

Central Ohio Technical College

Newark, Coshocton, Knox, Pataskala



2020 Annual Campus Security Report

Crime Awareness and Campus Security Act of 1990

Containing Crime and Fire Statistics for 2017-2019

Department of Public Safety

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: 2 full-time Ohio State Police Officers, 5 full-time security officers, and 3 part-time 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 Supervisor 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 be glad to assist you 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 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, 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

- 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
- Holly Mason, Director of Student Life, Title IX Coordinator. Contact for students, Warner Center room 226, 740-366-9219 mason.536@cotc.edu

Programming efforts at COTC in conjunction with The Ohio State University include Buckeyes Got your Back, and Buck-I-Care. 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.

The Office of Student Life strives to cultivate a campus community where students can achieve success and 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.

TITLE IX TASK FORCE (NEW FOR ACADEMIC YEAR 2018-19)

The Title IX Task Force, chaired by the college's Title IX Coordinators, are a multi-disciplinary group of students, faculty and staff representing over twenty different offices and departments who are engaged in addressing sex- and gender-based discrimination. The Task Force focuses on assessment, engagement, and awareness/prevention and these groups identify challenges and gaps in the college's proactive efforts to eliminate gender bias. The task force focuses on creating a positive culture shift through open dialogue and collaboration.

BIAS ASSESSMENT AND RESPONSE TEAM (BART)

The Newark Department of Public Safety, in partnership with the Office of Student Life or Human Resources collaborates as a bias assessment response team and 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 are 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 with 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](#)

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

Holly Mason, Director of Student Life, Title IX Cordinator Contact for students, Warner Center Room
226, 740-366-9219 mason.536@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.

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. 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 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, upon request, 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 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 are investigated and 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. The investigator will interview the complainant and the alleged 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 take approximately 60 calendar days following receipt of the complaint. 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.

The 60 calendar day timeframe 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.

ADVISOR

An individual of the complainant's and respondent's choice may accompany them at the initial interview and to any subsequent meetings or proceedings, as appropriate, as long as that person is not potentially a party or witness in the case. The support person is not provided documentation on the investigation or allowed to interject during the investigation interview. If a support person is determined to be unreasonably interfering with the meeting or proceeding, she or he may be asked to leave.

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.

Sanctions

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 Director of Student Life.

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. Both parties are able to question witnesses, but questions to each other must be directed through the hearing officer or board coordinator.

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, any change to the results before they are final, and when the results become final. 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 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 cotc.edu/titleix.

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 - Follows OSU's policy

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 Columbus campus. For the Ohio State Newark and COTC policy please refer to:

COTC: http://www.cotc.edu/Life/Documents/Policy_for_Drug_Free_Schools_and_Campuses.pdf

Ohio State Newark: <http://newark.osu.edu/students/student-life/judicial-services/policy-for-drug-free-schools-and-campus.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):
 - 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
 - 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 \$1000 fine
 - iv. Consuming beer or liquor in a motor vehicle: up to 30 days in jail and \$250 fine.
 - v. Purchase, share cost, order or consume beer or liquor by a person under 21: up to 6 months in jail and \$1000 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).
 - b. If drug is marijuana: 3 months in jail (fourth degree felony).
 - 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.
 - 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.
 - iv. Knowingly sell, possess, manufacture or advertise the sale of drug paraphernalia:
 - a. Maximum penalty of thirty (30) days in jail and a \$250.00 fine (fourth degree misdemeanor)
 - b. 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. A container or device used for packaging, storing or concealing a controlled substance
 - b. A hypodermic syringe, needle or instrument for injecting a controlled substance into the human body
 - c. 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

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):
 - 1. Physical condition: eyes red; glassy pupils abnormally large or small; motor in 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
 - 2. Eating and sleeping change: fluctuating appetite; change of activity level from day to day.
 - 3. 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:
 - 1. After a couple or more drinks: mood changes – intensified feelings of anger, jealousy or depression; may include more sociability or disinhibition
 - 2. Loss of judgment—less power of concentration and ability to think as clearly as normal. This contributes to impulsive actions.
 - 3. Loss of coordination—slurred speech; loss of balance; poor eye, hand, and feet coordination. Blackouts may occur.
 - 4. 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.

5.

C. Effects of Drug use:

1. 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 dangerous and is another sign of drug abuse.

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 for Institutional Planning & Human Resources Development/Ohio State Newark Director of Human Resources, Campus Relations, & Planning Support.
 - 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 an on-campus Personal Counselor during the academic year. Appointments are made through the Student Life Office at 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, 292-5766. Note: if you need help quickly and these services are not available soon enough, contact the COTC Vice President for Enrollment Management & Student Life/Ohio State Newark 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:
Ohio State Faculty Staff Assistance
Program 456 W 10th Avenue
Columbus, OH 43210
Phone 292-4000

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
 345-7060
 Provides a support system for alcoholics and their families.

For students of Ohio State Newark and COTC relating to problems with friends, family, relationships, drugs, alcohol, etc. Services available day and some evening hours Autumn, Winter and Spring quarters.

Coshocton County Drug & Alcohol Council

1401/2 S. 6th St.
 Coshocton, OH 43812
 740-622-0033
 For alcohol and drug counseling; also handles and refers individuals with special concerns.

Shepherd Hill Chemical Dependency Treatment

200 Messimer Dr
 Newark, OH 43055
 740-348-4870
 Primarily for in-patient care and counseling regarding drug abuse.

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.

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.

Moundbuilders Guidance Center

65 Messimer Dr.
 Newark, OH 43055
 740-522-8477
 For personal counseling and emergency services

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.

Narcotic Anonymous/NA

1-800-587-4232
 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
 740-366-9464

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 past 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.

Alcohol Policy – Using The Ohio State Universities policy

Ohio State Newark and Central Ohio Technical College

I. Philosophical Statement

The Ohio State University is a dynamic learning environment. Its students, faculty, staff, alumni, and guests interact in a wide variety of intellectual and social activities that extend outside of the classroom. We value and promote an environment of legal and responsible alcohol use and support alcohol-free environments. We recognize alcoholic beverages may be available at some campus activities. Such activities are consistent with the University's values when they foster moderation and safety in alcohol consumption.

The University complies fully with local, state, and federal regulations regarding the sale, possession and consumption of alcoholic beverages. The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on University property or as part of University activities is strictly prohibited. All members of the University community are held responsible for their behavior and for respecting the rights of others. The University is committed to providing the community with education as it relates to illicit drug use, the consumption of alcohol in general and as it relates to high risk alcohol use, in particular. We provide programs, support and resources that promote making health-enhancing experiences a priority.

Please refer to The Ohio State University Code of Student Conduct for additional information for students and the Office of Human Resources Drug Free Workplace policy for additional information for faculty, staff, and student employees.

Policy Details

II. Regulations Governing Alcoholic Beverages

A. University Alcohol Guidelines

1. The use of alcoholic beverages is prohibited on the premises of The Ohio State University unless:
 - a. An exception for a special event is requested and written approval is granted from the Office of Student Life (students) or through the Office of Legal Affairs from the Office of Business and Finance (faculty and staff).
 - b. It occurs in University premises licensed to sell alcohol, such as the Faculty Club, Fawcett Center, Ohio State Golf Course, Ohio Union, etc. and it has received written approval as outlined above.
2. When alcohol is present at an event, strict controls must be enforced in order to prevent underage drinking. These controls are consistent with local, state, and federal laws and Ohio State Code of Student conduct.
 - a. Possession and consumption of alcohol in stadium parking areas are subject to local, state and federal laws and regulations. Police and Liquor Control Agents may patrol these areas and enforce applicable laws.
 - b. Alcoholic beverages may be served within designated areas of the Jerome Schottenstein Center under regulations II. A.; 1. a. or 1. b. No thermos bottles, coolers, bottles, cans, or other containers of any type may be brought into the Jerome Schottenstein Center, Ohio Stadium or other University athletic facilities. This also includes the Newark Reese Center.
 - c. Any open container must be transported in the trunk or behind the last seat of a vehicle. Open containers are not allowed at any tailgating events.
 - d. In the residence halls or graduate housing, students 21 years of age or older may possess and consume legal beverages in their rooms or suites, or in the rooms of other adults, in accordance with local, state, and federal laws and University policies. Alcohol consumption is prohibited in public or shared use areas of the residence halls, such as hall corridors, lounges, kitchens, and study rooms. Alcohol is prohibited at undergraduate group events within residence hall facilities.

- e. Funds allocated to student organizations from the Council on Student Affairs' Student Activity Fund or otherwise from the University may not be used to purchase alcoholic beverages. Funds collected through an organization's voluntary dues, donations, or fund-raising may be used to purchase alcoholic beverages if the purchase and use of those beverages is otherwise in accordance with University policy and local, state, and federal laws.
 - f. Ohio State Newark units purchasing alcoholic beverages must comply with the University's expenditure policy: <http://legal.osu.edu/legaltopics.php>
Individual units may implement more restrictive policies relating to the use and/or promotion of alcohol within their facilities that are otherwise in accordance with University policy and local, state and federal laws.
 - g. If a student organization is on a University-related trip, the University has jurisdiction over Ohio State students. The Ohio State University Code of Student Conduct and local, state, federal and international laws apply to Ohio State students.
- B. Process to Obtain Permission for University Events That Involve Alcohol
1. At least **two weeks** before the event, obtain University approval if the University event involves serving alcohol outside of a licensed premise. Proof of Liability Insurance may be required of the sponsor of the event.
 2. At least **four weeks** before the event, submit a request for a permit from the Department of Liquor Control if planning an event that involves serving alcohol where there will be charges for anything, such as for a reception, conference registration, food, etc. This requires a significantly longer application process.
 3. Alcohol approval requests must be made in writing to the Office of Business and Finance via email to ASARRequests@admin.ohio-state.edu or fax to 614-292-2820. Forms are available on the following website:
 4. Individuals or organizations sponsoring events where alcoholic beverages are available must provide a safe and secure environment, and follow reasonable risk management procedures. In order to ensure that there is adequate security at the event, the University Police Special Events Coordinator must also be contacted at least three weeks before the event at 614-688-3211.
 5. There should be a primary purpose for a gathering other than the availability of alcohol. Alcohol should not be used as an inducement to participate in a campus event.
 6. Soft drinks or other alternative beverages such as punch, fruit drinks, and other non-alcoholic beverages should be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are being served. Food and/or snacks should also be prominently displayed and available during the entire event.
 7. No campus social event involving alcoholic beverages where alcohol is consumed as part of a competition, such as drinking games or chugging contests is allowed.
- C. Promotion of Alcohol
1. The University does not allow advertising in its public spaces that directly promotes the use of alcohol or tobacco. This applies to events and activities directly organized or sponsored by the University, as well as to events sponsored by others who may be leasing, renting, or using University facilities.
 - a. Subject to administrative restrictions, events organized on licensed University premises may display the corporate names and logos of alcohol-related sponsors, as long as there is not a specific "call to action."
 - b. Advertising should focus on the purpose or theme of the event and not on the availability of alcohol in ways that imply drinking is the focus, such as a "beer blast," "forty kegs," or "all the beer you can drink."
 - c. Promotional materials, including advertisements for college events sponsored or co-sponsored by student organizations, should not make reference to or include pictures of alcoholic beverages or the name of alcohol distributors.
- D. Policy Violations
1. Any student, faculty member, staff member, volunteer, or visitor found to be in violation of local, state, and/or federal law, or who violate the University's alcohol and other drug policies, are subject to University disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal.
Sanctions may also apply to registered student organizations and to off-campus conduct.
 2. If alcohol violations occur, the following systems may be used:
 - a. Students are subject to appropriate discipline by residence hall staff or by the Student Conduct Office, as outlined in the Code of Student Conduct.
 - b. Faculty may be disciplined under all University rules and policies including Faculty Rule 3335-5-04.
 - c. Staff are subject to appropriate disciplinary actions described in Office of Human Resources policies.
 3. Alcohol policy violations can be reported via the University anonymous tip line.

III. Regulations Governing Illicit Drugs

The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on University property

or as part of University activities is strictly prohibited. The Ohio State University expects students, faculty, staff, volunteers, and campus visitors to abide by all applicable local, state, and federal laws regarding illicit drugs and controlled substances.

IV. Legal Requirements

Under local, state, and federal laws, it is a crime to do any of the following..

- A. Underage Drinking
 1. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
 2. Possess alcohol if you are under 21.
 3. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse.
 4. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21, even if you are the parent, legal guardian, or adult spouse in your own home, apartment, or residence hall room.
 5. Allow anyone under 21 who possess or consumes alcohol to remain in your home, apartment, or residence hall room, or in other property that you own or occupy.
- B. False Identification
 1. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
 2. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.
- C. Open Containers
 1. Have an open container of alcohol in your possession in any unlicensed public place.
 2. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
 3. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.
 4. Open containers are not allowed at any tailgating events.
- D. Transportation
 1. If you are under 21, you are considered to be driving under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
 2. Consume alcohol while in a motor vehicle.
 3. Drive while under the influence of alcohol.
 4. Be in physical control of a vehicle while drinking or under the influence of alcohol.
- E. Disorderly Conduct
 1. Engage in conduct that offends, inconveniences, annoys, or alarms others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.
- F. Alcohol Sales

Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control by phone at 614-644-2431 and on the web at <http://www.com.ohio.gov/liqr/>. You must also have permission to serve alcohol on campus from <http://legal.osu.edu/legaltopics.php>.
- G. Illicit Drugs
 1. Selling or offering to sell any controlled substance, or preparing or packaging any controlled substance for sale.
 2. Distributing any controlled substance.
 3. Knowingly obtaining, possessing, or using a controlled substance.
- H. State of Ohio Alcohol and Drug Law Criminal Sanctions

- 1) Underage Drinking:** Ohio Revised Code (O.R.C.) 4301.63 provides that *no person under the age of 21 shall purchase beer or intoxicating liquor.*

Penalty for a violation: A fine of not less than \$25 but not more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court, and may specify the designated time in which the public work shall be completed.

- 2) False identification used to purchase alcohol for someone under 21:** O.R.C. Section 4301.633 provides that *no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift.*

- 3) Penalty for a violation:** Violation of O.R.C. section 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine not more than \$1,000.

- 4) **False identification used to purchase alcohol by someone under 21:** O.R.C. Section 4301.634 provides that *no person under the age of twenty-one years shall knowingly show or give false information concerning the person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division.*

Penalty for violation: Violation of O.R.C. Section 4301.634 is a misdemeanor of the first degree, punishable by up to 6 months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. Section 4301.634, the punishment is a first degree misdemeanor with a fine of at least \$250 to \$1,000 and up to six months imprisonment.

- 5) **Open container in a motor vehicle:** O.R.C. Section 4301.64 *prohibits the consumption of beer or intoxicating liquor in a motor vehicle.*

Penalty for violation: A violation of O.R.C. Section 4301.64 is a misdemeanor of the fourth degree punishable by up to thirty days in jail and a fine up to \$250.

- 6) **Furnishing or selling alcohol to someone under 21:** O.R.C. Section 4301.69(A) *prohibits any person from selling or furnishing beer or intoxicating liquor to an person under 21 years of age, or buying it for any person under the age of 21.*

Penalty for violation: Violation of O.R.C. Section 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and in addition imprisoned for up to 6 months.

- 7) **Underage purchase, possession or consumption of alcohol:** O.R.C. Section 4301.69(E) provides that *no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes.*

Penalty for violation: A violation of O.R.C. Section 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine up to \$1,000.

- 8) **Driving while intoxicated:** O.R.C. Section 4511.19 *prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs.*

Penalty for violation: A violation of O.R.C. Section 4511.19 is misdemeanor of the first degree, the maximum penalty for which is a jail term of up to 6 months and a fine up to \$1,000. In addition, the court may impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. Section 4511.19.

- 9) **Selling or distributing illicit drugs:** O.R.C. Section 2925.03 *prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances.*

Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in Section 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include 6 to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first degree felony can include imprisonment up to 10 years and a fine up to \$20,000.

- 10) **Possessing or using illicit drugs:** O.R.C. Section 2925.11 *prohibits any person from knowingly obtaining, possessing, or using a controlled substance.*

Penalty for violation: Violation of this statute is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in Section 2925.11(C), including type and weight of drug. The minimum penalty, a fourth degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000.

This information is provided as a general summary of the major applicable laws. Laws frequently are amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.

If you are charged with a crime it is a good idea to seek advice of an attorney. Legal representation is not permitted for student judiciary processes. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

COTC Code of Student Conduct and College policies and rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.

Violation of the laws referenced previously may also be a violation of COTC Code of Student Conduct and policies and rules and could result in College sanctions. It should also be noted that the College's expectations for appropriate behavior are higher than those under the law

Unlawful possession, use, production, distribution, or sale of alcohol or other drugs by any faculty, staff, or student is prohibited on University property or as any part of University activities. This general policy statement is derived from two different sources:

1) The Central Ohio Technical College Code of Student Conduct:
http://www.cotc.edu/Life/Documents/COTC_Code_of_Student_ConductRevisions.pdf

2) The Central Ohio Technical College Drug-Free Workplace Policy:
<http://webprod.cotc.edu/depts/HR%20Policies/2.1.25.pdf>

This policy is created to comply with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226), which requires that the University show it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by faculty, staff, and students; and to set forth the standards to provide a community setting that is safe, healthy, and productive for all faculty, staff, and students of the Ohio State University. The Newark campus distributes this policy annually throughout the campus community. Included is information about referral and treatment, applicable laws and sanctions, and current assessments of possible health risks.

Internal Sanctions

Any student, faculty, or staff member who violates the University's drug-free policy shall be subject to University disciplinary procedures. Students shall be subject to appropriate discipline through the Office of Student Conduct, in accord with the Student Code of Conduct. Staff shall be disciplined under the University's operating manual, and faculty under faculty rule 3335-5-04. Such procedures may include the satisfactory participation in an alcohol or other drug assistance or rehabilitation program. Sanctions will be in compliance with the collective bargaining agreements where applicable. Violation of this policy may also lead to referral for prosecution to the appropriate local, state and/or federal authorities. Faculty or staff who are convicted of any criminal drug statute violation occurring in the workplace and are employed by the University at the time of the conviction must notify the appropriate office (Academic Affairs for faculty; Human Resources for staff) within five (5) days of the conviction.

External Sanctions

Unlawful possession, use, manufacture, sale, or distribution of alcohol or illicit drugs may lead to referral to the appropriate federal, state and/or local authorities for prosecution. Depending on the nature of the offense, it may be categorized as a misdemeanor or a felony and may be punished by fine and/or imprisonment.

Federal law prohibits the trafficking and illegal possession of controlled substances (See 21 USC, Sections 811 and 844). Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years imprisonment

and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking schedule I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years to life imprisonment and maximum fines range from \$2-\$4 million. First offense penalties for the illegal possession of a controlled substance range from up to one year in prison and a fine of at least \$1,000, but not more than \$250,000; or both.

The State of Ohio, Licking County, or the City of Newark may impose penalties for trafficking and illegal possession or use of controlled substances. State and local penalties for trafficking illicit drugs include fines that range from \$1,000 to \$50,000 and mandatory jail sentences that range from six months to 10 years. Illegal use or possession of a controlled substance or drug paraphernalia may warrant fines ranging from \$100 to \$5,000 and jail sentences ranging from 30 days to 10 years, depending on the amount and substance possessed.

Violations may also lead to forfeiture of personal and real property and the denial of federal benefits such as grants, contracts, and student loans.

The State of Ohio, Licking County, or the City of Newark may impose a wide variety of penalties for alcohol-related offenses. For example, a first driving while intoxicated offense may be punished by mandatory imprisonment for at least three consecutive days and a fine ranging from \$375 to \$1,000. Subsequent offenses lead to increased sanctions. Illegal purchase, possession, use, or sale of intoxicating liquor by a minor may be punished by fines ranging from \$25 to \$1,000 and up to six months in jail, depending on the circumstances.

Parental Notification Guidelines for Alcohol and Controlled Substance Violations

These guidelines have been developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances, of a student's use or possession of alcohol or a controlled substance while under the age of twenty-one. This change supports the practice of The Ohio State University of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when the College believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents, in an effort to determine whether such contact is the best course of action. Generally, the College contacts parents in an effort to provide support for student's physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- A situation in which a student has received medical attention in which the occurrence of an arrest and consequent criminal charges
- A major disruption to the University's educational mission
- Substantial harm caused to other students
- Significant property damage

Contacts are made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between the College and the parents for the good of the student. Parent contacts are not to be viewed as a "disciplinary sanction", but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter.

Questions or concerns regarding these guidelines should be directed to Newark Campus Public Safety, 1219 University Drive, John I. and Christine Warner Library and Student Center, Room 105, Newark, Ohio, 43055, 740-366-9237; or Ohio State Newark Student Affairs, 1219 University Dr., John I. and Christine Warner Library and Student Center, Room 226, Newark, Ohio, 740-364-9517.

Employee Compliance

All employees will have access to this policy on the College website or will be provided a copy. As a condition of employment, all employees must comply with this policy. Any employee convicted under any criminal drug statute for a violation occurring on campus must notify Office of Human Resource within five (5) working days and may be required to complete a drug abuse assistance or rehabilitation program as a condition for continued attendance or continued

employment.

The Office of Human Resource will notify all appropriate federal agencies when a COTC employee is convicted of a drug offense that is connected in any way to the College.

Contractors and Visitors

COTC strictly prohibits any visitor or contractor from being on campus or worksites while under the influence of alcohol, drugs, or controlled substances.

Alcohol: Zero-One-Three

Reduce your risk for experiencing alcohol-related impairment problems. Set guidelines for the use and non-use of alcohol and stick to them. Zero-One-Three can be a helpful tool in developing a clearer idea of what is "responsible drinking."

The Zero-One-Three concept was developed by the Enjoy Michigan Safely Coalition and funded by the Michigan Office of Highway Safety Planning. Zero, One, and Three are easy numbers to remember. They represent alcohol consumption norms that should be promoted. Each number stands for a component of the concept.

Zero = Zero alcohol

It's OK not to drink, especially if you're under 21, driving, chemically dependent, or pregnant. Alcohol is a drug, and tens of millions of adults choose to live a drug-free, and, therefore, alcohol-free lifestyle. It is a choice made by approximately 30 percent of the adult population.

- Situations where zero is a wise choice:
- People who are not of legal age
- Women who are pregnant or think they may be pregnant
- People who suffer from alcoholism or other chemical dependencies
- People from homes where alcoholism or abusive consumption is present
- People who do not like the physiological or psychological effects of alcohol
- People who are trying to cut down on empty calories
- People who prefer the taste of non-alcoholic beverages
- Diabetics and/or People on certain medications

One = One drink per hour

One drink is defined as one 12-ounce can of beer OR one glass of wine OR one shot of liquor (a mixed drink). If a person is having more than one drink per hour, he/she is out of bounds and is exceeding the recommended consumption pace. Because of the rate by which alcohol is metabolized in the body, more than one drink per hour will/can cause a person to test as legally under the influence of alcohol. By keeping the pace to one drink per hour, the body's alcohol metabolism capacity will likely not be surpassed by alcohol intake. This will help keep blood alcohol concentration within safer limits. Remember, the legal blood alcohol concentration limit is .08 for driving in Ohio. If under 21, it is a violation if the concentration of alcohol is .02 or greater.

Three = No more than three drinks per day, and never daily.

Three represents the maximum number of drinks a person should ever have in a single day. It does not mean three at each of six pubs. Also, remember these three drinks are not to be consumed at a faster pace than one per hour. Some people will quickly point out the existence of individual differences (body weight, etc.) as they relate to these guidelines. It is important to note, however, individual differences also exist for blood cholesterol levels, exercise prescriptions, and all other quantified health norms. The standard of Zero-One-Three is one that is acceptable for most people.

Get the Facts!

Students overestimate dangerous drinking habits among other students. In reality, Ohio State students party smart.

Myth: Many students drink excessively... it is just a part of being in college.

Fact: More than 60% of students choose NOT to binge drink (consume 5 or more drinks in a sitting.) Actually, the majority of students (80%) have between 0-6 drinks when they party.

Myth: “I only had five beers, brah. I’m cool to drive. Just call me the DDD, designated drunk driver.”

Fact: Having five beers in one hour will put a 160 pound male at a .10 BAC which is OVER the legal driving limit. 92% of Ohio State students always use a designated driver or choose not to drink at all!

Myth: If both people are drunk when they have sex, it can’t be rape/sexual assault.

Fact: No one can legally give consent when they are substantially impaired. Being drunk isn’t an excuse to not get consent. It is the initiator’s responsibility to gain consent. No matter what an impaired person may verbalize at the time, if they feel violated/victimized, it should be taken seriously.

Students

COTC regulations governing alcohol and drugs can be found in the student handbook found at the following link:

http://www.cotc.edu/Life/Documents/COTC_Code_of_Student_ConductRevisions.pdf

In addition to other regulations and codes listed, the student handbook lists the procedures for disciplinary action, appeals, sanctions and the full grievance/complaint process. The regulation posted below comes directly from the COTC student handbook:

Use, possession, or distribution of illegal drugs or alcohol on college premises, college-related premises, or at a college function, except as authorized by law and college policy, is prohibited.

Counseling Services

Ohio State Newark and Central Ohio Technical College

Students attending COTC have access to counseling services through numerous venues. Students can speak with a counselor about issues causing academic, personal, and/or emotional distress; and explore ways to understand and alleviate concerns/issues. Students can contact below resources directly, or contact an academic advisor; or Student Life Director for assistance. Appointments that accommodate student schedules can be made with the following:

Counseling Services
Warner Center 226
Phone: 740-364-9578
1-800-9 Newark
Fax: 740-364-9646

Weapon Policies

The COTC College Regulations and Codes states that possession or keeping of firearms, weapons, or dangerous devices of any description in any area of the college premises or at a college-related activity unless authorized by an appropriate college official or permitted by college policy and/or law is prohibited.

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 incidents 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 cotc.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	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	1	1	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Murder and Non-Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	1	1	0	0
	2018	2	2	4	0	0
	2017	0	0	0	0	0

Fondling	2019	0	5	5	0	0
	2018	0	3	3	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Domestic Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	1	0	1	2	0
Dating Violence	2019	5	1	6	0	3
	2018	0	2	2	0	0
	2017	0	0	0	0	0
Stalking	2019	2	1	3	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Hate Crimes [C]:

2018: There were 0 reportable hate crimes

2017: There were 1 reportable hate crimes

2016: 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	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Drug Law Violations	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Weapon Law Violation	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
DISCIPLINARY REFERRALS						
Alcohol Law Violations	2019	1	10	11	0	0
	2018	0	38	38	0	0
	2017	0	22	22	0	0
Drug Law Violations	2019	0	10	11	0	0
	2018	0	4	4	0	0
	2017	0	10	10	0	0
Weapon Law Violation	2019	0	1	1	0	0
	2018	0	0	0	0	0
	2017	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

2018

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

2017

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

2016

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.
 - 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.F.T.

- iv. Knowingly sell, possess, manufacture or advertise the sale of drug paraphernalia:
- a. 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.
 - b. 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. A container or device used for packaging, storing or concealing a controlled substance
 - b. A hypodermic syringe, needle or instrument for parentally injecting a controlled substance into the human body
 - c. 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 amount 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):
 1. 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.
 2. Eating and sleeping change: fluctuating appetite; change of activity level from day to day.

3. 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:
1. After a couple or more drinks: mood changes – intensified feelings of anger, jealousy or depression; may include more sociability or disinhibition.
 2. Loss of judgment—less power of concentration and ability to think as clearly as normal. This contributes to impulsive actions.
 3. Loss of coordination—slurred speech; loss of balance; poor eye, hand, and feet coordination. Blackouts may occur.
 4. 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:
1. 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
<u>Narcotics</u>						
Opium	Yes	3-6	Oral, smoked	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
Morphine	Yes	3-6	Oral, smoked injected			
Codeine	Yes	3-6	Oral, injected			
Heroin	Yes	3-6	Injected, sniffed, 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			
<u>Depressants</u>						
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			
<u>Stimulants</u>						
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			
<u>Hallucinogens</u>						
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, sniffed			
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
Tetrahydrocannabinol	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 Robitussin, 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 agent	High-Moderate	High-Moderate
Benzodiazepines	IV	Atrvan, Dalmane, Diazepam, Libnum, Xanax, Seraxp, Valium Tranxexa, 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	Descoxyn	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, Butiqna, 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
Tetrahydrocannabi-nol	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.



DEPARTMENT *of*
PUBLIC SAFETY

Division of Emergency Management & Fire Prevention

614-247-FIRE (3473) / 614-247-4991

Central Ohio Technical College's Dorms are managed by The Ohio State University.

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Smoking is prohibited in all University buildings and on all University property

"Clean Air/Smoke Free Environment"

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

This Fire and Life Safety Compliance Guide was developed to provide detailed information on how to implement the requirements of the Ohio State Fire 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, which 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 his/her area and any specific instructions from the area Floor Evacuation Coordinators and Building Emergency Coordinators. All fire or smoke related incidents, regardless of its size, should be promptly reported by dialing 9-1-1. Any unsafe condition and injury should be reported to the appropriate supervisor. The Division of Emergency Management & Fire Prevention (EMFP) is available to assist by providing technical/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. Please feel free to contact the Ohio State Division of Emergency Management & Fire Prevention for further information or clarification regarding fire and life safety issues.

IMPORTANT NUMBERS

DIVISION OF EMERGENCY MANAGEMENT & FIRE PREVENTION

614-247-FIRE (3473)

614-247-4911

NEWARK CAMPUS DEPARTMENT OF PUBLIC SAFETY

740-366-9237

(Non-Emergencies)

Or

9-1-1

Emergencies Only

FIRE EMERGENCY RESPONSE

Fire Response Procedures

In case of a fire or fire alarm activation, 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 911 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 Newark Campus Public Safety or the Newark Fire Department.
- ◆ If your departmental or building procedure calls for 'defend-in-place' strategy, follow it carefully.

PROCEDURE FOR PEOPLE WITH DISABILITIES

Note: Each Department should complete the "Emergency Evacuation Procedures for People with Disabilities" form in this Guide to develop their specific evacuation strategy. Refer to the Ohio State Building

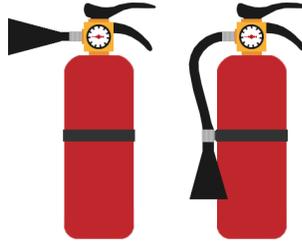
Emergency Action Plan (BEAP) for specific guidance on evacuation procedures for people with disabilities and roles and responsibilities for staff, faculty, and evacuation assistants.

- ◆ **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 the fire department.

REMEMBER Fire Extinguisher Key Words: P.A.S.S. and ABC fire types:

P.A.S.S.:

Pull the Pin,
Aim at the base of the fire
Squeeze the handle
Sweep Side-To-Side



ABC Fire Types:

Class A: Wood, Paper, Plastic
Class B: Oil, Grease, Flammables
Class C: Electrical



Using the Fire Alarm Pull Box



As you walk towards 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 also follow, where equipped. The alarm system can also 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, who then dispatches appropriate responders. Use the fire alarm pull box promptly to minimize the loss of life and property due to fire.

Some pull boxes have Plexiglas covers which when lifted, produces 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 related concerns to:

Newark Campus Public Safety Department: 740-366-9237

or

Ohio State Fire Prevention: 614-247-FIRE (3473) or 614-247-4911

Fire Incident Response

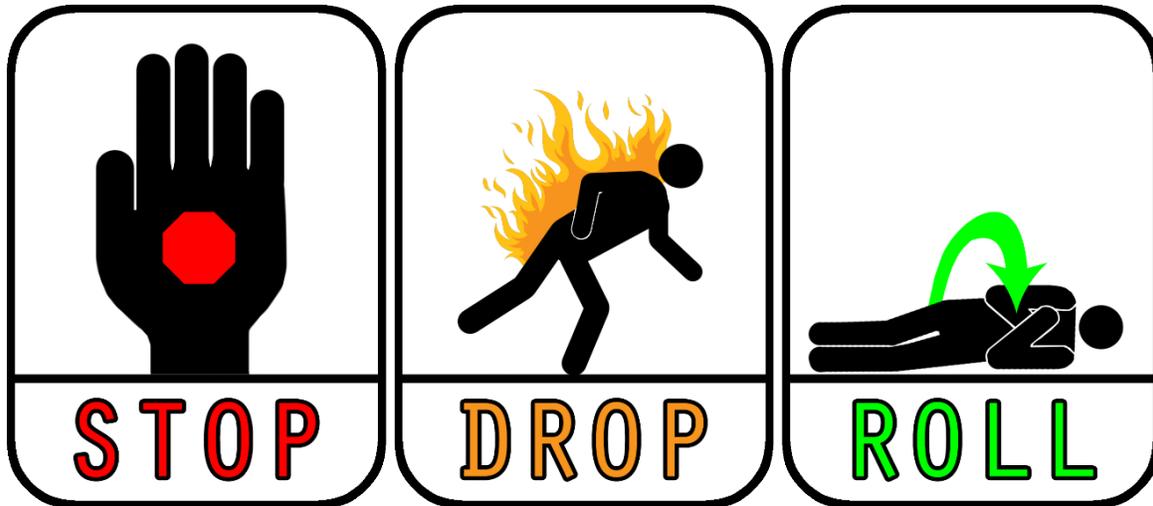
In addition to the fire evacuation procedure, the following responses may be necessary:

Fire extinguishment

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

Clothing Fire and Burn Injury Response

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



1. Stop the burning process and remove the source of heat. If clothing catches fire, STOP, DROP, AND ROLL to smother out the flames.
2. 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.
3. 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.
4. Remove all jewelry, belts, tight clothing. Etc. from over the burned areas and from around the victims neck. Swelling of burned areas occurs immediately!
5. Do not apply ointments or butter to wounds. These may cause infection due to their oil base and convert wounds to deeper injury.
6. Cover burns with a clean dry dressing, bandage or sheet.
7. Keep the victim warm!
8. Seek medical attention as soon as possible!

Rescue and Emergency Medical Procedure

All incidents requiring emergency rescue or medical treatment should be performed by the Columbus Fire Department or Department of Public Safety. Call 9-1-1 to report an emergency.

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 its size or type, by calling **9-1-1** or **740-366-9237**. This notification must be made regardless whether or not the fire has been already been extinguished.

REPORT ALL FIRE OR SMOKE INCIDENTS BY CALLING 9-1-1

The fire scene should not be disturbed. The removal of any items from the fire or smoke scene without prior approval is prohibited. This is to ensure that no evidence, which may be critical in incident investigation, is lost. The affected department should promptly notify the 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 Newark Campus 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 Newark Fire Department and the Newark Campus Public Safety Department who then dispatches appropriate responders. If you have specific emergency related information, share it with the responding Fire Department or Newark Campus Public Safety personnel.

FIRE EMERGENCY PREPAREDNESS

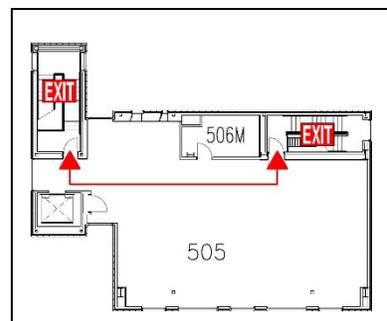
Emergency Evacuation Plans

Each university-owned or leased facility has a Building Emergency Action Plan (BEAP) specific to that location. Newark Campus Public Safety is responsible for developing a Building Emergency Action Plan, implementing it, and updating the BEAP in partnership with Ohio State Columbus Emergency Management.

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 are also utilized for healthcare 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.

View your BEAP at <http://dps.osu.edu/beap>.



Emergency evacuation floor plans are also posted throughout the building to assist the building occupants in familiarization with their location, directions to exit, 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, or their safe evacuation during fire or other emergencies, requires careful planning and preparedness. Appropriate procedures that are 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 emergency evacuation. It may also be used with appropriate modifications in areas where patients may be undergoing medical procedures and where discontinuation of any active patient care may pose an increased risk to the patient. In these cases, those who are directly involved in patient care should assure 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 Evacuation Procedures for People with Disabilities” form provided in the ‘Forms and Procedures’ section of this Guide, in conjunction with the Newark Public Safety Department. 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 Alarm Procedure Evaluation

All building Floor Evacuation Coordinators, Evacuation Assistants, and Building Emergency Coordinators should complete a Fire Drill Checklist (in ‘Forms and Procedures’ section) 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 Fire Prevention.

Fire Safety Training and Education

Fire and life safety training and education is provided to the university faculty, staff, students, area Floor Evacuation Coordinators and Building Emergency 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 is 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 offers fire and life safety education and training employees wishing to aid Public safety personnel in the event of an alarm or actual fire. 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 extinguishers; fire exit drill procedure; and 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. Koorsen Fire is contracted to ensure compliance with this requirement as applicable. Fire extinguishers are provided throughout all Ohio State buildings for the use by trained students, faculty, and staff. The Division of Emergency Management & Fire Prevention (EMFP) provides related classroom training during scheduled fire exit drills and also during hands-on training events. 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 fire department response. Research shows that fires get out of control in 3-5 minutes. A fire extinguisher is your First-Aid to fire fighting. An average extinguisher discharges completely in less than 1 minute. Therefore, it is important that you know at least two locations for extinguishers nearest to your work area, and know how to use it effectively.

Safety Precautions:

- ◆ Before using a fire extinguisher, ALWAYS pull the building fire alarm first.
- ◆ 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 waste paper 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 check if it is of right type for the kind of fire at hand. The label indicates one or more of the following fire classes and symbols, 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.

Types of Fire Extinguishers:

CLAS S	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 Equip. e.g. powered appliances	Interrupts chemical chain reaction. Both carbon dioxide & ABC type extinguishers can be used.
ABC	A, B & 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 oil & fats. Minimum rating: 2A: 1B: C: K	Stainless steel cylinder body with long safety wand. Cools & 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.

KNOW YOUR FIRE EXTINGUISHER

CHOOSING THE RIGHT EXTINGUISHER CAN
PREVENT PROPERTY DAMAGE AND SAVE LIVES

Extinguisher Type → Type of Fire ↓	 Water	 Foam	 CO₂	 Dry Chemical
A Paper, Wood & Plastic 	✓	✓	✗	✓
B Flammable & Combustible Liquids 	✗	✓	✓	✓
C Electrical Equipment 	✗	✗	✓	✓

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, 57 feet when using a CO2 unit, or 20-25 feet with Pressurized Water extinguisher).
- ◆ Remember the 'PASS' 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 'PASS' procedure if the fire re-ignites.
- ◆ Report the discharged extinguisher to Newark Campus Public Safety at 740-366-9237. Once used, the extinguisher must be recharged. Do not return the used or discharged fire extinguisher to the hook or box it was removed from.

BUILDING 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 also follow.

The alarm system should also 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 Newark Campus Public Safety Department. Your awareness and prompt use of the fire alarm system can minimize the loss of life and property due to 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 which when lifted, produces a local warning sound. Please 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 head detects temperature in the room and begins spraying water as soon as the room temperature exceeds a pre-determined value. Not all buildings or areas are equipped with sprinkler systems. Hazardous locations, storage areas and basement levels are generally protected with sprinklers as required by the Ohio Fire Code. Many new houses are now equipped with residential sprinkler system 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 2 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 the Division of Emergency Management & Fire Prevention and Facilities Operations and Development Office (FOD).

Fire and Smoke 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. Ohio State Facilities Operations and Development is tasked with maintaining these doors, including all hardware. Do not prop open a fire rated fire doors nor block fire rated doors.



Fire Hose Connections

As you walk through 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 firefighting. If you see any fire hose connection that is not properly capped or a cap is missing, please report it to the Newark Campus Public Safety Department.



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, Columbus Division of Fire and other granting and accrediting agencies. Therefore, the University is subject to various inspections by these agencies. The Division of Emergency Management & Fire Prevention inspects all buildings owned, operated and rented by the University at least on an annual basis, and the University Medical Center on a quarterly basis.

The following tips chiefly reflect the most commonly cited violations at Ohio State Newark. Look for these items or conditions in your workplace, correct them or contact Newark Campus Public Safety at 740-366-9237 for assistance.

Maintain Safe Egress Corridors

- ◆ Maintain all egress corridors in a safe condition, available for immediate utilization and free of all obstructions. Corridors and exit accesses shall be continuously maintained free from obstructions or impediments to full instant use in case of fire or other emergency.
- ◆ Do not store combustibles, hazardous materials in any egress corridors.
- ◆ Maintain fire alarm pull boxes, fire extinguishers, hose connections, audio-visual 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 doors.

Maintain Safe Ceiling Clearances in All Areas:

- ◆ Maintain at least 24-inch clearance between all material storage and ceiling.

Maintain Safe Chemicals Storage in Laboratories:

- ◆ Limit the quantities of flammable liquids to ten gallons per laboratory, and combustible liquids to thirty 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 and Safety (EHS) for a safety review if quantities are expected to exceed the above limits.
- ◆ Keep all chemical containers, which 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 refrigerator or freezer or cold room.
- ◆ Do not keep peroxide former such as ethers beyond the pre-printed expiration date on the label.
- ◆ Restrict the container size to one gallon for all flammable liquids, i.e., liquids with flash point less than one hundred degrees Fahrenheit. Flammable liquids received in original approved containers, which are of a five-gallon 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.

Respect the Sleeping Giants: Compressed Gas Cylinders

- ◆ Secure all cylinders (in service or storage, full or empty) adequately with chains to prevent falling or being knocked over. A cylinder chained to a laboratory desk drawer is not adequately secured.
- ◆ Strictly limit the number of cylinders in a laboratory to a two-month supply. Make every effort to limit the number of cylinders of flammable compressed gas. No storage within elevator lobbies or means of egress.
- ◆ Store excess cylinders in a separate ventilated room approved for that use.
- ◆ Group different types of gases in a laboratory according to their properties. Keep flammable gases (e.g., acetylene, ethylene oxide, hydrogen) separate from oxidizing gases (e.g., oxygen).
- ◆ Ensure that all cylinders are properly marked with the name of the contained gas.
- ◆ Report any damaged cylinder or valve immediately to Environmental Health and Safety and the supplier.

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/trips.
- ◆ Do not use extension cords as a substitute for permanent wiring.
- ◆ Plug heavy equipment like refrigerators or freezers directly into an outlet. Never plug appliances into power strips or surge protectors.
- ◆ Maintain proper clearances between electrical equipment and hazardous chemical storage.

Fire/Heat and Smoke Detectors:

- ◆ Smoke detectors are installed in many areas to save life and property. If these devices are covered by plastic or other objects, report the condition to the Newark Campus Public Safety.

Emergency Exits:

- ◆ Emergency exits are provided in all buildings. Report if any exit are blocked by storage or by snow/ice. Fire rated doors or smoke-barrier doors protect people and property in case of fire. Report to the Newark Campus Public Safety if you discover that any such doors damaged or not working properly.

Door Stops, Wedges and Hold-Open Devices:

- ◆ The use of doorstops, wedges and certain type of hold-open devices are not permitted by the fire codes.
- ◆ 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.
- ◆ The Newark Campus Public Safety must be consulted prior to the installation of 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 assure compliance with applicable Fire Codes. Ohio State facilities are regularly inspected by 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 the professional, routine walk-through inspections by building occupants is also 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 his/her areas and activities for fire safety. Use the fire safety checklist in the Forms section. Always contact the Newark Campus Public Safety Department 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 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.

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

Many compressed gases are toxic. They could cause various health problems depending on the specific gas, its concentration, and the length and route of exposure. Contact between the skin and eyes and liquefied gases 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 asphyxiates. 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. Also, it can create a highly visible fog (due to condensation of moisture in the air), which may obscure the emergency EXIT path.

To ensure safety of life and property, all compressed gases and cryogenic liquids should be stored, handled and used in accordance with the requirements of the applicable Ohio Fire Code, NFPA 45, Ohio State Fire Safety Policy, and 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 Material Safety Data Sheets (MSDS) 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.



- ◆ **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 and vinyl chloride) in laboratories are limited to only those in current use. The maximum quantities of compressed gases and cryogenic liquids should never exceed those specified by the Ohio Fire Code or other applicable Fire Code. When non-compliance is identified during lab safety audit or fire code inspection, the Division of Emergency Management & Fire Prevention and 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 car or in space under the stairway. A CGC or a cryogenic container 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 (means of egress) 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 exit 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 (above 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 must be also be secured properly. Such cylinders with content health hazard 2 without physiological warning properties, health hazard 3 or 4, and pyrophoric (spontaneously ignitable) must always 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 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 above 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 valve is closed properly and the protective cap is replaced before returning the cylinder.
 - Adjusting screw is released on regulator before opening cylinder valve.
 - An adaptor is never used between a cylinder and a pressure-reducing regulator.
 - Regulators are never interchanged. Some regulators are only for specific gases.

- Excessive force is never used to connect a CGA connection.
- Safety devices in cylinder valves or regulators are never 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 anything more than a few cubic centimeters of gas per minute inside of 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 due to 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. Life 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 Newark Campus Public Safety Department

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/unit's administrative office after consulting with the Newark Campus Public Safety Department. 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 such as a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
- ◆ 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 and Open Flames

To prevent fires related to decorations and lighting during holidays or special events and to ensure compliance with the Ohio Fire Code requirements, each School/Unit Administrator or Newark Campus Public Safety Department 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 and Decorations

- ◆ Decorations and lighting must not be placed such that they may obscure emergency exit paths or signs.
 - All decorative materials should either be non-combustible or flame resistant, or treated with an approved fire retardant in accordance with manufacturer's specifications, NFPA 701 Testing criteria, and the Ohio State Fire 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 package while in use.
- ◆ 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 signage, evacuation floor plans and other emergency equipment/information.
- ◆ No trees or wreaths of any kind are permitted in laboratories. However, 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 'UL' (Underwriters Laboratories) listed and should be plugged directly into wall-mounted outlets or 'UL' listed power-strips (Look for a 'UL' symbol on the equipment). Follow manufacturer's instructions for installation and maintenance.

- ◆ Extension cords shall not be used for holiday lighting. Instead, use 'UL' listed outlet power-strips with built-in fuse or circuit breaker protection.
- ◆ Electrical wires and extension cords shall not extend through windows or doors or under carpeting.
- ◆ Lighted candles or lanterns usage shall 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 shall 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 means of egress access EXIT corridors for seating and tables. If these spaces must be used, the Newark Campus Public Safety Department must first be consulted to ensure life safety of the occupants.

Candles, Incense, Open Flames

- ◆ Candles, incense, and other objects which produce open flames or burning (outside of approved kitchens and laboratories) are prohibited in all Ohio State 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. Ohio State 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 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, which hold them in open position and release (close) automatically during a fire alarm. Never block these fire-rated smoke-barrier doors from closing.



Magnetically Locked Exit Doors

Numerous 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, shall comply with the university's electrical safety procedures outlined in this guide to minimize the hazards of fire due to 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 should promptly 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 hazards (heat, fire and explosion) 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 the Newark Campus Public Safety Department.
- ◆ To prevent fires due to 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, and 'UL' (Underwriter's Laboratory) 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 additional plug or plugs into the main plug that is inserted in the outlet or a power strip to connect multiple devices.
- ◆ Secure all wiring, cords, cables, and conduits. Keep them away from general traffic areas to prevent falls/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 clearance required for voltage level higher than 120 Volt). Never drape combustibles (e.g., cloth, paper) over equipment.
- ◆ Laboratory electrical motors should be of induction type - totally enclosed fan cooled since 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 or power strips with this equipment. Consult with Newark Campus Facilities to check for the adequacy of electrical power or circuits prior to the purchase, installation or relocation of 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 of any university building unless such use is necessary for conducting university business. Written permission should be obtained from appropriate school/unit's administrative office after consulting with Newark Campus Facilities. Where one or more of these appliances are used, appropriate precautions should be taken as outlined in this guide.

- ◆ Portable electrical space heating devices are generally not permitted in any university building. Review specific restrictions and guidelines provided under a separate title “Space Heaters” in this guide.
- ◆ If electrical work is required in any area, it should be submitted for the Newark Campus Facilities Office for review and/or cost estimate and approval.
- ◆ Promptly report any unsafe hazardous electrical conditions to the department supervisor or Ohio State Facilities Operations and Development.

Fire Safety Inspections

Workplace fire safety conditions are evaluated on a regular basis to assure compliance with applicable Fire Codes. Ohio State facilities are regularly inspected by the Newark Campus Public Safety Department, the State of Ohio, and the Newark Fire Department. 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 professionals, routine walk-through inspections by building occupants is also of extreme importance. For instance, temporarily stored material in the means of egress EXIT corridors may become permanent creating a life safety hazard, if not immediately addressed. Therefore, every individual should know and check his/her areas and activities for fire safety. Use the fire safety checklist in the Forms section. Always contact the Newark Campus Public Safety Department 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. Non-combustible 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 university’s Fire Prevention and Life Safety Policy: (1) furnishings and decorations are non-combustible 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 Bulletin](#) (CAL TB) 117 and with CAL TB 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 45 Standard on Fire Protection for Laboratories Using Chemicals) Standards. To ensure uniform compliance university-wide, 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 should, at a minimum, 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 can significantly 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 university 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 (EHS) Environmental Health and Safety to ensure that initial inventory is created and updated as required.
- ◆ Restrict the container size to one gallon for all flammable liquids, i.e., liquids such as alcohol, toluene, acetone and benzene with flash point lower than 100 degrees Fahrenheit. Flammable liquids received in original approved containers, which are of a five-gallon or less capacity, are exempt from this requirement.
- ◆ All chemical containers, which are not in active use, should be properly capped.
- ◆ 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 ensure safety during such activity, all flammable liquids dispensing and transfer should comply with the following requirements:
 - Flammable liquids in containers larger than 4 L (1.1 gal) 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 bottom spout are acceptable but not recommended because of an increased risk of spill caused by damaged spout.
 - Any transfer of flammable liquid between conductive containers larger than 4 L (1.1 gal) should be bonded and grounded. Note: Transferring flammable liquids from 4 L (1.1 gal) 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 L (5 gal) 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 L (5 gal) of flammable liquids is not allowed inside the building except in an area specifically designed and protected for dispensing such liquids.

- Consult the Newark Campus Public Safety Department for any activity that you think may not comply with these requirements to determine appropriate strategy to control fire hazard.
- ◆ Collect hazardous waste in appropriate containers as specified by Ohio State Environmental Health and Safety. 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 ten gallons per laboratory, and combustible liquids to thirty 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 non-compliance is identified during 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 should also comply with the requirements of the University's radiation safety policies and procedures.

Lecture Halls and Places of Assembly

The Fire Code classifies lecture halls, multi-purpose rooms, and places of assembly as a “life hazard use group” due to 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.

Set ups for events cannot block egress routes, doorways or emergency exits by physical or visual barrier.

Re-arrangements of “set ups” are prohibited without the proper authorization. The individual requesting the “set up” is responsible for ensuring that the approved “set up” is not re-arranged 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 (1) person is cause for the function to be suspended until the legal occupancy load is achieved.

Space Heaters

Portable electrical 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 the Ohio State Fire and Life Safety Compliance Guide in accordance with the Fire and Life Safety Policy.

Space Heaters Policy:

1. Portable electrical space heaters are **not permitted** in any university owned or leased facility unless Newark Campus Facilities Office has approved their use. Space heaters are not permitted in residence halls, unless the Student Life Risk Management 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 electrical type space heaters, which at least meet the safety criteria listed on the next page, are allowed.
2. Any non-UL rated electrical space heaters are not permitted for use on university premises.
3. Space heaters of any kind are strictly prohibited in all **Ohio State laboratories**, in all areas in **healthcare** occupancies accredited by the Joint Commission, (except, under certain

circumstances, in a **nonsleeping staff or employee areas only**), and in all areas primarily used for **the storage of combustible materials** such as office stationary, drapes or chemicals.

4. 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 (State Fire Marshal, Newark Fire Inspector) or an **EMFP representative may prohibit** such use. Any heating unit or its use that does not comply with this policy **must be confiscated**.
5. **The user of space heater is ultimately responsible** for any hazard or fire code violation created as a result of unauthorized or inappropriate use.
6. If an electrical 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 electrical space heaters must meet the following criteria:

1. The equipment is UL (Underwriter Laboratories) approved for the use for which it is designed.
2. The equipment has a sealed element, and does not produce any flames, fumes, or use any fuel.
3. The equipment is equipped to turn off automatically when tilted or turned over.
4. The heating elements cannot exceed 100 degrees Centigrade or 212 degrees Fahrenheit.
5. Oil-filled electrical 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, and faculty or visitors should comply with the following operational safety precautions:

1. Maintain a minimum clearance of three feet (or one meter) at all times between stored materials and the heating device.
2. Never leave the heating unit "ON" when unattended.
3. Plug the heating unit directly into an outlet with sufficient capacity.
4. Never use an extension cord or power strip with heater because it may overheat and cause a risk of fire.
5. Check the heating unit before each use to make sure that all indicator lights are working. Remove the defective unit from service immediately.
6. Ensure that the power cord is properly plugged in and is not damaged, or crushed by objects, or covered under carpet or rug.
7. Promptly report any unsafe or hazardous conditions to the Newark Campus Public Safety Department. Contact Ohio State Division of Emergency Management & Fire Prevention for any space heater related 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 the State of Ohio Fire Code requirements, each School/Unit Administrator or Building Emergency 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 Newark Campus Public Safety Department. 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 means of egress emergency EXITS corridors accessible at all times. Avoid the use of means of egress emergency EXIT corridors for seating and tables. If these spaces must be used, the Newark Campus Public Safety Department must first be consulted to ensure life 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 in this guide.
 - Have readily available at least two ABC type fire extinguishers of minimum 10-pound capacity to extinguish small fires. Contact the Newark Campus Public Safety Department 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 Newark Campus Public Safety Department 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 appropriate School/Unit's administrative office after consulting with the Newark Campus Public Safety Department. 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 sternos 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 in this guide.
 - 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. IN CASE OF A FIRE, call **9-1-1**.

Requirements for Outdoor Events:

- ◆ IN CASE OF A FIRE, follow the campus emergency procedure. Do not attempt to extinguish a large or spreading fire.
- ◆ During State-declared drought or dry weather conditions, the use of propane or charcoal barbecue grills will not be permitted on grassy or mulched areas. Smoking must also be prohibited in such areas. To prevent brush fires, such activity should only be conducted on a paved area away from grass.
- ◆ Use of barbecue grills and other propane cooking equipment is PROHIBITED on porches, balcony or any other portion of a building. All such equipment should be used at least 15 feet away from any building with consenting prior approval through the Newark Campus Public Safety Department.
- ◆ Do not store any spare propane gas cylinder in any part of the building.
- ◆ Charcoal Grills are NOT permitted except in pre-approved recreational facilities in consultation with the Newark Campus Public Safety Department.

- ◆ 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 the campus ground, appropriate permits should be obtained from the State of Ohio, City of Newark, and fees must be paid. In this case, the State Fire Official, Newark Fire Inspector, or the Newark Campus Public Safety Department may also choose to inspect the location before and during the event. Contact the Newark Campus Public Safety Department Prevention for assistance in coordinating approval.

Open burning, bonfires, fire pit, or fire ring:

Open burning, bonfires, fire pit, or fire ring use that is offensive or objectionable because of smoke emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited. Where required by state or local laws or regulations, open burning including the use of bonfires, fire pit or fire ring shall only be permitted with prior approval and consultation from the Newark Campus Public Safety Department and other agencies, which the fire is to be kindled.

Location for the open burning, bonfires, fire pit or fire ring shall not be less than 50-feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50-feet of any structure. If permitted, the event shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher, 10-pound ABC dry chemical or a 2-1/2-pound A water fire extinguisher shall be on-site and available for immediate utilization. Additionally, open flames such as from candles, lanterns, kerosene heaters and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.

Fireworks, Explosives and Pyrotechnics

The storage, handling, exhibition and use of fireworks, explosives materials and pyro are prohibited by state laws, except as permitted in section 3743.80 of the Revised Code and NFPA. The Newark Campus Public Safety Department must give permission for the storage, handling, exhibition and use of fireworks, explosive materials and pyrotechnics on any Ohio State University properties.

Storage Safety

Storage of materials, equipment and furniture in means of egress corridors and stairwells used for an emergency exit can present an impediment and falls and trips hazards to both building occupants and responding fire fighters. Storage in corridors may also 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

Means of egress corridors leading to EXITS or any other similar elements of the means of egress access 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 fire-fighting 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 car 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 two feet 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/shelves, should allow a minimum of two feet clear distance between the ceiling and the top surface.

FORMS AND PROCEDURES

FIRE DRILL CHECKLIST

Facility Information: Newark Residence Halls

Name and Address of Building:	
Name and Contact Information to Individual Completing this Document:	
Name and Department(s) Located in this facility:	
Number of Building emergency egress/exterior doors:	
Number of Stairways out of the building:	
Check for primary and alternative means of notifying occupants of a fire or emergency:	Building is equipped with horns & strobe lights Building fire alarm issues a preprogrammed voice message Building is equipped with an intercom system Other – please describe
Check the primary and alternative means of Reporting fires or emergencies to the fire department:	Bldg. is equipped with fire alarm monitoring Ohio State Public Safety Dispatch Center (Blankenship Hall) Other – please describe Dial 9-1-1
Number of manual fire alarm pull station boxes:	
Location of closest fire hydrants:	
Location of Assembly Points:	
Is there a Building Emergency Action Plan (BEAP) Available to building occupants:	
Contact Person for BEAP:	

Fire Drill Exercise Questions	Response
Date/time of Fire Drill Exercise:	
Notification Method Used:	
Number of Occupants Evacuated:	
Weather Conditions:	
Elapse Time to Evacuate (goal is under 5 minutes):	
Did identified sweepers confirm sweep of floor(s) and report to evacuation point:	
Were any primary evacuation or secondary evacuation routes Blocked or were individuals unable to use exit doors:	
List issues, mistakes or problems that occurred During this fire drill exercise:	
Action steps to be taken to address issues, Mistakes or problems listed above:	
Was this a successful fire drill exercise:	

NAME: _____ **DATE:** _____

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 may also be used with appropriate modifications in areas where patients may be undergoing medical procedures and where discontinuation of any active patient care may pose an increased risk to the patient. In these cases, those who are directly involved in patient care should assure 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 pre-determined!

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 Emergency Coordinator in conjunction with Enterprise Continuity Management and 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 the RFD.
- ◆ Report the presence, exact number, and specific location of any person with a disability in the building to the RFD.

Responding Fire Department

- ◆ 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 only be operated 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 disability from the area of immediate danger and then move them carefully to a primary (pre-determined) 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 plain brief note to a person having a hearing disability, if necessary. Offer your elbow to any visually impaired person guide him or her to safety. Communicate as needed, to assure safe evacuation.

- ◆ If the primary waiting area is not safe, (i.e., if you see or smell smoke or fire) then move to the pre-determined secondary designated waiting area.

Designated Evacuation Assistants and/or Fire Wardens should:

- ◆ Position the person with disability and yourself on one side of the corridor near the stair door such that traffic is not obstructed. Caution: Unless otherwise directed by the responding FD, 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 stairwell fire doors closed at all times. Caution: If the stairwell doors are left open, fire smoke may enter the stairwell.
- ◆ Once people with disabilities are positioned at the safe pre-determined waiting area,
 - Evacuate, and report to the responding FD or to the Command Post if set up,
 - Report the exact location and # 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 the 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 continuing nature or lasting for more than 10 minutes (for low-rise buildings), or 15 minutes (for all high-rise buildings).

Department Specific Emergency Plan for People with Disabilities

Update this information after each training and drill to reflect lessons learned

Department: _____ Building/Room# _____ Phone # _____

Department Head/Supervisor: _____ E-mail: _____

Areas/Groups that should defend-in-place

(Indicate any critical patient areas or experiments that must continue)

Name of Area or Group	Location	Approx. # of People

Floor Evacuation Coordinators

	Name	Building/Room#	Phone	E-mail
1				
2				
3				
4				
5				

Evacuation Assistants

(List names of those trained ONLY IF ALL staff members are NOT trained as Evacuation Assistants.)

	Name	Building/Room#	Phone	E-mail
1				
2				
3				
4				
5				

Designated Waiting Areas

<i>Waiting Area</i>	<i>By Stair #/Nearest room#</i>	<i>Nearest Available Phone #/Room #</i>
Primary waiting area		
Secondary waiting area		

Training Participation

<i>Trainee group</i>	<i>Date 1</i>	<i>Date 2</i>	<i>Total # trained</i>
Floor Evacuation Coordinators			
Evacuation Assistants			
Staff			
Persons with Disabilities			
Have provided clear written directions to employees/students with disabilities			
Have shown physically the path usable by the PWDs to arrive safely at the safe waiting area			

Drills Participation

(Each department is required to practice the PWD procedure at least twice a year)

<i>Date</i>	<i>Drill scenario practiced (Describe)</i>

PWD Plan Review and Update

(at least annually or when changes occur)

	<i>Department Name</i>	<i>EMFP</i>	<i>Building Emergency Coordinator</i>
<i>Reviewed by: Name/Signature</i>			
<i>Email/Phone Ext.</i>			
<i>Date reviewed</i>			

Checklist for Department Supervisors and Managers

Action Item	Yes/No	Comment/Status
1. Department Specific Emergency Plan for people with disabilities has been developed?		
2. The Plan has been provided for approval by the facilities Building Emergency Coordinator?		
3. The Plan has been provided to and approved by EMFP?		
4. The Plan has been incorporated in the Building Emergency Action Plan?		
5. There are areas of critical patient care: List all		
6. There are areas of critical experimental procedures: List all		
7. Have provided clear written directions to employees and students with disabilities: (e.g., brochure, map showing directional signs leading to safety)?		
8. Have shown physically the path usable by the PWDs to arrive safely at the safe waiting area?		
9. Have designated at least two Floor Evacuation Coordinators for the department?		
10. Have designated at least two evacuation assistants to assist PWDs?		
11. Adequacy of floor captains and evacuation assistants has been evaluated: (<i>consider department size, staff location, and number of potential PWD</i>)? Last evaluated: Date _____		
12. My department's main function is patient care, and all staff members are required to perform the duties of floor coordinators and evacuation assistants.		
13. Each staff member is trained initially?		
14. Each staff member is trained annually?		
15. Each staff member performs his/her role during all fire alarms, including drills and completes an evaluation form?		
16. Primary waiting area (e.g., common corridor spaces by the exit stairs) for the PWDs from my department is:		

17. Secondary waiting area for the PWD from my department is:		
18. Each floor captain and evacuation assistant has participated in training and drills at least twice a year?		
19. Have practiced the Plan for the PWDs at least twice every year during the scheduled fire exit drills?		
20. Formal evaluation of the procedure is done every time it is executed?		

MOST COMMON FIRE CODE VIOLATIONS



Blocked Exit



Blocked Exit and storage



Compressed gas unsafe storage



Poor housekeeping



Wall penetration with no firestop



Exit sign inoperable or broken



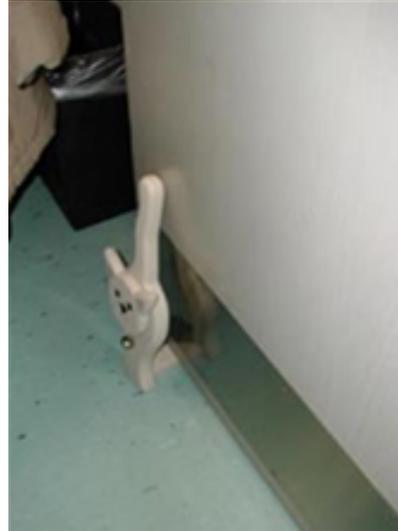
Combustibles



Open electrical panel



Doorwedge



Using door chock to hold open a fire door



Liquid Propane Cylinders (LPG) stored inside of buildings



Fire extinguishers shall be installed on approved hooks and will be certified annually with a current tag

FIRE SAFETY RESOURCES

While you can always call 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:

1. National Fire Protection Association (NFPA)'s home page at nfpa.org.
 - a. Or their [Public education](#) resources.
2. The U. S. Fire Administration's [website](#).

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.
- ◆ [Safety in the home](#): Candles, cooking, escape planning, heating, smoking, CO poisoning, and more
- ◆ [Safety in other occupancies](#): High-rises, hotels/motels, nightclubs, nursing homes, campus and dormitories, and more
- ◆ [Prepare for an emergency](#): Your family need 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.
- ◆ [Top causes of fire](#): Cooking equipment is the leading cause of home structure fires and home fire injuries. Smoking is the leading cause of civilian home fire deaths.
- ◆ [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
- ◆ [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 topics:

- ◆ [Candle Fire Safety](#)
- ◆ [Electrical Fire Safety](#)
- ◆ [Heating Fire Safety](#)
- ◆ [Carbon Monoxide Poisoning/Portable Generator Hazards](#)
- ◆ [Wildfire: Are You Prepared?](#)

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](#)

