helpful to promote safety or to respond to the situation.

Please note that Timely Warnings, also called "Public Safety Notices," are issued by the Public Safety Department. These alerts are distinct from Buckeye Alerts. Timely Warnings/Public Safety Notices provide information about crimes that have already occurred but still pose a serious or continuing threat. The Buckeye Alert emergency notification system will only be activated if the campus community is under an immediate threat from a significant emergency or a dangerous event and must take immediate action to remain safe and secure. Timely Warnings/Public Safety Notices will be issued to make the general public aware of a crime or series of crimes to help them be better informed and more vigilant of potential dangers on and near campus. For more information on the *Timely Warning Policy and Procedures*. COTC encourages the college community to pay close attention to both Public Safety Notices and Buckeye Alert text messaging alerts to remain informed of crime activity and emergencies the affected campus.

Buckeye Alert Text Messaging Alerts: buckeyealert.osu.edu

Timely Warning/Public Safety Notices: dps.osu.edu/police/psn

Severe Weather

In the event that the National Weather Service issues a Tornado Warning for Licking County, the Buckeye Alert Text Messaging System will automatically be activated and send a text message to all registered users on the Newark campus and COTC Extended Campuses.

Text Messaging

Text Messaging is a simple, reliable way to quickly send and broadcast messages to as many students, faculty, and staff as possible. Text messaging is an emergency notification method that will send a text message alert to a registered user's cell phone in the event of an emergency. Text message alerts are designed for all-hazards emergency notifications. COTC students, faculty and staff cell and email information is uploaded to Ohio State Emergency Management at the beginning of each semester,

Bulk Email Alerts

A mass email can be sent to everyone who has an email account on the cotc.edu system.

This email would be accessible to any account holder whether they are accessing it from on campus or remotely.

The Central Ohio Technical College Website

An emergency message can be posted on the front page of COTC's website cotc.edu.

Social Networking

Social networking websites offer the opportunity to reach out to members of our community during an emergency in a manner that interfaces with the modern trends of communicating.

Newark Campus Marketing and Public Relations maintains social networking websites via Twitter and Facebook to provide immediate emergency information. Links to these sites may be found by accessing the COTC's main webpage cotc.edu and clicking on the Facebook or Twitter link provided on the front page.

Media Outlets: TV, Radio, Print

The Newark Campus Department of Public Safety in collaboration with Newark Campus Marketing and Public Relations, will provide advisories to the media through a formal media advisory, a news release, or in response to media inquiries.

Once the activation of mass communication system is initiated and the public becomes aware of a situation occurring at the college, the media often begins to inquire about the nature of the emergency.

COTC and Newark Campus Marketing and Public Relations will provide relevant information to the media to help ensure that the campus community and the public are informed about the emergency.

Emergency Response

Public Safety personnel have received training in Incident Command and critical incident response. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Newark Campus Public Safety-Security, the Ohio State Police, Newark Police Department and Newark Fire Department. They typically respond and work together to manage the incident. Depending on the nature of the incident, other departments and other local or federal agencies could also be involved in responding to the incident. On the COTC Extended Campuses Newark Public Safety will coordinate with local jurisdictions.

EMERGENCY EVACUATIONS

Campus Evacuation

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions may be issued by the Newark Campus Department of Public Safety and other emergency response authorities (e.g., Newark Fire Department). These instructions may order evacuations for individual buildings or regions of campus, or they could be campus wide.

In the rare event that an evacuation of the entire Newark Campus is ordered by public safety officials, it is important to follow evacuation instructions disseminated through the communication systems used to inform the campus of an emergency. Newark Campus Public Safety works with the Licking County Emergency Management, Newark Police & Fire and many other emergency response partners to prepare for a large-scale evacuation of the city and/or surrounding area. If an evacuation were required, Newark Campus Public Safety, in consultation with other local, state, and/or federal agencies would determine the most appropriate method and route for evacuating the area. It is likely that traffic routes may be altered, that some areas of campus may already be inaccessible, and that travel off-campus may require the use of public transportation or other arrangements. On the Extended COTC Campuses, a building evacuation will be coordinated with the Building Safety and Security Supervisor with local first responders.

It is important to remember that evacuations are issued only if the safety and well-being of the college community is at serious risk. COTC asks that you work together and assist each other during evacuations, and that you follow all instructions and guidance from college officials and first responders.

Building-specific evacuation procedures vary by building. We encourage all individuals on campus to familiarize themselves with evacuation procedures in the buildings they occupy. Specific evacuation information can be obtained from posted procedures, or by requesting a copy of the Building Emergency Action Plan from that building's Building Coordinator.

A copy of these procedures is sent to students, faculty and staff annually via email as part of our autumn quarter Buckeye Alert test.

If assistance is required to learn more about building-specific evacuation procedures, please contact Newark Campus Public Safety at 740-366-9237 for assistance.

SHELTER-IN-PLACE

Shelter-in-Place Procedures – If an incident occurs, it may be safer to stay indoors, because leaving the area may expose you to that danger. In these or other circumstances, you may be asked to shelter-in-place rather than evacuate a building or area. Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of an active threat; tornado; or chemical, radiological, or other hazard.

How You Will Know to Shelter-in-Place – A shelter-in-place notification may come from several sources, including the Newark Campus Public Safety, Student Life, other college employees, or other authorities utilizing the college’s emergency communications tools.

How to Shelter-in-Place – No matter where you are, the basic steps of shelter-in-place will generally remain the same. If the need ever arises, follow these steps, unless instructed otherwise by local emergency personnel:

Severe Weather

1. Remain calm.
2. Seek shelter in a centrally located sturdy room on the lowest possible floor, away from windows and exterior doors.
3. Do not go outside or into open areas such as gymnasiums or other rooms where there are large open spans.
4. Do not open windows during a tornado in an attempt to equalize building pressure.
5. Stay away from windows, exterior doors, skylights, mirrors, and other objects that could cause injury if knocked over.

Chemical or Biological Agent

1. Remain calm.
2. Listen for and follow instructions provided by Public Safety.
3. Return to your room and close all windows and doors unless instructed differently by Public Safety.
4. Turn off air conditioning units if able to do so.
5. Be prepared to evacuate the area if instructed by Public Safety.

Active Shooter/Active Threat

Run

1. Always leave an active threat situation if you are able to do so.
2. Leave your belongings behind and keep your hands visible.
3. Notify 911 of the situation when it is safe to do so.

Hide

1. Proceed to the nearest interior room that can be locked or secured as best as possible.
2. Close and lock all the windows and doors and turn off all of the lights. Barricade the door if possible.
3. Remain quiet and silence your cell phone.
4. Make it as hard as possible for the assailant to find you, see you or get to you.

Fight

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

Testing and Exercises

Testing of the Buckeye Alert system occurs, at a minimum, biannually but may occur at more frequent intervals at the discretion of Ohio State's Emergency Management. These tests may be announced or unannounced. A log of all Buckeye Alert tests, including date, start time, end time and specific message is maintained by Ohio State Emergency Management.

Residence Halls conduct fire drills three times per year under state law. Fire drills are documented by the Office of Student Life Risk and Emergency Management. Announced and planned emergency evacuations are performed each semester in the Newark Residence Halls.

The Newark Campus Public Safety Department maintains and implements the Building Emergency Action Plan (BEAP). The BEAP is a unit-specific plan that addresses procedures for building evacuations for incidents related to all hazards, including fire incidents.

NOTIFICATION OF MISSING STUDENTS

If a member of the COTC community has reason to believe that a COTC student who resides in on-campus housing has been missing for at least 24-hours, he or she should promptly contact Ohio State Student Life's University Housing Department at **614-292-8266** and the Newark Public Safety Department **740-366-9237**. (Ohio State Residence Life manages the residence halls in partnership with COTC on the COTC Newark Campus).

Each COTC student who resides in on-campus Newark housing offered through Ohio State University Housing has the option to identify an individual to be contacted within 24-hours after the student is determined to be missing in accordance with this policy.

Each student who resides in on-campus housing may register contact information to be notified in the event the student is determined to be missing. Student contact information will be registered confidentially, will be accessible only to authorized university and college officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Confidential contact information may be registered as part of the housing application process. Information may be amended or supplemented by contacting University Housing. For more information, please visit housing.osu.edu or contact University Housing at **614-292-8266**.

Ohio State will immediately notify The Ohio State University Police Division and/or other appropriate law enforcement agencies upon receipt of a missing student report. If The Ohio State University Police Division (or applicable law enforcement agency) makes an official determination that a student is missing, emergency contact procedures will be initiated within 24-hours in accordance with the student's designation. In addition, the following officials or their designees will be notified:

- Ohio State Vice President for Student Life (Columbus campus)
- COTC President
- COTC Director of Student Life
- Ohio State Associate Vice President for Student Life (Columbus campus)
- Ohio State Director of Residence Life (Columbus campus)
- Ohio State Student Life Senior Management (Columbus campus)

If a missing student is under 18 years of age and is not emancipated, Ohio State Resident Life is required to notify his or her custodial parent or guardian within 24-hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

POLICIES FOR REPORTING CRIMES, PREPARING ANNUAL REPORTS, CONFIDENTIAL REPORTING

REPORTING A CRIME

All persons are strongly encouraged to report crime to the police in a prompt and accurate manner. This includes situations where the victim of the crime elects to report a crime or is unable to make such a report. Crimes occurring on campus should be reported to The Ohio State University Police by calling - **740-366-9237** (non-emergency), and crimes occurring off campus in Newark should be reported to the Newark Police **9-1-1** (emergency) or **740-670-7201**

(non-emergency). Crimes occurring off campus in other communities should be reported to the local police agency. Calling 911 in Licking County will connect you will ALL Police and Fire jurisdictions. Crime reporting for the COTC Extended Campuses should be through the local 911 centers. (9-1-1 should be called for active-in progress crimes and responses. Non-emergency responses for each COTC Extended Campus are as follows: Coshocton Campus: Coshocton County Sheriff 740-622-2411, Knox Campus: Mt. Vernon Police 740-393-9559, Pataskala Campus: Pataskala Police 740-927-5701.

Under Ohio law, persons who have knowledge of a felony are required to report the crime to the police (Ohio Revised Code § 2921.22). Failure to report a crime may itself be a crime.

The College strongly encourages all criminal activity to be reported to the Newark Public Safety, Ohio State Police, on the Newark Campus and /or the local police jurisdiction at a COTC Extended Campus. Information on criminal behavior may also be reported to the offices of Student Conduct, Human Resources, or to the Title IX Coordinator on the Newark Campus.

CONFIDENTIALITY

Ohio's public records law (Ohio Revised Code § 149.43) generally does not permit the college to promise confidentiality to those who report crimes to anyone except counselors at the Newark Campus Counseling and Consultation Service, or under certain circumstances, to a physician or a nurse at the Student Health Center or a hospital or other appropriate medical care setting. Some off-campus reports also may be legally confidential—e.g. reports to clergy or health care professionals. Reports that are confidential by law will not be reported to the College for Inclusion in the annual crime statistics report.

The college understands that reporting a crime may involve disclosing sensitive information. Subject to Ohio public records law, the college will use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to crime victims, to perform other appropriate college functions, and as required by law. However, because of the requirements of public records laws, college does not have a policy that permits confidential reporting of crimes for inclusion in the annual crime statistics report. The college will not include personally identifying information about crime victims or other necessary parties in this report or other Clery Act disclosures.

Note that the use and release personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the college will disclose covered student information in compliance with that law and the college Privacy and Release of Student Education Records policy

Ohio Revised Code § 2921.22 requires that any person who knows that a felony has been or is being committed must report this information to law enforcement authorities. For that reason, college officials who become aware of a crime may, under some circumstances, be required by law to report the crime to law enforcement.

MEDICAL CARE AND EVIDENCE COLLECTION

If an individual is uncertain about whether or not they want to report what has occurred, they can still get evidence collected. In cases of sexual assault or severe injuries, the police will be called by the hospital. The survivor can decide if they want to speak with the police at that time to officially report what has happened.

While evidence may be collected anonymously (i.e. without the survivor's name attached to it) and/or when there is no report made to police, these cases are handled differently. A discussion about the merit of collecting evidence "anonymously" and in instances where the survivor does not want to report, should be discussed with medical personnel and/or an advocate.

At [Licking Memorial's](#) emergency departments, the evidence collection exam may be performed by a doctor, a nurse or a specially trained nurse: a Sexual Assault Nurse Examiner (SANE). In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. It is not necessary for evidence to be collected in order for a case to be reported. It is

easier to investigate and prosecute cases that have physical evidence, but it is not impossible to go forward without it.

If an individual wants to have evidence collected, it is best not to bathe and to take the clothes that they were wearing at the time of the assault to the hospital with them. It is also recommended to avoid eating, drinking, and going to the bathroom. However, a lot of people do all of these things before going to the hospital and evidence can still be collected.

The sexual assault evidence collection exam is paid for by a fund within the Ohio Attorney General's office. However, other medical care may be needed and, in that instance, insurance will be billed, or an individual can arrange to "self-pay". Assistance with additional medical bills may be provided through accessing Victims of Crime Compensation and/or through the Sexual Violence Assistance Fund. More information about Victims of Crime Compensation can be found at

<http://www.ohioattorneygeneral.gov/VictimsCompensation.aspx/?from=nav>.

Follow-up medical care can happen at an individual's doctor or another medical facility.

PREPARING ANNUAL REPORTS

The college prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics reported to designated campus officials, including but not limited to officials in those departments listed below, and the local law enforcement agencies listed below are included in this report

THE COTC NEWARK CAMPUS, AND EXTENDED CAMPUSES

- The Ohio State University Police
- Newark Police Department
- Coshocton County Sheriff's Office
- Mt. Vernon Police Department
- Pataskala Police Department
- Police agencies having jurisdiction where College Credit Plus Programs take place.
- Office of Student Life
 - Director of Student Life
 - Student Conduct
 - Newark Campus Residence Halls
 - Title IX coordinator

COTC's Annual Campus Security Act Report is the result of the efforts of many people on campus. Each year the offices and individuals listed above as well as other campus offices and local law enforcement agencies provide information for inclusion in the annual report. No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure that all persons required to report do so, and that statistics are as accurate and complete as possible. Information included in the annual report is reviewed for accuracy, completeness and readability.

If you have any questions or concerns regarding any of the statistics and information in this report, please contact the Newark Campus Department of Public Safety at **740-366-9237**.

COTC will not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising the rights or responsibilities provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

REPORTING SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, HARRASSMENT AND STALKING

Survivors of sexual assault, domestic violence, dating violence, and stalking are strongly encouraged to report the offense to the police. To report an offense to the Ohio State Newark Police Division (non-emergency), please call **740-366-9237**. Non-emergency contact information for other local police agencies include: Newark Police Department, **740-366-7201** Non-emergency responses for each COTC extended campus are as follows: Coshocton campus: Coshocton County Sheriff 740-622-2411, Knox campus: Mt. Vernon Police 740-393-9559, Pataskala campus: Pataskala Police 740-927-5701.

In an emergency, please dial 9-1-1.

Reporting an offense to the Ohio State Police or other law enforcement or campus security authorities does not necessarily require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution and will allow the survivor to be connected with the appropriate support and medical resources. Reporting is best done as soon as possible after the offense, but it may be done at any time.

Reports may also be made to the following campus offices:

COTC Contacts

Holly Mason, Dean of Students, Title IX Coordinator, Contact for students, Warner Center Room 226, 740-366-9219 mason.536@osu.edu

Jacqueline H. Parrill, Ed.D. Vice President (COTC) Director (Ohio State Newark), Title IX Newark
Contact for employees: Founders Hall room 1014, 740-366-9367 parrill.9@osu.edu

The college will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources as well as counseling and support services. The university will also assist survivors in notifying the University Police or other local police if the survivor requests the assistance of law enforcement. The survivor may also choose to decline to notify law enforcement.

As discussed more fully above in the section titled, "Confidentiality," the university does not have a policy that generally permits confidential reporting of crimes. However, in reporting a crime, a survivor may disclose sensitive information, and the university will, subject to Ohio public records law, use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to the survivor, and to perform other appropriate university functions. The use and release personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the college will disclose covered student information in compliance with that law and the university Privacy and Release of Student Education Records policy.

SUPPORTIVE AND PROTECTIVE MEASURES

The College will provide student and employee survivors with written notification of the survivor's rights and about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for survivors both on-campus and in the community, whether the offense occurred on or off campus. Supportive and protective measures issued by the college might include residence hall room changes, course changes, or "No Contact" directives. Interim suspension of a student may be available when the college has reasonable cause to believe that the student's presence on college premises or at a university-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property. Similarly, employees may be placed on administrative leave with pay when the Office of Human Resources determines that the health or safety of any staff member or of any person or property

entrusted to the staff member's care could be adversely affected or during an administrative investigation. Student Conduct and Human Resources investigators collaborate closely with other college departments, including Ohio State Residence Life, Newark Counseling & Consultation Service, and Newark Public Safety, to connect students and employees to the appropriate sources of other remedies or protective measures. Interim measures taken during an investigation of a complaint of sexual misconduct should minimize the burden on the complainant. Sexual Violence Support Coordinators, SARNCO, and Ohio State Police may also assist individuals in obtaining orders of protection through the appropriate criminal or civil court.

The college will also provide written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations as well as Supportive and protective measures if so, requested by the survivor and if such accommodations are reasonably available, regardless of whether the survivor chooses to report the crime to Ohio State Police or local law enforcement. If requested by the survivor, and if reasonably available, the college will assist the survivor in changing his/her academic or living situation after the alleged assault. Upon request, the Title IX coordinators, can assist the survivor with exploring options to address these concerns. Options may include, but are not limited to, academic/financial aid guidance and discussion of options, assistance in withdrawing from classes or adjusting academic schedule, transitioning the survivor into another residence facility, or emergency housing. The college will not disclose accommodations or supportive and protective measures provided to a survivor unless doing so would impair the ability to provide the accommodations or protective measures.

For survivors who choose to notify the police, it is important to know the immediacy of reporting the incident and the importance of preserving physical evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order at the crime scene as well as on the survivor. In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. If possible, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution; however, cases may be also reported without physical evidence

Students or employees who are reporting an immediate assault should be accompanied to a health care facility of their choice to allow for collection of evidence and treatment. If a sexual assault survivor chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged; however, criminal investigations become much more difficult.

COTC DISCIPLINARY PROCEDURES REGARDING CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

FILING A COMPLAINT

Allegations that a COTC student has committed a sexual assault or engaged in dating violence, domestic violence, or stalking adjudicated by Student Life, Holly Mason, Director of Student Life, Title IX Newark Contact for students, Warner Center Room226, 740-366-9407 mason.536@cotc.edu

Complaints against COTC faculty or staff members are addressed by Human Resources, Jacqueline H. Parrill, Ed.D. Vice President (COTC) Director, Title IX Newark campus. Contact for employees: Founders Hall room 1014, 740-366-9367 parrill.9@cotc.edu

The following procedures apply only to cases of dating violence, domestic violence, sexual assault, and stalking as defined in the college's Sexual Misconduct Policy. Further information may be found at cotc.edu/titleix

INVESTIGATION

In cases involving allegations of dating violence, domestic violence, sexual assault and stalking, the college will provide a prompt, fair, and impartial process from the initial investigation to the final result, and will treat the complainant with respect before, during, and after the investigation. Upon receipt of a report, the Office of Student Life will evaluate the report and share information about the formal complaint process, which may include a discussion with the complainant and consideration of a complainant's request not to proceed with the investigation and adjudication. Upon receipt of a formal complaint, the college will provide written notice to the parties who are known. The investigator will interview the complainant, the respondent and any pertinent witnesses. The investigator will review police or other reports and collect relevant, available evidence. The entire process will be consistent with the college's published policies and will be transparent to the complainant and the respondent. The investigator will provide both parties with timely notice of meetings at which they may be present and both parties will be provided with equal access to case materials.

A typical investigation into reported acts of dating violence, domestic violence, sexual assault and stalking, will follow the timeline as outlined in the policy. This will vary depending on the complexity of the investigation and the severity and extent of the alleged sexual misconduct. When in an individual case the following timeframes cannot be met for legitimate reasons, the parties will be informed when and why they will not be met.

Approximate timeframes refers to the entire investigation process, which includes and is not limited to:

- a. Initiating the investigation including contacting the complainant for an intake interview (7 days);
- b. Conducting the fact-finding investigation (33 days);
- c. Holding a hearing or engaging in another decision-making process to determine whether a policy violation has occurred (10 days); and
- d. Determining what actions the university will take to eliminate the hostile environment, prevent its recurrence, and remedy its discriminatory effects, including imposing sanctions against the accused and providing remedies for the complainant and university community, as appropriate, and issuing written notice of the finding of the investigation (10 days).

Other factors may affect one or more parts of that timeframe, including and not limited to, the complexity, severity, and extent of the alleged sexual misconduct. The process may be extended if necessary due to illness, holidays, unavailability of parties or witnesses, complexity of the case, or competing demands on investigators or decision makers.

RESOLUTION IN STUDENT CONDUCT INVESTIGATIONS

The investigator will decide whether to issue charges for violations of the Code of Student Conduct related to dating violence, domestic violence, sexual assault and stalking. Charges will be issued if there is reasonable cause to believe that the student may have violated the Code of Student Conduct. The fact that charges have been issued does not mean that the student has been found in violation. If charges are issued, the hearing officer will notify both the respondent and the complainant. The respondent can accept responsibility and request an Administrative Decision, deny responsibility and request an Administrative Hearing before a College Hearing Officer, or deny responsibility and request a hearing before the College Conduct Board. When a student accepts responsibility and requests an administrative decision, the hearing officer will consider appropriate sanctions for the violation. In so doing, the hearing officer will consider all of the material brought forth in the investigation, including statements from the complainant on the impact the violation has had on their life and educational experience.

Hearings

A student charged with violating the Code of Student Conduct can decide not to accept responsibility and elect a hearing to resolve the charge. The Code provides for two types of hearing, and the respondent chooses which type. The first is an Administrative Hearing. The second is a College Conduct Board Hearing. Both types of hearings are less formal than a hearing in a court of law. The legal rules of evidence do not apply, and the standard of proof is the preponderance of the evidence standard. The difference between the two hearing types is who hears and decides the case. In an Administrative Hearing, the case is heard by a hearing officer from Student Life. In a College Conduct Board Hearing involving allegations of dating violence, domestic violence, sexual assault and stalking, the case is heard by a board consisting of faculty and staff. Staff and faculty are appointed by the Dean of Students.

In cases involving allegations of dating violence, domestic violence, sexual assault and stalking, both complainants

and respondents participate equally in the hearing process and may have an advisor of their choice present. Should one party desire it, the complainant and respondent shall be in separate rooms connected by video and audio during the hearing.

Appeals

Once a result is determined by the hearing officer or board, Student Life promptly communicates simultaneously, in writing, to both parties the outcome of the disciplinary hearing, the institution's appeal procedures and other information as outlined in the Sexual Misconduct policy. Both parties may appeal the outcome. Appeals are heard by the President of COTC or designee. When the President issues a decision on an appeal, notice is promptly provided to both parties.

Disclosure of Results of Disciplinary Proceedings

Upon request, the College will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of *any* crime of violence or a non-forcible sex offense (i.e. statutory rape, incest) to the alleged victim or next of kin, if the victim is deceased.

RESOLUTION IN COLLEGE HUMAN RESOURCES INVESTIGATIONS

In cases of misconduct by an employee, the investigator will prepare a written case report that typically provides a summary of facts, analysis, findings, and recommended corrective actions. This report is shared, in writing, with the complainant and accused at the conclusion of the investigation. Corrective actions may be taken pursuant to the Corrective Action and Involuntary Termination policy, Student Employment policy, and/or the Rules of the College Faculty Agreement between COTC and the United faculty/COTC, AFT/OFT. Potential corrective actions include coaching, training, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate remedial measures. In the event that a record of such corrective action will become a part of the accused's personnel records, prior notice will be given. Corrective action may also be taken against any individual with a duty to report under this policy who fails to report an incident of sexual

misconduct in a manner consistent with the provisions of this policy. In cases involving employees subject to collective bargaining agreements or the faculty process, parties will retain all rights afforded under applicable laws such as Title IX.

TRAINING & CONFLICT OF INTEREST

All employees and staff involved in an investigation or hearing are trained annually on issues related to dating violence, domestic violence, sexual assault and stalking, and proper hearing procedure that protects victim safety and promotes accountability. An investigating hearing officer, administrative hearing officer, college conduct board member or board coordinator will remove him or herself from any proceeding in which a conflict of interest or bias exists against either the complainant or the respondent.

CRIMINAL AND CIVIL OPTIONS IN ADDITION TO COLLEGE PROCEDURES

Students who are survivors of sexual assault have the right to initiate a criminal investigation and possible prosecution of an assailant under criminal law and initiate the disciplinary process through the College Conduct system. Survivors are assisted by staff in learning about the options for reporting sexual assault to the college as well as Ohio State Police or local law enforcement agencies. For more information, please visit

<https://www.cotc.edu/post/title-ix-0>.

CAMPUS SEX CRIME PREVENTION ACT INFORMATION

The responsibility for tracking persons in Ohio who have been designated as Sex Offenders is assigned to the sheriffs of the various counties. The following website contains information regarding registered sex offenders for geographic areas covered by this report: communitynotification.com/oh/ag/.

Alcohol and Other Drug Policies

INSERT [Policy Template \(cotc.edu\)](#)

COTC NEWARK CAMPUS



Newark Campus



COTC Extended Campuses

Coshocton Campus



Knox Campus - Mt. Vernon



Pataskala Campus



TIMELY WARNING POLICY

Timely Warnings, called "Public Safety Notices", are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur only on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus (please see [page 44](#) of this report for definitions of these property classifications) and are considered by Ohio State to present a serious or continuing threat to students and employees.

Hate Crime Alerts are a subset of Public Safety Notices. A Hate Crime Alert will be issued when a hate or bias-related incident that presents a serious or continuing threat to students and employees occurs on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus. Hate Crime Alerts may also be issued when the Ohio State Police Division determines issuance is appropriate to heighten safety awareness after a hate or bias-related incident or series of incident occurs.

Ohio State University Police are responsible for preparing a Public Safety Notice when a crime is reported to or brought to the attention of The Ohio State University Police Division and that crime represents a continuing threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability of accurate facts concerning the incident(s).

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the Ohio State Police Division.

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, Ohio State Police will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Public Safety Notices also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

The Ohio State Police Division makes every effort to properly classify a criminal incident when issuing a Public Safety Notice. However, upon further analysis and investigation, it may be determined that incidents for which Public Safety Notices are issued do not fall within the definitions of reportable crimes included in this report, and therefore, some incidents for which Public Safety Notices are issued may not be included in the crime statistics provided by this report.

TIMELY WARNING PROCEDURE

The Ohio State University Police Division will prepare a Public Safety Notice when a report is received of a violent crime against a person or a particularly threatening crime against property that represents a continuing threat to the safety of students, faculty and staff. Notices may be issued for such crimes that occur within the Clery reporting geography - on campus property, non-campus property, or on public property immediately adjacent to an accessible from campus. Public Safety Notices are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips. Public Safety Notices do not include the names of crime victims.

Information that may be included in Public Safety Notices:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Photo or composite drawing of the suspect, if available.
- Date and time the bulletin was released.
- Other relevant and important information about the crime(s)
- Actions taken by Public Safety officials in response to the crime(s)
- Information on crime prevention, personal safety or other community safety resources.

The Ohio State Police Division may not include some known information in a Public Safety Notice if providing that information could risk

compromising law enforcement efforts. Additionally, Public Safety Notices may be updated if new or more accurate information becomes available to the Ohio State Police Division.

Public Safety Notices are distributed by emails sent to all cots.edu email addresses, which are accessible and available to all students, faculty, and staff. These emails are drafted by Ohio State's Police Division and are distributed by Newark Campus Public Safety in collaboration with the Ohio State Department of Public Safety. In some circumstances, the Newark Public Safety may distribute fliers to appropriate departments to be posted in affected areas of campus. While several local media outlets receive Public Safety Notices through the subscription service discussed below, the Ohio State Police Division may also contact the media directly to distribute information about criminal incidents in some situations.

Public Safety Notices may also be viewed at dps.osu.edu/police/psn. In addition to the emails sent to all students, staff, the Ohio State Police Division offers a free service that sends an email update to any email address when a Public Safety Notice is issued. Please visit dps.osu.edu/police/psn to subscribe to this service.

Please note that Public Safety Notices are a separate and distinct process from the emergency notification text messaging alerts provided by the Buckeye Alert System.

SAFETY TIPS AND CRIME PREVENTION INFORMATION

If you see something suspicious... say something! To report emergencies at COTC Newark dial 9-1-1 and call Newark Campus Public Safety at 740-366-9237; Non-emergencies on-campus dial 740-366-9237. Off campus emergencies, call 9-1-1. COTC Extended Campus dial 9-1-1. Non-emergency responses for each COTC extended campus are as follows: Coshocton campus: Coshocton County Sheriff 740-622-2411, Knox campus: Mt. Vernon Police 740-393-9559, Pataskala campus: Pataskala Police 740-927-5701.

- Always plan the safest route to your destination.
- LOCK YOUR DOORS AND WINDOWS! Many burglaries and thefts take place because of unlocked residence hall or apartment doors.
- Let others know where you are going and when you will return.
- Walk with a companion whenever possible.
- Use public walkways and stay in well-lit and traveled areas.
- When walking, take note of potential hiding spots and use caution as you approach them.
- Avoid carrying valuables and large amounts of cash.
- Minimize distractions when walking and remain aware of your surroundings.
- If you feel uncomfortable in a situation, leave as soon as possible.
- Call for an escort on the COTC Newark campus anytime call 740-366-9237
- Always lock your vehicle doors, even while you are driving.
- Park in well lighted areas and remove valuables from sight.
- Be familiar with the location of emergency (blue light) phones and know how they are used.
- Include the Newark campus Public Safety contact number In your cell phone favorites 740-366-9237

REPORTS AVAILABLE

COTC CAMPUS PUBLIC SAFETY

Each year, an email notification is made to all students, staff, and employees that provides the website address to access this report. Copies of this annual report may be requested from the Newark Public Safety Office (location below) or printed In PDF format from the Newark Campus Public Safety website:

<http://newark.osu.edu/faculty-and-staff/campus-departments/public-safety/>

<http://www.cotc.edu/depts/Pages/Office-of-Public-Safety.aspx>

The Daily Crime Log is also available at the below location.

The Annual Fire Report and Fire Log are available upon request in the Newark Campus Public Safety Office.

Newark Campus Public Safety
John L. and Christine Warner Library and Student Center, Room 105
1179 University Dr. Newark, Ohio 43055
740-366-9237

CRIME STATISTICS CHART [B, D, E, G]

Crimes Reported	Year	Campus (not including residence facility) Crime Reported	Campus (residence facilities only)	CAMPUS TOTAL	Non-Campus [A, F]	Public Property [A]
Aggravated Assault	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Arson	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2020	0	0	0	0	0
	2019	0	1	1	0	0
	2018	0	1	1	0	0
Manslaughter by Negligence	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Murder and Non-Negligent Manslaughter	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2020	0	1	1	0	0
	2019	0	1	1	0	0
	2018	2	2	4	0	0

Fondling	2020	0	1	1	0	0
	2019	0	5	5	0	0
	2018	0	3	3	0	0
Incest	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0		0	0
Statutory Rape	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0		0	0
Domestic Violence	2020	0	0	0	0	0
	2019	0	0		0	0
	2018	0	0	0	0	0
Dating Violence	2020	0	0	0		
	2019	5	1	6	0	3
	2018	0	2	2	0	0
Stalking	2020	0	1	1	0	0
	2019	2	1	3	0	0
	2018	0	0	0	0	0

Hate Crimes [C]:

2020: There were 0 reportable hate crimes

2019: There were 0 reportable hate crimes

2018: There were 0 reportable hate crimes

There was one (1) reportable hate crime reported, Disorderly Conduct, containing gender identity comments made to a student on the Newark campus.

ARRESTS AND DISCIPLINARY REFERRALS

[B, D, E, G]

Crimes Reported	Year	Campus (not including residence facility) Crime Reported	Campus (residence facilities only)	CAMPUS TOTAL	Non-Campus [A, F]	Public Property [A]
ARRESTS						
Alcohol Law Violations	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Drug Law Violations	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Weapon Law Violation	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
DISCIPLINARY REFERRALS						
Alcohol Law Violations	2020	0	22	22	0	0
	2019	1	10	11	0	0
	2018	0	38	38	0	0
Drug Law Violations	2020	2	12	14	0	0
	2019	0	10	11	0	0
	2018	0	4	4	0	0
Weapon Law Violation	2020	0	0	0	0	0
	2019	0	1	1	0	0
	2018	0	0	0	0	0

DEPARTMENT OF EDUCATION CLERY DEFINITIONS

CAMPUS

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

NON-CAMPUS

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property, for purposes of data collection and this report, does not include businesses or private residences adjacent to the campus.

FOOTNOTES

- A. "Public Property" and "Non-Campus" statistics include police reports taken from suburban municipalities, county law enforcement, Statistic reported for COTC in the Non-Campus category Include College Credit Plus schools. Every effort has been made to comply with the definitions contained in the Handbook for Campus Crime Reporting, however Public Property statistics provided by outside agencies are not independently verified by the college, and may include reports of crimes that occurred in private residences or businesses or in other "non-campus" locations.
- B. Municipal and county law enforcement agencies provide statistics according to F.B.I. Uniform Crime Reporting (U.C.R.) requirements. Sex Offenses have been re-categorized pursuant to the Uniform Crime Reporting National Incident Based Reporting System (NIBRS), as required by the Campus Security Act.
- C. Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (GE), gender identity (GI), ethnicity (ET), national origin (NO), or disability (DB). Reportable hate crimes include the offenses of Aggravated Assault, Arson, Burglary, Manslaughter-Negligent, Murder and Non-Negligent Manslaughter, Motor Vehicle Theft, Robbery, Forcible Sex Offenses, Non-Forcible Sex Offenses, other hate crimes involving bodily injury, Larceny-Theft, Intimidation, Destruction/Damage/Vandalism of Property, and Simple Assault.
- D. These statistics reflect the most current data provided to the college. To the extent any of the crime statistics differ from previous reports, the figures in this year's report reflect the most current data provided to the college.
- E. Statistics may include reports that have been made to campus security authorities other than the Ohio State University Police or municipal or county law enforcement agencies, including, but not limited to: Student Life, and University Housing. Although these reports are not always reported to, or independently investigate and verified by Ohio State Police, municipal, or county law enforcement agencies as having occurred, lack of verification does not necessarily reflect on the report's veracity.
- F. "Non-Campus" statistics may include statistics from foreign law enforcement agencies for properties used during study abroad trips or other foreign activities involving students. Statistics reported by foreign law enforcement agencies are not independently verified by the college.

G. Reported crimes may involve individuals not associated with the Central Ohio Technical College.

COTC Campuses Fire Statistics

BUILDING NAME	NUMBER OF FIRES	DATE, TIME, CAUSE	NUMBER OF FIRE RELATED INJURIES	NUMBER OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE
ON-CAMPUS HOUSING					
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	0	None	0	0	\$0
TOTAL:	0		0	0	\$0.00

2020

BUILDING NAME	NUMBER OF FIRES	DATE, TIME, CAUSE	NUMBER OF FIRE RELATED INJURIES	NUMBER OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE
ON-CAMPUS HOUSING					
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	0	None	0	0	\$0
TOTAL:	0		0	0	\$0.00

2019

BUILDING NAME	NUMBER OF FIRES	DATE, TIME, CAUSE	NUMBER OF FIRE RELATED INJURIES	NUMBER OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE
ON-CAMPUS HOUSING					
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	0	None	0	0	\$0
TOTAL:	0		0	0	\$0.00

2018

BUILDING NAME	Monitored Alarm System	Sprinklered	Smoke Detection	Fire Extinguishers	Fire Extinguishers	Fire Drills
ON CAMPUS HOUSING						
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	Yes	No	Yes	Yes	Yes	One each semester 3
					Total:	3

COTC Residence Halls, Fire Safety Systems and Fire Drills

*Statistics for 2007 unavailable

**Statistics for 2008 unavailable

*** The Gateway apartments fall into the definition of "on-campus student housing facility" as provided in 34 C.F.R.668.41 (a), although they are not maintained or managed by Ohio State.

**** Ohio State managed properties are located off-campus and do not fall into the definition of an "on-campus student housing facility".



Policy for Drug Free Schools and Campuses

Introduction

The illegal or improper use of drugs, drug paraphernalia and alcohol is a challenge for individuals and schools. This booklet will identify rules regarding drug and alcohol use by faculty, staff, and students whether they are on campus property or engaging in campus-sponsored activities.

The booklet will describe the policy and potential disciplinary actions for violations. It will also identify on and off campus resources where employees and students could seek assistance.

This policy and its related program will be distributed annually to students enrolled in one or more credit bearing classes and all employees. There is a similar policy issued directly from Ohio State's Columbus campus. Should there be a difference, the Ohio State Columbus campus policy will apply for Ohio State students and employees. (<http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>)

Responsibility to implement and amend this policy for these institutions rests with the Senior Administrative Staff. Questions and suggestions are encouraged.

This policy and an overview of its supporting programs and information will be presented as follows:

- I. Standards of Conduct for employees and students relating to drug, drug paraphernalia and alcohol violations
- II. Possible sanctions for violations imposed by state and federal authorities
- III. Health risks associated with illicit drug use and abuse of alcohol
- IV. Counseling and treatment programs for employees and students
- V. Adjudication and setting penalties for violation of drug and alcohol policy

I. Standards of Conduct for Employees and Students Relating to Drug and Alcohol Violations.

A. Campus Standard

1. No employee or student may use, produce, distribute, sell or possess drugs, drug paraphernalia or alcohol in a manner prohibited under Ohio law (or applicable campus regulations) while on campus property, or while engaging in any activity sponsored by the campus.

II. Possible Sanctions for Violations that are imposed by State and Federal Authorities. (Note: This is an overview and is not intended to be all-inclusive. Please refer to the applicable codes or a lawyer for more information or legal advice.)

A. State Sanctions

1. Alcohol (Note: Ohio law includes wine in its definition of liquor or beer.)
 - i. Driving under the influence (.08 blood alcohol content for those 21 and older .02 for those under 21): M-1
 - a. 1st offense – minimum fine of \$250, up to \$1000 plus either 3 consecutive days in jail or an alcohol Intervention Program. Possible 90-day license suspension.
 - b. 2nd offense – minimum fine of \$300, to a maximum of \$1500 plus a minimum of 5 days in jail and a monitored House Arrest or jail for one full year.
 - ii. Using false ID or license to purchase beer or liquor:
 - a. 1st offense -- minimum fine of \$250, up to \$1000 plus up to 6 months in jail M-1
 - b. 2nd offense – minimum fine of \$500, up to \$1000 plus up to 6 months in jail and possible license suspension up to 60 days.
 - iii. Selling to, buying for, or furnishing to, a person under 21 any beer or liquor (exception made for parents giving to their children): up to 6 months in jail and \$500-1000 fine
 - iv. Consuming beer or liquor in a motor vehicle: up to 30 days in jail and \$250 fine.

2. Drugs (Refer to charts on pages 3-5 to determine if a drug is placed in Schedule I, II, III, IV or V.)

- i. Furnish or cause another to use drugs:
 - a. If drug is included in Schedule III, IV or V: 3 years in jail (second degree felony). < \$15,000 fine
 - b. If drug is marijuana: 3 months in jail (fourth degree felony). <\$5,000 fine
- ii. Knowingly obtain, possess or use a controlled substance:
 - a. If drug is in Schedule III, IV or V: up to 90 days in jail and \$750 fine. If drug is more than 100 grams of marijuana: up to 30 days in jail and up to \$250 fine. If less than 100 grams of marijuana: up to \$100 fine.

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- iii. Knowingly permitting felony drug offense on property owned, controlled, or supervised by a person:

a. up to six months in jail and \$1000 fine. M-1

- iv. Knowingly sell, possess, manufacture or advertise the sale of drug paraphernalia:
- A violation of this prohibition is “illegal use or possession of marijuana drug paraphernalia,” a minor misdemeanor. In addition to any other sanction imposed upon an offender, the court must suspend for not less than six months or more than five years the offender’s driver’s or commercial driver’s license or permit.
 - Drug paraphernalia means any equipment, product or material of any kind that is used by the offender, intended by the offender for use or designed for use and includes, but is not limited to the following:
 - A container or device used for packaging, storing or concealing a controlled substance
 - A hypodermic syringe, needle or instrument for parentally injecting a controlled substance into the human body
 - An object, instrument, or device for ingesting, inhaling or otherwise introducing into the human body a controlled substance, such as a pipe, punctured metal bowl, roach clip, bong, rolling papers

Schedules	Drug	Quantity	First Offense
I, II	All	Any	<ul style="list-style-type: none"> • If you possess less than the bulk amount of a controlled substance, you will face a fifth degree felony. This entails at least six months and up to a year in jail and fines up to \$2,500. • If you possess the bulk amount but less than five times the bulk amount of a controlled substance, you will face a third degree felony. This entails at least nine months and up to three years in prison and fines up to \$10,000. • If you possess five times the bulk amount but less than 50 times the bulk amount of a controlled substance, you will face a second degree felony. This entails at minimum two years and at most eight years in prison and up to \$15,000 in fines. • If you possess 50 times the bulk about of a controlled substance but less than 100 times the bulk, amount, you will face a first degree felony. This entails at minimum three years and up to 11 years in prison and fines up to \$20,000. • If you possess 100 times or more than the bulk amount of a controlled substance, you will face a first degree felony. This entails at minimum 11 years in prison and up to \$20,000 in fines
I, II, IV, V	All	Any	<ul style="list-style-type: none"> • If you possess less than the bulk amount of a controlled substance, you will face a first degree misdemeanor. This entails a maximum sentence of up to 60 days in jail and up to \$1,000 in fines. For second, third and subsequent offenses, you will face a fifth degree felony. This entails at minimum six months and up to a year in prison and up to \$2,500 in fines. • If you possess the bulk amount but less than 5 times the bulk amount of a controlled substance, you will face a fourth degree felony. This entails at minimum six months and up to 18 months in prison and up to \$5,000 in fines. • If you possess five times the bulk amount but less than 50 times the bulk amount of a controlled substance you will face a third degree felony. This entails at minimum 9 months in jail and at most 3 years prison in addition to fines up to \$10,000. • If you possess at least 50 times the bulk amount of a controlled substance, you will face a second degree felony. This entails at minimum two years and up to eight years in prison in addition to fines up to \$15,000.

II. Health Risks Associated with Illicit Drug Use and Abuse of Alcohol.

- A. General indications of drug or alcohol abuse (these are symptoms or suggestions, not confirmation of use):
- Physical condition: eyes red; glassy pupils abnormally large or small; motor coordination; frequent cold or flu-like symptoms; stomach pains or cramps; headaches or dizziness; weight change (plus or minus six pounds); change in personal appearance and hygiene.
 - Eating and sleeping change: fluctuating appetite; change of activity level from day to day.

- School or job performance: unexcused absences; decrease in performance or evaluations; low motivation to complete tasks; dropped out of community or extracurricular activities; frequent arguments with colleagues, friends, students, professors or supervisors.

B. Effects of Alcohol:

- After a couple or more drinks: mood changes – intensified feelings of anger, jealousy or depression; may include more sociability or disinhibition.
- Loss of judgment—less power of concentration and ability to think as clearly as normal. This contributes to impulsive actions.
- Loss of coordination—slurred speech; loss of balance; poor eye, hand, and feet coordination. Blackouts may occur.
- Results of long-term excessive drinking: internal organs affected by change in structure and function. Some examples are: heart muscle damaged and disease is more likely; liver tissue can be inflamed and destroyed through disease; mental disorder and brain damage occur; and there is loss of sexual functioning.

C. Effects of Drug use:

- First, a word of caution: certain characteristics of drug use are noted in the charts on pages 6-7. Everyone is cautioned that mixing drugs or a drug with alcohol can cause severe complications, beyond what the reaction would be if the substances were taken separately. Mixing drugs and alcohol is dangerous! Also, even if a drug is legally obtained through a prescription, giving it to a different person without medical evaluation may be illegal, dangerous and is another sign of drug abuse.

Controlled Substances—Uses and Effects

Drugs/CSA Schedule	Tolerance	Duration/ Hours	Usual Methods of Administration	Possible Effects	Effects of an Overdose	Withdrawal Syndrome
Narcotics						
Opium	Yes	3-6	Oral, smoked			
Morphine	Yes	3-6	Oral, smoked injected	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, potential loss of ability to breathe, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Codeine	Yes	3-6	Oral, injected			
Heroin	Yes	3-6	Injected, snuffed, smoked			
Hydromorphone	Yes	3-6	Oral, injected			
Meridine (Perthidine)	Yes	3-6	Oral, injected			
Methadone	Yes	12-24	Oral, injected			
Other Narcotics	Yes	Variable	Oral, injected			
Depressants						
Chloral Hydrate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	Yes	1-16	Oral			
Benzodiazepines	Yes	4-8	Oral			
Methaqualone	Yes	4-8	Oral			
Glutethimide	Yes	4-8	Oral			
Other Depressants	Yes	4-8	Oral			
Stimulants						
Cocaine	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucination, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	Yes	2-4	Oral, injected			
Phenmetrazine	Yes	2-4	Oral, injected			
Methylphenidate	Yes	2-4	Oral, injected			
Other Stimulants	Yes	2-4	Oral, injected			
Hallucinogens						
LSD	Yes	8-12	Oral	Illusions and hallucinations, poor	Longer, more intense "trip"	Withdrawal syndrome not
Mescaline & Peyote	Yes	8-12	Oral			

Amphetamine Variants	Yes	Varies	Oral, injected, smoked	perception of time and distance	episodes, psychosis, possible death	reported
Phencyclidine	Yes	Days	Oral, smoked, injected			
Phencyclidine Analogues	Yes	Days	Oral, smoked, injected			
Other	Possible	Varies	Oral, smoked, injected, snuffed			
Hallucinogens Cannabis						
Marijuana	Yes	2-4	Oral, smoked	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydro-cannabinol	Yes	2-4	Oral, smoked			
Hashish	Yes	2-4	Oral smoked			
Hashish Oil	Yes	2-4	Oral, smoked			

Drugs/CSA Schedule	Type	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence
Narcotics					
Opium	II III V	Dovers powder, paregonc parepectolin	Analgesic, antidiarrheal	High	High
Morphine	II III	Morphine, MS-Contin, Roxanol-SR	Analgesic, antitussive	High	High
Codeine	II III V	Tylenol w/Codeine, Empirin w/Codeine Robitussian, A-C, Fionnal w/Codeine	Analgesic, antitussive	Moderate	Moderate
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High
Hydromorphone	II	Dilaudid	Analgesic	High	High
Meridine (Perthidine)	II	Demerol, Mepergan	Analgesic	High	High
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High
Other Narcotics	I II III IV V	Demorol, Numorphan, Oxycodone, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Taiwin, Vicodin	Analgesic, antitussive, antidiarrheal	High-Low	High-Low
Depressants					
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate
Barbiturates	II III IV	Amytal, Butisol, Fionnal, Lotusate, Nembutal, Seconal, Tunal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia age	High-Moderate	High-Moderate
Benzodiazepines	IV	Atrvan, Dalmane, Diazepam, Libnum, Xanax, Seraxp, Valium Tranxexe, Verstran, Versad, Halcion, Paxipam, Resoril	Anti-anxiety, anticonvulsant sedative, hypnotic	Low	Low
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High
Glutethimide	III	Donden	Sedative, hypnotic	High	Moderate
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Anti-anxiety, sedative, hypnotic	Moderate	Moderate

Stimulants					
Cocaine	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	Possible
Amphetamines	II	Biphatamine, Delcobese, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High
Methamphetamine	LI	Descoxy	None	High	High
Phenmetrazine	II	Preludin	Weight control	Possible	High
Methylphenidate	II	Ritalin	Attention deficit disorders, Narcolepsy	Possible	Moderate
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Metflat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High
Hallucinogens					
LSD	I	Acid, Microdot	None	None	Unknown
Mescaline & Peyote	I	Mexc, Buthqna, Cactus	None	None	Unknown
Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown
Controlled Substances—Uses and Effects (cont.)					
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High
Other Hallucinogens	I	Bulotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown
Cannabis					
Marijuana	I	Pot, Acipulse Gold	None	Unknown	Moderate
Tetrahydrocannabinol	I II	THC, Martinol	Cancer chemotherapy	Unknown	Moderate
Hashish	I	Hash	None	Unknown	Moderate
Hashish Oil	I	Hash Oil	None	Unknown	Moderate

III. Prevention, counseling and treatment programs for employees and students:

A. Information and self-evaluation

1. The campus will provide drug and alcohol awareness presentations for members of the campus community during the academic year. Everyone is urged to attend and make appropriate evaluations about their own habits or "lifestyle" and when appropriate, those of their friends and fellow students or employees.

B. Informal conversation

1. This is probably a common way for many to begin evaluating their possible drug and alcohol abuse. Certainly you should choose a person whose judgment or advice you trust. Sometimes a person may want to ask "an authority figure" for help or for an opinion but the person is unsure whether the "authority figure" will hold things in confidence or utilize the information in a disciplinary proceeding. Usually disciplinary actions are taken after an obvious event or violation, not when a person asks for assistance. If you have any doubt, ask "up front" if the conversation will be between the two of you and not used later.
 - i. Faculty and staff members might contact friends, department chairpersons, colleagues, deans, community or club friends, supervisors or the COTC Vice President /Ohio State Newark Director, Institutional Planning & Human Resources.
 - ii. Students might contact advisors, instructors, friends, club or team members of Student Life or other professional staff in whom they have confidence.
 - iii. Should you be asked by someone to help but you don't know what is available or how to proceed, feel free to consult individuals in the Student Life or Human Resources Office. You do not have to reveal names. On the other hand, you might encourage the person to explore his or her options.

C. Formal assessment

1. Professionals are available for everyone to have a confidential conversation about possible drug or alcohol abuse. Depending upon the nature or diversity of the difficulty, the counselor may continue to help in future sessions or refer the student or employee to a better suited person or agency.

- i. For students of Ohio State Newark or COTC: there is a personal counselor available on campus. Appointments are made through the Student Life Office at 740-364-9578 or by visiting Warner Center, room 226. There is no charge for this service. Ohio State Newark students can also utilize services on the Columbus campus – 1640 Neil Avenue, 614-292-5766. Note: if you need help quickly and these services are not available soon enough, contact the Director of Student Life for other referrals.
- ii. For employees of COTC and Ohio State Newark: there is one employee assistance program which is available to all Ohio State Newark and COTC faculty and staff members at no charge to the employee:

The Ohio State Employee Assistance Program (EAP)
 Phone 1-800-678-6265 for 24/7 help
www.osuhealthplan.com/OhioStateEAP

D. Referral and Support Agencies

- 1. Employees and students may contact any of the following agencies for assistance – it is not a requirement that a person be first evaluated and recommended by a counselor. Individuals may contact these agencies on their own.
 - i. Some agencies charge for their services. Don't let this deter you from calling. Many agencies have sliding pay scales. They can give a suggestion for alternatives too. Some of the useful agencies are:

Alcoholics Anonymous/AA/AI-Anon

76 E. Main St, Newark, Ohio 43055
 740-345-7060

Provides a support system for alcoholics and their families.

Coshocton County Drug & Alcohol Council

610 Walnut St, Coshocton, OH 43812
 740-622-0033

For alcohol and drug counseling; also handles and refers individuals with special concerns.

Freedom Center of Knox County

106 Gambier St
 Mt. Vernon, OH 43050
 740-397-2660

For alcohol and drug abuse – also for personal counseling of young adults.

Licking County Alcoholism Prevention Program

62 E Stevens St
 Newark, OH 43058-4160
 740-366-7303

For students and employees plus their family members— for situations relating to alcoholics, problem drinkers or anyone wanting to know more.

Behavioral Healthcare Partners of Central Ohio, Inc.

65 Messimer Dr.
 Newark, OH 43055
 740-522-8477

For personal counseling and emergency services.

Narcotic Anonymous/NA

1-800-587-4232 or 1-614-252-1700
 Phone App – N A Meeting Search 2.2
<http://www.na.org/meetingsearch/>

Provides referrals to area support group meetings.

Newark Campus Personal Counselor

Ohio State Newark/COTC
 Warner Center, Room 226
 1179 University Drive
 Newark, OH 43055
 740-364-9578

For students of Ohio State Newark and COTC relating to problems with friends, family, relationships, drugs, alcohol, etc. Services available during college/university business hours.

Shepherd Hill Healthcare

200 Messimer Dr
 Newark, OH 43055
 877-822-9347

Primarily for in-patient care and counseling regarding drug abuse.

Spencer House

69 Granville St.
 Newark, OH 43055
 740-345-7030

Residential facility that provides accommodations, guidance, supervision and counseling in a group setting for persons with: chemical dependency, mental and emotional issues.

The Woodlands – Family Counseling

195 Union St, Suite B1
 Newark, OH 43055
 740-349-7066

Drug and alcohol assessment; personal and financial counseling for individuals and their families; parent education; Battered Women's Shelter.

IV. Adjudication and setting campus penalties for violations of drug and alcohol policy.

- A. The processes for determining responsibility and setting penalties will be in accordance with student or faculty handbooks or regulations, contractual agreements and related policies. In all instances, including those for which guidelines are absent, the process will be fair and contain the essence of due process.
- B. Sanctions may be varied, based on the seriousness of the offense, mitigating circumstances, and aggravating factors such as prior conduct or actions taken earlier.
- C. For faculty, staff and students, actions may include: oral warning; written warning or censure; and termination, suspension or expulsion. Participation in a workshop, counseling or rehabilitation program may be part of a penalty or in lieu of a more serious sanction. Final determination will be made in accordance with rules or procedures applying to each type of employee or student.

ANNUAL FIRE SAFETY REPORT

2021

Columbus, Lima, Mansfield, Marion, Newark, Wooster



THE OHIO STATE UNIVERSITY

UNIVERSITY COMPLIANCE AND INTEGRITY
COMPLIANCE.OSU.EDU

During an Emergency

Dial 9-1-1

To report a fire that has occurred on campus (non-emergency),
contact The Ohio State University Department of Public Safety at 614-292-2121.

TABLE OF CONTENTS

Introduction.....	3	Building Inspections.....	5
Purpose.....	3	Fire Safety Systems and Fire Drills.....	5
Contact Information	3	Fire Safety Education and Training.....	6
Department of Public Safety	3	Future Improvements in Fire Safety.....	7
Emergency Management and Fire Prevention.....	3		
Office of Student Life, Risk and Emergency Management..	3	Fire Safety 101.....	7
Facilities Operations and Development.....	3	Fire Procedures	7
State of Ohio Fire Marshal	4	If a Fire Occurs in Your Building	8
Columbus Division of Fire	4	Student Housing Evacuations.....	8
Higher Education Opportunity Act	4	Residential Living Handbook - Excerpts.....	9
Definitions	4		
Fire Prevention	5	Fire Statistics and Fire Log	10
Department of Public Safety	5	Reporting	10
		Reporting for Quarantine/Isolation Housing	23

[Download](#) this report or request a copy from The Ohio State University Department of Public Safety, University Police Records Unit, 901 Woody Hayes Drive, Columbus OH 3210, 614-2492-2121.

INTRODUCTION

Fire prevention on The Ohio State University campus is led by The Ohio State University Department of Public Safety. Other partners include Ohio State's Student Life, Environmental Health & Safety, the Wexner Medical Center at The Ohio State University, area fire departments, and the State of Ohio Fire Marshal's Office. Together, along with the support of students, faculty, and staff, we can foster a culture of fire prevention and promote the safety and well-being of our campus community.

PURPOSE

This report provides information and data pertaining to fire safety at The Ohio State University. The data and information contained in this document are reported annually in compliance with legal requirements set forth by the Higher Education Opportunity Act.

Information in this report and in The Ohio State University Annual Security Report aims to provide the information and data required by federal law and the situational awareness required to further develop and enhance the culture of safety and preparedness on Ohio State's campuses.

For further information or questions pertaining to this report, call 614-292-2121 or visit:

- dps.osu.edu
- emergency.osu.edu
- firesafety.osu.edu

CONTACT INFORMATION

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety provides law enforcement, security services, emergency management planning, and other public safety services designed to enhance a safe and secure environment at Ohio State. Contact them at 614-292-2121 or visit dps.osu.edu.

- **Mission** – To provide a safe and secure environment that supports the academic research, and service missions of the university community.
- **Vision** - To earn the distinction as a national leader in university public safety through commitment to our values.
- **Core Values** – Integrity, Diversity, Innovation, Service, Respect

EMERGENCY MANAGEMENT AND FIRE PREVENTION

In the Department of Public Safety, Emergency Management and Fire Prevention provides planning, exercises, drills, training, building inspections, plan review, fire alarm response, and policies relating to emergency management and fire prevention at Ohio State. The division works in cooperation with many offices and organizations to implement planning and capabilities related to emergency response and fire safety on campus. Contact this office at 614-247-4911 or visit emergency.osu.edu for more information.

OFFICE OF STUDENT LIFE, RISK AND EMERGENCY MANAGEMENT

Student Life's Risk and Emergency Management provides advice and services to departments and student organizations, including advice and services related to personal safety, enhanced security, safety training, alarms and closed circuit television, emergency planning, emergency response, keys/access, risk reduction, and fire prevention. For more information, call 614-292-9334 or visit slfacilities.osu.edu/rem.

FACILITIES OPERATIONS AND DEVELOPMENT

Facilities Operations and Development provides maintenance, repair, inspection, and installation of fire safety systems and equipment in campus buildings. This includes sprinkler systems, fire detection devices, smoke detection devices, extinguishers, fire doors, alarms, and other devices. For more information about the services

provided by Facilities Operations and Development, contact this office at 614-292-0257 or visit fod.osu.edu.

STATE OF OHIO FIRE MARSHAL

The Division of State Fire Marshal provides services across the State of Ohio. The division consists of eight bureaus, including Administration, Bureau of Underground Storage Tank Regulation (BUSTR), Code Enforcement, Fire Prevention, Forensic Laboratory, Investigation Bureau, Ohio Fire Academy, and Testing and Registration. The State of Ohio Fire Marshal's Office also provides fire investigation, inspections, and fire prevention services to the Ohio State community. You may contact the Division of State Fire Marshal at 614-752-8200 or com.ohio.gov/fire.

COLUMBUS DIVISION OF FIRE

The Columbus Division of Fire is the lead fire department for fire response, fire investigation, inspection, fire prevention, emergency medical response, training, and many other services to the Ohio State community. You may contact the Columbus Division of Fire at 614-221-3132 or visit fire.columbus.gov.

HIGHER EDUCATION OPPORTUNITY ACT

DEFINITIONS

Cause of fire — The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature (34 C.F.R. §668.49 (a)).

Fire — Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (34 C.F.R. §668.49 (a)).

Fire drill — A supervised practice of a mandatory evacuation of a building for a fire (34 C.F.R. §668.49 (a)).

Fire log — (1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire

was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. (2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under §668.46(a), of the receipt of the information. (3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection. (4) An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section (34 C.F.R. §668.49 (d)).

Fire-related death — Any instance in which a person (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) Dies within one year of injuries sustained as a result of the fire (34 C.F.R. §668.49 (a)).

Fire-related injury — Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals (34 C.F.R. §668.49 (a)).

Fire safety system — Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire (34 C.F.R. §668.49 (a)).

Fire statistics — (1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning — (i) The number of fires and the cause of each fire; (ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; (iii) The number of deaths related to a fire; and (iv) The value of

property damage caused by a fire. (2) An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis (34 C.F.R. §668.49 (c)).

Value of property damage — The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption (34 C.F.R. §668.49 (a)).

FIRE PREVENTION

DEPARTMENT OF PUBLIC SAFETY

The Ohio State University is a diverse and exciting environment immersed in the riches of academic achievement, advanced research, healthcare, and world class activities and events.

The university strives to promote safety on campus and works to implement programs aimed at preventing fires and the devastating impacts they may have on our campus community. All members of the campus community, including students, faculty, staff and visitors, can contribute to fire prevention and safety. Working together, we can make this a safer campus for all to enjoy. This report provides information to the university community that describes activities, policies, and capabilities maintained and undertaken by Emergency Management and Fire Prevention, Office of Student Life, and Facilities Operations and Development to promote the health and welfare of our campus community and to help prevent or mitigate the impact of fires on campus.

This report provides current policies, information, and fire statistics for on-campus student housing facilities from 2018, 2019, and 2020 for Ohio State's Columbus, Mansfield, Newark, and Wooster campuses. The Lima and Marion campuses do not have residence halls.

BUILDING INSPECTIONS

The Ohio State University takes an active role in fire prevention. This is accomplished in many ways and requires the collaborative efforts of individuals and departments across the campus community along with

partnering agencies such area fire departments and the State of Ohio Fire Marshal.

Of all activities undertaken to prevent fire, building inspections and plan review provide the best opportunity to ensure our community is adequately mitigated and protected in the event of a fire.

Building inspections allow Ohio State to monitor and maintain its buildings for compliance with the Ohio Fire Code, local ordinances, Ohio State policies, and national standards promulgated by the National Fire Protection Association (NFPA). The inspection frequency is determined by the occupancy and use of the building.

Residence halls and high-rise buildings at Ohio State are inspected quarterly. Other building types or use groups on campus are inspected on varying schedules. Certain facilities at Ohio State are inspected more than four times per year.

During inspections, compliance is promoted by noting deficiencies, assigning corrective actions, highlighting positive efforts, and developing and enhancing relationships with building tenants and managers.

The building inspection process also allows university staff to become familiar with building systems and locations of fire safety equipment. This knowledge assists local first responders when responding to alarms, fires, and other incidents on campus. Interoperable radio communications among Ohio State and area fire departments also assist in that process.

Each calendar year, Emergency Management and Fire Prevention, the Office of Student Life, Ohio State's Wexner Medical Center, area fire departments, and the State of Ohio Fire Marshal's Office work together to conduct several hundred fire inspections on Ohio State's Columbus campus.

FIRE SAFETY SYSTEMS AND FIRE DRILLS

Fire safety systems and fire drills work together to promote the safety and wellness of our students, faculty, staff, and visitors on campus.

Fire safety systems provide detection capabilities, fire suppression, and the opportunity to evacuate a building early in the onset of a fire. On the Columbus campus, all of the residence halls are equipped with central alarm

monitoring capabilities and fire safety systems. A chart providing detailed information about the fire safety systems in Columbus on-campus student housing facilities is provided later in this report.

Some components of fire safety systems in buildings or residence halls on campus may include:

- Smoke detectors, heat detectors, duct detectors placed in hallways, stairwells, elevator shafts, ventilation ducts, and mechanical spaces.
- Automatic alarms such as bells, tones, klaxons, and strobes.
- Suppression systems such as wet, dry, pre-action, and deluge sprinkler systems.
- Alarm panels, annunciators, talk-aloud PA systems.
- Fire resistant building design, wall/floor assemblies, and materials.
- Smoke evacuation systems, automated fire doors, standpipes, etc.

Fire drills educate and empower our students, faculty, staff, and visitors with the familiarization required to evacuate in the event of an actual fire on campus.

Please note that fire drills were limited due to COVID concerns.

These drills highlight exit locations, stairwell access, protective actions, and safe areas of refuge away from the impacted building. Each year, hall directors and resident advisors are required to attend training that includes information about their duties and responsibilities during fire alarms and fire drills.

FIRE SAFETY EDUCATION AND TRAINING

Ohio State offers safety discussions, training, and educational opportunities to students, faculty, and staff across campus.

Education and training events help institutionalize the culture of preparedness and fire safety on campus. Education and training programs assist students, faculty, and staff in developing the confidence and knowledge required to safely act during the event of a fire or other emergency.

The combination of fire prevention training programs and fire drills specifically focused and targeted toward evacuation provide the best opportunity to preserve life

and avoid injury in the event of a fire incident on campus.

Education and training events are collaborative efforts among the Department of Public Safety, Student Life, Environmental Health & Safety, Facilities Operations and Development, Ohio State's Wexner Medical Center, and area fire departments.

Student Housing employees in our residence halls are required to provide training to their residents regarding general emergency procedures and safety strategies during the first floor meeting of the academic year. Topics of instruction include but are not limited to evacuation procedures, mandatory evacuation under alarm conditions, 9-1-1 dialing procedures, and fire prevention practices.

Evacuations are mandatory for all students in residence halls when a fire alarm is activated. Failure to evacuate is a violation of the Ohio State Residential Living Handbook and may be investigated or result in sanctions by Ohio State Student Conduct. For more information about procedures that should be followed in case of a fire, see "Student Housing Evacuations."

Fire extinguisher training is offered to students, fraternities, sororities, colleges, and departments throughout the year. This training combines classroom instruction of fire safety topics with hands-on demonstrations to familiarize individuals with the proper use of fire extinguishers and the physical characteristics of fires.

The classroom instruction portion of fire extinguisher training details basic fire prevention information such as:

- How to contact authorities in an emergency
- What actions to take in the event of a fire
- The physical properties of fire and how it interacts with our surroundings
- The safe operation of fire extinguishers
- Facts about campus fires and fire history at Ohio State
- Preparedness tips and smart practices to prepare for fires and disasters
- Environmental health issues
- Ohio State fire policies

For some training opportunities, fire extinguisher training involves the use of actual fire extinguishers and a live

fire, giving the opportunity for students, faculty, and staff to learn the procedures and techniques required to use an extinguisher effectively.

The Ohio State University provides “smoke out” events to students each year. During these events, individuals are exposed to a simulated fire condition in their building through the use of theatrical smoke and the activation of building fire alarms.

Ohio State “smoke outs” promote and reinforce the reality that fire drills could require more than simply leaving a building. A building with significant smoke will require the use of all human senses to evacuate safely. This training aims to teach that reality, offering the interaction of students, faculty, and staff with that of the first responders who may respond to a fire or other public safety incident at Ohio State.

Ohio State is required by federal law to annually disclose statistical data about all fires that occur in on-campus student housing facilities. To report that a fire has occurred on campus (non-emergency), contact the Department of Public Safety at 614-292-2121. In the event of an emergency, call 9-1-1. Provide as much information as possible about the location, date, time, and cause of the fire.

FUTURE IMPROVEMENTS IN FIRE SAFETY

Ohio State strives to continuously improve its fire prevention and safety efforts. Future fire prevention efforts at the university will continue to aim at the sustainment of fire prevention activities and assessment and adoption of new fire safety practices and education opportunities in the future.

Feedback and comments about current or future fire prevention activities are proactive ways to become involved in fire prevention efforts at Ohio State. If you would like to provide feedback about any of our current programs or activities or suggest new ideas for fire prevention programs, contact:

Columbus - The university's Emergency Management, 614-247-4911.

Mansfield - University Police, 419-755-4346.

Newark – University Police, 740-366-9237.

Wooster - University Police, 330-287-0111.

FIRE SAFETY 101

IF YOU DISCOVER FIRE OR SMOKE ... RACE

- *Rescue* any person in immediate danger.
- *Alarm* – pull the fire alarm to alert everyone.
- *Confine* the fire by closing all doors, where possible. Turn off electronic and gas equipment in your area as you evacuate, if possible.
- *Evacuate* using the nearest stair exit. Follow the exit signs.
- Report the incident by calling 9-1-1 from a safe location.
- Report any discharged fire extinguishers and any first-hand information that you might have.

IF YOU HEAR OR SEE A FIRE ALARM SIGNAL OR ANNOUNCEMENT ...

- Follow emergency procedures for your building or area.
- Follow the exit signs. Use stairs. Do not use elevators. Walk at a normal pace.
- Wait outside at least 50 feet or more away from the building.
- Re-enter the building only after the “all clear” is announced by first responders.

FIRE EXTINGUISHER USE ... PASS

- *Pull* the pin.
- *Aim* at the base of the fire.
- *Squeeze* the handle.
- *Sweep* side to side.

FIRE EXTINGUISHER TYPES ...

- Class A: Wood, paper, plastic
- Class B: Oil, grease, flammables
- Class C: Electrical
- Class D: Combustible metals

FIRE PROCEDURES

To ensure that fire safety issues are adequately addressed and to ensure that fires in on-campus housing are included in the statistics provided by this report, students, faculty, and staff should report any incidence of fire to the Department of Public Safety at 614-292-2121. These policies apply in all university



buildings, including on-campus student housing facilities. Additional information about fire safety and specific procedures related to fire prevention are in the "Fire and Life Safety Compliance Guide."

Smoking

- Smoking is prohibited in all university buildings and on all university-owned properties.

Open Flames

- Open flames, candles, candle warmers, or incense are prohibited in residence halls, academic, and administrative buildings.

Cooking Appliances

- Cooking appliances are not permitted in residence hall rooms without prior permission from Residence Life.

Grilling

- Charcoal grilling is prohibited on campus. Propane is authorized if a fire extinguisher is available and safe distances from buildings are observed.

Electrical Safety

- Ensure electrical circuits are not overloaded.
- Ensure all electrical appliances are UL rated, and do not overload circuits.
- Ensure surge protectors are UL rated and do not extend into other rooms through doors, windows, or stairwells.
- Ensure festive lighting is UL rated.

Fire Safety Systems

- Do not tamper with fire protection systems. Ensure they are not obstructed from view or access. All alarm systems must be kept free of storage materials and remain readily accessible.
- Fire and smoke barrier doors must be closed at all times.
- Storage of items may not be within 24 inches of ceilings, block exits, stairwells, extinguishers, or fire alarm pull stations in any building on campus.

Inflammable Liquids

- Inflammable liquids storage is prohibited in all residence halls and office buildings on campus unless stored in an inflammable liquid cabinet.

Space Heaters

- Space heaters are not permitted in residence halls without permission of facilities staff. Any space heaters on campus must be UL-certified and have tip-over protection. Kerosene heaters are not permitted in any Ohio State university building.

Holiday Decorations

- Holiday decorations must not impede fire safety devices, such as exit signs, sprinkler systems, smoke alarms, strobe lights or any other device.

IF A FIRE OCCURS IN YOUR BUILDING

- Assist individuals who are in immediate danger. This may include people who are injured or with access and functional needs who need assistance in evacuating from smoke or fire. If providing assistance places you in further danger or if you are uncomfortable providing assistance, inform first responders of the situation and assist them with finding the individual with information about their location, situation, and the conditions (fire and smoke) observed in that location at the time of evacuation.
- As you begin to evacuate a location on campus because of fire or smoke, pull the nearest fire alarm as soon as possible to allow other occupants of that location the chance to evacuate in a timely manner. No matter how small or insignificant a fire may seem at the time, recognize that fire can quickly become "out of control" and can put individuals at significant risk within a matter of minutes. Pulling a fire alarm early in the stages of a fire will save lives. If you are unsure if a fire alarm should be activated, it most likely should. Hesitancy may put occupants of a building at risk.
- After you have made the decision to evacuate an area, ensure that doors within your area are closed, including stairwell doors (that typically may shut automatically) and doors that separate hallways and buildings. To find the quickest exit, follow the lit exit signs to the nearest exit or stairway.

STUDENT HOUSING EVACUATIONS

In addition to adhering to fire policies, students, faculty, and staff must understand and practice policies regarding activities during the course of a fire at Ohio State.



If a student discovers smoke or fire, immediately pull the nearest fire alarm and evacuate the building. Upon exit, dial **9-1-1** to report the fire.

Residence hall occupants should become familiar with posted evacuation routes and procedures for their buildings. These are typically located near elevators, stairwells, and exits. In general, any student residing in or present in a university residence hall must evacuate the building when a fire alarm sounds using stairwells and exits.

All students should know and memorize two exits from the building and understand that an evacuation may require you to evacuate a smoke-filled area. In the case of smoke, stay low and check all doors before proceeding to an exit.

Windows also may be an exit option in some buildings. If you need to exit from a window, verbally summon the assistance of a first responder before attempting to exit a building from a window.

Upon exiting the residence hall, students must move to a location away from the building and fire equipment until notified by first responders that the building is clear to be re-occupied.

After evacuating, if you know of a resident who may still be in the impacted building, provide that information to first responders by giving the name and location of the individual so they may assist them.

Refer to the "Residential Living Handbook" to review residence hall fire policies and evacuation.

RESIDENTIAL LIVING HANDBOOK - EXCERPTS

3.5 Room Furnishings

(d) In personalizing apartments, rooms or suites, residents may not rewire them or otherwise modify electrical outlets, switches, fixtures, or wall coverings.

(e) Installing wall- or ceiling-mounted electrical items (including but not limited to fans, lights, etc.) is prohibited.

5 Guests and Visitation

For the health and safety of our university community, visitors (anyone living outside of a student's specific residential community) will not be permitted after student move-in. Overnight guests are also prohibited.

7.1 9-1-1 Emergency Telephone Network

Dialing 9-1-1 or the use of an emergency phone in a non-emergency situation is prohibited by the university and by law. Ohio State University Police may be contacted in a non-emergency by dialing 614-292-2121. Use 9-1-1 when immediate assistance is required for life threatening or other emergencies, including medical emergencies, fire, or issues requiring immediate support from fire or police personnel.

7.3 Fire Prevention

Each residence hall adheres to the specific regulations concerning fire prevention and safety that are mandated by the Ohio Fire Code. Violations of these regulations are violations of state law and are prohibited.

(a) Residents, in addition to Ohio Fire Code stipulations, are prohibited from the use of halogen bulbs and incense.

(b) Setting fires inside or outside university housing is prohibited and is punishable under the Ohio Fire Code. This includes but is not limited to igniting bulletin boards, wall coverings, trash containers, and door decorations. The police will be involved in investigating all fire incidents.

(c) Pulling a fire alarm or falsely reporting an emergency to the police or fire department is prohibited and is punishable under the Ohio Fire Code.

- Residents of a room or suite may be charged for unnecessary fire safety visits when it is determined that the smoke detector in an individual room was intentionally or negligently activated.
- The unauthorized use, tampering, or damage to emergency or safety equipment, including but not limited to smoke detectors, fire extinguishers, building fire hose connections, and sprinkler systems, is prohibited and is punishable under the Ohio Fire Code.
- (d) Obstructing or disobeying emergency evacuation procedures or drills is prohibited and is punishable under

the Ohio Fire Code. If the fire alarm bells are ringing in a building, residents must evacuate the building.

(e) The Department of Public Safety Fire Prevention prohibits the use of non-university charcoal grills on campus. Propane grills may be used only when beyond 25 feet from any building and/or window. Propane tanks must be stored in accordance with the Ohio Fire Code.

(f) Using items such as candles, wax/candle/oil warmers, incense, torches, or any item with an open flame, which by nature of their use may be left unattended, poses a fire hazard and therefore is not permitted in residence halls, whether indoors or outdoors. This includes smoking and the use of tobacco as defined and prohibited in Section 4.7 and vaping.

7.5 Personal Safety

(c) Paper, fishnets, parachutes, flags, drapes, tapestries, or other combustible items must not be hung from or attached to apartment, room or suite ceilings; they constitute a fire hazard. Items may not be hung from sprinkler heads, no matter how light they are. Hanging items and inserting devices into sprinklers may break or interfere with the mechanism or set off the sprinkler.

(d) Storage and use of hazardous chemicals and materials are strictly prohibited other than common household cleaning materials in consumer quantities. Other exceptions, such as therapeutic drugs and medical gases, may apply and must be approved through the Office of Student Life Risk and Emergency Management.

(f) Using doors with security alarms is prohibited except during emergency evacuation. Because they prevent the spread of smoke and fire, fire doors or locked doors may never be propped open.

FIRE STATISTICS AND FIRE LOG

The Department of Public Safety's Emergency Management and Fire Prevention (EMFP) group

maintains a written Fire Log that records required incident information concerning fires that occur in on-campus student housing.

The university also is required to provide an annual report to the campus community about the fires recorded in the Fire Log. The Fire Statistics section is intended to satisfy this requirement and contains information about all fires recorded in the Fire Log.

The Fire Log provides the date reported, nature, date the fire occurred, time, and general location of each fire. The university is required to update the Fire Log within two business days of receiving the information about a fire in an on-campus housing facility.

The Fire Log will be open to public inspection for at least the most recent 60-day period during normal business hours. Any portion of the Fire Log older than 60 days will be made available within two business days of a request for public inspection.

Contact these resources to make a non-emergency report of a fire that has occurred on campus so it may be included in the Fire Log. View the Fire Logs for the Columbus and regional campuses. Note that the Lima and Marion campuses do not have on-campus housing.

Columbus - Blankenship Hall, 901 Woody Hayes Drive - 614-292-2121.

Mansfield - 159 Riedl Hall, 1760 University Drive - 419-755-4346.

Newark - 105 Warner Building, 1179 University Drive - 740-366-9237.

Wooster - Simon Rice House, 1727 Williams Drive - 330-287-0111.

REPORTING

The following pages represent the fire drills and fire statistics for The Ohio State University campuses that have residence halls — Columbus, Mansfield, Newark, Wooster.

Columbus – 2020 Fire Safety Systems and Fire Drills for On-Campus Housing

COLUMBUS Building Name	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
Archer House	YES	FULL	YES	SYSTEM	YES	3
Baker Hall	YES	PARTIAL	YES	SYSTEM	YES	3
Barrett House	YES	NO	YES	SYSTEM	YES	3
Blackburn House	YES	FULL	YES	SYSTEM	YES	3
Bowen House	YES	FULL	YES	SYSTEM	YES	3
Bradley Hall	YES	NO	YES	SYSTEM	YES	3
Buckeye Village	YES	NO	NO	LOCAL	YES	1
Busch House	YES	FULL	YES	SYSTEM	YES	3
Canfield Hall	YES	NO	YES	SYSTEM	YES	3
Curl Hall	YES	FULL	YES	SYSTEM	YES	1
Drackett Tower	YES	PARTIAL	YES	SYSTEM	YES	3
Fechko House	YES	NO	NO	SYSTEM	YES	3
Fisher Commons*	YES	FULL	YES	SYSTEM	YES	3
Gateway Apartments	YES	FULL	NO	SYSTEM	YES	3
German House	YES	NO	NO	SYSTEM	YES	3
Halloran House	YES	NO	YES	SYSTEM	YES	3
Hanley House	YES	NO	NO	SYSTEM	YES	3
Haverfield House	YES	NO	YES	SYSTEM	YES	3
Houck House	YES	NO	YES	SYSTEM	YES	3
Houston House	YES	FULL	YES	SYSTEM	YES	3
Jones Tower	YES	NO	YES	SYSTEM	YES	3
Kennedy Commons	YES	FULL	YES	SYSTEM	YES	1
Lawrence Tower	YES	FULL	YES	SYSTEM	YES	0
Lincoln Tower	YES	PARTIAL	YES	SYSTEM	YES	3
Mack Hall	YES	NO	YES	SYSTEM	YES	3
Mendoza House	YES	FULL	YES	SYSTEM	YES	3
Morrill Tower	YES	PARTIAL	YES	SYSTEM	YES	3
Morrison Tower	YES	NO	YES	SYSTEM	YES	3
Neil Ave. Building	YES	FULL	YES	SYSTEM	YES	3
North Rec	YES	FULL	YES	SYSTEM	YES	1
Norton House	YES	NO	YES	SYSTEM	YES	3
Nosker House	YES	FULL	YES	SYSTEM	YES	3
Ohio Union	YES	FULL	YES	SYSTEM	YES	1

COLUMBUS Building Name	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
Park-Stradley Hall	YES	FULL	YES	SYSTEM	YES	3
Paterson Hall	YES	NO	YES	SYSTEM	YES	3
Pennsylvania Place	YES	NO	NO	SYSTEM	YES	3
Pomerene House	YES	NO	NO	SYSTEM	YES	3
Poultry Facility	NO	NO	NO	LOCAL	YES	0
Raney House	YES	FULL	YES	SYSTEM	YES	3
Residence on Tenth	YES	FULL	YES	SYSTEM	YES	3
Scholars House East	YES	FULL	YES	SYSTEM	YES	3
Scholars House West	YES	FULL	YES	SYSTEM	YES	3
Scott House	YES	FULL	YES	SYSTEM	YES	3
Sheep Barn	NO	NO	NO	LOCAL	YES	0
Siebert Hall	YES	NO	YES	SYSTEM	YES	3
Smith-Steeb Hall	YES	FULL	YES	SYSTEM	YES	3
Taylor Tower	YES	NO	YES	SYSTEM	YES	3
Torres House	YES	FULL	YES	SYSTEM	YES	3
Veteran's House	YES	NO	NO	SYSTEM	YES	3
Worthington Building	YES	FULL	YES	SYSTEM	YES	3
Younkin	YES	FULL	YES	SYSTEM	YES	1

Columbus – Fire Safety Systems and Fire Drills for Ohio State Leased Properties**

COLUMBUS Building Name	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
55 East 15th Ave.	YES	YES	NO	SYSTEM	YES	2
67 East 15th Ave.	YES	YES	YES	SYSTEM	YES	2
94 East 15th Ave.	YES	NO	NO	SYSTEM	YES	2
116 East 15th Ave.	YES	NO	NO	SYSTEM	YES	2
141 East 15th Ave.	YES	NO	NO	LOCAL	YES	2
1934 Indianola Ave.	YES	NO	NO	LOCAL	YES	2
1943 Waldeck Ave.***	YES	YES	NO	SYSTEM	YES	2

* Fisher Commons falls into the definition of “on-campus student housing facility” as provided in 34 C.F.R.668.41(a).

** Ohio State leased properties are located off-campus. They do not fall into the definition of an “on-campus student housing facility.”

***The university used 1943 Waldeck Ave. as quarantine housing for students from March 16, 2020 through April 30, 2020. For this period of time the property falls into the definition of “on-campus student housing facility” as provided in 34 C.F.R.668.41(a).

Columbus – Fire Statistics for On-Campus Housing

COLUMBUS Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Archer House 2130 Neil Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Baker Hall 93 & 129 W. 12th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Barrett House 88 W. Woodruff Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	1	3/27/18 - 11 p.m. - intentional - poster on door scorched on the bottom	0	0	0
Blackburn House 136 W. Woodruff Ave	2020	0	n/a	0	0	0
	2019	1	11/21/19 - 1:15 p.m. - intentional - student used a lighter to burn a stray thread off clothing	0	0	0
	2018	0	n/a	0	0	0
Bowen House 2125 N. High St	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	1	2/28/18 - 3:15 a.m. - unintentional - towel draped over halogen lamp caught fire	0	0	\$10
Bradley Hall 221 W. 12th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Buckeye Village 2724 Defiance Dr	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Busch House 2115 N. High St	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	1	9/20/18 - 1:30 a.m. - unintentional - aluminum foil in microwave	0	0	\$210



COLUMBUS Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Canfield Hall 236 W. 11th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Drackett Tower 191 W. Lane Ave	2020	0	n/a	0	0	0
	2019	1	11/11/19 - 12:30 p.m. - unintentional - batteries on a window sill spontaneously caught fire	0	0	\$10
	2018	0	n/a	0	0	0
Fechko House 220-222 W. 11th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Fisher Commons* 900 Nettle Dr	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Gateway Apartments 1595 & 1620 N. High St, 11th Ave, 9th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
German House 141 W. 11th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Halloran House 60 W. Woodruff Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Hanley House 225 W. 10th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0



COLUMBUS Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Haverfield House 112 W. Woodruff Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Houck House 61 W. Lane Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Houston House 97 W. Lane Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Jones Tower 123 W. Lane Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Lawrence Tower 328 W. Lane Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Lincoln Tower 1800 Cannon Dr	2020	0	n/a	0	0	0
	2019	1	11/18/19 - 11:45 p.m. - unintentional - birthday cake sparkler caused small fire on a trash can	0	0	\$100
	2018	0	n/a	0	0	0
Mack Hall 1698 Neil Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	1	8/31/18 - 8 p.m. - dryer belt, excess smoke with possible fire	0	0	\$2,000
Mendoza House 190 W. Woodruff Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0



COLUMBUS Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Morrill Tower 1900 Cannon Dr	2020	1	2/5/2020 – all day – intentional – student lit body spray on fire as it sprayed from the bottle	0	0	0
	2019	0	n/a	0	0	0
	2018	2	2/8/18 - 1:15 a.m. - intentional - student ignited charcoal on 20th floor 4/21/18 - noon - intentional - individual lit hand sanitizer on fire	0 0	0 0	\$700 0
Morrison Tower 196 W. 11th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Neil Ave. Building 1578 Neil Ave	2020	1	2/13/20 – 7:45 p.m. – unintentional - burned food in microwave	0	0	\$250
	2019	0	n/a	0	0	0
	2018	1	10/1/18 - 2 p.m. - unintentional - oven mitt on stovetop caught fire	0	0	\$10
Norton House 2114 Neil Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	1	8/30/18 - 5:45 a.m. - unintentional - Galaxy Note 4 cell phone exploded	0	0	\$200
Nosker House 124 W. Woodruff Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Park-Stradley Hall 120 W. 11th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Paterson Hall 191 W. 12th Ave	2020	0	n/a	0	0	0
	2019	1	11/27/19 - 4:30 p.m. - unintentional - burned food	0	0	\$100
	2018	0	n/a	0	0	0
Pennsylvania Place 1478 Pennsylvania Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0



COLUMBUS Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Pomerene House 231 W. 10th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Poultry Facility 2201 Fred Taylor Dr	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Residences on Tenth 230 W. 10th Ave	2020	0	n/a	0	0	0
	2019	2	11/5/19 - 7:15 p.m. - unintentional - small grease cooking fire 11/24/19 - 1:45 a.m. - unintentional - small popcorn cooking fire	1 0	0 0	\$200 \$200
	2018	0	n/a	0	0	0
Raney House 33 W. Lane Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Scholars House East 221 W. 10th Ave	2020	0	n/a	0	0	0
	2019	1	5/2/19 - 1:30 p.m. - intentional - burn mark on paper hanging on wall	0	0	0
	2018	0	n/a	0	0	0
Scholars House West 239 W. 10th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Scott House 160 W. Woodruff Ave	2020	1	2/1/2020 – 7:45 a.m. – intentional – ignited a cotton ball	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Sheep Barn 2325 W. Case Rd	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0



COLUMBUS Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Siebert Hall 184 W. 11th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Smith-Steeb Hall 80 W. 11th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Taylor Tower 55 W. Lane Ave	2020					
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Torres House 187 W. Lane Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Veteran's House 237 E. 17th Ave	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Worthington Building 203 W. 10th Ave	2020	0	n/a	0	0	0
	2019	1	1/14/19 - 8:30 p.m. - intentional - flyer posted on wall of 2nd floor elevator lobby had burned corner	0	0	0
	2018	0	n/a	0	0	0



Columbus – Fire Statistics for Ohio State Leased Properties**

COLUMBUS Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
55 East 15th Ave.	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
67 East 15th Ave.	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
94 East 15th Ave.	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
116 East 15th Ave.	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
141 East 15th Ave.	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
1934 Indianola Ave.	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
1943 Waldeck Ave.***	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	1	4/2/18 - 11 a.m. - unintentional - unattended candle	0	0	\$15,000

* Fisher Commons falls into the definition of “on-campus student housing facility” as provided in 34 C.F.R.668.41(a).

** Ohio State leased properties are located off-campus. They do not fall into the definition of an “on-campus student housing facility.”

***The university used 1943 Waldeck Ave. as quarantine housing for students from March 16, 2020 through April 30, 2020. For this period of time the property falls into the definition of “on-campus student housing facility” as provided in 34 C.F.R.668.41(a).



Mansfield – 2020 Fire Safety Systems and Fire Drills for On-Campus Housing

MANSFIELD Building Name	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
Molyet Village	NO	NO	NO	LOCAL	YES	3
1351 Springmill Rd	NO	NO	NO	LOCAL	YES	0

Mansfield – Fire Statistics for On-Campus Housing

MANSFIELD Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Molyet Village 1365 Springmill St	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
1351 Springmill Rd	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0

Newark – 2020 Fire Safety Systems and Fire Drills for On-Campus Housing

NEWARK Building Name	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
McConnell Hall	YES	FULL	YES	YES	YES	3
Newark Residence 1	YES	PARTIAL	NO	YES	YES	3
Newark Residence 2	YES	PARTIAL	NO	YES	YES	3

Newark – Fire Statistics for On-Campus Housing

NEWARK Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
McConnell Hall 929 Sharon Valley Rd	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Newark Residence 1 929 Sharon Valley Rd	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Newark Residence 2 929 Sharon Valley Rd	2020	1	10/3/2020 – 11:45 p.m. – unintentional – small cooking fire inside microwave	0	0	\$10
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0

Wooster – 2020 Fire Safety Systems and Fire Drills for On-Campus Housing

WOOSTER Building Name	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
Applewood Village Apple Orchard Dr	NO	NO	NO	STAND ALONE	YES	3
Applewood Village Franklin Ct	NO	NO	NO	STAND ALONE	YES	3
Applewood Village Holly Ct	NO	NO	NO	STAND ALONE	YES	3
Applewood Village Ruby Ct	NO	NO	NO	STAND ALONE	YES	3
Graduate Student House	NO	NO	NO	NO	NO	3

Wooster – Fire Statistics for On-Campus Housing

WOOSTER Building Name	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Applewood Village Apple Orchard Dr	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Applewood Village Franklin Ct	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	2	3/18/18 - 12:55 p.m. - intentional - student laminated name badge set on fire 1/14/18 - 4:05 p.m. - intentional - boxes on a stove	0	0	\$1 \$2,500
Applewood Village Holly Ct	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Applewood Village Ruby Ct	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Graduate Student House	2020	0	n/a	0	0	0
	2019	0	n/a	0	0	0
	2018	0	n/a	0	0	0



REPORTING FOR QUARANTINE/ISOLATION HOUSING

The following pages represent the fire drills and fire statistics for The Ohio State University campuses that have residence halls and utilized quarantine/isolation housing due to the COVID-19 pandemic — Columbus, Mansfield, Newark, Wooster.

The following charts represent the living spaces for isolation or quarantine that have been made available for students residing in university housing who test positive for COVID-19 or are exposed to a positive case as an option if students did not elect to or cannot return home to their permanent residence. These locations are considered “on-campus student housing facility” for a period of time in 2020.

Columbus – 2020 Fire Safety Systems and Fire Drills for Quarantine/Isolation Housing

COLUMBUS Quarantine/Isolation Housing	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
Residence Inn 3100 Olentangy River Rd.	Yes	Full	Yes	Full	Yes	0
Marriott 3100 Olentangy Reiver Rd.	Yes	Full	Yes	Full	Yes	0
The Blackwell Inn 2110 Tuttle Park Pl.	Yes	Full	Yes	Full	Yes	0

Columbus – Fire Statistics for Quarantine/Isolation Housing

COLUMBUS Quarantine/Isolation Housing	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Residence Inn 3100 Olentangy River Rd.	2020	0	n/a	0	0	0
Marriott 3100 Olentangy River Rd.	2020	0	n/a	0	0	0
The Blackwell Inn 2110 Tuttle Park Pl.	2020	0	n/a	0	0	0

Mansfield – 2020 Fire Safety Systems and Fire Drills for Quarantine/Isolation Housing

MANSFIELD Quarantine/Isolation Housing	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
Holiday Inn 116 Park Ave.	Yes	Full	Yes	Full	Yes	No

Mansfield – Fire Statistics for Quarantine/Isolation Housing

MANSFIELD Quarantine/Isolation Housing	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Holiday Inn 116 Park Ave.	2020	0	n/a	0	0	0

Newark – 2020 Fire Safety Systems and Fire Drills for Quarantine/Isolation Housing

NEWARK Quarantine/Isolation Housing	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
W. DoubleTree 50 N. 2 nd St.	Yes	Full	Yes	Full	Yes	0

Newark – Fire Statistics for Quarantine/Isolation Housing

NEWARK Quarantine/Isolation Housing	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
W. DoubleTree 50 N. 2 nd St.	2019	0	n/a	0	0	0

Wooster – 2020 Fire Safety Systems and Fire Drills for Quarantine/Isolation Housing

WOOSTER Quarantine/Isolation Housing	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
Comfort Suites 965 Dover Road	Yes	Full	Yes	Full	Yes	0
Hilton Gardner Inn 959 Dover Road	Yes	Full	Yes	Full	Yes	0

Wooster – Fire Statistics for Quarantine/Isolation Housing

WOOSTER Quarantine/Isolation Housing	Year	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
Comfort Suites 965 Dover Road	2020	0	n/a	0	0	0
Hilton Gardner Inn 959 Dover Road	2020	0	n/a	0	0	0



FIRE AND LIFE SAFETY

Compliance Guide

2021

Columbus, Lima, Mansfield, Marion, Newark, Wooster



TABLE OF CONTENTS

Introduction.....	3	Fire Hose Connections	11
Purpose.....	3	Fire Prevention.....	11
Scope and Application	3	Avoiding Fire Code Violations.....	11
Responsibility	3	Compressed Gases and Cryogenic Liquids.....	13
Important Numbers	4	Construction, Renovation, and Demolition.....	15
Fire Emergency Response	4	Cooking Appliances and Sterno Heat.....	15
Fire Response Procedures	4	Decorations: Holidays, Candles, Open Flames	15
Using the Fire Alarm Box	5	Door Wedges and Other Hold-Open Devices	16
Fire Incident Response	5	Magnetically Locked Exit Doors.....	17
Fire or Smoke Incident Reporting.....	6	Electrical Safety	17
Responding Fire Department	6	Fire Safety Inspections	18
Fire Emergency Preparedness.....	6	Furnishings and Decorations	18
Emergency Evacuation Plans	6	Hazardous Materials and Chemicals	18
Emergency Procedures for People with Disabilities	7	Lecture Halls and Places of Assembly.....	19
Fire Exit Drills.....	7	Space Heaters	20
Fire Alarm Procedure Evaluation	8	Special Public Events	21
Fire Safety Training and Education.....	8	Storage Safety	22
Fire Extinguishers	8	Procedures.....	22
Building Fire Protection Systems	10	Emergency Procedures for People with Disabilities.....	22
Fire Alarm Systems.....	10	Fire Safety Resources.....	24
Sprinkler Systems	10		
Fire and Smoke-Barrier doors.....	11		



INTRODUCTION

PURPOSE

The Ohio State University is committed to providing a fire-safe environment for its students, faculty, staff, patients and visitors and to protect its property through an effective fire prevention, protection, preparedness and response program. The purpose of this Fire and Life Safety Compliance Guide is to assist the university community in working together to maintain an environment that reduces the risk of fire hazards.

The Fire and Life Safety Compliance Guide outlines how the university proposes to safeguard life and property from the hazards of fire and explosion arising from storage, handling or using materials or equipment, and from conditions hazardous to life and property. The requirements of the policy are based on compliance with Ohio Fire Code (2017), enforced by the State of Ohio Fire Marshal Office, State of Ohio Department of Commerce, and other applicable federal, state, and local codes and standards.

This Fire and Life Safety Compliance Guide was developed to provide detailed information about how to implement the requirements of The Ohio State University life Safety Policy and elements of the Building Emergency Action Plan (BEAP) for individual buildings. It offers guidance on some of the most common fire and life safety issues that, if not properly addressed, can become fire code violations. This guide addresses four major areas: fire prevention, fire protection, fire emergency preparedness, and fire response.

SCOPE AND APPLICATION

The requirements in this guide apply to all university faculty, staff, students, volunteers, and outside contractors working on university premises. The policy is applicable to all occupied or unoccupied facilities owned or leased by the university, activities including storage, handling and use of materials and equipment within the facilities, and new construction and renovation from the planning stage to project completion.

RESPONSIBILITY

Students, faculty, and staff are responsible for complying with the procedures outlined in this guide, and any additional procedures specific to their department or building. Each individual must follow the fire safety and emergency evacuation procedure specific for their area and any specific instructions from the area floor evacuation coordinators and Building Coordinators. All fire- or smoke-related incidents, regardless of their size, promptly should be reported by dialing **9-1-1**. Any unsafe condition and injury should be reported to the appropriate supervisor. Emergency Management and Fire Prevention (EMFP) is available to assist by providing technical and code information, guidance, training, and education.

We look forward to working with our staff, students, and volunteers to provide a fire-safe environment at Ohio State. Feel free to contact Emergency Management and Fire Prevention for further information or clarification regarding fire and life safety issues.



IMPORTANT NUMBERS

- Emergency Management – 614-247-4911
- Facilities Operations and Development, Columbus – 614-292-HELP
- Environmental Health and Safety – 614-292-1284
- University Police Division
 - Columbus – Blankenship Hall, 901 Woody Hayes Drive, 614-292-2121
 - Lima – 134 Galvin Hall, 4240 Campus Drive, 614-292-2121
 - Mansfield, Riedl Hall, 1760 University Drive, 614-292-2121
 - Marion – 138 Morrill Hall, 1465 Mt. Vernon Ave., 614-292-2121
 - Newark, 105 Warner Library and Student Center, 1219 University Drive, 614-292-2121
 - Wooster, Simon Rice House, 1727 Williams Drive, 614-292-2121

FIRE EMERGENCY RESPONSE

FIRE RESPONSE PROCEDURES

In case of a fire or a fire alarm, the following procedure is to be followed. Generally, the RACE procedure is used in all university facilities with some variations. Always consult and follow your building-specific Building Emergency Action Plan or posted evacuation procedures.

If you discover a fire or smoke condition: RACE

- Rescue any person in immediate danger.
- Alarm — pull the fire alarm to alert everyone.
- Confine the fire by closing all doors, where possible. Turn off electric and gas equipment in your area as you evacuate, if possible.
- Evacuate using the nearest stair exit. Follow the exit signs.
- Extinguish a small fire using a fire extinguisher, if trained.
- Report the incident by calling 9-1-1 from a safe location.
- Report any discharged fire extinguishers and any first-hand information that you might have.

If you hear or see a fire alarm signal or announcement:

- Follow the emergency procedure for your building and area.
- Follow the announcements on the public address system or instructions of your area floor captains.
- Evacuate or stand by and stay alert as instructed on the public address system.
- Follow the EXIT signs. Use stairs. Do not use elevators. Walk at a normal pace.
- Wait outside in the designated assembly areas at least 50 feet or more away from the building as instructed.
- Re-enter the building only after the “all clear” is announced by Ohio State Public Safety or the responding fire department.

Procedure for People with Disabilities

- Note: Each department should complete the Emergency Plan for People with Disabilities form to develop their specific evacuation strategy. Refer to the Building Emergency Action Plan (BEAP) for specific guidance about evacuation procedures for people with disabilities and roles and responsibilities for staff, faculty, and evacuation assistants.

- All occupants: report the presence of any person with a disability in the building to the fire department.
- 4 Types of Evacuation: Horizontal, stairway evacuation, shelter in place, or seek an area of refuge.
- Evacuation Assistants: Assist individuals with evacuation. Report to first responders.
- Floor Evacuation Coordinators: Assist individuals with evacuation. Report to first responders.
- Do not evacuate vertically unless the person is able to ambulate.
- Do not use the elevators unless assisted by first responders.

Remember Fire Extinguisher Key Words – P.A.S.S.

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep from side to side

ABC Fire Types

- Class A = wood, paper, plastic
- Class B = oil, grease, flammables
- Class C = Electrical

USING THE FIRE ALARM BOX

As you walk toward an exit in the corridor or near the stairwell door, you should find at least one wall-mounted metal box – a fire alarm pull box. In case of fire or smoke, just pull it down as indicated. An alarm should sound and an announcement might follow, where equipped. The alarm system also can be activated automatically when a heat or smoke detector senses a fire or smoke condition.

Once the alarm is activated, notification goes to the Department of Public Safety, which then dispatches appropriate responders. Use the fire alarm pull box promptly to minimize the loss of life and property because of fire.

Some pull boxes have Plexiglas covers that, when lifted, produce a local warning sound. Note that this is not a fire alarm sound. To activate the fire alarm throughout the building, you must pull the inner pull box.

To ensure that the system will protect you, you should know at least two pull box locations in your area. Maintain pull boxes free of obstructions and clearly visible at all times.

Report any fire alarm concerns to Ohio State's Emergency Management and Fire Prevention at **614-247-4911**.

FIRE INCIDENT RESPONSE

In addition to the fire evacuation procedure, the following responses may be necessary:

Utilizing Fire Extinguishers

A fire extinguisher should be used only for small, incipient stage fires such as ones that might occur in a wastepaper basket, and only by a trained individual. A large, developed or spreading fire should be handled by the responding fire department.

Training is available to familiarize members of the university community with proper fire extinguisher use and tactics by contacting Ohio State's Fire Prevention at **614-247-3473**.

Responding to Clothing Fires and Burn Injuries

What you do for a burn in the first few minutes can make a difference in the severity of the injury.

- Stop the burning process. Remove the source of heat. If clothing catches fire, STOP, DROP, AND ROLL to smother the flames.
- Remove all burned clothes. Clothing may retain heat and cause a deeper injury. If clothing adheres to the skin, cut or tear around adherent area to preserve good skin tissue.
- Pour cool water over areas burned. Keep pouring the cool water for at least 3-5 minutes (30-40 minutes for chemical injury). DO NOT PACK THE BURNED AREAS IN ICE! This may increase the extent of injury and cause hypothermia.
- Remove all jewelry, belts, tight clothing, etc., from the burned areas and from around the victim's neck. Swelling of burned areas occurs immediately.
- Do not apply ointments or butter to wounds. These may cause infection because of their oil base and convert wounds to deeper injury.
- Cover burns with a clean dry dressing, bandage, or sheet.
- Keep the victim warm!
- Seek medical attention as soon as possible!

FIRE OR SMOKE INCIDENT REPORTING

Students, staff, faculty, volunteers, and outside contractors working on the university premises must immediately report all fire or smoke incidents regardless of size or type, by calling **9-1-1** or **614-292-2121**. This notification must be made whether or not the fire already has been extinguished.

The fire scene should not be disturbed. Removal of any items from the fire or smoke scene without prior approval is prohibited. This is to ensure that no evidence that may be critical in incident investigation is lost. The affected department should promptly notify Ohio State's Department of Public Safety if there is a potential for further damage to property or injury to the occupants, if left on the fire scene. Where the department must act swiftly to protect valuable research or records from further damage, it should be made known to the Department of Public Safety. The Department of Public Safety documents all fires, regardless of size.

The area of the fire cannot be re-occupied until public safety officials announce "all clear."

RESPONDING FIRE DEPARTMENT

Once a fire alarm is activated, notification goes to the Department of Public Safety that then dispatches appropriate responders. If you have specific emergency-related information, share it with the responding fire department or public safety personnel.

FIRE EMERGENCY PREPAREDNESS

EMERGENCY EVACUATION PLANS

Each university-owned or -leased facility has a Building Emergency Action Plan (BEAP) specific to that location. Each school/unit administrator and appropriate Building Coordinator is responsible for developing a Building Emergency Action Plan, implementing it, and updating the BEAP in conjunction with Emergency Management and Fire Prevention (EMFP)

Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant should follow the instructions as noted on the posted evacuation floor plans or follow the direction of the area floor captains or other emergency responders. Emergency procedures may require either total or partial building evacuation. Special “defend-in-place” procedures also are utilized for health-care facilities and areas where critical activities are occurring. Procedures are available in one or more of the following formats:

[Building Emergency Action Plans](#) are required for all buildings. Copies of these plans should be made available to employees for review and use. Each written plan should outline the roles and responsibilities of departments or individuals during an emergency. Topics such as evacuation, communications, emergency procedures, fire safety, training, planning, and implementation are primary components of the BEAP. In addition, individual departments may add or create supplementary appendices to the BEAP to satisfy the needs of a specific area.

Emergency evacuation floor plans are posted throughout the building to assist the building occupants in becoming familiar with their location, directions to exit, and location of fire protection and safety devices. These plans also include a brief fire alarm emergency procedure. As you walk out from your work area to an exit, you may find an evacuation floor plan posted on a wall, probably near the elevator lobby or fire alarm pull box. Take time to review the information for your safety.

EMERGENCY PROCEDURES FOR PEOPLE WITH DISABILITIES

People with disabilities (PWD) are more at risk during an emergency situation. Their presence in the stairwells during an emergency, especially when stair landings are crowded with evacuating people, can significantly impede the flow of evacuation, potentially causing serious injury to both the evacuees and people with disabilities. Therefore, sheltering in place of people with disabilities for their safe evacuation during fire or other emergencies requires careful planning and preparation. Appropriate procedures based on risk factors, such as occupant and building characteristics, are required to prevent serious life safety hazards.

Emergency procedures for PWD have been developed to promote the safety of PWD and all other building occupants during an emergency evacuation. It also may be used with appropriate modifications in areas where patients may be undergoing medical procedures and where discontinuing any active patient care may pose an increased risk to the patient. In these cases, those who are involved directly in patient care should ensure that all necessary communications, notifications, and safety measures outlined in the procedure are implemented.

Each department should develop and implement a departmental plan, using the Emergency Procedures for People with Disabilities in conjunction with the Building Coordinator and Emergency Management and Fire Prevention (EMFP) as required. The department should ensure that this procedure is incorporated in the building-specific Building Emergency Action Plan (BEAP).

EMFP can offer technical assistance for emergency preparedness training for evacuation assistants and floor evacuation coordinators as part of training programs and for individual departments as requested.

FIRE EXIT DRILLS

Fire exit drills are conducted to provide an opportunity for students, faculty, staff, and emergency responders to become familiar with the building fire safety features, to practice emergency procedures, and to ensure the efficient and safe use of exits.

To ensure that this practice is adequate, the Building Coordinator, in consultation with Emergency Management and Fire Prevention (EMFP) should arrange the drills so they simulate probable varying emergency conditions specific to the building. The schedule for such drills should be representative of various shifts. All drills must be coordinated with the



Building Coordinator and EMFP in such a manner so as to minimize the disruption of normal business operations or patient care, to the greatest extent possible.

An unscheduled fire alarm evacuation shall not be considered as a fire evacuation drill. The Building Coordinator may complete the Fire Alarm Procedure Evaluation form and submit it to EMFP for record keeping and have any evacuation-related deficiencies addressed.

All deficiencies identified during the drills must be promptly addressed. The Building Coordinator or floor evacuation coordinators must follow-up on identified issues. EMFP or the Building Coordinator should report all building-related items to Service2Facilities at 614-292-HELP (4357) or via web-based reporting as provided by Facilities Operations and Development at fod.osu.edu/s2f.

Fire exit drills must be conducted utilizing the procedure established by EMFP and the Ohio Fire Code. Fire drills were conducted based on Federal and State public health guidance regarding COVID-19.

Occupancy Group B:	Annually
Occupancy Group E:	Monthly
Occupancy Group R-2:	Quarterly
High Rise:	Quarterly

For questions regarding the occupancy type of your building, contact Ohio State's Fire Prevention at 614-247-4911 for specific information.

FIRE ALARM PROCEDURE EVALUATION

All building floor evacuation coordinators, evacuation assistants, and Building Coordinators should complete a "Fire Drill Checklist" to evaluate all fire alarms, including fire exit drills and fire incidents. The purpose of this form is to evaluate fire alarm response performance and identify and correct any deficiencies. The completed form is then forwarded to Ohio State's Fire Prevention.

FIRE SAFETY TRAINING AND EDUCATION

Fire and life safety training and education are provided to the university faculty, staff, students, area floor evacuation coordinators, and Building Coordinators as part of fire exit drills, hands-on fire extinguisher training, student orientation programs, and other training as necessary. Appropriate department managers or supervisors should ensure that their staff members are adequately informed or trained in building-specific fire emergency evacuation and response procedure. The department managing the project should ensure that all outside contractor personnel are informed of the building fire emergency procedures.

Emergency Management and Fire Prevention (EMFP) offers fire and life safety education and training for the Building Coordinators, floor evacuation coordinators and evacuation assistants as part of scheduled fire exit drills and extinguisher training programs. EMFP also offers additional training as requested. The following areas are covered during the quarterly pre-drill training session: explanation of the plan; how to sound an alarm; how to isolate the fire or smoke; how to evacuate; how to use a fire extinguisher; fire exit drill procedure; the location of fire exits, pull boxes, exit stairwells; and areas of refuge.

FIRE EXTINGUISHERS

Portable fire extinguishers of appropriate type and size are provided as required in all areas. Extinguishers are inspected, tested, maintained, and documented as required by the Ohio Fire Code. Facilities Operations and Development (FOD),

Environmental Health & Safety (EHS), and Emergency Management and Fire Prevention (EMFP) must ensure compliance with this requirement as applicable. Fire extinguishers are provided throughout all university buildings for use by trained students, faculty, and staff. EMFP provides related classroom training during scheduled fire exit drills and during hands-on training. Each user should be familiar with the following basic safety information in the fire extinguisher fact sheet.

Portable fire extinguishers effectively extinguish 90% of all fires before the fire department responds. Research shows that fires get out of control in 3-5 minutes. A fire extinguisher is your first aid to fire fighting. Because an average extinguisher discharges completely in less than 1 minute, it is important that you know at least two locations for extinguishers nearest to your work area and know how to use them effectively.

Safety Precautions

- Before using a fire extinguisher, always pull the building fire alarm.
- Do not attempt to use a fire extinguisher if the fire is large and spreading. Use it only for small-fire defense (e.g., a wastepaper basket).
- Do not use the fire extinguisher if the lock pin is tampered, the cylinder is damaged, or if the pressure gauge pointer is in the “recharge” zone.
- Do not use the fire extinguisher if you are not trained and confident about using it.
- Read the extinguisher label to ensure it is the right type for the kind of fire at hand. The label indicates one or more of the fire classes and symbols (below), and specific applications for which it can be used.
- Protect yourself at all times:
- Never block your escape route.
- Stay low. Avoid breathing the heated smoke and fumes.
- If the fire cannot be controlled, get out immediately to safety.

How to Use a Fire Extinguisher

- Position yourself at a safe distance from the fire (e.g., 8-10 feet when using an ABC-type unit, 5-7 feet when using a CO₂ unit, or 20-25 feet with Pressurized Water extinguisher).
- Remember the “P-A-S-S” procedure:
 - Pull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
 - Aim low: Point the extinguisher nozzle, horn, hose at the base of the fire.
 - Squeeze and hold the handle to discharge the extinguishing agent without any interruption.
 - Sweep slowly from side to side as you hold the handle squeezed.
- Move closer carefully as the fire gets smaller and as you continue spraying.
- Watch the fire area until it has completely cooled down.
- Repeat the “P-A-S-S” procedure if the fire re-ignites.
- Report the discharged extinguisher to Service2Facilities at 614-292-HELP (4357). Once used, the extinguisher must be recharged.

Types of Fire Extinguishers

Class	Symbol	Application	Identification/Description
A	Letter "A" in triangle	Ordinary combustibles. (e.g., wood, paper, cloth)	Stainless steel cylinder body with pressure gauge. Cools fire with pressurized water. Do not use for flammable liquids (B) or electrical (C) fire.
B	Letter "B" in square	Flammable liquids/gases. (e.g., gasoline, oil, paint)	Red cylinder body and horn, no gauge. Deprives the fire reaction of oxygen with carbon dioxide. Home kitchen fire use.
C	Letter "C" in circle	Energized electrical equipment. (e.g., powered appliances)	Interrupts chemical chain reaction. Both carbon dioxide and ABC type extinguishers can be used.
ABC	A, B, and C	All of the above applications. Multipurpose ABC, home use	Red cylinder body. Interrupts chemical chain reaction of fire with dry chemical powder. Most commonly used.
K	Letter "K"	Commercial cooking, deep-frying with oils and fats. Minimum rating: 2A: 1B: C: K	Stainless steel cylinder body with long safety wand. Cools and interrupts chemical reaction. Uses wet chemical with fine mist application. Relatively new.
AC	Water Mist Letter "A" Letter "C"	Trash, wood, paper, and electrical equipment. For clean rooms; minimum rating 2A: C	White paint finish cylinder with long safety wand. Preferred for clean rooms, telecom, electronics equipment areas. Relatively new.

FBUILDING FIRE PROTECTION SYSTEMS

FIRE ALARM SYSTEMS

As you walk in the hallways on your way to an exit – and usually near the stairwell door – you should find at least one fire alarm pull box. In case of fire or smoke, always pull the alarm box first, regardless of the size of the fire. Upon pulling this box, an alarm should sound, and verbal instructions might follow.

The alarm system also should be activated automatically when a heat or smoke detector detects a fire or smoke condition, protecting both people and property even when the fire is not noticed by an individual. Once the alarm is activated, notification goes to the local fire department through the Department of Public Safety. Your awareness and prompt use of the fire alarm system can minimize the loss of life and property because of fire. To ensure that the system will protect you, you must:

- Evacuate during all fire alarms.
- Respond to all alarms equally. Never assume that it is a test or a drill or a false alarm!
- Become familiar with your building's fire alarm system and alarm notification procedures.
- Know at least two pull box locations in your area.
- Know how to activate the fire alarm.
- Maintain pull boxes free of obstructions and clearly visible at all times.
- Report promptly to the Department of Public Safety, if the alarm is not heard properly in your area.
- Some pull boxes have Plexiglas covers that, when lifted, produce a local warning sound. Note that this is not a fire alarm sound. To activate the fire alarm throughout the building, you must pull the inner pull box.

SPRINKLER SYSTEMS

Sprinklers are installed in many building areas to protect both life and property. In case of fire, each sprinkler head detects temperature in the room and begins



spraying water as soon as the room temperature exceeds a predetermined value.

Not all buildings or areas are equipped with sprinkler systems. Hazardous locations, storage areas and basement levels generally are protected with sprinklers as required by the Ohio Fire Code. Many new houses are now equipped with residential sprinkler systems because most fire-related deaths continue to occur in residential buildings.

As you store materials and boxes in your area, always maintain a minimum of two feet clearance between the ceiling and the storage. This clearance allows the sprinkler head to spray water uniformly and extinguish the fire effectively. If you notice any unsafe conditions, such as a sprinkler head that is painted over or heavily laden with dust, blocked in any other manner, or broken, promptly report this condition to Emergency Management and Fire Prevention and Facilities Operations and Development (614-292-HELP).

FIRE AND SMOKE-BARRIER DOORS

University buildings are equipped with fire-rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. Facilities Operations and Development is tasked with maintaining these doors, including all hardware.

FIRE HOSE CONNECTIONS

As you walk in the building corridor, you may find cabinets marked "Fire Hose Connection." The fire department generally connects their fire hose to this connection. This area must be maintained free of obstructions and clearly visible at all times for effective fire fighting. If you see any fire hose connection that is not properly capped or a cap is missing, report it to Emergency Management and Fire Prevention and Facilities Operations and Development.

FIRE PREVENTION

AVOIDING FIRE CODE VIOLATIONS

The university is required to comply with the fire safety regulations enforced by the State of Ohio Department of

Commerce, Division of the State Fire Marshal, and the Columbus Division of Fire. Therefore, the university is subject to various inspections by these agencies.

Emergency Management and Fire Prevention (EMFP) inspects all buildings owned, operated, and rented by the university at least on an annual basis, and the Ohio State University's Wexner Medical Center on a quarterly basis.

The following tips chiefly reflect the most commonly cited violations at Ohio State. Look for these items or conditions in your workplace, correct them, or contact EMFP for assistance.

Common Fire Code Violations

- Compressed gas – unsafe storage
- Poor housekeeping
- Blocked exit and storage
- Combustibles
- Exit blocked
- Exit sign inoperable
- No fire stopping in open penetration
- Unsafe storage of chemicals
- Open electrical panel
- Door wedge
- Storage in stairwell
- Door chock to hold open a fire door
- Materials storage in hallway
- Extension cords instead of permanent wiring

Maintain Safe Ingress/Egress Locations and Corridors

- Maintain all ingress/egress locations and corridors in a safe condition, available for immediate utilization and free of all obstructions or impediments for full instant use in case of fire or other emergency.
- Do not store combustibles or hazardous materials in any egress corridors.
- Maintain fire alarm pull boxes, fire extinguishers, hose connections, audiovisual alarm flashers, safety showers, eyewashes, and other emergency response equipment free of obstructions and clearly visible at all times.

- Do not use doorstops, wedges, or other unapproved hold-open devices with fire-rated or smoke-barrier doors.

Maintain Safe Ceiling Clearances in All Areas

- Maintain at least 24" clearance between all material storage and the ceiling.

Maintain Safe Chemicals Storage in Laboratories

- Limit the quantities of flammable liquids to 10 gallons per laboratory and combustible liquids to 30 gallons per laboratory.
- Store flammable liquids not in active use in an approved flammable storage cabinet. Storage of flammable liquids is not permitted outside of an approved flammable storage cabinet in laboratories constructed or renovated after December 2001.
- Consult Environmental Health & Safety (EHS, 614-292-1284) for a safety review if quantities are expected to exceed the above limits.
- Keep all chemical containers that are not in active use properly capped.
- Do not store any empty or full chemical bottles or containers on the laboratory floor without proper containment.
- Do not store flammables in standard refrigerators, freezers, or cold rooms.
- Do not keep peroxide formers, such as ethers, beyond the expiration date printed on the label.
- Restrict the container size to one gallon for all flammable liquids (e.g., liquids with a flash point less than 100°F). Flammable liquids received in original approved containers, which are of 5 gallons or less capacity, are exempt from this requirement.
- Do not dispense by gravity, any flammable liquids in quantities of one gallon or more. Use approved pumps taking suction from the top of the container.
- Collect hazardous waste in appropriate containers and transfer to the designated Hazardous Waste Storage Room within three working days.

Electrical Safety

- Replace or report promptly any defective or damaged wiring or equipment.
- Keep all wiring away from general traffic areas and secure properly to prevent falls or trips.
- Do not use extension cords as a substitute for permanent wiring.
- Plug heavy equipment like refrigerators or freezers directly into an outlet.
- Maintain proper clearances between electrical equipment and hazardous chemical storage.

Fire/Heat and Smoke Detectors

- Smoke detectors are installed in your area to save life and property. If these devices are covered by plastic or other objects, report the condition to Emergency Management and Fire Prevention (EMFP) and Facilities Operations and Development (FOD).

Emergency Exits

- Emergency exits are provided in all buildings. Report if any exit is blocked by storage or by snow or ice. Fire-rated doors or smoke-barrier doors protect people and property in case of fire. Report to EMFP and FOD if you discover that any such door is damaged or not working properly.

Door Stops, Wedges, Hold-Open Devices

- The use of doorstops, wedges, and certain types of hold-open devices are not permitted by the Ohio Fire Code.
- Where such devices are used to accomplish tasks such as environmental services-related activities, moving furniture or materials through the doors, etc., they must be promptly removed once the task is completed.
- Report use of such devices on a permanent basis in your area.
- Emergency Management and Fire Prevention must be consulted before installing a permanent hold-open device on any means of egress doors.
- Any individual or department creating a fire code violation by employing the use of unapproved

doorstops, wedges or hold-open devices is responsible for any fire or life safety hazards created by such use.

Workplace fire safety conditions are evaluated on a regular basis to ensure compliance with applicable fire codes. Ohio State facilities are regularly inspected by the State of Ohio fire code-enforcing and -accrediting agencies. The Ohio Fire Code requires that all fire and life safety systems, including fire detection and alarms, sprinklers, fire hydrants, fire pumps and others, be inspected, maintained, and tested regularly.

While these features are inspected by professionals, routine walk-through inspections by building occupants are of extreme importance. For instance, a temporarily stored material in the exit passage may become permanent, creating a life safety hazard, if not immediately addressed. Therefore, every individual should know and check their areas and activities for fire safety. Use the "Fire Drill Checklist." Always contact EMFP for assistance or appropriate corrective measures.

COMPRESSED GASES AND CRYOGENIC LIQUIDS

All compressed gases and cryogenic liquids should be stored, handled, and used in accordance with the requirements of the applicable Ohio Fire Code, Ohio State's Chemical Hygiene Plan (CHP), and Occupational Safety and Health Administration (OSHA) regulations to minimize the hazards of fire, explosion and personal injury. Each department or laboratory storing or using compressed gases and cryogenic liquids should, as a minimum, comply with all the applicable safety requirements of this guide.

Compressed Gas (CG) means gases and mixtures of gases stored under pressure in cylinders. CG can be grouped mainly as liquefied gases (LG), nonliquefied gases (NLG), or dissolved gases (DG). Cylinders containing compressed gas are used every day on campus without incident, but these gas cylinders easily may become a serious hazard if mishandled or stored improperly. A cylinder with a broken valve easily can take off like an uncontrolled rocket or a pinwheel, bounding around the room and breaking brick walls. Report any damaged cylinder or valve immediately to

Environmental Health & Safety (EHS, 614-292-1284) and the supplier.

Many compressed gases are toxic or very toxic. They could cause various health problems depending on the specific gas, its concentration, the length of exposure and the route of exposure. Contact between the skin or eye and liquefied gases in liquid form can freeze tissue and result in a burn-like injury. With the exception of oxygen and air (19.5% O₂), possibly the greatest hazard to the user of CG is asphyxiation. All gases are asphyxiants. If suddenly released, especially cryogenics (liquefied gases at very low temperatures, having boiling points below -150°C or -238°F) such as liquid nitrogen can expand up to 700 times and displace all breathing oxygen, presenting a serious asphyxiation hazard. It also can create a highly visible fog (because of condensation of moisture in the air) that may obscure the emergency exit path.

To promote safety of life and property, all compressed gases and cryogenic liquids must be stored, handled and used in accordance with the requirements of the applicable Ohio Fire Code, NFPA 45, Ohio State Life Safety Policy, and the Ohio State Chemical Hygiene Plan (CHP) to minimize the hazards of fire, explosion and personal injury. Each department or laboratory storing or using compressed gases and cryogenic liquids should, as a minimum, ensure that:

- All employees have adequate knowledge and training regarding safety and first aid procedures for gases being used or handled. Employees should be provided with and encouraged to read and follow the instructions on the warning labels, review applicable Safety Bulletins and Safety Data Sheets (SDS) for specific gases.
- All individuals working on or near CG systems wear eye protection at all times and wear protective gloves, particularly, when handling cylinders containing cryogenic (super cold) gases.
- The maximum number of cylinders in a laboratory is limited to a two-month supply. Cylinders not "in use" are not to be stored in the laboratory. A single cylinder secured alongside the cylinder in use as the reserve cylinder is considered "in use." Flammable compressed gas cylinders (e.g., acetylene, butane, ethylene, hydrogen, methylamine, vinyl chloride) in laboratories are limited only to those in current use. The maximum quantities of compressed gases and

cryogenic liquids never should exceed those specified by the Ohio Fire Code or other applicable fire codes. When noncompliance is identified during lab safety audit or fire code inspection, Emergency Management and Fire Prevention (EMFP) and Environmental Health & Safety (EHS) should work with the appropriate department manager to resolve this issue.

- Excess cylinders and tanks are stored in a separate ventilated room approved for that use. All cylinders (in service or storage, full or empty) are:
 - Adequately secured with chains or straps positioned around the upper third of the cylinder, or by proper nesting to prevent falling or being knocked over.
 - Protected with valve protective caps in place until the gas is about to be used.
 - Never stored in any portion of an exit or common corridor, elevator, or in space under the stairway. A cryogenic container (CGC) should not be located such that it could prevent safe egress in the event of accidental release of their contents unless a second means of access to an exit is available from a laboratory work area.
 - Stored away from elevators, staircases or main traffic areas to avoid dangerous impediments.
 - Promptly moved to their designated storage area once delivered.
 - Removed within one day, when placed in the hallways for pickup.
 - Moved with a suitable hand cart and never allowed to be dropped or banged together violently.
 - Kept away from fire, heat and spark-producing operations.
 - Grouped according to their properties. Do not store flammable gases next to exits or oxygen cylinders.
 - Stored such that flammable gases are separate from oxidizing gases, and empty cylinders are separate from the full cylinders. Note: oxidizing gases contain oxygen at higher than atmospheric concentrations (more than 23-25%). Common examples are nitrogen oxides, halogen gases such as chlorine and fluorine.
 - Properly marked with the name of the contained gas. Don't accept unidentified cylinders and don't rely on color codes. Read the label.
 - Lecture bottle-sized cylinders also must be secured properly. Such cylinders with content health hazard 2 without physiological warning properties, health hazard 3 or 4, and pyrophoric (spontaneously

ignitable) always must be stored in constantly ventilated hood/enclosure.

- Each department or laboratory should ensure that:
 - A CG cylinder is never used without a pressure-reducing regulator that safely reduces the cylinder pressure to the required level.
 - Only those regulators are used that have both a high-pressure gauge and a low-pressure gauge to be able to monitor both the pressure in the cylinder and in the system.
 - Never use a pressure gauge greater than 75% of its maximum face reading. Immediately replace any gauge whose pointer does not go back to its zero point when pressure is removed.
 - Cylinder valves are cleaned of any dust or dirt before attaching proper regulators.
 - Cylinder valves are closed properly and the protective caps are replaced before returning the cylinders.
 - The adjusting screw is released on the regulator before opening cylinder valve.
 - An adaptor never is used between a cylinder and a pressure-reducing regulator.
 - Regulators never are interchanged. Some regulators are only for specific gases.
 - Excessive force never is used to connect a CGA connection.
 - Safety devices in cylinder valves or regulators never are tampered with.
 - Any damaged cylinder or valve is immediately reported to the supplier and to the campus emergency number.
 - Any aid, such as pipe dope or Teflon tape, is never used to connect a regulator to a cylinder.
 - The users are trained to stand to the side of the regulator when opening cylinder valve and open the cylinder valve slowly.
 - The users are instructed never to transfer CGs from one container to another, refilled or sucked back into the cylinder.
 - Separate empty and full cylinders during storage. Mark empty cylinders "empty" or "MT." Note that cylinder with a pressure gauge reading of 0 psig (0 kPa) is not really empty. It still contains gas at atmospheric pressure. Gauge pressure = total gas pressure inside cylinder - atmospheric pressure (14.7 psi or 101.4 kPa).
- Cryogenic liquid (liquefied gases at very low temperatures, having boiling points below -150°C or -

238°F) tanks are checked periodically to ensure that they:

- Have not lost vacuum or insulation. A cold outside jacket of the tank indicates the need for tank service.
- Are checked at the neck of the tank opening for any ice accumulation to prevent any blockage and subsequent pressure buildup within the container.
- Are checked for sabotage of the pressure relief devices on the tank.
- The following two safety precautions must be taken with cryogenic gases:
 - Use protective gloves and eye wear when handling cylinders containing cryogenic (super-cold) gases.
 - Where cryogenic gases are vented or released at a rate more than a few cubic centimeters of gas per minute inside an area, adequate 24-hour ventilation is required. Install continuous oxygen monitor(s) with a "low oxygen" alarm in such areas for safety.

CONSTRUCTION, RENOVATION, AND DEMOLITION

Fires during construction, renovation, or demolition operations are an ever-present threat. Inherently, greater fire potential exists on these sites because of the presence of large quantities of combustible materials and debris, together with such ignition sources as temporary heating devices, hot work operations, open fires, and smoking by construction workers. Safety of the occupants during these projects is of great concern. Change in an exit route or restricted exit, storage of materials in the corridors, restricted access to the emergency response equipment are some of the important things to look for during these projects. If you notice any unsafe condition, report it promptly to the department managing the project and Emergency Management and Fire Prevention.

COOKING APPLIANCES AND STERNO HEAT

Cooking-related appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks, and crock pots are not permitted to be used inside of any university building unless such use is necessary for conducting university business.

Permission should be obtained from the appropriate

school's or unit's administrative office after consulting with Emergency Management and Fire Prevention. Where one or more of these appliances are used, appropriate safety precautions should be taken as outlined below.

In facilities where the use of sterno heat is permitted, the following requirements must be complied with:

- When in use, sternos must be attended at all times.
- Keep all combustible materials, such as napkins and paper plates, away from any heat sources to avoid overheating or fire.
- Appropriate metal or ceramic trays must be used under the sterno cans to prevent accidental contact with any combustible material.
- Approved means of fire extinguishment capability.
- Ensure that two individuals who are trained in the use of a fire extinguisher are designated to monitor any unsafe condition. These individuals must not leave the area until all open flames are extinguished.

DECORATIONS: HOLIDAYS, CANDLES, OPEN FLAMES

To prevent fires related to decorations and lighting during holidays or special events and to ensure compliance with the Ohio Fire Code, each school or unit administrator or Building Coordinator should ensure compliance with the following specific fire prevention and safety requirements. All university students, staff, and faculty should comply with the following requirements.

Holiday Trees, Wreaths, Decorations

- Decorations and lighting must not be placed so as to obscure emergency exit paths or signs.
- All decorative materials should either be noncombustible or flame resistant or treated with an approved fire retardant in accordance with the manufacturer's specifications, NFPA 701 Testing criteria, and the Ohio State Life Safety Policy.
- Look for "non-combustible" or "flame resistant" labels on the decoration packages. If the decorations are to be re-used, retain the original packaging.
- Live trees, natural wreaths, and other live greens are not permitted indoors.

- Use only flame-retardant artificial trees and decorations in appropriate locations (flame retardant information can be found on the packaging).
- Trees or decorations must not block or obstruct exits, aisles, corridors, vision panels on the hallway doors, stairwells, fire extinguishers, fire alarm pull boxes, exit signs, evacuation floor plans, and other emergency equipment/information.
- No trees or wreaths of any kind are permitted in laboratories, but a wreath on the exterior of a laboratory door is permissible.
- Place all decorations and combustibles at least 3 feet away from sources of heat (e.g., radiators, lights).
- All decorations with powered electricity must be turned off when unattended or before leaving the area for the day.

Holiday Lighting

- Carefully inspect new and previously used electrical light strings and replace damaged items before plugging lights in.
- All holiday lighting and electrical decorations should be Underwriters Laboratories (UL) listed and should be plugged directly into wall-mounted outlets or UL-listed power-strips. Look for a UL symbol on the equipment. Follow the manufacturer's instructions for installation and maintenance.
- Extension cords should not be used for holiday lighting. Instead, use UL-listed outlet powerstrips with built-in fuse or circuit breaker protection.
- Electrical wires should not be extended through windows or doors or under carpeting.
- Lighted candles or lanterns should not be permitted in any university facilities.
- Electrical light bulbs should not be decorated with paper or other combustible materials unless flame resistant.
- All lighting must be turned off when unattended or before leaving the area for the day.

Removal of Decorations

- All decorations and lightings should be removed promptly upon the completion of an event or within

seven calendar days after the end of the holiday period.

Life Safety Measures for Departmental Holiday Events

- Avoid the use of emergency exit corridors for seating and tables. If these spaces must be used, Emergency Management and Fire Prevention must first be consulted to ensure safety of the occupants.

Candles, Incense, Open Flames

- Candles, incense, and other objects that produce open flames or burning (outside of approved kitchens and laboratories) are prohibited in all university facilities.

DOOR WEDGES AND OTHER HOLD-OPEN DEVICES

University buildings are equipped with fire-rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. Facilities Operations and Development maintains these doors, including all hardware, in good working condition.

A seemingly harmless door wedge used to hold open a fire door represents a serious fire/life safety hazard and fire code violation. Moreover, the inappropriate use of door wedges can cause damage to doors, resulting in significant expenditures for repair. Therefore, the use of doorstops, wedges and other hold-open devices, which are not permitted by the Ohio Fire Code, is prohibited in all university buildings.

Never prop open fire doors. Fire doors are to remain closed. If your operational needs call for a particular fire-rated or smoke-barrier door to remain open, consult Emergency Management and Fire Prevention for appropriate resolution.

All fire-rated or smoke-barrier doors that are approved to remain open during normal operation are equipped with electrically powered magnets that hold them in open position and release (close) automatically during a fire alarm. Never block a fire-rated or smoke-barrier door from closing.

MAGNETICALLY LOCKED EXIT DOORS

Several university buildings are equipped with exit doors that are electronically locked for security reasons. This type of lock allows people to exit the building safely during fire alarm emergencies. Check that all magnetically locked exit doors in your area automatically release (open) during an alarm to allow for your safe egress.

ELECTRICAL SAFETY

All departments, including laboratories, should comply with the university's electrical safety procedures outlined in this guide to minimize the hazards of fire because of improper use of electricity and electrical equipment. These procedures include restrictions on the use of portable electrical space heating devices, extension cords, cooking appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks, and crock pots.

Any staff observing any hazardous electrical conditions promptly should report them to their supervisors or other appropriate department(s) for corrective action.

To protect building occupants and property from the direct (electric shock injury) and indirect (heat, fire and explosion) hazards of electricity, each school/unit should comply with the following electrical safety procedures.

- Use equipment in accordance with the manufacturer's recommendations. Never bypass electrical interlocks. Calibrate heating equipment regularly as required.
- Post procedures for critical equipment, including "on-off procedures" and warning signs on or near the equipment. Clearly identify the equipment to be left "on" when the laboratory is unoccupied (e.g., by posting on the lab door).
- All defective/damaged wiring (e.g., frayed, cut wires, broken/defective plug or switch) or equipment should be promptly reported to Emergency Management and Fire Prevention and Facilities Operations and Development (FOD).
- To prevent fires because of electrical overload on fixtures and wiring, do not use:
 - Extension cords and flexible cords as a substitute for permanent wiring. Do not extend cords through windows or doors or under carpeting.
- Multiple outlet strips, other than for computer systems. Use strips with built-in fuse or circuit breaker protection, having a minimum 12/3 (gauge/wires) labels, maximum length of 6 feet, and Underwriter's Laboratory (UL) listed for the use.
- Cube taps for multiple connections from a single outlet. These types of devices are not permitted within the university.
- Multiple plugs in interconnection. In other words, never connect an additional plug(s) into the main plug that is inserted in the outlet or a powerstrip to connect multiple devices.
- Secure all wiring, cords, cables, and conduits. Keep them away from general traffic areas to prevent falls or trips.
- Allow appropriate clear spaces between electrical equipment and storage of flammable combustible materials. A minimum clearance of 36 inches should be maintained between electrical service equipment and any other storage to allow easy access for emergency use (42 inches of clearance is required for voltage level higher than 120 volts). Never drape combustibles (e.g., cloth, paper) over equipment.
- Laboratory electrical motors should be of induction type, i.e., totally enclosed fan-cooled because the sparks emitted from brush-type motors can cause fire in a flammable environment. This information can be found on the equipment label.
- Dedicated circuits and proper grounding may be required for equipment, such as refrigerators, freezers, dehumidifiers and air conditioners. Do not use extension cords with this equipment. Consult with Facilities Operations and Development to check for the adequacy of electrical power or circuits before purchasing, installing, or relocating such equipment.
- Cooking-related appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock pots are not permitted to be used inside any university building unless such use is necessary for conducting university business. Written permission should be obtained from appropriate school's or unit's administrative office after consulting with FOD. Where one or more of these appliances are used, appropriate precautions should be taken as outlined in this guide.
- Portable electrical space heating devices generally are not permitted in any university building. Review



specific restrictions and guidelines about space heaters later in this document.

- If electrical work is required in any area, it should be submitted to FOD for review and/or cost estimate and approval.
- Promptly report any unsafe hazardous electrical conditions to the department supervisor or FOD.

FIRE SAFETY INSPECTIONS

Workplace fire safety conditions are evaluated on a regular basis to ensure compliance with applicable fire codes. Emergency Management and Fire Prevention (EMFP), the State of Ohio, and the Columbus Division of Fire regularly inspect university facilities. The fire code requires that all fire and life safety systems, including fire detection and alarm, sprinklers, fire hydrants, fire pumps and others be inspected, maintained, and tested regularly. While these features are inspected by the professional, routine walk-through inspections by building occupants are of extreme importance.

For instance, temporarily stored material in the exit passage may become permanent, creating a life safety hazard, if not immediately addressed. Therefore, every individual should know and check their areas and activities for fire safety. Use the "Fire Drill Checklist." Always contact EMFP for assistance or appropriate corrective measures.

FURNISHINGS AND DECORATIONS

Certain furnishings and decorations ignite very easily and quickly release a high amount of heat. Any item of upholstered furniture, wastebaskets, mattresses, curtains, draperies, surface coverings (carpet, wall and ceiling), acoustical, and other materials used for decoration can contribute fuel to fire. Therefore, in health-care facilities, such items are required to be resistant to ignition by both cigarettes and small flames. Noncombustible or flame-resistant materials that are appropriate for use are available on the market.

Departments purchasing new furnishings and decorations and Ohio State Purchasing must ensure compliance with the following requirements of the Ohio State Life Safety Policy: (1) furnishings and decorations are noncombustible or flame resistant in accordance with the appropriate NFPA or other equivalent standard,

(2) all upholstered furniture, including sofas and mattresses, comply at least with California Technical Bulletins (CAL TB) 117 and 133 for unsprinklered general assembly areas, and (3) all other decorative materials comply with NFPA 701 standard.

HAZARDOUS MATERIALS AND CHEMICALS

Hazardous materials and chemicals should be stored, handled and used in accordance with the requirements of the Ohio Fire Code and other applicable National Fire Protection Association (NFPA) Standards. To ensure uniform compliance universitywide, each laboratory or other areas using hazardous materials, such as flammable and combustible liquids, oxidizing materials, radioactive materials, unstable (reactive) chemicals, highly toxic materials and poisonous gases, at a minimum should comply with all the applicable safety requirements of this guide.

Extensive use of flammable solvents in laboratories and other areas presents a potentially serious fire and explosion hazard. Even a very small quantity involved in the fire significantly can increase the potential of fire spreading. To ensure uniform compliance university wide, each laboratory or other areas using hazardous materials should:

- Maintain an up-to-date inventory of hazardous chemicals by types and quantity, as required by the Ohio Fire Code and the Ohio State Life Safety Policy, Ohio Emergency Planning and Community Right to Know Act (EPCRA), Superfund Amendments and Reauthorization Act (SARA Title III), State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC).
- Work with Environmental Health & Safety (EHS) to ensure that the initial inventory is created and updated as required.
- Restrict the container size to one gallon for all flammable liquids (e.g., alcohol, toluene, acetone, benzene) with a flash point lower than 100°F. Flammable liquids received in original approved containers that are of 5 gallons or less capacity are exempt from this requirement.
- All chemical containers that are not in active use should be capped properly.

- No chemical containers should be stored on a laboratory floor without proper containment.
- All flammable and combustible liquids containers should be stored in a cool area, away from sunlight or any sources of heat or ignition, and away from any corrosives or oxidizers.
- Flammable liquids not in active use should be stored in an approved flammable storage cabinet. Storage of flammable liquids is not permitted outside of an approved flammable storage cabinet in laboratories constructed or renovated after December 2001.
- Storage cabinets used in laboratories should not be required to be vented for fire protection purposes. Where vented, performance-based requirements of NFPA 30 should be complied with.
- Flammable Liquids Dispensing and Transferring: Dispensing and transfer of these liquids can present a static electricity hazard, depending on their ability to generate static electricity, how well they conduct electricity (conductivity), and their flash point. Thus, the level of hazard depends on factors such as the type of containers, the type of liquids (flash point, vapor pressure) being transferred, working environment (temperature), and the rate of liquid transfer.
 - To reduce your risk of injury during such activity, all flammable liquids dispensing and transfer should comply with the following requirements:
 - Flammable liquids in containers larger than 4 liters (1.1 gallons) should not be dispensed by gravity, whether the containers are conductive or not. Approved pumps taking suction from the top of the container should be utilized. Containers with a bottom spout are acceptable but not recommended because of an increased risk of spill caused by a damaged spout.
 - Any transfer of flammable liquids between conductive containers larger than 4 liters (1.1 gallons) should be bonded and grounded. Note: transferring inflammable liquids from 4 liter (1.1 gallon) glass containers to any metal containers is relatively hazardous, and such a practice is not considered prudent. Therefore, this should be avoided.
 - Transfer of flammable liquids is not permitted in any exit access corridor.
 - Transfer of flammable liquids to smaller containers from bulk stock containers not exceeding 19 liters (5 gallons) should be performed only in a lab hood or an approved inside area, and in an adequately ventilated area that must not allow the accumulations of flammable vapor/air mixtures to exceed 25% of the lower flammable limit.
 - Where practicable, dispensing operations should be separated from the storage area because of the exposure of greater quantities to the hazards of dispensing operations.
 - Any transfer of more than 19 liters (5 gallons) of flammable liquids is not allowed inside the building except in an area specifically designed and protected for dispensing such liquids.
 - Consult Emergency Management and Fire Prevention (EMFP) for any activity that you think may not comply with these requirements to determine appropriate strategy to control a fire hazard.
- Collect hazardous waste in appropriate containers as specified by EHS. Once a container is full, promptly contact EHS to schedule a pickup and transfer to the designated Hazardous Waste Store Room within three working days.
- Limit the quantities of flammable liquids to 10 gallons per laboratory and combustible liquids to 30 gallons per laboratory. In cases where a common fire area is divided into multiple laboratories, each laboratory may have to comply with more stringent quantity restrictions. When noncompliance is identified during a lab safety audit or fire code inspection, EMFP will work with the appropriate department manager to resolve this issue in accordance with the applicable fire code requirements.
- Ensure that radioactive materials are stored, handled and used only by the trained authorized users to keep exposure “As Low As Reasonably Achievable” (ALARA) and to minimize the property damage by radioactive materials resulting from fires and explosions. The users of such materials also should comply with the requirements of the university’s radiation safety policies and procedures.

LECTURE HALLS AND PLACES OF ASSEMBLY

The Ohio Fire Code classifies lecture halls, multi-purpose rooms, and places of assembly as a “life hazard use group” because of safety concerns for a large



number of people in these areas. In case of fire, people must be able to evacuate these areas safely and in a reasonable time frame.

To ensure safe and timely evacuation, changes in furniture setups must be pre-planned and approved by the university. Your Building Coordinator or a designee reviews and approves all setup plans in consultation with Emergency Management and Fire Prevention as needed to ensure compliance with the Ohio Fire Code.

Rearrangements of setups are prohibited without the proper authorization. The individual requesting the setup is responsible for ensuring that the approved setup is not rearranged after approval. In any case, the Maximum Occupancy Load for all Places of Assembly must be adhered to, without exception. Exceeding the occupancy load by one person is cause for the function to be suspended until the legal occupancy load is achieved.

SPACE HEATERS

Portable space heaters can pose a major workplace fire safety hazard. Use of unapproved or unsafe space heaters – or use of space heaters in an inappropriate or unsafe manner – presents a significant fire risk. Also, if the size of the heater is too big for the area, it can be a source of pollution, energy waste, and fire. Therefore, to ensure safety of life and property from the risks of space heater use at Ohio State, all students, faculty, and staff or visitors are required to comply with the following requirements of Ohio State's Fire and Life Safety Compliance Guide in accordance with the Ohio State Life Safety Policy.

- Portable space heaters are not permitted in any university-owned or -leased facility unless Facilities Operations and Development (FOD) or the landlord of a leased facility has approved such use as a temporary measure to address inadequate heating by the building's heating, ventilation and air conditioning (HVAC) system. Space heaters should not be used as a substitute for any required repair or maintenance of the HVAC system. Where approved, only electric space heaters that meet the safety criteria are allowed.
- Any non-UL-rated space heaters are not permitted for use on university premises.

- Space heaters of any kind are strictly prohibited in all Ohio State laboratories, in all areas in health-care occupancies accredited by the Joint Commission, (except, under certain circumstances, in non-sleeping staff or employee areas only), and in all areas primarily used for the storage of combustible materials such as office stationery, drapes or chemicals.
- Where the use of an electrical space heater (in any previously approved area) may present an undue danger to life or property, the authority having jurisdiction, or an Emergency Management and Fire Prevention (EMFP) representative may prohibit such use. Any heating unit or its use that does not comply with the Ohio State Life Safety Policy must be confiscated.
- The user of a space heater ultimately is responsible for any hazard or fire code violation created as a result of unauthorized or inappropriate use.
- If a space heater is to be used, the following safety criteria must be met, and operational safety precautions must be followed:

Safety Criteria for Space Heaters

All electric space heaters must meet the following criteria:

- The equipment is Underwriter Laboratories (UL) approved for the use for which it is designed.
- The equipment has a sealed element and does not produce any flames or fumes or use any fuel.
- The equipment is equipped to turn off automatically when tilted or turned over.
- The heating elements cannot exceed 100°C or 212°F.
- Oil-filled electric space heaters are recommended over any other types of heaters because they have the best safety record.

Operational Safety Precautions for Space Heaters

Students, staff, faculty, and visitors should comply with the following operational safety precautions:

- Maintain a minimum clearance of three feet (or one meter) at all times between stored materials and the heating device.

- Never leave the heating unit “on” when unattended.
- Plug the heating unit directly into an outlet with sufficient capacity.
- Never use an extension cord with a heater because it may overheat and cause a risk of fire.
- Check the heating unit before each use to ensure that all indicator lights are working. Remove the defective unit from service immediately.
- Ensure that the power cord is properly plugged in and is not damaged, crushed by objects, or covered under carpet or rug.
- Promptly report any unsafe or hazardous conditions to EMFP and FOD.
- Contact Emergency Management and Fire Prevention for any space heater questions.

SPECIAL PUBLIC EVENTS

Exhibitions, Vendor Fairs, Parties, Carnivals, Picnics

To prevent fires during indoor and outdoor public events such as exhibitions, vendor fairs, parties, carnivals, picnics, etc., and to ensure compliance with Ohio Fire Code requirements, each school or unit administrator or Building Coordinator should comply with the following fire prevention and safety requirements for on-campus indoor and outdoor public events. All such events should be organized with appropriate consultation with the Department of Public Safety. Compliance with all applicable fire safety requirements for decorations and lightings and electrical safety procedures outlined in this guide is required.

Requirements for Indoor Events:

- Use or storage of propane cylinders and propane or charcoal grills is prohibited.
- Implement these fire and life safety measures as a minimum for all indoor events:
 - Maintain clear aisle width and keep all emergency exits accessible at all times. Avoid the use of emergency exit corridors for seating and tables. If these spaces must be used, Emergency Management and Fire Prevention (EMFP) must be consulted first to ensure safety of the building occupants.

- Observe maximum occupancy limits for a specific area.
- Maintain good housekeeping and areas free of clutter.
- Follow the applicable electrical safety procedures and comply with all applicable fire safety requirements for decorations and lightings outlined above.
- Have readily available at least two ABC-type fire extinguishers of minimum 10-pound capacity to extinguish small fires. Contact Facilities Operations and Development (FOD) or EMFP to obtain the needed fire extinguishers.
- Ensure that at least two individuals, trained in the use of a fire extinguisher, are designated to monitor any unsafe conditions for the duration of the event. Contact the EMFP office for specific training needs.
- In case of a fire, call **9-1-1**. Do not attempt to extinguish a large or spreading fire.
- Cooking appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks, and crock pots are not permitted to be used inside of any university building unless such use is necessary for conducting university business. Permission should be obtained from the appropriate school's or unit's administrative office after consulting with EMFP. Where one or more of these appliances are used, appropriate safety precautions should be taken.
- In facilities where the use of sterno heat is permitted, compliance with the following requirements is mandatory:
 - When in use, sternos must be attended at all times.
 - Keep all combustible materials, such as napkins and paper plates, at a safe distance to avoid overheating or fire.
 - Appropriate metal or ceramic trays should be used under the sterno cans to prevent accidental contact with any combustible material.
 - The person preparing the flaming foods shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
 - A 10-pound ABC-type fire extinguisher should be readily available and located within a 20-feet distance to extinguish small fires. Use the fire extinguisher fact sheet.

- Ensure that two individuals, trained in the use of a fire extinguisher, are designated to monitor any unsafe condition. These individuals must not leave the area until all open flames are extinguished.

Requirements for Outdoor Events

- In case of a fire, follow the campus emergency procedure. Do not attempt to extinguish a large or spreading fire.
- The use of propane cooking equipment is prohibited on porches, balconies, or any other portion of a building. All such equipment should be used at least 15' away from any building with consent prior approval through EMFP.
- Do not store any spare propane gas cylinder in any part of the building.
- Charcoal grills are not permitted except in preapproved recreational facilities in consultation with EMFP.
- Keep all combustible materials away from grills to avoid any fire. Have 10-pound ABC-type fire extinguishers available to extinguish small fires.
- Ensure that at least two individuals, who are trained in the use of fire extinguishers, are available during any event. These individuals should be responsible for monitoring any unsafe condition.
- Where tents are to be installed outside on campus grounds, appropriate permits should be obtained from the State of Ohio or the City of Columbus, and fees must be paid. In this case, the State Fire Official, Columbus Fire Inspector, or EMFP also may choose to inspect the location before and during the event. Contact Emergency Management and Fire Prevention for assistance in coordinating approval.
- Open burning, bonfires, fire pits, fire rings, charcoal grills, or similar fires are not permitted anywhere on campus.

STORAGE SAFETY

Storage of materials, equipment and furniture in corridors and stairwells used for an emergency exit can present an impediment and falls and trips hazards to both building occupants and responding firefighters. Storage in corridors also may block installed emergency equipment such as fire extinguishers, safety showers

and fire hose connections. Inappropriate storage height in sprinklered areas can hinder effective firefighting. To avoid these problems, the following should be complied with regard to storage:

Storage in Egress Corridors

Corridors leading to exits or any other similar elements of the means of egress should be maintained in a safe condition, available for immediate utilization and free of all obstructions at all times. Obstructions such as tables, display cases, holiday decorations, powered equipment, display boards, signs, coat racks and other movable equipment that may interfere with firefighting access are prohibited. Storage of combustible, flammable or other hazardous materials, including compressed gas cylinders and cryogenic liquid tanks, in any portion of an exit, elevator, or under the stairway is prohibited. Chairs, tables, and other furniture or equipment in each room must be arranged to provide ready access to each egress door.

Safe Ceiling Clearance for Storage

To allow for effective firefighting, the individual departments should ensure that a 2' ceiling clearance is always maintained when storing materials on shelves. Any storage flush with the room walls is exempt as long as such storage does not present other safety hazards (e.g., storage that is unstable or very close to an electrical fixture). All new furniture or equipment, including storage racks or shelves, should allow a minimum of two feet clear distance between the ceiling and the top surface.

PROCEDURES

EMERGENCY PROCEDURES FOR PEOPLE WITH DISABILITIES

Introduction

This general procedure has been developed to promote the safety of people with disabilities and all other building occupants during emergency situations, including fire alarm evacuation. It also may be used with appropriate modifications in areas where patients may be

undergoing medical procedures and where halting any active patient care may pose an increased risk to the patient. In these cases, those who are directly involved in patient care should ensure that all necessary communications, notifications, and safety measures outlined in this procedure are implemented in addition to any department-specific measures.

The evacuation route must be predetermined!

Procedure

Individual departments should ensure that the following general procedure is followed as a minimum requirement and should assign two volunteers per disabled person. Any specific changes must be reviewed and approved by the Building Coordinator in conjunction with Emergency Management and Fire Prevention (EMFP).

Evacuation Assistants should:

- Follow the building-specific Building Emergency Action Plan (BEAP) until specifically instructed otherwise by the Responding Fire Department (RFD).
- Note: The RFD may call for a different procedure depending on their judgment and the nature of the emergency.
- Identify any people with disabilities by observation and inquiry. Ask if anyone is in need of assistance.
- Never attempt to move or evacuate any person using stairs or using elevators unless authorized by RFD.
- Report the presence, exact number, and specific location of any person with a disability in the building to RFD.

Responding Fire Department should:

- Once on the scene, the responding fire department should coordinate all evacuations for people with disabilities, if necessary. Everyone must follow the instructions of the responding fire department.
- Elevators typically return to the ground floor when a fire alarm is activated and then can be operated only by use of a firefighters' keyed switch. In case of fire emergencies requiring an evacuation, elevators should be used only as per instructions of the responding fire department. In the event of non-fire emergencies requiring an evacuation, emergency responders may use elevators, if it is safe.

Evacuation Assistants and/or Floor Evacuation Coordinators should:

- Exercise caution to avoid falls and trips while assisting the person with a disability.
- First remove the people with a disability from the area of immediate danger and then move them carefully to a primary (predetermined) waiting area, usually the corridor by the nearest exit stair.
- Important: Do not lift any person unless you are specifically trained and it is required by your department-specific procedure. Provide a plain brief note to a person having a hearing disability, if necessary. Offer your elbow to any visually impaired person to guide him or her to safety. Communicate as needed, to ensure safe evacuation.
- If the primary waiting area is not safe (e.g., if you see or smell smoke or fire), then move to the predetermined secondary designated waiting area.

Evacuation Assistants and/or Fire Wardens should:

- Position yourself and the person with a disability on one side of the corridor near the stair door such that traffic is not obstructed. Caution: Unless otherwise directed by the responding fire department, buddies should use only the Safe Waiting Area specified in the Building Emergency Evacuation Plan (BEAP).
- Do not attempt to walk the person up or down the stairwell.
- Note: Stairway evacuation of wheelchair users should be conducted only by trained professionals such as the responding fire department, and only after major traffic has passed. Discourage any person with mobility impairment from using stairs without assistance, even though they may be able to go up and down stairs easily. They may not be able to properly operate door locks, latches, and other devices.
- Keep the stair doors closed at all times. Caution: If the stairs doors are left open, the smoke may enter the stairwell.
- Once people with disabilities are positioned at the safe predetermined waiting area,
 - Evacuate and report to the responding fire department or to the Command Post, if set up.
 - Report the exact location and number of people with disabilities to the responding fire department and/or

other responders. Give them the disabled person's cell phone number.

- Wait at the designated assembly area or near the Command Post, as directed by the emergency responder, to provide any information as required.
- Follow-up with the responding fire department if people with disabilities who were reported as waiting in the building have been contacted or if they are being assisted.
- Follow-up if the emergency seems to be of a continuing nature or lasting for more than 10 minutes (for low-rise buildings) or 15 minutes (for high-rise buildings).

FIRE SAFETY RESOURCES

While you can always call Emergency Management and Fire Prevention (EMFP) for assistance in fire safety matters, valuable fire and life safety fact sheets are available on the internet. EMFP recommends that you use the information available from the following two sources:

- National Fire Protection Association (NFPA) website at nfpa.org » Public Education » Safety Tips Sheets.
- U.S. Fire Administration's website at usfa.fema.gov.

Fact sheets on the NFPA website include:

- [Home escape planning](#): Learn the steps to create a home fire escape plan and putting it into practice.
- [Prepare for an emergency](#): Your family needs to be prepared because you won't have time to shop or search for supplies when a disaster strikes.
- [For people with disabilities](#): Ensure that people with disabilities are included in safety planning.
- [Electrical safety](#): Safety in the home and with circuit interrupters.

- [Fire protection equipment](#): Automatic sprinkler systems, fire extinguishers, smoke alarms.
- [Homeland Security](#): Free access to NFPA 1600 and other information and resources.
- [Mine fires and explosions](#): Mining and mineral processing facilities represent significant fire and explosion exposures.
- [Seasonal safety](#): Fireworks, Christmas trees, grilling, Halloween safety, winter and summer safety.
- [Vehicles/gas/fuel safety](#): Gasoline at home, propane, service station safety, and more.
- [Wild land fires](#): Learn to protect your family and community from wild land fires.

Related Topics on the U.S. Fire Administration's website include the following:

- [Candle Fire Safety](#)
- [Electrical Fire Safety](#)
- [Heating Fire Safety](#)
- [Carbon Monoxide Poisoning](#)
- [Wildfires](#)

Other Links of Interest:

- [American Red Cross](#) (disaster services)
- [Consumer Product Safety Commission](#) (portable generator hazards)
- [National Candle Association](#) (fire safety)
- [ready.gov](#) (preparing Americans for all kinds of emergencies)
- [Older Adults](#)
- [Federal Emergency Management Agency](#)



Department of Public Safety
Fire Drill Checklist
Emergency Management and Fire Prevention

Building Information		
Common Building Name	Official Building Address	
Departments/Units Located in the Facility		
# of Building Emergency Egress/Exterior Doors	# of Stairways out of the Building	
Primary and Alternative Means of Notifying Occupants of a Fire or Emergency <input type="checkbox"/> Building is equipped with horns and strobe lights <input type="checkbox"/> Building fire alarm issues a preprogrammed voice message <input type="checkbox"/> Building is equipped with an intercom system <input type="checkbox"/> Other (describe): _____		
Primary and Alternative Means of Reporting Fire or Emergencies to the Fire Department <input type="checkbox"/> Building is equipped with fire alarm monitoring <input type="checkbox"/> Ohio State's Public Safety Dispatch Center (Blankenship Hall) <input type="checkbox"/> Dial 9-1-1 <input type="checkbox"/> Other (describe): _____		
# of Manual Fire Alarm Pull Boxes	Location of Closest Fire Hydrants	Location of Assembly Points
Building Emergency Action Plan (BEAP) is available to building occupants	<input type="checkbox"/> Yes <input type="checkbox"/> No	BEAP Contact Person
Fire Drill Exercise		
Date/Time of Fire Drill Exercise	Notification Method Used	
Number of Occupants Evacuated	Weather Conditions	
Elapse Time to Evacuate (target 5 minutes)	Did identified sweepers confirm sweep of floor(s) and report to evacuation point? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List issues, mistakes, or problems that occurred during this fire drill exercise.		
List action steps to address issues, mistakes, or problems listed above.		
Any evacuation routes blocked or exit doors unusable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was this a successful fire drill exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Information	
Name	Phone
Email	Date

