

## APPENDIX A: QUICK REFERENCE GUIDE

EMERGENCY EVENT	WHAT YOU SHOULD DO
When calling 9-1-1 or 614-292-2121 provide the following information: <ul style="list-style-type: none"> <li>Type of emergency</li> <li>Location (building and room number)</li> <li>Your name</li> </ul>	<p><b>Call 9-1-1 for all emergencies.</b></p> <p>Dialing 9-1-1 from a mobile telephone on main campus results in the call going to the City of Columbus – please indicate you are on OSU’s main campus. If elevators are inoperable, people in wheelchairs should be moved to the closest safe area and await assistance. Alert 9-1-1 for the need for assistance.</p> <p><b>Building Coordinator: Noelle Jones.5823; 614-292-1529</b></p>
<b>Fire</b>	<p>Immediately stop what you are doing and exit area. (do not use elevators)</p> <p>Pull closest fire alarm pull station. (If the alarm is not already activated)</p> <p>Report to the evacuation assembly point: <ul style="list-style-type: none"> <li>The bus stop on Annie &amp; John Glenn Ave. (17th Ave.) by University Hall</li> </ul> Remain at the assembly point until given the all clear to re-enter the building</p>
<b>Tornado</b>	<p>Upon notification of a tornado warning from the National Weather Service please report to your building’s designated tornado shelter: <ul style="list-style-type: none"> <li>Travel to the lowest level possible.</li> <li>Occupants within interior offices and classrooms may stay in place.</li> </ul> </p>
<b>Medical Emergency</b>	<p>Call Ohio State Public Safety at 9-1-1. Provide the following information to the dispatcher: <ul style="list-style-type: none"> <li>Your name,</li> <li>Type of emergency,</li> <li>Location of the victim(s),</li> <li>Condition of the victim(s),</li> <li><b>Any dangerous conditions.</b></li> </ul> Monitor the injured person until EMS arrive.</p>
<b>Hazardous Materials Incident Occurring Outside</b>	<p>Upon notification of an incident: close all windows and doors.</p> <p>Stay in the building until given the all clear or instructed to do so by Public Safety personnel.</p>
<b>Bomb Threat</b>	<p>Contact Ohio State Public Safety at 9-1-1.</p> <p>Report anything suspicious to responding Public Safety personnel.</p> <p>If ordered to evacuate the building and you notice anything out of the ordinary inform Public Safety personnel immediately.</p> <p>Be sure to take all-important belongings (purses, wallets, medication, briefcases, etc.) with you when exiting because reentry to the building might not be possible for several hours.</p>
<b>Active Shooter/ Armed Aggressor (Violent Incident)</b>	<p><b>Run</b>— Remove yourself from the danger zone as quickly as possible if safe to do so. Notify Ohio State Public Safety and building occupants of the situation if safe to do so.</p> <p><b>Hide</b>— Secure your room, by locks, furniture, etc. Turn off lights and silence your cell phone. Notify Ohio State Public Safety and building occupants of the situation if safe to do so.</p> <p><b>Fight</b>— Find items to use to distract the attacker. Prepare to swarm the attacker.</p>
<b>Utility Emergency</b>	<p><b>Contact Service2Facilities</b>— 614-292-4357</p> <p><b>Electric</b>— No Lights, Computers not working.</p> <p><b>Water</b>— Toilets will not flush, drinking fountains not working.</p> <p><b>Telephone</b>— Inability to place outgoing telephone calls.</p> <p><b>Steam/Gas</b>— No Heat.</p> <p><b>Electric/Chilled Water</b>— No Air Conditioning.</p>