



2018

ANNUAL SECURITY REPORT & ANNUAL FIRE SAFETY REPORT



THE OHIO STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY
DPS.OSU.EDU

The 2018 Annual Security Report begins on page 4.

The 2018 Annual Fire Safety Report begins on page 62.

The Fire and Life Safety Compliance Guide begins on page 84.







2018 ANNUAL SECURITY REPORT

2015 – 2017 Crime Statistics



THE OHIO STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY
DPS.OSU.EDU

TABLE OF CONTENTS

INTRODUCTION.....	7
EMERGENCY NUMBERS	7
THE OHIO STATE UNIVERSITY POLICE DIVISION	8
SAFETY AND CRIME PREVENTION INITIATIVES.....	9
International Travel Safety	9
Built Environment Security	9
Security Planning Strategies	10
Crime Prevention and Safety Programs and Education	10
TITLE IX	13
TITLE IX TASK FORCE	14
PREVENTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING.....	14
Buck-I-CARE	16
Buckeyes ACT	16
Sexual Misconduct Assessment and Response Team (SMART)	17
STUDENT CONDUCT	17
STUDENT LIFE, UNIVERSITY HOUSING.....	18
OFF-CAMPUS AND COMMUTER STUDENT SERVICES	18
BIAS ASSESSMENT AND RESPONSE TEAM (BART)	19
STUDENT LEGAL SERVICES.....	19
STUDENT HEALTH SERVICES	20
UNIVERSITY HOSPITALS	20
STUDENT SAFETY SERVICE.....	21
EMERGENCY NOTIFICATION, RESPONSE, AND EVACUATION	22
Emergency Notification Procedures	22
Emergency Notification Systems	23
Emergency Evacuations	26
Shelter-In-Place	26
Testing and Exercises	27
STATEMENT OF POLICY ON TIMELY WARNINGS.....	28
Timely Warning Procedure	29
Neighborhood Safety Notices	30
NOTIFICATION OF MISSING STUDENTS.....	30

POLICIES - REPORTING CRIMES, PREPARING ANNUAL REPORTS, CONFIDENTIAL REPORTING	31
Reporting a crime	31
Confidentiality	32
Reporting Sexual Assault, Relationship Violence, and Stalking	33
Protective Measures	33
University Disciplinary Procedures	34
Criminal and Civil Options in Addition to University Procedures	37
Campus Sex Crime Prevention Act Information	37
AREA AGENCIES.....	37
REGIONAL CAMPUSES	37
THE OHIO STATE UNIVERSITY ALCOHOL AND OTHER DRUGS POLICY	38
Important Facts	55
SAFETY TIPS AND CRIME PREVENTION INFORMATION	55
Parental Notification Guidelines for Alcohol and Controlled Substance Violations	56
PARTY SMART	57
Get the Facts!	57
One Drink per Hour	57
Alcohol Poisoning and Drug Overdosing	57
REPORTS AVAILABLE	57
University Police	57
CRIME STATISTICS CHART	58
ARRESTS AND DISCIPLINARY REFERRALS	60
DEPARTMENT OF EDUCATION CLERY DEFINITIONS.....	60
Campus	60
Non-Campus	60
Public Property	61
Footnotes	61

INTRODUCTION

YOUR SAFETY IS OUR CONCERN. IT ALSO MUST BE YOUR CONCERN. AS A UNIVERSITY, WE WORK DILIGENTLY 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 Ohio State University Department of Public Safety, including University Police, Central Campus Security Services, and Emergency Management and Fire Prevention, has primary responsibility for crime prevention, fire prevention, emergency planning, and law enforcement services on campus. Other areas, such as Student Life, Transportation and Traffic Management, Environmental Health & Safety, The Ohio State University Wexner Medical Center, Library Security, the Title IX Coordinator, and many others, contribute to making this a safer place to study, work, and live.

This publication and website contain 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 procedures or resources. Reports for regional campuses of The Ohio State University are issued separately by those campuses.

EMERGENCY NUMBERS

UNIVERSITY POLICE	
Emergency	9-1-1
Non-emergency	614-292-2121
COLUMBUS POLICE	
Emergency	9-1-1
Non-emergency	614-645-4545
REFERENCE AND REFERRAL LISTING	
AA (Alcoholics Anonymous)	614-253-7306
City of Columbus Alcohol and Drug Abuse Program	614-645-6839
Office of Student Life Counseling and Consultation Service	614-292-5766
Office of Student Life Student Advocacy Center	614-292-1111
Office of Student Life Student Health Services	614-292-4321
Office of Student Life Student Wellness Center	614-292-4527
Ohio State Employee Assistance Program (EAP)	800-678-6265
Sexual Assault Response Network of Central Ohio (SARNCO)	614-267-7020
Student Safety Service	614-292-3322
Student Travel Safety	614-292-7677

THE OHIO STATE UNIVERSITY POLICE DIVISION

Police officers of The Ohio State University are designated by statute as the law enforcement officers for the university. They are empowered to use investigative authority on reasonable suspicion of crime, to search and arrest as authorized by law, and to use reasonable and necessary force to enforce law and protect property on university 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. University Police perform the same duties and have the same authority as police departments in the cities in Ohio. In addition, the University Police Division receives annual in-service training that exceeds the mandatory training required by public safety agencies that are accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The University Police Division follows the best recognized industry practices. In 2016, the Division received its first CALEA reaccreditation award and obtained state certification from the Ohio Collaborative Law Enforcement Agency Certification program. They evaluate reported crimes and conduct investigations to determine the responsible party. University 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 university property, provide primary police services to The Ohio State University Columbus campus, and provide police services at Ohio State's regional campuses located at Lima, Mansfield, Marion, Newark, and Wooster.

The University Police Division has established a strong working relationship with many local, state, and federal law enforcement agencies, including a number of agencies in jurisdictions near the university's campuses. Those agencies may notify the university of criminal activity involving students at off-campus locations, including noncampus locations and housing facilities of student organizations officially recognized by the university. These students may be subject to disciplinary action under the university's Code of Student Conduct in addition to any appropriate criminal action. University Police work cooperatively with these agencies and have regular contacts with the Columbus Division of Police, the Franklin County Sheriff's Office, and the Ohio State Highway Patrol about matters of mutual interest and concern. Additionally, the Columbus Division of Police provides primary police services to portions of the South Campus Gateway area. The University Police Division has entered into agreements with the Cities of Columbus, Bexley, and Upper Arlington; Clinton Township; and the Wayne County Sheriff's Office, to allow University Police to investigate criminal offenses and perform other police functions in those jurisdictions under certain circumstances.

Through the agreement with the City of Columbus, University Police officers engage in crime interdiction and joint crime prevention projects in the Columbus Police 4th Precinct and University District (see "Crime Prevention and Safety Programs and Education"). In addition, this agreement allows University Police to take law enforcement action when they view certain criminal activity while traveling through the City of Columbus on university business and to provide assistance to the Columbus Division of Police in the event of an emergency. The University Police Division also has 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. Agreements with the Ohio State Highway Patrol and the Ohio Investigative Unit provide for law enforcement officers from these agencies to support the



operations of the University Police Division during football games. The Ohio Intrastate Mutual Aid Compact law gives Ohio State's Police Division the ability to call upon any law enforcement agency 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.

Police receive assistance in providing safety and security services from other university departments. The Ohio State University's Wexner Medical Center Security office provides security services directly to the university's medical complex, and Central Campus Security Services officers support security needs in the Wexner Center for the Arts and other campus facilities. These security officers are non-sworn and do not have the arrest authority given to law enforcement officers, but they play an important role in promoting safety and security on the campus.

Student Life's Risk and Emergency Management has partnered with Central Campus Security Services to provide nightly patrols of all residence halls and other Student Life properties in and around campus. The Student Safety Service provides free rides for workers and students, especially appreciated by those who close the dining halls late in the evening.

The University Police Division is located in Blankenship Hall, 901 Woody Hayes Drive. University Police are available 24 hours a day, every day of the year, to receive reports and investigate crimes that are reported to have occurred on university property.

Emergency telephone service, **9-1-1**, is available from all campus phones, including more than 160 direct emergency phones on and off campus in the university district. Walk-in service is available every hour of every day. Non-emergency phone contact also is always available by calling **614-292-2121**. Specific questions may be directed to University Police through email at police@osu.edu.

SAFETY AND CRIME PREVENTION INITIATIVES

INTERNATIONAL TRAVEL SAFETY

The Office of International Affairs, Risk and Emergency Management, and Student Health Insurance collaborate on a travel risk management program. The International

Risk Manager maintains an emergency response protocol, and travelers have access to a 24-hour international response number, **614-292-6677**. As part of the protocol, the university maintains insurance to support health and security response. Faculty and staff leading education-abroad programs receive annual training in incident response.

Pre-travel health, safety, and security information is available on [Education Abroad website](#). Registered student travelers are provided travel safety materials, are advised to enroll in the U.S. Department of State's Smart Traveler Enrollment Program ([STEP](#)), are enrolled in insurance, and are registered in the incident response protocol.



BUILT ENVIRONMENT SECURITY

The Ohio State University implements numerous safety precautions on its Columbus campus. Consistent lighting is found throughout the campus, and the university continues to implement additional lighting improvement projects and consider public safety in maintaining its buildings and grounds. In addition, construction and renovation plans for university 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 university identification must be shown to gain admittance to many facilities. Residence halls are locked 24 hours a day and require university BuckID identification cards for access.

SECURITY PLANNING STRATEGIES

The university 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 several safety and security considerations and security planning principles as we design and develop buildings and other areas of campus. These include appropriate site selection, building placement, and 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 university offers numerous crime prevention and safety programs to the university community. These programs are offered by various university organizations and are available throughout each academic year. Sponsors and their programs include:

Community Policing: The University 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 that aid in the resolution of identified problems. University Police use various modes of transportation to patrol the campus, including bicycles, cars, a mounted horse unit, and walking officers.

Joint Patrol Project: In 2008, the University Police and the Columbus Division of Police expanded their collaborative efforts with the creation of the Joint Policing Program. This program combines resources in a manner that improves the quality and availability of police services to our student population. The policing team focuses efforts on crime and disorder issues affecting students living in the University District. By working together, the team easily can move across the jurisdictional boundaries that tend to slow down and restrict operational effectiveness. They have well developed working relationships with a variety of student and university entities and City of Columbus departments that have an interest in safety in the University District.

Crime Interdiction: Every fall and spring since 2004, the University Police and Columbus Division of Police have teamed up to focus on student safety in the off-campus student neighborhoods, including non-campus locations of registered student organizations. This area around campus enjoys a vibrant and energetic night life, and it is the mission of both agencies to create an atmosphere that involves maximum deterrent to crime and instills confidence in residents for their safety, ultimately improving the good will among students and police. The goal of this program is to combine resources in a manner that improves the quality and availability of police services. This joint effort is led and funded by The Ohio State University Department of Public Safety and involves many aspects of patrol, ranging from high-visibility uniformed police patrols to other tactics designed to provide safety and peace of mind to residents.

Student Safety Service: The Ohio State University Central Campus Security Services employs students, known as Student Safety Service (SSS) officers, to assist in the detection and deterrence of criminal activity. Additionally, SSS officers operate a Safe Ride program that provides safe transportation for university community members on campus and the immediate campus area from 7 p.m. to 3 a.m. daily. SSS officers are capable of communicating directly with the Police Division over their radio frequencies, have received CPR/AED/First Aid training, and routinely collaborate with outside public safety agencies to enhance the overall well-being of the university community. SSS personnel also may be seen

on campus during key special events, such as football games, basketball games, and concerts. For more information, see [page 21](#).

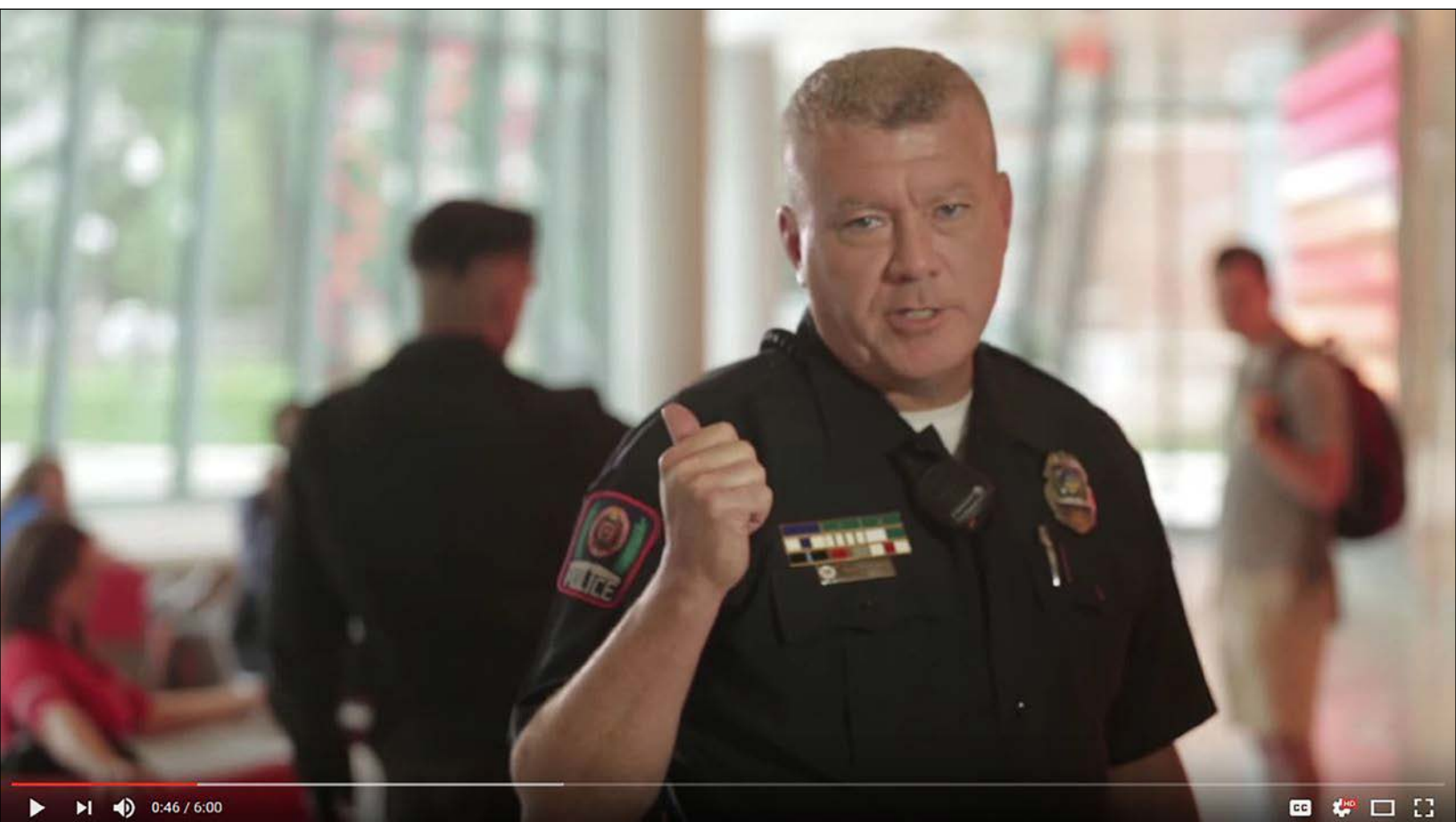
Community Crime Patrol: Through proactive patrols, the Community Crime patrol is an off-campus safety program that helps identify and report possible criminal activity for the benefit of residents who live in the areas east, north and south of the university campus (many of whom are students). This program is supported by The Ohio State University and the City of Columbus.

Emergency Phones: Located throughout the university campus, these phones provide a direct line of communication to a public safety dispatcher for individuals in need of emergency assistance. Look for the blue lights inside buildings, in parking areas and on campus grounds. Campus phones also may be used to dial **9-1-1**.

Surviving an Active Shooter: The Department of Public Safety, in partnership with the Office of Student Life, released a 6-minute video that takes the viewer

through various scenarios utilizing the concept of Run, Hide, Fight® and highlighting the university's methods of emergency communications. The university added the "[Surviving an Active Shooter](#)" video to its 2017-2018 incoming freshman [orientation checklist](#) distributed to more than 18,000 students. Closed captioning and audio described versions can be viewed via YouTube. Since its upload in September 2015, YouTube has recorded more than 1,450,000 views of this Emmy-Award-winning video, produced by WOSU Public Media. It has proven to be a valuable resource beyond the university community. go.osu.edu/active-shooter

Surviving an Active Aggressor: In August 2018, the Department of Public Safety, in partnership with the Office of Student Life, released a [9-minute video](#) that provides important updates to the original "Surviving an Active Shooter" video. It, too, is on the incoming freshman orientation checklist and, as of September 30, 2018, had nearly 8,000 YouTube views. go.osu.edu/active-aggressor



Run, Hide, Fight® is a registered trademark of the City of Houston.



Sexual Assault Survivor's Rights: The University Police Division has developed and implemented a "Sexual Assault Survivor's Rights" program, 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 University Police Division.

Prospective and Current Student Crime Awareness and Prevention Programs: The Police Division and the Office of Student Life present information to students and prospective students and their parents about university safety programs and general campus safety tips. Safety literature and displays are available annually during orientation. Additionally, a Student Life audiovisual presentation, including personal safety information, is presented to students and parents, and literature is distributed both on and off campus during the academic year. Students and parents view a bystander intervention video during orientation that is aimed at preventing sexual assault. At various times throughout the academic year, the Office of Student Life will partner with the Department of Public Safety to offer training or other safety programs such as "Smoke-Outs" and Rape Aggression Defense. Information also is available at various websites such as dps.osu.edu/police and studentlife.osu.edu/resources/safety.

Other Crime Prevention and Safety Education Programs for Students and Employees: The Ohio State University Police Division provides crime prevention programming for employees and students in a variety of settings. Officers meet with staff members during community events, while performing security surveys, or in a training environment. During these events,

employees are given information about the Department of Public Safety operations on campus and information about historic and current crime trends. Examples include table displays at Ohio State's Wexner Medical Center and other locations on campus during staff events, and participation in workplace violence training and procedure development. Representatives from Medical Center Security attend every new hire orientation in the Wexner Medical Center and review crime prevention, safety, and other security-related topics.

Crime prevention information is shared with many students in a classroom setting through programs provided upon request by academic units and through residence halls on campus. Students also get information from police officers that are assigned to be the police contact for their residence halls. Student Life's Risk and Emergency Management is involved in the training program for Student Life staff who work in the residence halls, allowing for general crime prevention information to be shared directly with students.

The Police Division provides Rape Aggression Defense (R.A.D.) courses to the campus community at no cost. This nationally recognized self-defense course is taught by police officers from The Ohio State University Police Division. 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.

TITLE IX

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 university official with primary responsibility for coordinating the university's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the university responds appropriately, effectively, and equitably to all Title IX issues. For more information, visit titleix.osu.edu or contact the Title IX Coordinator or any of the Deputy Title IX Coordinators:

- **Kellie Brennan**, Compliance Director and Title IX/Clery Coordinator: **614-247-5838**, 21 E. 11th Ave. in the South Campus Gateway, titleix@osu.edu or brennan.241@osu.edu
- **Molly Peirano**, Assistant Compliance Director and Deputy Title IX Coordinator: **614-247-4113**, 21 E. 11th Ave. in the South Campus Gateway, titleix@osu.edu or peirano.9@osu.edu
- **Kelly Smith**, Director of Student Conduct and Interim Deputy Title IX Coordinator for Students: **614-293-0748**, 550 Lincoln Tower, 1800 Cannon Dr., smith.4941@osu.edu
- **Kristi Hoge**, Lead Employee and Labor Relations Consultant and Deputy Title IX Coordinator for Employees: **614-292-0854**, 3000 Gateway Building C, 1590 N. High St., hoge.42@osu.edu
- **Janine Oman**, Senior Associate Athletics Director and Deputy Title IX Coordinator for Athletics: **614-247-7678**, Fawcett Center for Tomorrow, 2400 Olentangy River Rd., 10th floor, oman.7@osu.edu

Title IX Intake and Outreach Coordinators are available to support Ohio State students and employees who experience sexual misconduct in any form, including connecting to campus and community resources for confidential counseling and confidential advocacy services. Intake and Outreach Coordinators assist survivors of sexual misconduct in understanding their rights and options, assist in filing reports with appropriate law enforcement agencies, explain university policies



and procedures, and help promote their academic and/or professional success and personal wellness by arranging accommodations and interim measures as needed and available. Intake and Outreach Coordinators can help with:

- Knowledge of university and criminal reporting procedures
- Assistance with accommodations such as change of housing, living, transportation, working, and other protective measures that are requested and reasonably available for students and employees
- On- and off-campus confidential counseling and advocacy services
- Options for legal assistance, including obtaining protection orders
- Academic assistance, including contacting instructors about missing time or assignments, arranging leaves of absence or emergency withdrawal, and retroactive withdrawal petitions
- Workplace accommodations, including communicating with supervisors, schedule changes, and missed time

Ohio State aims to educate students and the campus at large, empowering the Buckeye Community to help prevent sexual misconduct. The Relationship Education and Violence Prevention Coordinators in the Student Life Student Wellness Center are responsible for the development, implementation, and evaluation of evidence-based primary prevention efforts and awareness campaigns and focus on initiatives that will promote a positive shift in the culture. Prevention workshops are provided to incoming students through the First-Year Success Series (FYSS) and second-year students through the Second-Year Transformational

Experience Program (STEP). Other programs available to students include Sexual Violence and Intervention, Masculinities, and Empowerment presentations, and custom training by request. View [descriptions of these workshops](#). Programming efforts aim to help the Ohio State community do the following:

- Recognize different types of sexual violence
- Understand that sexual violence is prohibited both the university and 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 Sexual Misconduct Policy
- 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
- Access information about bystander risk reduction to decrease the likelihood of victimization and recognize warning signs of abusive behavior

TITLE IX TASK FORCE

The Title IX Task Force, chaired by the university's Title IX Coordinator, is a multi-disciplinary group of students, faculty, and staff representing more than 20 offices and departments engaged in addressing sex- and gender-based discrimination. The Task Force has developed workgroups focusing on assessment, engagement, and awareness/prevention, identifying challenges and gaps in the university's proactive efforts to eliminate gender bias. The task force focuses on creating a positive culture shift through open dialogue and collaboration.

PREVENTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING

The Ohio State University prohibits dating violence, domestic violence, sexual assault, and stalking. The code of the State of Ohio does not define consent, but the following definitions apply to all members of the university community (faculty, staff, students, student employees, graduate associates, appointees, volunteers), vendors, and visitors under University Policy 1.15.

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.

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, relationship violence, and stalking. 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.

Sexual Assault – Nonconsensual sexual contact and nonconsensual sexual intercourse. All such acts of sexual assault are forms of sexual violence and therefore sexual misconduct.

Relationship Violence – Dating violence and domestic violence.

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, an 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.

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 people involved in the relationship.

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 (ORC) 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.

ORC §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 does not have definitions for Sexual Assault or Dating Violence.

The Ohio State University is committed to educating the community, including all incoming students and new employees, about domestic violence, dating violence, sexual assault, and stalking, through a variety of primary prevention programs and ongoing awareness campaigns 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 that 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 university offers a variety of instructor-led training to students and employees about issues of sexual and relationship violence.

BUCK-I-CARE

Buck-I-CARE is an initiative through the Office of Student Life Student Wellness, focusing on creating a culture of personal responsibility for each individual to care for themselves and their partners, bringing awareness to the issue of sexual violence by providing guidelines for sexual experiences.

- **Check** – Check that your partner has the capacity to make informed and sound decisions for themselves.
- **Ask** – Ask your partner for consent and ensure they are actively and vountarily engaged.
- **Respect** – Respect your partner's boundaries by accepting when they do not want to engage in a sexual activity.
- **Empower** – Empower your partner to make their own decisions by communicating with CARE.

BUCKEYES ACT

Buckeyes ACT is Ohio State's comprehensive plan to combat sexual misconduct and relationship violence. Buckeyes ACT combines new programs with existing initiatives focusing on:

- Action-prevention efforts and bystander intervention.
- Counseling-advocacy and support services.
- Training-awareness and prevention education.



Specifically:

Action — Buckeyes ACT created a dedicated team for investigating reports of student sexual misconduct and relationship violence on campus, and a universitywide task force, including students, staff and faculty, to identify best practices and explore innovative approaches to prevention and response.

Counseling — Buckeyes ACT increased the number of advocates to support students and expanded the capacity of Student Life's Counseling and Consultation Services, including a counselor with dedicated expertise in responding to trauma and sexual assault incidents.

Training — As part of Buckeyes ACT, Ohio State implemented mandatory sexual misconduct and relationship violence training for students in first-year orientation, in the [First Year Experience](#) (FYE) program, and in the [Second-Year Transformational Experience Program](#) (STEP), launched for the incoming class of 2016.

SEXUAL MISCONDUCT ASSESSMENT AND RESPONSE TEAM (SMART)

The Sexual Misconduct Assessment and Response Team (SMART) meets regularly to ensure a prompt, thorough, and appropriate response to all reports of sexual misconduct, including sexual assault, relationship violence, and stalking. SMART consists of the university's Title IX Coordinator, The Ohio State University Police Division, Student Life Student Advocacy, Office of Legal Affairs, Student Conduct, University Housing, and Human Resources. SMART ensures proper coordination of efforts in the areas of university investigation, law enforcement, and survivor support services.

STUDENT CONDUCT

The primary focus of Student Life's Student Conduct group is to promote university community standards through the administration of The Ohio State University Code of Student Conduct. The office also serves as an information source about student behavior, student discipline, disciplinary hearings, appeals, and hearings.

The purpose of the university 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 university offices in an effort to best serve students. Whenever someone witnesses what appears to be criminal activity or violations of university rules under the Code, they are encouraged to report it to University Police, the primary campus investigative authority for such matters. 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 is located at 550 Lincoln Tower, 1800 Cannon Drive and can be reached at **614-292-0748**. For more information about Student Conduct, visit studentconduct.osu.edu.

The Code of Student Conduct may be found at studentlife.osu.edu.

Upon written request, the results of any disciplinary proceeding conducted by the university against the student who is the alleged perpetrator 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, UNIVERSITY HOUSING

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 university programs.

Programs and services include:

- Each residence hall is assigned a team of community policing liaisons with University 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 on such topics as safety, alcohol awareness/OVI prevention and drug awareness.
- 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

protecting valuables during breaks, severe weather response, spring break safety, and the Student Safety Service Safe Ride program.

- Education programs in 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” 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 also are given the opportunity to participate in fire extinguisher demonstrations.

For further information, call **614-292-3930** or visit housing.osu.edu.

OFF-CAMPUS AND COMMUTER STUDENT SERVICES

Student Life's Off-Campus and Commuter Student Services' mission is to serve off-campus and commuter students by collaborating with stakeholders and providing opportunities to foster involvement, civic engagement and student success to enhance the extraordinary student experience. These efforts include encouraging off-campus and commuter students to understand their rights and responsibilities, while being actively engaged as a neighbor and student, and being a committed participant to one's own personal safety. Through programming and participation, students acquire necessary life skills to have an extraordinary off-campus experience.

From assisting students in locating housing and/or roommates, providing resources (such as free safety devices), to encouraging safe practices in the off-campus area, offering free home safety walk-throughs as part of the Off-Campus Housing Excellence Program, and supporting commuter students through the Commuter Mentoring Program, Off-Campus and Commuter Student Services supports all students, regardless of where they choose to live.

For further information, visit offcampus.osu.edu or call 614-292-0100.

BIAS ASSESSMENT AND RESPONSE TEAM (BART)

Bias Assessment and Response Team (BART) is an initiative of the Office of Student Life. The team receives, monitors, refers, provides consultation, and, as necessary, coordinates university responses to hate- and bias-related incidents that affect the university community. Incidents may involve bias or hate grounded in age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status that occur in the university community. BART is not intended to replace or subordinate any existing processes for reporting and addressing acts of discrimination, harassment, or violence, including but not limited to processes of the Office of Human Resources, University Police, and Student Conduct.

For more information about BART or to report an incident, visit studentlife.osu.edu/bias.

STUDENT LEGAL SERVICES

Student Legal Services (SLS) at The Ohio State University is a non-profit law office employing legal professionals to provide advice, representation, education, and resources to eligible Ohio State students. Students in a degree-seeking program attending the Columbus campus enrolled in at least one non-distance learning course and who have not opted out of the SLS program are generally eligible for services. Among other legal matters, SLS assists student survivors regarding sexual assault, intimate partner violence, and stalking. Depending on the matter, SLS attorneys can represent (or when necessary provide referral resources to) survivors in obtaining protection orders and throughout the criminal process and proceedings. Legal professionals are required to keep clients' information confidential (with very limited exceptions). With a survivor's permission, SLS can coordinate closely with other campus and community support services. To determine SLS eligibility and scope of services, students should call **614-247-5853** or schedule an appointment online at studentlegal.osu.edu.





STUDENT HEALTH SERVICES

Student Life's Wilce Student Health Center (Student Health Services) at Ohio State is an accredited, outpatient facility providing a variety of health-care services to the student population.

Medical services include primary care, dental, sports medicine, physical therapy, preventative medicine, optometry, gynecology, and allergy. Support services include radiology, laboratory, and injection therapy.

The Wilce Student Health Center also has a full-service pharmacy with prescription and over-the-counter medications.

Services for survivors of sexual assault are provided by Student Health Services regardless of the duration of time since the assault occurred. If the sexual assault occurred within the last 72 hours, the student is encouraged to seek care at the hospital emergency department where evidence can be collected. If the student chooses to be seen at Student Health Services, evidence will not be collected, but the student will be referred to the Sexual Violence Support Coordinator and other appropriate Ohio State support services, and the resource support packet is provided. Concerns about sexually transmitted infections and pregnancy will be addressed and a plan for follow-up care is made. Student Health Services also provides testing for drugs of incapacitation. If a student suspects that they were drugged, urine testing for drugs can be done within 96 hours of the suspected drug ingestion. For more information, call **614-292-4321**, email shs@osu.edu, or visit shs.osu.edu.

UNIVERSITY HOSPITALS

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 hospital will call the Police. 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 local emergency departments, the evidence collection exam may be performed by a physician, nurse practitioner, or Sexual Assault Nurse Examiner (SANE), with specialized education, training, and experience in the evaluation and treatment of the sexual assault patients. 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 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,

smoking, and going to the bathroom, but 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. 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. For more information about these options, individuals may contact the Title IX Office at **614-247-5838** or find more information at titleix.osu.edu. More information about Victims of Crime Compensation can be found at the [Ohio Attorney General's website](http://ohioattorneygeneral.gov).

Follow-up medical care can happen at an individual's doctor, Student Life's Wilce Student Health Center, or another medical facility, including Ohio State's Wexner Medical Center.

All university hospital employees are required to display hospital identification badges that are monitored and maintained by a computerized access system. The Medical Center Security division provides biweekly orientation programs for new employees and offers workplace violence in-services to all employees. The in-services include verbal de-escalation techniques and tips about crime prevention and personal safety. There is security staff on duty 24/7. Security provides foot and vehicle escorts, responds to emergency calls, and patrols the facilities. For further information, call **614-293-8500**.

STUDENT SAFETY SERVICE

Student Safety Service provides university community members – students, faculty, and staff – with safe transportation in the general campus area during evening and early morning hours year 'round.

Trained uniformed students will drive community members to or from their destination within the service area and carry radios for direct contact with University Police. This crime prevention tool eliminates the risk of walking alone for approximately 22,000-25,000 students, faculty, and staff a year and places four to five marked Student Safety Service vehicles in the public for eight hours a night to serve as a visual deterrent for potential criminals.



The service is available through the TapRide mobile application or by calling **614-292-3322** year 'round. Rides are provided from 7:20 p.m. to 2:40 a.m. and are scheduled on a first-come, first-served basis. The Student Safety Service does not provide rides on any university-honored holiday or, under special circumstances, during some large events on campus that require additional Department of Public Safety personnel.

University Police employ students to identify and advise police of observed criminal or suspicious activity, report general safety issues/concerns on campus, and assist with the dissemination of crime prevention information to Ohio State students, faculty, staff, and visitors. Student Safety Service employees also receive CPR/AED/First Aid training to provide them with the skills necessary to assist community members during medical emergencies.

During special events, Student Safety Service officers can be seen assisting visitors of The Ohio State University. Their intricate knowledge of the campus and its history allow them to serve as ambassadors, contributing to the high standard of excellence the university maintains toward all its interactions with the community. Student Safety Service officers assist with staffing the annual orientation program, providing crime prevention information and general safety tips to incoming first-year students, transfer students, and their family members. Student Safety Service officers also assist the University Police with their crime prevention programming.

EMERGENCY NOTIFICATION, RESPONSE, AND EVACUATION

EMERGENCY NOTIFICATION PROCEDURES

The Department of Public Safety assumes the role of issuing emergency notifications to the 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 Ohio State University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system(s), 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.

Emergency notifications may be authorized by the Director of Public Safety, the Chief of the University Police Division or other Police Division personnel, the Director of Emergency Management and Fire Prevention, the Director of Central Campus Security Services, the Director of Communications and Security Technology, the Director of Wexner Medical Center Security, the designee of any of these individuals, or Public Safety Dispatchers.

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 a variety of possible sources, including but not limited to firsthand accounts from the public or 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, other Ohio State departments or 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. For example, the Columbus Public Health Department will determine whether there is an outbreak of serious illness. Ohio State 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. Ohio State departments that become aware that an emergency or dangerous situation may affect the campus will contact the Department of Public Safety to report the incident.

Upon confirming that an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on the campus, Department of Public Safety personnel will begin the process of issuing an emergency notification.

The Department of Public Safety is responsible for determining the content of an emergency notification, 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 university community that promotes the safety and well being of those impacted. To alert the campus community as quickly as possible, messages may state

simply that an emergency has occurred on campus and advise the community to be observant and take necessary action as appropriate. In those situations, the Department of Public Safety will provide timely updates to keep the community informed as more information about the emergency becomes available. At other times, messages may recommend specific protective action, information about an area of campus to avoid, or 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 notification's content, systems utilized to transmit emergency notifications are selected and activated to deliver the desired content relating to the emergency to the end user within the university 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, dial 9-1-1.

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

Before or while Department of Public Safety personnel confirm the existence of an emergency or dangerous situation, Department of Public Safety Communications Center personnel will notify first responders and will request their assistance at the scene. First responders called to a scene typically are the University Police. Depending on the nature of the incident, other Ohio State departments or other local, state, or federal agencies could be involved in responding to the incident. Ohio State will work in cooperation with these agencies to manage the incident.

General Information

In the event of an emergency, the Department of Public Safety will determine the appropriate emergency notification systems to be used to deliver the emergency notification message to the campus community. Ohio State 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 University Communications or individuals involved in emergency response on campus, as designated by the Director of Public Safety.

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 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 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 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

Buckeye Alert is a multi-modal, all-hazards emergency notification system that includes all of the communications methods listed below. Based on a variety of factors, Ohio State Public Safety officials will determine which method or combination of methods should be utilized to communicate with the university community during an emergency.

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

- **emergency.osu.edu** web page
- **osu.edu** webpage
- Text messages
- Email
- Building Alarm/Speaker Systems
- Facebook
- Ohio State's Cable Television Crawl
- Ohio State's Cable Television Voice-Over
- Ohio State's Wexner Medical Center OneSource
- Ohio State's traffic information radio 1650 AM
- Newspaper
- NOAA Weather Radio
- Outdoor Warning Speakers
- Radio
- Severe Weather Alerts
- Television
- Twitter
- Two-Way Radios
- Vehicle Public Address Speakers
- Voicemail on all campus telephones
- Voice messages to campus telephones
- Voice messages to cell phones
- WOSU Radio 89.7 FM

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

Guests to the Columbus campus can choose to opt-in to receive BuckeyeAlerts during their time on campus. Guests may text the phrase "OSUGuest" to 67283 to receive BuckeyeAlerts for the next 24 hours, or "OSUGuest2" to 67283 to receive BuckeyeAlerts for the next 48 hours. Messages are not case sensitive.

Note that Timely Warnings, a/k/a Public Safety Notices, are issued by the University Police. 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 be activated only 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. See [page 28<DT>](#) for the "Statement of Policy on Timely Warnings." The Ohio State University encourages the university community to pay close attention to both Public Safety Notices and Buckeye Alert text messaging alerts to remain informed of crime activity and emergencies on campus.

Buckeye Alert Text Messaging Alerts
buckeyealert.osu.edu

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

Rave Guardian App

Ohio State's Department of Public Safety offers a free safety app for students, faculty, and staff. Rave Guardian, available for download inside the Ohio State app, offers many benefits, including faster delivery of Buckeye Alerts and safety notices via push notifications.



Users can select friends or family as a "virtual guardian" to follow them via GPS tracking as they travel on and around campus. The virtual guardian is shown a timer, based on the person's destination. If time expires, the virtual guardian will be alerted and encouraged to make appropriate follow-up.

Severe Weather

The Ohio State University is officially StormReady, according to the National Weather Service. The designation highlights Ohio State's commitment to alerting the campus community about severe weather. The criteria involve having methods for both receiving and communicating information about severe weather and engaging community members in education. Ohio State is one of 245 colleges or universities nationwide to achieve a StormReady designation (weather.gov/stormready/communities).

In the event the National Weather Service issues a Tornado Warning that is likely to impact campus, the Buckeye Alert system automatically will be activated and will send a text message to all registered users on the Columbus campus.



Text Messaging

Text messaging is a simple, reliable way to quickly send and broadcast messages to as many students, faculty, and staff as possible. It is an emergency notification method that will send an alert to a registered user's cell phone in the event of an emergency. Text message alerts are designed for all-hazards emergency notifications. Faculty and staff will automatically be enrolled if their cellular phone number is in the Ohio State Human Resources or Ohio State's Wexner Medical Center database. Likewise, if a student has provided the university with their cell number via BuckeyeLink, they automatically will be enrolled to receive emergency text messages.

Students, faculty and staff have the capability to add up to two additional cell phone numbers to the system by visiting buckeyealert.osu.edu. This provides the ability to add parents, spouses, or significant others. Others who regularly have business on campus, such as contractors, can request to be added to the system by sending an email to Ohio State's Emergency Management at emergencymanagement@osu.edu.

Bulk Email Alerts

A mass email can be sent to everyone who has an email account on the osu.edu system. This email is distributed by the Internal Communications office upon notification.

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

The Ohio State University Website

An emergency message can be posted on the home page of Ohio State's website, osu.edu, and on departmental

websites. Ohio State's Emergency Management also can utilize its website, emergency.osu.edu, to provide information and updates to the campus community.

WOSU Radio 89.7 FM

WOSU radio is an Ohio State-affiliated radio station that can be used to relay emergency messages during an emergency. This method can be accessed through Ohio State's University Relations.

Ohio State's Department of Public Safety will communicate and coordinate the message or warnings needed with University Relations.

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.

Ohio State's Department of Public Safety maintains social networking sites to provide immediate emergency information.

Emergency Management

- facebook.com/OSUEmergency
- twitter.com/OSU_EMFP

OSU Division of Police

- facebook.com/OSUPD
- twitter.com/OSUPOLICE

Student Safety Service

- facebook.com/OSU.SSS
- twitter.com/OSU_SSS

Media Outlets: TV, Radio, Print

The Ohio State University Department of Public Safety, in collaboration with University 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 university, the media often begin to inquire about the nature of the emergency.

Ohio State will provide relevant information to the media to help ensure that the campus community and the public are informed about the emergency.

Emergency Response

Ohio State departments are responsible for developing continuity of operations plans for their staff and areas of responsibility. These plans are coordinated out of Ohio State's Office of Risk Management. Building Emergency Action Plans are coordinated out of Ohio State University Emergency Management and Fire Prevention (EMFP).

Ohio State 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 University Police, Emergency Management and Fire Prevention (EMFP), or the fire department. They typically respond and work together to manage the incident. Depending on the nature of the incident, other Ohio State departments and other local or federal agencies also could be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Ohio State are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available at emergency.osu.edu.

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 Department of Public Safety and other emergency response authorities, such as the fire department. These instructions may order evacuations for individual buildings or regions of campus, or they could be campuswide.

In the rare event that an evacuation of the entire Ohio State 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. Ohio State Public Safety works with the Mid-Ohio Regional Planning Commission, Franklin County Emergency Management, Columbus Division of Police and Division of Fire, and many other emergency response partners to prepare for a large-scale evacuation of the city and/or surrounding area. Any evacuation

of a majority of the campus most certainly also would include portions of the City of Columbus, neighboring communities and/or Franklin County. If an evacuation were required, Ohio State 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 be inaccessible, and that travel off-campus may require the use of public transportation or other arrangements.

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

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

A copy of these procedures is sent to students, faculty, and staff annually via email as part of the university's autumn semester Buckeye Alert test.

If assistance is required to learn more about building-specific evacuation procedures, contact Emergency Management and Fire Prevention at **614-247-4911**.

SHELTER-IN-PLACE

Shelter-in-Place Procedures – If an incident occurs, you may be asked to shelter-in-place rather than evacuate a building or area, because leaving the area may expose you to danger. Shelter in place means finding a safe location 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 Ohio State's Public Safety, Student Life, other university employees, or other authorities utilizing the university's emergency communications tools.

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

Severe Weather

- Remain calm.
- Seek shelter in a centrally located sturdy room on the lowest possible floor, away from windows and exterior doors.
- Do not go outside or into open areas such as gymnasiums or other rooms where there are large open spans.
- Do not open windows during a tornado in an attempt to equalize building pressure.
- Stay away from windows, exterior doors, skylights.

Chemical or Biological Agent

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

Active Shooter, Active Threat

Run

- Always leave an active threat situation if you are able to do so.
- Leave your belongings behind and keep your hands visible.
- Notify 9-1-1 of the situation when it is safe to do so.

Hide

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

Fight

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

TESTING AND EXERCISES

Exercises designed to test Ohio State's emergency procedures and preparedness are conducted at least annually at Ohio State and may be conducted in the form of a drill, tabletop, functional, or full-scale exercise. These exercises often include university personnel, surrounding jurisdiction first responders and government agencies, and members of the university community. Ohio State's Department of Public Safety documents a description of each exercise, the date and time of the exercise, and information about whether the test was 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.



Public Safety works closely with the Franklin County Emergency Management Agency and the State of Ohio Emergency Management Agency to design and conduct exercise activities. All campuswide exercises meet or exceed the minimum requirements set forth by the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the standard for which all drills and exercises should meet. HSEEP sets forth minimum requirements that include the assessment and evaluation of emergency plans, response capabilities,

and evacuation procedures. HSEEP also requires proper follow-up and corrective action where necessary.

In addition to tabletop, functional, and full-scale exercises to test emergency response on campus among first responders, individual departments conduct internal departmental tabletop, functional, and full-scale exercises across campus.

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.

Residence halls conduct fire drills four times per year under state law. Fire drills are documented by Student Life's Risk and Emergency Management.

In addition to residence hall fire drills, Emergency Management and Fire Prevention also conducts monthly fire drills at the three Ohio State childcare facilities and monthly drills for students attending the Metro High School located on campus.

Ohio State University Emergency Management and Fire Prevention (EMFP) 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. These plans are updated annually, publicized within units and departments on campus, and tested in a manner that is either announced or unannounced at the preference of each unit.

Building Emergency Action Plans are publicized to affected units in conjunction with evacuation drills conducted for those units. Additionally, Ohio State's Comprehensive Emergency Management Plan is publicized on an annual basis. For further information about Ohio State's emergency response and evacuation procedures, visit emergency.osu.edu or contact Emergency Management and Fire Prevention at **614-247-4911**.

Ohio State publishes its emergency notification, response and evacuation procedures annually in this report and publicizes the emergency response and evacuation procedures in conjunction with at least one test of those procedures per calendar year. In addition, students receive at least one email each year providing details

about where they can find additional information on emergency and evacuation procedures. This information is repeated multiple times throughout the year to various audiences by members of the public safety community. Information also is posted at emergency.osu.edu.

STATEMENT OF POLICY ON TIMELY WARNINGS

Timely Warnings, a/k/a 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 (see [page 60](#) 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 also may be issued when the University Police determines issuance is appropriate to heighten safety awareness after a hate- or bias-related incident or series of incidents occurs.

University Police are responsible for preparing a Public Safety Notice when a crime is reported to or brought to their attention and that crime represents a continuing threat to the safety of students and employees. Information for alerts also may 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 University Police.

Criminal suspects are often unknown to the victims. In the instance of a violent crime occurring between two individuals who know each other, University Police will look at each instance to determine if the suspect poses a continued threat to the campus community and will 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 people or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

University Police make every effort to properly classify a criminal incident when issuing a Public Safety Notice. 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; 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

University Police 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 and 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 about crime prevention, personal safety or other community safety resources.

University Police 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 University Police.

Reports also may be made to the following university offices:

Title IX Coordinator in the Office of University Compliance and Integrity – 21 E. 11th Ave., Columbus OH 43201, 614-247-5838, titleix@osu.edu

Student Life Student Conduct – 550 Lincoln Tower, 1800 Cannon Drive, Columbus OH 43210, 614-292-0748

University Human Resources – 1590 North High Street, Suite 300, Columbus OH 43201, 614-292-1050

Anonymous reports through EthicsPoint or by calling 866-294-9350

Public Safety Notices are distributed by emails sent to all @osu.edu email addresses, which are accessible and available to all students, faculty, and staff. These emails are drafted by the University Police and are distributed by the Department of Public Safety. In some circumstances, the University Police may distribute flyers to appropriate university 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 University Police also may contact the media directly to distribute information about criminal incidents in some situations.

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

Note that Public Safety Notices are a separate and distinct process from the emergency notification text messaging alerts provided by the Buckeye Alert system. For information about Buckeye Alert text messaging alerts, see [page 23](#) or visit buckeyealert.osu.edu.

NEIGHBORHOOD SAFETY NOTICES

In addition to Public Safety Notices and Buckeye Alerts, the university also may issue Neighborhood Safety Notice emails for serious or violent crimes or crime patterns that occur on non-Clery-reportable property when they present a serious or continuing threat to students and employees. Determinations about issuance of these “off-campus” Neighborhood Safety Notices will be made on a case-by-case basis, and issuance is within the discretion of the Chief of Police or designee. Factors that may be considered in determining whether to issue an off-campus Neighborhood Safety Notice may include but are not limited to information known about the crime and the continuing threat and the timeliness in receiving that information; the seriousness of the crime and the continuing threat; the proximity to campus; whether the victim of a particular crime was a university affiliate, campus visitor, or other; the risk of interfering with the criminal investigation of an outside law enforcement agency; whether the perpetrator has been arrested or charged with a criminal offense; and whether information about the crime is already known to the public through the media or other sources. Off-campus Neighborhood Safety Notices also may be issued for the purpose of seeking information that may lead to the arrest and conviction of the offender.

Although the University Police Division works to remain aware of crimes that occur in the areas close to campus, the Police Division may not always be aware of a particular crime that occurs in an off-campus area or may not have sufficient information to issue a Neighborhood Safety Notice about a particular crime. While it is possible that off-campus Neighborhood Safety Notices could be issued for other areas, they typically will be limited to crimes occurring in the immediate vicinity of the central campus area where students or employees are likely to frequent. The University Police Division may, within its discretion, choose to issue information about these types of off-campus crimes through other means, including but not limited to social media, the Department of Public Safety website, or joint media releases or warnings issued in cooperation with an outside law enforcement agency, instead of issuing a Neighborhood Safety Notice.



Like Public Safety Notices, Neighborhood Safety Notices are distributed by emails sent to all @osu.edu email addresses, which are accessible and available to all students, faculty, and staff. These emails are drafted by the University Police and are distributed by the Department of Public Safety. Neighborhood Safety Notices also may be viewed at <https://dps.osu.edu/nsn>.

NOTIFICATION OF MISSING STUDENTS

If a member of The Ohio State University community has reason to believe that an Ohio State student who resides in on-campus housing has been missing for at least 24 hours, he or she should promptly contact Student Life’s University Housing at **614-292-8266** and/or the University Police at **614-292-2121**.

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

Student contact information will be registered confidentially, will be accessible only to authorized university 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, visit housing.osu.edu or contact University Housing at **614-292-8266**.

Ohio State immediately will notify the University Police and/or other appropriate law enforcement agencies upon receipt of a missing student report. If the University Police 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 university officials or their designees will be notified:

- Vice President of Student Life
- Associate Vice President of Student Life
- Director of Residence Life
- Student Life Senior Management

If a missing student is under 18 years of age and is not emancipated, Ohio State 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 - REPORTING CRIMES, PREPARING ANNUAL REPORTS, CONFIDENTIAL REPORTING

REPORTING A CRIME

Everyone is 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 University Police by calling **9-1-1** (emergency) or **614-292-2121** (non-emergency). Crimes occurring off campus in Columbus should be reported to the City of Columbus Police at **9-1-1** (emergency) or **614-645-4545** (non-emergency). Crimes occurring off campus in other communities should be reported to the local police agency. Contact information for those surrounding the Columbus campus ...

If in Upper Arlington, call Upper Arlington Police at **9-1-1** (emergency) or **614-459-2800** (non-emergency).
If in Clinton Township, call the Clinton Township Police at **9-1-1** (emergency) or **614-471-5720** (non-emergency).
If in Grandview Heights, call Grandview Heights Police at **9-1-1** (emergency) or **614-488-7901** (non-emergency).

Under Ohio law, people 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 university strongly encourages all criminal activity to be reported to the University Police. Information about criminal behavior also may be reported to the offices of Student Conduct, Human Resources, or to the Title IX Coordinator. Students, employees, and other members of the campus community should contact the University Police Division to report Clery Act crimes for the purpose of making timely warning reports and the annual statistical disclosure contained in this report.



CONFIDENTIALITY

Ohio's public records law (Ohio Revised Code §149.43) generally does not permit the university to promise confidentiality to those who report crimes to anyone except counselors at Counseling and Consultation Service as provided by law 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 confidential legally, e.g., reports to clergy or health-care professionals. Reports that are confidential by law will not be reported to the university for inclusion in the annual crime statistics report.

The university understands that reporting a crime may involve disclosing sensitive information. Subject to Ohio public records law, the university will use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to crime victims, and to perform other appropriate university functions. Because of the requirements of public records laws, the university does not have a policy that permits confidential reporting of crimes for inclusion in the annual crime statistics report.

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 university will disclose covered student information in compliance with that law and the university Privacy and Release of Student Education Records policy. For more information about FERPA, visit registrar.osu.edu/policies/releaseinfo.asp.

PREPARING ANNUAL REPORTS

The university 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. Criminal statistics from the Columbus Division of Police include statistics from recognized student organizations with off-campus housing.

THE OHIO STATE UNIVERSITY COLUMBUS CAMPUS

- The Ohio State University Police
- Columbus Division of Police
- Clinton Township Police Department
- Upper Arlington Police Department
- Grandview Heights Police Department
- Additional Law Enforcement Agencies for non-campus properties
- Office of Student Life
 - Senior Vice President of Student Life
 - Student Conduct
 - University Housing
 - Student Advocacy
 - Sorority and Fraternity Life
 - Multicultural Center
- Office of Human Resources
- Office of International Affairs
- Office of University Compliance and Integrity's Clery Act Coordinator

- The Ohio State University Wexner Medical Center
- Department of Athletics

The Ohio State University's Annual Security Report is the result of the efforts of many people on campus. Each year, we request crime statistics from the offices and individuals listed above and from other campus offices and local law enforcement agencies 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 people 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, contact Ohio State's Department of Public Safety at **614-247-6300**.

The Ohio State University 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, AND STALKING

Survivors of sexual assault, domestic violence, dating violence, and stalking are strongly encouraged to report the offense. To report an offense to the University Police (non-emergency), call **614-292-2121**. Non-emergency contact information for other local police agencies include: Columbus Division of Police, **614-645-4545**; Clinton Township Police Department, **614-471-5720**; Upper Arlington Police Division, **614-583-5150**; and Grandview Heights Police, **614-488-7901**.

In an emergency, dial 9-1-1. Reporting an offense to the University 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.

The university will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources and counseling and support services. The university also will assist survivors in notifying the University Police or other local police if the survivor requests the assistance of law enforcement. The survivor may 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. In reporting a crime, however, 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, provide assistance and resources to the survivor, and 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 university will disclose covered student information in compliance with that law and the university Privacy and Release of Student Education Records policy.

PROTECTIVE MEASURES

The university 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 university might include residence hall room changes, course changes, or "no contact" directives. Interim suspension of a student may be available when the university has reasonable cause to believe that the student's presence on university 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 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 adversely could

be affected or during an administrative investigation. Student Conduct and Human Resources investigators collaborate closely with other university departments, including Residence Life, Student Advocacy, Counseling & Consultation Service, Employee Assistance Program, and University Police, 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. Student Legal Services, SARNCO, and University Police also may assist individuals in obtaining orders of protection through the appropriate criminal or civil court.

The university also will provide written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations, and protective measures, if so requested by the survivor and if such accommodations are reasonably available, regardless of whether the survivor chooses to report the crime to campus police or local law enforcement. If requested by the survivor and if reasonably available, the university will assist the survivor in changing his/her academic or living situation after the alleged assault. Upon request, the Title IX Coordinator or Deputy Coordinators can assist the survivor with exploring options to address these concerns. Options may include but are not limited to academic/financial aid guidance and discussion of options, assistance in withdrawing from classes or adjusting academic schedule, transitioning the survivor into another residence facility, or emergency housing. The university will not disclose accommodations or protective measures provided to a survivor unless withholding such information 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 and on the survivor. In cases of sexual assault, within the first 96 hours 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 eat, drink, smoke, wash, douche, use the toilet, or change clothing before a medical/legal examination. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution, and cases may be 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 still are available and can be arranged, but criminal investigations become much more difficult.

UNIVERSITY DISCIPLINARY PROCEDURES

Regarding Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Allegations that an Ohio State student has committed a sexual assault or engaged in dating violence, domestic violence, or stalking are investigated and adjudicated by Student Conduct, 550 Lincoln Tower, 1800 Cannon Drive, Columbus OH 43210, **614-292-0748**. Complaints against Ohio State faculty or staff members are addressed by Human Resources, 1590 N. High St., Suite 300, **614-292-1050**.

The following procedures apply only to cases of dating violence, domestic violence, sexual assault, and stalking as defined in the university's Sexual Misconduct Policy.

FILING A COMPLAINT

Victims (complainants) of dating violence, domestic abuse, sexual assault, or stalking may file a complaint by emailing titleix@osu.edu or via a report form at titleix.osu.edu.



INVESTIGATION

In cases involving allegations of dating violence, domestic violence, sexual assault and stalking, the university 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 respondent and any pertinent witnesses. The investigator also will review police or other reports and collect relevant, available evidence. The entire process will be consistent with the university'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 time frames cannot be met for legitimate reasons, the parties will be informed when and why they will not be met.

The 60-day time frame 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)
- 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 respondent 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 time frame, including but not limited to the complexity, severity, and extent of the alleged sexual misconduct. The process may be extended if necessary because of 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 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. 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 University Hearing Officer, or deny responsibility and request a hearing before the University 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 an educational experience.

Sanctions

There are a number of possible sanctions that may be imposed when a student is found in violation for dating violence, domestic violence, sexual assault, and stalking. Available sanctions include separation from the university. Dismissal is a permanent separation. A separation for any limited period of time (measured in semesters or years) is called a suspension. Students may be suspended for any length of time commensurate to the violation, starting at one semester. A separation from the university ends the student's enrollment at the university and bans the sanctioned student from campus.

Other available sanctions less than separation include probation for one semester through the end of a student's period of enrollment or a formal reprimand. Additionally, students may receive additional sanctions, referred to as educational sanctions, including making restitution for property damage or misappropriation of university property or services or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, referral to medical resources or counseling personnel, behavioral assessments, educational workshops, community service, or other instructive experiences.

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 University 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 Conduct. Typically the case is assigned to a hearing officer other than the one who conducted the investigation. In a University 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 as appointed by the Vice President 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.

Appeals

Once a result is determined by the hearing officer or board, Student Conduct 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 Vice President of Student Life or designee. When the Vice President or designee issues a decision on an appeal, notice is promptly provided to both parties.

RESOLUTION IN UNIVERSITY 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 respondent 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 University Faculty 3335-5-04. 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 respondent's personnel records, prior notice will be given. Corrective action also may 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 3335-5-04 process, parties will retain all rights afforded under applicable laws such as Title IX.

TRAINING & CONFLICT OF INTEREST

All employees, staff, and students involved in an investigation or hearing are trained annually on issues related to dating violence, domestic violence, sexual assault, stalking, and proper hearing procedure that protects victim safety and promotes accountability. An



investigating hearing officer, administrative hearing officer, university conduct board member or board coordinator will remove him or herself from any proceeding in which a conflict of interest or bias exists against either the complainant or the respondent.

CRIMINAL AND CIVIL OPTIONS IN ADDITION TO UNIVERSITY PROCEDURES

Survivors of sexual assault have the right to initiate a criminal investigation and initiate the disciplinary process through the University Conduct system. Survivors may be assisted by Title IX staff or confidential community advocates through SARNCO in learning about the options for reporting sexual assault to the university, the University Police, and/or local law enforcement agencies. For more information, visit titleix.osu.edu.

THE OHIO STATE UNIVERSITY WEXNER MEDICAL CENTER'S SEXUAL ASSAULT/ DOMESTIC VIOLENCE PROGRAM

Services provided:

- Medical care, crisis intervention, emotional support, and referrals for female and male survivors of sexual assault and domestic violence age 15 and older.
- Interaction with a volunteer patient advocate (coverage 24 hours a day, 7 days a week), if the patient desires.
- Follow-up phone contact by program coordinator, if the patient desires.

CAMPUS SEX CRIME PREVENTION ACT INFORMATION

The responsibility for tracking people in Ohio who have been designated as Sex Offenders is assigned to the sheriffs of the various counties. The [Franklin County Sheriff's website](#) contains information regarding registered sex offenders for geographic areas covered by this report.

AREA AGENCIES

Columbus Division of Police

columbus.gov/police

Columbus Division of Police Precincts

columbus.gov/crc/community-outreach-and-engagement/Police-Precincts-Map/

Clinton Township Police Department

clintontwp-columbus.org

Upper Arlington Police Division

upperarlingtonoh.gov/police-division/

Grandview Heights Division of Police

grandviewheights.org/89/Division-of-Police

REGIONAL CAMPUSES

Lima lima.osu.edu

Mansfield mansfield.osu.edu

Marion osumarion.osu.edu

Newark newark.osu.edu

Wooster ati.osu.edu

REPORTS AVAILABLE

Obtain copies of the Annual Fire Safety Report and the Annual Security Report:

By Request

The Ohio State University Department of Public Safety

University Police Records Unit

901 Woody Hayes Drive

Columbus, Ohio 43210

614-247-6300

Online

dps.osu.edu/clery-act

go.osu.edu/heoa

THE OHIO STATE UNIVERSITY ALCOHOL AND OTHER DRUGS POLICY



**THE OHIO STATE
UNIVERSITY**

Alcohol and Other Drugs

Office of Student Life

Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

POLICY

Issued: 10/01/1980

Revised: 01/01/2014

Edited: 09/23/2014

The Ohio State University's primary concern is for the health, safety, and welfare of the university community. 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.

Ohio State endeavors to encourage a culture of compliance. The university is committed to providing education regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol. Ohio State provides programs, support, and resources to promote health-enhancing experiences. Additionally, Ohio State seeks to encourage responsible bystander behavior and timely reporting.

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 7.30](#) for additional information for faculty, staff, graduate associates, and student employees.

Definitions

Term	Definition
Ohio State property	Property that is owned, operated, or controlled by The Ohio State University.
Open container	Any holder or receptacle that allows access to alcohol, including any bottle, can, or similar container on which the original seal has been broken. A bottle must be resealed by the permit holder.
Physical control of a vehicle	Being in the driver's position of the front seat of a vehicle and having possession of the vehicle's ignition key or other ignition device, whether or not the vehicle is running.

Policy Details

- I. Alcoholic beverage consumption is prohibited on Ohio State property or at off-campus university sponsored events at which the primary audience is under the legal consumption age unless:
 - A. Written approval from the Office of Student Life when students are the primary event organizer; and the Offices of Legal Affairs and Business and Finance for faculty, staff, and alumni.
 - B. The event occurs in designated areas licensed to sell alcohol, such as the Faculty Club, Fawcett Center, Ohio State Golf Course, Ohio Union, etc.
- II. Events serving alcohol must have a primary purpose for the gathering other than the availability of alcohol and alcohol must not be used as an inducement for participation.
 - A. Controls must be enforced to prevent underage drinking. These controls shall be consistent with local, state, and federal laws and the Code of Student Conduct.

Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

- B. Events involving alcoholic beverages as part of a competition, such as drinking games or chugging contests are prohibited.
 - C. Soft drinks or other non-alcoholic beverages such as water, punch, and fruit drinks 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.
 - D. Food and/or snacks should be prominently displayed and available during the entire event.
 - E. 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.
- III. Registered student organizations, on a university-related trip must comply with the Code of Student Conduct and local, state, federal, and international laws that apply to Ohio State students.
 - A. Funds allocated to a registered student organization from the Council on Student Affairs Student Activity Fund, or otherwise from the university, must not be used to purchase alcoholic beverages.
 - B. Funds collected through a registered student 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.
- IV. Alcoholic beverages may be served in designated areas of the Jerome Schottenstein Center. 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.
 - A. Possession and consumption of alcohol in stadium parking areas are subject to local, state and federal laws and regulations. Police and the Ohio Investigative Unit may patrol these areas and enforce applicable laws.
 - B. Open containers are not allowed at any tailgating events.
 - C. Any open container must be transported as required by law.
- V. Alcohol is prohibited at undergraduate group events on Ohio State property, including public or semi-private common areas.
 - A. Students 21 years of age or older, may possess and consume legal beverages in their rooms or suites, or rooms of others of legal age, in accordance with university policy and local, state, and federal laws.
- VI. Advertising that promotes the use of alcohol, illegal drugs, or the misuse of prescription drugs is prohibited on Ohio State property. This applies to events and activities organized or sponsored by the university.
 - A. Subject to administrative restrictions, events organized on Ohio State property may display the corporate names and logos of alcohol-related sponsors, as long as it does not encourage consumption or irresponsible use.
 - B. Promotional materials, including advertisements for college events sponsored or co-sponsored by student organizations, must not make reference to or include pictures of alcoholic beverages or the name of alcohol distributors.
 - C. 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."
- VII. 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.
 - A. The Ohio State University faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors must abide by all applicable local, state, and federal laws regarding illicit drugs and controlled substances.

Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

Legal Requirements

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the [Ohio Department of Commerce](#) and [U.S. Drug Enforcement Administration](#).

I. Underage Drinking

- A. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
- B. Possess alcohol if you are under 21.
- C. 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 who is 21 or older.
- D. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.
- E. Allow anyone under 21 who possesses or consumes alcohol to remain in your home, apartment, or residence hall room, or in other property that you own or occupy unless alcohol is given by and consumed in the presence of the underage person's parent, legal guardian, or adult spouse.

II. False Identification

- A. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
- B. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

III. Open Containers

- A. Have an open container of alcohol in your possession in any unlicensed public place.
- B. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
- C. 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.
- D. Open containers are not allowed at any Ohio State tailgating events.

IV. Transportation

- A. Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle 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.
- B. Consume alcohol while in a motor vehicle.
- C. Drive while under the influence of alcohol.
- D. Be in physical control of a vehicle while drinking or under the influence of alcohol.

V. Disorderly Conduct

- A. Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

VI. Alcohol Sales

- A. 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](#).

VII. Illicit Drugs

- A. Sell or offer to sell any controlled substance, or prepare or package any controlled substance for sale.
- B. Distribute any controlled substance, unless authorized to do so by law.
- C. Knowingly obtain, possess, or use a controlled substance without a prescription.

VIII. State of Ohio Alcohol and Drug Law Criminal Sanctions

- A. 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 violation: Violation of O.R.C. 4301.63 will result in a fine of not less than \$25 but not more than \$100. The court may order that the fine be



Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

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.

- B. False identification used to purchase alcohol for someone under 21: O.R.C. 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. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than \$1,000.
- C. False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same 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. 4301.634 is a misdemeanor of the first degree, punishable by up to six 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. 4301.634, the punishment is a first degree misdemeanor with a fine of not less than \$250 but not more than \$1,000 and up to six months imprisonment.
- D. Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to \$250.
- E. Furnishing or selling alcohol to someone under 21: O.R.C. 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. 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and up to six months imprisonment.
- F. Underage purchase, possession or consumption of alcohol: O.R.C. 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: Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to \$1,000.
- G. Driving while intoxicated: O.R.C. 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 a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to \$1,000. The court may also 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. 4511.19.
- H. Selling or distributing illicit drugs: O.R.C. 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 O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include six 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.
- I. Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in

Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

O.R.C. 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.

J. A complete list of Ohio drug prohibitions can be found in [Chapter 2925 of the Ohio Revised Code](#).

IX. Federal Drug Laws

- A. Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.
- B. Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000 fine to imprisonment for life with a \$10 million fine for an individual, and from five years imprisonment with a \$1 million fine to imprisonment for life with a \$50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a \$5 million fine to imprisonment for life with a \$10 million fine for an individual, and from five years' imprisonment with a \$25 million fine to imprisonment for life with a \$50 million fine if not an individual. First offense penalties for simple possession, 21 USC §844, range from at most one years' imprisonment or at least a \$1,000, fine or both; to at most 20 years' imprisonment and a fine of at least a \$1,000.
- C. For the most current and complete information regarding Federal penalties for drug trafficking, visit the [U.S. Drug Enforcement Administration Federal Trafficking Penalties](#).

X. Disclaimer

- A. This information is provided as a general summary of the major applicable laws. Laws are frequently 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.
- B. If you are charged with a crime it is a good idea to seek advice of an attorney. 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.
- C. Ohio State's Code of Student Conduct and university 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.
- D. Violation of the laws referenced previously may also be a violation of Ohio State's Code of Student Conduct and university policies and rules and could result in university sanctions. It should also be noted that the university's expectations for appropriate behavior are higher than those under the law.

PROCEDURE

Issued: 10/01/1980
Revised: 01/01/2014
Edited: 09/23/2014

I. Process for University Events that Involve Alcohol

- A. Colleges and support units seeking to serve alcohol must request approval through the Office of Business and Finance.
- B. Students over the legal drinking age seeking to serve alcohol at an event must request approval through the Office of Student Life.

Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

- C. At least **three weeks** before the event, apply for 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.
- D. At least **eight 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.
- E. At least **three weeks** prior to the event, the University Police Special Events Coordinator must be contacted and the sponsoring party must ensure adequate security, provide a safe and secure environment, and follow reasonable risk management procedures as defined by University Police.

II. Violations

- A. Any faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors found to be in violation of local, state, and/or federal law, or who violate the university's alcohol or other drug policies, are subject to university disciplinary procedures and/or referral to the appropriate authorities for legal action.
 - 1. 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.
 - 2. Sanctions may also apply to registered student organizations and to off-campus conduct.
 - 3. Additional disciplinary procedures may also be applied from professional schools, National Collegiate Athletic Association (NCAA), and vendors.
- B. We value the actions of student "Good Samaritans" or those individuals who are concerned for the health and safety of their peers.
 - 1. The Office of Student Life values the actions of student bystanders who seek medical assistance when warranted from appropriate resources, such as Residence Life staff, police, EMS or other first responders. In the interest of promoting health and safety, the student bystander's own use of alcohol or drugs, level of intoxication, or impairment generally should not result in any university disciplinary proceeding against that student bystander.
 - 2. When applicable, other violations of the Code of Student Conduct may still result in university disciplinary proceedings.

III. Corrective Action

- A. Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors are responsible for complying with all university policies and rules. If alcohol violations occur, corrective action is governed as follows:
 - 1. Students are subject to appropriate discipline by Residence Hall staff or by the Office of Student Conduct.
 - 2. Faculty and staff may be disciplined under all applicable university rules and policies, up to and including termination of employment.
 - 3. Volunteers and vendors are subject to appropriate disciplinary action by the college or unit.
- B. Alcohol policy violations can be reported via the university [Anonymous Reporting Line](#).

Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

Responsibilities

Position or Office	Responsibilities
University leaders, managers, and supervisors	<ol style="list-style-type: none"> 1. Communicate policy expectations. 2. Hold individuals responsible for compliance. 3. Communicate policy violations to leaders and managers in specific areas where problems occur.
Student Life	<ol style="list-style-type: none"> 1. Communicate policy expectations to the university community. 2. Consult with students on the policy. 3. Provide alcohol and other drug education and support. 4. Review the policy and update as needed. 5. Address non-employment setting policy violations with students. 6. Review, and when appropriate, approve student requests to serve alcohol at events.
Business and Finance	<ol style="list-style-type: none"> 1. Communicate policy expectations to the university community. 2. Consult with units on the policy. 3. Review, and when appropriate, approve college and support unit requests to serve alcohol at event(s).
Legal Affairs	<ol style="list-style-type: none"> 1. Communicate policy expectations to the university community. 2. Consult with units on the policy. 3. Review authorization forms and update as needed.
University Communications	<ol style="list-style-type: none"> 1. Communicate to the university community through an annual notification, which must include the following: standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy; a description of health risks associated with AOD use; and a description of treatment options.
Human Resources	<ol style="list-style-type: none"> 1. Communicate policy expectations to the university community. 2. Consult with units on the policy. 3. Provide information on support services. 4. Address and refer policy violations to the appropriate position or office.
Employing or volunteer sponsoring unit	<ol style="list-style-type: none"> 1. Communicate policy expectations. 2. Provide information on support services. 3. Address and refer policy violators to the appropriate position or office. 4. Report policy violations to the appropriate position or office.
Individuals	<ol style="list-style-type: none"> 1. Comply with the policy. 2. Inform others about the policy whenever possible. 3. Use education and support resources as needed.

Resources

Anonymous Reporting Line: secure.ethicspoint.com/domain/media/en/gui/7689/index.html
 Authorization to Serve Alcohol Request Form: legal.osu.edu/pdf/alcohol_authorization.pdf
 Drug-Free Workplace policy 7.30: hr.osu.edu/policy/policy730.pdf
 Expenditures policy 4.11: busfin.osu.edu/FileStore/PDFs/411_Expenditures.pdf
 Legal Topics Alcohol on Campus Sites: legal.osu.edu/legaltopics.php
 Ohio Department of Commerce Division of Liquor Control: com.ohio.gov/liqr/
 Ohio Liquor Permit Classes and Fees: com.ohio.gov/liqr/permitClasses.aspx



**THE OHIO STATE
UNIVERSITY**

Alcohol and Other Drugs

Office of Student Life

Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

Ohio Revised Code: codes.ohio.gov/orc/

Registered Student Organizations: ohiounion.com/get_involved/student_organizations

Student Code of Conduct: studentaffairs.osu.edu/csc/

U.S. Drug Enforcement Administration: justice.gov/dea/index.shtml

U.S.D.E.A. Federal Trafficking Penalties: justice.gov/dea/druginfo/ftp3.shtml

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Student Wellness Center	614-292-4527	swc.osu.edu/
Alcohol and other drug coaching/ screenings	Student Wellness Center	614-292-4527	wellness@osu.edu swc.osu.edu/
Alcohol permission requests	Office of Business and Finance	614-292-7970	ASArequests@osu.edu
Code of Student Conduct	Student Conduct	614-292-0748	studentconduct@osu.edu studentconduct.osu.edu/
Collegiate recovery community	Student Wellness Center	614-292-4527	wellness@osu.edu swc.osu.edu/
Corrective action for employees	Employee and Labor Relations, Office of Human Resources	614-292-2800	ohrc@hr.osu.edu hr.osu.edu/elr/
Couple and family counseling	Couple and Family Clinic	614-292-3671	cftc.ehe.osu.edu/
Employee substance abuse	Employee Assistance Program	800-678-6265	osuhealthplan.com/OhioStateEAP/
Group support	Student Wellness Center	614-292-4527	wellness@osu.edu swc.osu.edu/
Psychological services	Anxiety and Stress Disorders Clinic/ Psychological Services Center	614-688-2252 614-292-2345	psc.psy.ohio-state.edu/anxiety-stress-clinic.php psc.osu.edu/
Student alcohol, tobacco, and other drugs coordinator	Student Wellness Center	614-292-4527	wellness@osu.edu swc.osu.edu/
Student counseling group/ individual	Counseling and Consultation Service	614-292-5766	ccs.osu.edu/ ccs@studentlife.osu.edu
Student wellness coaching	Student Wellness Center	614-292-4527	wellness@osu.edu swc.osu.edu/
University Police special events coordinator	Department of Public Safety	614-688-3211	specialevents@dps.ohio-state.edu ps.ohio-state.edu/

History

Issued: 10/01/1980
Revised: 07/01/2010
Revised: 01/01/2014
Edited: 09/23/2014



Alcohol Policy Alcohol and Other Drug Health Risks

Alcohol and other drugs affect the health and safety of students, faculty, staff, volunteers, and campus visitors, and are very costly in relationship to campus crime and interference with the learning environment. The Ohio State University is committed to providing a safe, healthy learning community.

ALCOHOL

Risk	Possible Health Effect
Alcohol Use Disorders: Alcoholism & Alcohol Abuse	<ul style="list-style-type: none"> • Alcohol withdrawal syndrome • Cardiomyopathy • Certain types of cancer (oral, pharynx, esophagus, larynx, and lung) • Cirrhosis • Deficiency in thiamine • Gastrointestinal disorders • Heart Disease • Korsakoff's psychosis • Learning and memory problems • Nerve damage • Pancreatitis • Permanent damage to brain and liver • Wernicke's encephalopathy
Birth Defects	<ul style="list-style-type: none"> • Fetal alcohol spectrum disorders • Miscarriage • Physical and mental birth defects • Stillbirth
Chronic Heavy Drinking or Binge Drinking Heavy: 14 drinks/week for men; 7 drinks/week for women Binge: 5+ drinks for men in 2 hours, 4+ drinks for women in 2 hours	<ul style="list-style-type: none"> • Alcohol poisoning • Anemia • Cancer (correlated with mouth, throat, larynx, esophagus, liver, breast, and colon) • Cardiovascular disease • Dementia • Depression • Gout • High blood pressure • Liver disease, heart disease • Nerve damage • Pancreatitis • Sleep disorders • STDs and unwanted pregnancy from unsafe sex • Stroke
Intoxication	<ul style="list-style-type: none"> • Decreased ability to analyze sensory information resulting in disturbed balance, slurred speech, blurred vision, heavy sweating, and dulled sensation of pain • Dehydration • Disrupted balance of minerals in the blood • Disrupted judgment • Gastritis • Hangovers consisting of headache, thirst, nausea and dizziness as well as fatigue • Impaired brain function • Impaired judgment • Impaired motor skills



Alcohol Policy

Alcohol and Other Drug Health Risks

Risk	Possible Health Effect
	<ul style="list-style-type: none">• Increased chances of death, accidents, and injuries, falls, sexual victimization, suicide• Increased lethargy• Inflammation of esophagus• Interference with sleep rhythms

COMMONLY ABUSED DRUGS

Category	Possible Health Effect
Anabolic Steroids	<ul style="list-style-type: none">• Aggression or rage• Blood clotting and cholesterol changes• Delusions• Extreme irritability• Extreme mood swings• Fluid retention• For men—shrinkage of the testicles (testicular atrophy), reduced sperm count or infertility, baldness, development of breasts (gynecomastia), increased risk for prostate cancer• For women—growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle, enlargement of the clitoris, deepened voice• Hypertension• Impaired judgment stemming from feelings of invincibility• Increased risk of contracting HIV/AIDS or hepatitis• Kidney cancer• Liver cysts• Paranoid jealousy• Severe acne
Bath Salts	<ul style="list-style-type: none">• Agitation• Altered mental state• Chest pain• Extreme paranoia and delusions• Hallucinations• Highly addictive• Hypertension• Increased blood pressure and heart rate• Kidney injury• Panic attacks• Seizures• Violent behavior, self-injury, self-mutilation, suicide
Cannabinoids (Hashish, Marijuana)	<ul style="list-style-type: none">• Anxiety, paranoia and panic attacks• Asthma• Bloodshot eyes• Cancer of the lungs• Difficulty speaking, listening, thinking, and problem solving• Distorted perception (sight, sound, time, touch)• Dry mouth and throat• Impaired complex motor skills• Impaired concentration



Alcohol Policy

Alcohol and Other Drug Health Risks

Category	Possible Health Effect
	<ul style="list-style-type: none">• Impaired judgment• Increased risk of damaging the lungs and reproductive system.• Increased heart rate• Linked to heart attacks• Loss of coordination• Lowered sperm production• Problems with memory and learning• Psychological dependence• Respiratory problems: bronchitis, emphysema and bronchial asthma
Depressants	<ul style="list-style-type: none">• Fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death• Barbiturates<ul style="list-style-type: none">- Depression- Dizziness- Fever; irritability- Life-threatening withdrawal- Poor judgment- Slurred speech- Unusual excitement• Benzodiazepines<ul style="list-style-type: none">- Dizziness• Flunitrazepam<ul style="list-style-type: none">- Memory loss for the time under the drug's effects- Urinary retention- Visual and gastrointestinal disturbances• GHB<ul style="list-style-type: none">- Coma- Death- Drowsiness- Loss of consciousness- Loss of reflexes- Nausea/vomiting, headache- Seizures• Methaqualone<ul style="list-style-type: none">- Depression
Dextromethorphan (DXM)	<ul style="list-style-type: none">• Body rash/itching• Closed-eye hallucination• Difficulty breathing• Dizziness• Drowsiness• Gastrointestinal disturbances• Memory loss• Nausea• Numbness
Dissociative Anesthetics	<ul style="list-style-type: none">• Ketamine<ul style="list-style-type: none">- Altered body image- Altered hearing- Aphasia- Blunted affect



Alcohol Policy Alcohol and Other Drug Health Risks

Category	Possible Health Effect
	<ul style="list-style-type: none">- Blurred vision- Delirium- Diplopia- Dizziness- Erythema- Euphoria- Hallucinations- Hypersalivation- Hypertension- Illusions- Impaired attention, memory and judgment- Nausea and vomiting- Nightmares- Nystagmus- Pain at injection site- Psychomimetic phenomenon- Psychomotor retardation- Tachycardia- Vivid dreams• PCP and analogs<ul style="list-style-type: none">- Aggression- Decrease in blood pressure and heart rate- Depression- Loss of appetite- Panic- Violence
Hallucinogens	<ul style="list-style-type: none">• LSD, Mescaline, & Psilocybin<ul style="list-style-type: none">- Delusions and hallucinations- Increased body temperature, heart rate, and blood pressure- Loss of appetite- Numbness, weakness- Sleeplessness- Tremors- Unpredictable psychological effects, with "trips" lasting about 12 hours• Mental disorders• Nervousness, paranoia
Inhalants	<ul style="list-style-type: none">• Aspiration of vomit• Birth defects if pregnant• Cramps• Damage to central nervous system and brain• Depression• Frostbite• Hearing loss• Heart failure• Hypoxia• Kidney damage• Limb spasms• Memory impairment• Muscle weakness



Alcohol Policy

Alcohol and Other Drug Health Risks

Category	Possible Health Effect
	<ul style="list-style-type: none">• Unconsciousness
Opioids	<ul style="list-style-type: none">• Heroin<ul style="list-style-type: none">- Coma, unconsciousness- Confusion- Constipation- Depressed breathing so overdose can be fatal- Highly addictive and tolerance builds up rapidly- Increased risk of infectious diseases such as HIV/AIDS and hepatitis- Nausea- Sedation- Staggering gait
Stimulants	<ul style="list-style-type: none">• Amphetamines<ul style="list-style-type: none">- Aggression, erratic behavior- Bad feelings as drug wears off- Convulsions, coma, death- Depression- Extreme exhaustion- Hallucinations- Headache- Loss of coordination- Low blood pressure- Nausea- Panic and paranoia- Physical effects: hyperactivity, dilated pupils, vasoconstriction, blood shot eyes, flushing, restlessness, dry mouth, bruxism, headache, tachycardia, bradycardia, tachypnea, hypertension, hypotension, fever, diaphoresis, diarrhea, constipation, blurred vision, aphasia, dizziness, twitching, insomnia, numbness, palpitations, arrhythmias, tremors, dry and/or itchy skin, acne, pallor, convulsions, and with chronic and/or high doses, seizure, stroke, coma, heart attack and death can occur- Psychological effects: euphoria, anxiety, increased libido, alertness, concentration, energy, self-esteem, self-confidence, sociability, irritability, aggression, psychosomatic disorders, psychomotor agitation, grandiosity, repetitive and obsessive behaviors, paranoia, and with chronic and/or high doses, amphetamine psychosis can occur- Reduced performance at work, disruption of relationships- Twitching/tremors• Cocaine<ul style="list-style-type: none">- Abdominal pain- Anxiety, panic attacks, paranoia- Chest pain- Cocaine is very addictive and many users quickly develop a strong psychological dependence on it- Damage to the veins, leading to ulcers and gangrene, and increased risk of blood-borne infections such as hepatitis or HIV- Damage to the lungs- Damage to the nasal septum as the drug causes vasoconstriction- Feeling constantly run-down when not taking cocaine- Headaches- Heart attacks- Increased body temperature



Alcohol Policy Alcohol and Other Drug Health Risks

Category	Possible Health Effect
	<ul style="list-style-type: none">- Long-term changes to the brain, particularly in the brain's 'reward' circuits, which control sense of pleasure, and personality changes- Loss of libido- Malnutrition- Nausea- Raised heart rate and blood pressure- Respiratory failure- Strokes or seizures- Tolerance builds quickly• MDMA<ul style="list-style-type: none">- Anxiety, panic, confusion- Cardiac/liver toxicity- Depression as drug wears off- Dry mouth- Hyperthermia- Impaired memory and learning- Increased heart rate and raised blood pressure- Increased liver and kidney problems in later life- Interferes with body's fluid control mechanisms and salt balance, making it easy to overhydrate and cause the brain to swell- Long-term brain changes such as depletion of serotonin, leading to chronic depression, memory impairment, and personality changes- Mild hallucinogenic effects- Raised body temperature, leading to dehydration- Renal failure• Nicotine<ul style="list-style-type: none">- Adverse pregnancy outcomes- Cardiovascular disease- Chronic bronchitis and emphysema- Heart disease- Increased risk of cancer in almost every organ and tissue of the body, especially cancer of the lung, throat, and stomach- Lung disorders and disease- Stroke



Alcohol Policy Community Resources

Subject	Office	Telephone	Website
Mental health and psychiatry	Adult Children of Alcoholics (ACOA) and AL-ANON	562-595-7831	adultchildren.org/ al-anon.alateen.org/
Family support	Al-Anon and Alateen of Central Ohio	614-547-1550	coafg.org
Substance abuse education/prevention	Alcohol And Drug Awareness Series	614-566-3700	ohiohealth.com/riverside/
Individual support	Alcoholics Anonymous	614-292-4527	aa.org/
Individual support	Alcoholics Anonymous-Central Ohio Group Fellowship	614-253-8501 800-870-3795	aacentralohio.org
Mental health and psychiatry	Amethyst, Inc.	614-242-1284	amethyst-inc.org/
Individual support	Central Ohio Area Narcotics Anonymous	614-252-1700	nacentralohio.org/
Substance abuse education/prevention	Columbus Public Health	614-645-7306	publichealth.columbus.gov
Substance abuse education/prevention	Community for New Direction	614-257-0305	cndonline.org
Detoxification residential substance abuse treatment facility Substance abuse counseling Substance abuse education/prevention	CompDrug Corporation	614-224-4506	compdrug.org
Substance abuse counseling	Concord Counseling Center	614-882-9338 ext. 205	concordcounseling.org
Comprehensive services	Cornerstone of Recovery	614-889-0000 866-359-8551	cornerstoneofrecovery.com/
Substance abuse counseling	Directions Counseling Group	614-888-9200	directionscounseling.com
Substance abuse education/prevention	Drug-Free Action Alliance	614-540-9985	drugfreeactionalliance.org
Substance abuse counseling	Dublin Counseling Center	614-889-5722	dublincounselingcenter.org
Substance abuse education/prevention	Educational Council	614-688-3200	edcouncil.org/prodev
Substance abuse education/prevention	Franklin County Public Health	614-525-3160 614-525-3965 Emergency Hotline	myfcph.org/



Alcohol Policy Community Resources

Subject	Office	Telephone	Website
Substance abuse counseling Outpatient programs	House of Hope for Alcoholics	614-276-4840 Intake	hofhope.org
	Jewish Family Services	614-559-0124	jpscolumbus.org
Detoxification DUI offender programs Substance abuse counseling Substance abuse education/prevention Inpatient substance abuse treatment facilities	Maryhaven	614-445-8131 614-645-6150 DUI program 614-324-5478 DUI program	maryhaven.com/
Substance abuse counseling (Hispanic and Latino)	Montalvo-Crumbley and Associates, LLC	614-365-1919	
	Nar-Anon Family Groups	614-470-3428	nar-anon.org
Substance abuse counseling	Neighborhood House	614-252-4941	nhwa.org/
Adult intensive outpatient programs	Neil Kennedy Recovery Clinic	614-210-0416	nkrc.org
Adult residential treatment facility Substance abuse counseling Inpatient substance abuse treatment facilities	North Central Mental Health Services	614-299-6600 614-294-3309 614-421-3183 24 hour hotline	ncmhs.org
Substance abuse counseling Substance abuse education/prevention	North Community Counseling Centers	614-846-2588 ext. 2223 614-846-2588 ext. 2216	northcommunity.com
Substance abuse counseling Substance abuse education/prevention	Northwest Counseling Services	614-457-7876 ext. 332	northwestcounselingservices.org
Substance abuse education/prevention	Ohio Physicians Health Program	614-841-9690	ophp.org/
Outpatient Detoxification Residential Facility Substance abuse counseling	Parkside Recovery/ Woods at Parkside	614-471-2552 800-282-5512: 24 hour hotline	thewoodsatparkside.com/



Alcohol Policy Community Resources

Subject	Office	Telephone	Website
Substance abuse drop in services	PEER Center	614-453-4840	thepeercenter.org
Opioid detox	Rehabilitation Care Group	614-901-0590 888-228-2094	treatmentcanwork.com/
Outpatient Residential treatment Adult and Family, Older Adult and AOD	Southeast, Inc.	614-444-0800 614-225-0990	southeastinc.com
Veterans support (all areas: detox, counseling)	United States Department of Veterans Affairs	614-257-5406	columbus.va.gov
Substance abuse education/prevention	Urban Minority Alcoholism and Drug Abuse Outreach Program of Franklin County Inc.	614-227-9694	umadaopfc.com

IMPORTANT FACTS

- On an average day, it is estimated that more than 90,000 people are present on The Ohio State University Columbus campus. This includes more than 65,000 students, faculty, staff and visitors.
- There are more than 450 buildings on campus.
- University Police link alcohol to many campus crimes, including assault and sexual offenses.
- Most assaults and sexual offenses on campus involve people who know each other.

SAFETY TIPS AND CRIME PREVENTION INFORMATION

- If you see something suspicious, say something!
To report emergencies, dial **9-1-1**.
Non-emergencies on-campus, dial **614-292-2121**.
Non-emergencies off-campus, dial **614-645-4545**.
- 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 are uncomfortable in a situation, leave as soon as possible.
- Call **614-292-3322** for a Safe Ride in the evening.
- Always lock your vehicle doors, even while you are driving.
- Park in well-lit areas and remove valuables from sight.
- Be familiar with the location of emergency (blue light) phones and know how they are used.
- Register and lock your bike.
- Register your valuables at **studentlife.osu.edu/propertyregistry**.
- Take advantage of crime prevention programs such as UV/ID.
- 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. Pieces of fruit hold and concentrate 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. 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.

SWC Relationship Education and Violence Prevention facilitates a bystander intervention program developed for students that continues to expand its reach among various student populations. The “Buckeyes Got Your Back” (BGYB) bystander intervention program goes beyond telling students how not to become victims or how not to perpetrate. Rather, it empowers an entire community to prevent sexual violence before it happens. Specifically, BGYB aims to do the following:

- Improve participants’ understanding of sexual violence, sexual consent, and the impact of alcohol and other drugs
- Increase motivation to help
- Develop skills and confidence to respond to problems
- Promote safety
- Highlight campus sexual violence resources

BGYB encourages Buckeyes to be Active Bystanders, who:

- Look out for their friends and fellow Buckeyes.
- Prevent bad things from happening by intervening, NOT standing by.
- Strive to create a safe community for everyone, regardless of their identity.
- Take responsibility for their reactions toward inappropriate behavior.
- Battle the Bystander Effect. The Bystander Effect is a phenomenon in which the more people who witness an emergency event, the less likely anyone is to intervene. But silence and passivity are not neutral. They encourage attitudes and behaviors that promote sexual violence.

PARENTAL NOTIFICATION GUIDELINES FOR ALCOHOL AND CONTROLLED SUBSTANCE VIOLATIONS

These guidelines were 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 under 21’s use or possession of alcohol or a controlled substance. 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 made when the university 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 university contacts parents in an effort to provide support for students’ 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.
- 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 university 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 their educational endeavor. Parents are encouraged to discuss the situation with their student.

Questions or concerns regarding these guidelines should be directed to Student Conduct, 550 Lincoln Tower, 1800 Cannon Drive, Columbus OH 43210, **614-292-0748** or to University Housing, 350 Morrill Tower, 1910 Cannon Drive, Columbus OH 43210, **614-292-8266**.

PARTY SMART

GET THE FACTS!

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

Myth: Many Ohio State students drink excessively. It is just a part of being in college.

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

Myth: “I had only 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 legally can 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 or victimized, it should be taken seriously.

ONE DRINK PER HOUR

One drink is defined as one 12-ounce can of beer OR one 4-5 ounce glass of wine OR one 1.5 ounce shot of liquor. If a person is having more than one drink per hour he/she 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 likely will 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. For more information, visit partysmart.osu.edu.

ALCOHOL POISONING AND DRUG OVERDOSING

What You Need to Know

Symptoms

- The person is unconscious or semi-conscious and cannot be awakened.
- The person’s skin is cold or clammy and has pale or bluish color.
- Slow breathing - less than eight breaths per minute or lapses between breaths of more than eight seconds.
- Vomiting while “sleeping” or passed out, and not waking up after vomiting.

If a person has ANY of these symptoms, they need help!

Call 9-1-1

Do not leave the person alone! Turn the person on her/his side to prevent choking in case of vomiting.

Get help. Your friend will not be angry because you care!

You will NOT get in trouble for helping someone with alcohol poisoning. PLEASE, do not be afraid to help a friend or fellow student in need!

For more information about university policies or rules related to alcohol and drug abuse, see The Ohio State University [Code of Student Conduct](#), the Policy on Alcohol and Other Drugs printed earlier in this document, and the Office of Human Resources [Policy 7.30, Drug-Free Workplace](#).

REPORTS AVAILABLE

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 printed in PDF format from Ohio State’s Department of Public Safety website dps.osu.edu or requested from:

UNIVERSITY POLICE

Records Unit
901 Woody Hayes Drive
Columbus, Ohio 43210
614-292-8081

CRIME STATISTICS CHART [C, E, F, G on page 61]

Crime Reported	Year	Campus Crime Reported (not including residence facilities)	Campus (residence facility only)	CAMPUS TOTAL	Non-Campus (B)	Public Property (A)
Aggravated Assault (I)	2017	2	6	8	13	0
	2016	15	2	17	1	5
	2015	5	2	7	1	1
Arson	2017	1	2	3	1	0
	2016	1	1	2	0	0
	2015	0	3	3	0	0
Burglary	2017	14	35	49	14	0
	2016	13	6	19	3	0
	2015	11	4	15	12	0
Manslaughter by Negligence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Murder and Non-Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Motor Vehicle Theft	2017	5	1	6	12	0
	2016	12	0	12	5	3
	2015	3	0	3	5	5
Robbery	2017	5	2	7	4	0
	2016	7	0	7	2	5
	2015	5	0	5	0	11
Rape (I)	2017	14	57	71	15	0
	2016	10	47	57	5	0
	2015	4	22	26	5	0
Fondling (I)	2017	13	16	29	14	1
	2016	14	8	22	2	0
	2015	5	8	13	1	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence	2017	19	2	21	5	0
	2016	7	3	10	2	0
	2015	4	0	4	4	0
Dating Violence (I)	2017	9	35	44	4	3
	2016	6	11	17	3	0
	2015	9	10	19	1	2

Crime Reported	Year	Campus Crime Reported (not including residence facilities)	Campus (residence facility only)	CAMPUS TOTAL	Non-Campus (B)	Public Property (A)
Stalking (I)	2017	37	21	58	1	0
	2016	39	9	48	1	0
	2015	12	6	18	0	0

Hate Crimes [D]

2017: There were ten (10) reportable hate crimes

One (1) Campus (residence facility) Destruction/Damage/Vandalism characterized by gender
 One (1) Campus (residence facility) Simple Assault characterized by gender
 Two (2) Campus (not including residence facility) Destruction/Damage/Vandalism characterized by race
 Three (3) Noncampus Intimidation characterized by race
 One (1) Campus (residence facility) Intimidation characterized by race
 One (1) Noncampus Aggravated Assault characterized by Religion
 One (1) Campus (residence facility) Destruction/Damage/Vandalism characterized by religion

2016: There were thirty-two (32) reportable hate crimes

Fourteen (14) Campus (not including residence facility) Aggravated Assaults characterized by National Origin
 One (1) Public Property Aggravated Assault characterized by Race Bias
 One (1) Campus (not including residence facility) Simple Assault characterized by Gender
 One (1) Campus (not including residence facility) Simple Assault characterized by Race
 One (1) Campus (not including residence facility) Simple assault characterized by Religion
 One (1) Campus (not including residence facility) Intimidation characterized by Religion
 Five (5) Campus (residence facility) Simple Assaults characterized by Gender
 One (1) Campus (residence facility) Intimidation characterized by Sexual Orientation
 One (1) Campus (residence facility) Larceny-Theft characterized by Religion
 One (1) Campus (residence facility) Destruction/Damage/Vandalism characterized by National Origin
 One (1) Campus (residence facility) Destruction/Damage/Vandalism characterized by Race
 One (1) Campus (residence facility) Destruction/Damage/Vandalism characterized by Religion
 Three (3) Non-campus Simple Assault characterized by Sexual Orientation

2015: There were four (4) reportable hate crimes

One (1) Campus (residence facility) Destruction/Damage/Vandalism of Property characterized by Sexual Orientation
 One (1) Campus (residence facility) Destruction/Damage/Vandalism of Property characterized by National Origin
 One (1) Campus (not including residence facility) Intimidation characterized by Sexual Orientation
 One (1) Campus (not including residence facility) Intimidation characterized by Gender

Unfounded Crimes [H]

2017: There were Six (6) unfounded crimes

ARRESTS AND DISCIPLINARY REFERRALS [C, E, F, G, on page 61]

Crime Reported	Year	Campus Crime Reported (not including residence facilities)	Campus (residence facilities only)	CAMPUS TOTAL	Non-Campus (B)	Public Property (A)
ARRESTS						
Alcohol Law Violations	2017	113	17	127	2	7
	2016	84	19	103	1	17
	2015	102	17	119	0	6
Drug Law Violations	2017	36	5	41	9	1
	2016	27	4	31	5	7
	2015	34	12	46	2	1
Weapon Law Violations	2017	7	1	8	2	0
	2016	4	0	4	0	0
	2015	3	0	3	1	1
DISCIPLINARY REFERRALS						
Alcohol Law Violations	2017	23	1,821	1,844	20	1
	2016	41	1,890	1,931	1	2
	2015	27	1,587	1,614	7	0
Drug Law Violations	2017	88	225	313	7	0
	2016	45	214	259	1	0
	2015	44	191	235	0	2
Weapon Law Violations	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

DEPARTMENT OF EDUCATION CLERY DEFINITIONS

CAMPUS

- 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
- 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

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- 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" statistics include police reports taken from suburban municipalities, county law enforcement, and Columbus Division of Police. Every effort has been made to comply with the definitions contained in the "Handbook for Campus Safety and Security Reporting," but public property statistics provided by outside agencies are not verified independently by the university and may include reports of crimes that occurred in private residences or businesses or in other non-campus locations.
- B. Non-campus statistics include police reports taken from suburban municipalities, county law enforcement, and Columbus Division of Police. Every effort has been made to comply with the definitions contained in the "Handbook for Campus Safety and Security Reporting," but public property statistics provided by outside agencies are not independently verified by the university and may include reports of crimes that occurred in private residences or businesses or in other non-campus locations. Non-campus statistics may include statistics from foreign law enforcement agencies for properties used during study abroad trips or other foreign activities involving students or for Ohio State's county extension offices. Statistics reported by foreign law enforcement agencies are not independently verified by the university.
- C. Municipal and county law enforcement agencies provide statistics according to F.B.I. Uniform Crime Reporting (U.C.R.) requirements. Requested statistics that were not provided in a useable format have not been included.
- D. 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), ethnicity (ET) 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.
- E. 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 university.
- F. Statistics may include reports that have been made to campus security authorities other than the University Police or municipal or county law enforcement agencies, including but not limited to Student Conduct and University Housing. Although these reports are not always reported to or independently investigated and verified by university, municipal, or county law enforcement agencies as having occurred, lack of verification does not necessarily reflect on the report's veracity.
- G. Reported crimes may involve individuals not associated with The Ohio State University.
- H. "Unfounded" crimes are reported crimes investigated by law enforcement authorities and found to be false or baseless. Only sworn or commissioned law enforcement personnel may "unfound" a crime. When a crime statistic has been disclosed and is "unfounded" in a subsequent year, the crime statistics will be revised and a notation will be made to explain the revision.
- I. Where the university cannot rule out the possibility that the incident occurred on Clery geography, statistics are included in the Campus Crime Reported category. Incidents for which the locations are unknown are included in these statistics as follows:
- 31 rape
 - 6 stalking
 - 6 dating violence
 - 1 aggravated assault
 - 1 fondling

Columbus Division of Police statistics are available at columbus.gov/police.



2018

ANNUAL FIRE SAFETY REPORT

2015 – 2017 Fire Statistics



THE OHIO STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY
DPS.OSU.EDU

DURING AN EMERGENCY

DIAL 9-1-1

TO REPORT THAT A FIRE HAS OCCURRED ON CAMPUS (NON-EMERGENCY),
CONTACT THE OHIO STATE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY AT 614-292-2121

TABLE OF CONTENTS

INTRODUCTION.....	64
Purpose	64
Department of Public Safety	64
CONTACT INFORMATION	64
Department of Public Safety	64
Emergency Management and Fire Prevention	64
Office of Student Life, Department of Risk and Emergency Management	65
Facilities Operations and Development	65
State of Ohio Fire Marshal	65
Columbus Division of Fire	65
HIGHER EDUCATION OPPORTUNITY ACT	66
Definitions	66
FIRE PREVENTION.....	67
Department of Public Safety	67
Building Inspections	67
Fire Safety Systems and Fire Drills	68
Fire Safety Education and Training	68
Future Improvements in Fire Safety	69
FIRE PROCEDURES	70
Student Housing Evacuations	71
FIRE STATISTICS AND FIRE LOG.....	72
CAMPUS RESIDENCE FACILITIES	73
RESIDENCE HALL HANDBOOK, COMMUNITY STANDARDS OF CONDUCT	74
2017 OHIO STATE FIRE STATISTICS	76
2017 OHIO STATE FIRE SAFETY SYSTEMS AND FIRE DRILLS	78
2016 OHIO STATE FIRE STATISTICS	80
2015 OHIO STATE FIRE STATISTICS	82

INTRODUCTION

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

PURPOSE

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

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

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

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

DEPARTMENT OF PUBLIC SAFETY

Mission

To provide a safe and secure environment that supports the academic, research and service missions of the university community.

Vision

To earn the distinction as a national leader in university public safety through commitment to our values.

Core Values

- Integrity
- Diversity
- Innovation
- Service
- Respect



CONTACT INFORMATION

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety provides law enforcement, security services, emergency management planning and other public safety services designed to enhance a safe and secure environment at Ohio State.

EMERGENCY MANAGEMENT AND FIRE PREVENTION

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

OFFICE OF STUDENT LIFE, DEPARTMENT OF RISK AND EMERGENCY MANAGEMENT

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

FACILITIES OPERATIONS AND DEVELOPMENT

Facilities Operations and Development provides maintenance, repair, inspection, and installation of fire safety systems and equipment in campus buildings. This includes sprinkler systems, fire detection devices, smoke detection devices, extinguishers, fire doors, alarms, and other devices. For more information about the services provided by Facilities Operations and Development, contact this office at **614-292-0257** or visit fod.osu.edu.

STATE OF OHIO FIRE MARSHAL

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

COLUMBUS DIVISION OF FIRE

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

REPORTS AVAILABLE

Obtain copies of the Annual Fire Safety Report and the Annual Security Report:

By Request

The Ohio State University Department of Public Safety
University Police Records Unit
901 Woody Hayes Drive
Columbus, Ohio 43210
614-247-6300

Online

dps.osu.edu/clery-act
go.osu.edu/heoa

HIGHER EDUCATION OPPORTUNITY ACT

DEFINITIONS

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

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

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

Fire log — (1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. (2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under §668.46(a), of the receipt of the information. (3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection. (4) An institution must make an annual report to the campus community on

the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section (34 C.F.R. §668.49 (d)).

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

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

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

Fire statistics — (1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning — (i) The number of fires and the cause of each fire; (ii) The number of people who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; (iii) The number of deaths related to a fire; and (iv) The value of property damage caused by a fire. (2) An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis (34 C.F.R. §668.49 (c)).

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



FIRE PREVENTION

DEPARTMENT OF PUBLIC SAFETY

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

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

This report provides current policies, information, and fire statistics for on-campus student housing facilities from 2015, 2016, and 2017 for Ohio State's Columbus campus.

BUILDING INSPECTIONS

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

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

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

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

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

The building inspection process also allows university staff to become familiar with building systems and



locations of fire safety equipment. This knowledge assists local first responders when responding to alarms, fires, and other incidents on campus. Interoperable radio communications among Ohio State and area fire departments also assist in that process.

Each calendar year, Emergency Management and Fire Prevention, the Office of Student Life, Ohio State's Wexner Medical Center, area fire departments, and the State of Ohio Fire Marshal's Office work together to conduct a combined 1,000+ fire inspections on Ohio State's Columbus campus.

FIRE SAFETY SYSTEMS AND FIRE DRILLS

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

Fire safety systems provide detection capabilities, fire suppression, and the opportunity to evacuate a building early in the onset of a fire. On campus, 39 of 42 residence halls are equipped with central alarm monitoring capabilities, and all residence halls are equipped with fire safety systems. A chart providing detailed information about the fire safety systems in on-campus student housing facilities is provided on [page 78](#).

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

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

Fire drills, conducted quarterly in residence halls, educate and empower our students, faculty, staff, and visitors with

the familiarization required to evacuate in the event of an actual fire on campus.

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

FIRE SAFETY EDUCATION AND TRAINING

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

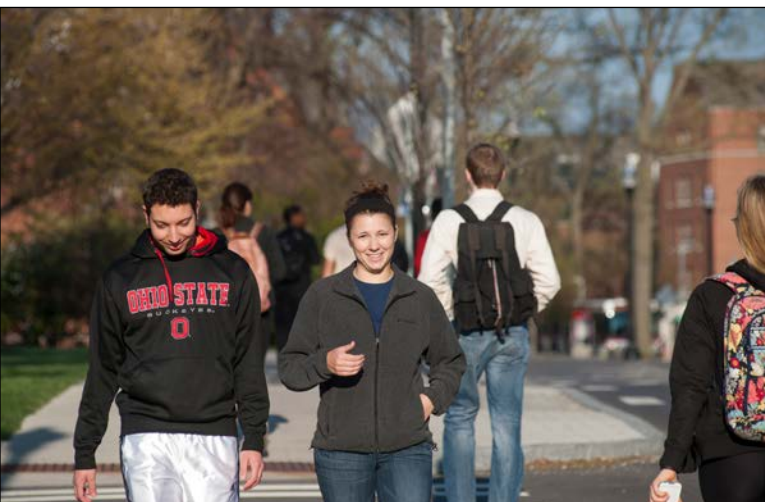
Education and training events help institutionalize the culture of preparedness and fire safety on campus. Education and training programs assist students, faculty, and staff in developing the confidence and knowledge required to safely act during the event of a fire or other emergency.

The combination of fire prevention training programs and fire drills specifically focused and targeted toward evacuation provide the best opportunity to preserve life and avoid injury in the event of a fire incident on campus.

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

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

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



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

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

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

For some training opportunities, fire extinguisher training involves the use of actual fire extinguishers and a live fire, giving the opportunity for students, faculty, and staff to learn the procedures and techniques required to use an extinguisher effectively.

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

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

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



FUTURE IMPROVEMENTS IN FIRE SAFETY

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

Feedback and comments about current or future fire prevention activities are proactive ways to become involved in fire prevention efforts at Ohio State. If you would like to provide feedback about any of our current programs or activities or suggest new ideas for fire prevention programs, contact Emergency Management and Fire Prevention at **614-247-4911**.

FIRE SAFETY 101

IF YOU DISCOVER FIRE OR SMOKE

... **RACE**

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

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

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

FIRE EXTINGUISHER USE ... **PASS**

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

FIRE EXTINGUISHER TYPES ...

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

FIRE PROCEDURES

To ensure that fire safety issues are adequately addressed and to ensure that fires in on-campus housing are included in the statistics provided by this report, students, faculty, and staff should report any incidence of fire to the Department of Public Safety at **614-292-2121**. These policies apply in all university buildings, including on-campus student housing facilities. Additional information about fire safety and specific procedures related to fire prevention are in the “Fire and Life Safety Compliance Guide.”

Smoking

- Smoking is prohibited within all university buildings and student housing facilities.

Open Flames

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

Cooking Appliances

- There are no cooking appliances allowed in residence halls (toaster ovens, hot plates, open coil burners, etc.).

Grilling

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

Electrical Safety

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

Fire Safety Systems

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

Flammable Liquids

- Flammable liquids storage is prohibited in all residence halls and office buildings on campus unless stored in a flammable liquid cabinet.

Space Heaters

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

Holiday Decorations

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

STUDENT HOUSING EVACUATIONS

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

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

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



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

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

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

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

Refer to the “Residence Hall Handbook” to review residence hall fire policies and evacuation procedures or see [page 74](#).

FIRE STATISTICS AND FIRE LOG

The Department of Public Safety's Emergency Management and Fire Prevention (EMFP) group maintains a written Fire Log that records required incident information concerning fires that occur in on-campus student housing.

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



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

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

IF A FIRE OCCURS IN YOUR BUILDING

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

The Fire Log is available for public inspection through the Department of Public Safety located in Blankenship Hall, 901 Woody Hayes Drive, Columbus OH 43210. It also may be [viewed online](#).

To report that a fire has occurred on campus (non-emergency) so it may be included in the Fire Log, contact the Department of Public Safety at **614-292-2121**. In the event of an emergency, call **9-1-1**.

CAMPUS RESIDENCE FACILITIES

Building Name	Building #	Building Address
Archer House	261	2130 Neil Ave.
Baker Hall	095	93 & 129 W. 12th Ave.
Barrett House	184	88 W. Woodruff Ave.
Blackburn House	1107	136 W. Woodruff Ave.
Bowen House	1104	2125 N. High St.
Bradley Hall	097	221 W. 12th Ave.
Buckeye Village		2724 Defiance Dr.
Busch House	1105	2115 N. High St.
Canfield Hall	098	236 W. 11th Ave.
Drackett Tower	189	191 W. Lane Ave.
Fechko House	040	220-222 W. 11th Ave.
Fisher Commons*		900 Nettle Dr.
Gateway Apartments	860, 862, 867, 868	1595 & 1620 N. High St., 11th Ave., 9th Ave.
German House	965	141 W. 11th Ave.
Halloran House (not student-occupied in 2017)	185	60 W. Woodruff Ave.
Hanley House	864	225 W. 10th Ave.
Haverfield House	182	112 W. Woodruff Ave.
Houck House	194	61 W. Lane Ave.
Houston House	1102	97 W. Lane Ave.
Jones Tower	267	123 W. Lane Ave.
Lawrence Tower (formerly Lane Ave. Residence Hall)	891	328 W. Lane Ave.
Lincoln Tower	271	1800 Cannon Dr.
Mack Hall	100	1698 Neil Ave.
Mendoza House (formerly Neilwood Gables)	260	190 W. Woodruff Ave.
Morrill Tower	272	1900 Cannon Dr.
Morrison Tower	190	196 W. 11th Ave.
Neil Ave. Building	846	1578 Neil Ave.
Norton House	186	2114 Neil Ave.
Nosker House	1110	124 W. Woodruff Ave.
Park-Stradley Hall	851	120 W. 11th Ave.
Paterson Hall	103	191 W. 12th Ave.
Pennsylvania Place	048	1478 Pennsylvania Ave.
Pomerene House	869	231 W. 10th Ave.
Fred Taylor Drive Poultry Facility		2201 Fred Taylor Dr.
Raney House	1103	33 W. Lane Ave.
Scholars House East	848	221 W. 10th Ave.
Scholars House West	847	239 W. 10th Ave.
Scott House	1108	160 W. Woodruff Ave.
Sheep Barn	318	2325 W. Case Rd.
Siebert Hall	099	184 W. 11th Ave.
Smith-Steeb Hall	852	80 W. 11th Ave.
Taylor Tower	268	55 W. Lane Ave.
Residences on Tenth	850	230 W. 10th Ave.
Torres House	1101	187 W. Lane Ave.
Veteran's House	889	237 E. 17th Ave.
Worthington Building	849	203 W. 10th Ave.

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

RESIDENCE HALL HANDBOOK, COMMUNITY STANDARDS OF CONDUCT

3.4 Room Furnishings

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

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



5.2 Guest Safety and Security

Hosts are responsible for their guests' behavior, and guests must behave in a manner consistent with Community Standards of Conduct, including but not limited to the following:

(a) Hosts are responsible for ensuring that guests are aware of fire evacuation and safety procedures in the event of emergency.

7.1 9-1-1 Emergency Telephone Network

Dialing 9-1-1 in a non-emergency situation is prohibited by the university and by law. Ohio State University Police may be contacted in a non-emergency by dialing 614-292-2121. Use 9-1-1 when immediate assistance is required for medical emergencies and to report all fires.

7.3 Fire Prevention

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

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

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

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

- Residents of a room or suite may be charged for unnecessary fire safety visits when it is determined that the smoke detector in an individual room was intentionally or negligently activated.

- The unauthorized use, tampering, or damage to emergency or safety equipment, including but not limited to smoke detectors, fire extinguishers, building fire hose connections, and sprinkler systems, is prohibited and is punishable under the Ohio Fire Code.

(d) Obstructing or disobeying emergency evacuation procedures or drills is prohibited and is punishable under the Ohio Fire Code. If fire alarm bells are ringing in a building, residents must evacuate the building.

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

(f) Using items such as candles, incense, torches, or any item with an open flame, which by nature of their use may be left unattended, poses a fire hazard and therefore is not permitted in apartments, whether indoors or outdoors.

7.5 Personal Safety

(b) Paper, fishnets, parachutes, flags, drapes, tapestries, or other combustible items must not be hung from or attached to apartment, room, or suite ceilings. They constitute a fire hazard.

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

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



2017 OHIO STATE FIRE STATISTICS

Building Name	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
ON-CAMPUS HOUSING					
Archer House	0	N/A	0	0	0
Baker Hall	0	N/A	0	0	0
Barrett House	0	N/A	0	0	0
Blackburn House	0	N/A	0	0	0
Bowen House	0	N/A	0	0	0
Bradley Hall	1	12/7/17 - 11 a.m. - Intentional - Carpet and sheets were scorched, burn holes	0	0	\$500
Buckeye Village	0	N/A	0	0	0
Busch House	0	N/A	0	0	0
Canfield Hall	0	N/A	0	0	0
Drackett Tower	0	N/A	0	0	0
Fechko House	0	N/A	0	0	0
Fisher Commons*	0	N/A	0	0	0
Gateway Apartments	0	N/A	0	0	0
German House	0	N/A	0	0	0
Halloran House	0	N/A	0	0	0
Hanley House	0	N/A	0	0	0
Haverfield House	0	N/A	0	0	0
Houck House	0	N/A	0	0	0
Houston House	0	N/A	0	0	0
Jones Tower	1	1/23/17 - 11:45 p.m. - Unintentional, electrical - Lamp cord shorted, causing small fire	0	0	\$100
Lawrence Tower (formerly Lane Ave. Residence Hall)	0	N/A	0	0	0
Lincoln Tower	0	N/A	0	0	0
Mack Hall	0	N/A	0	0	0
Mendoza House (formerly Neilwood Gables)	0	N/A	0	0	0
Morrill Tower	0	N/A	0	0	0
Morrison Tower	0	N/A	0	0	0
Neil Ave. Building	0	N/A	0	0	0
Norton House	0	N/A	0	0	0
Nosker House	0	N/A	0	0	0
Park-Stradley Hall	1	10/22/17 - 9:30 p.m. - Unintentional, cooking fire - Foil in the microwave	0	0	\$250
Paterson Hall	0	N/A	0	0	0
Pennsylvania Place	0	N/A	0	0	0
Pomerene House	0	N/A	0	0	0
Fred Taylor Drive Poultry Facility	0	N/A	0	0	0
Raney House	0	N/A	0	0	0
Scholars House East	0	N/A	0	0	0
Scholars House West	0	N/A	0	0	0
Scott House	0	N/A	0	0	0
Sheep Barn	0	N/A	0	0	0

continued ...

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

... continued

Siebert Hall	0	N/A	0	0	0
Smith-Steeb Hall	1	11/23/17 - 1:15 p.m. - Unintentional - Sunlight reflected off a mirror onto a tissue box that caught fire	0	0	\$0
Taylor Tower	0	N/A	0	0	0
Residence on Tenth	0	N/A	0	0	0
Torres House	0	N/A	0	0	0
Veteran's House	0	N/A	0	0	0
Worthington Building	0	N/A	0	0	0
Total	4		0	0	\$850

Building Name	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
OHIO STATE LEASED PROPERTIES**					
55 East 15th Ave.	0	N/A	0	0	0
67 East 15th Ave.	0	N/A	0	0	0
94 East 15th Ave.	0	N/A	0	0	0
116 East 15th Ave.	0	N/A	0	0	0
141 East 15th Ave.	0	N/A	0	0	0
1934 Indianola Ave.	0	N/A	0	0	0
1943 Waldeck Ave.	0	N/A	0	0	0
Total	0		0	0	\$0

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

2017 OHIO STATE FIRE SAFETY SYSTEMS AND FIRE DRILLS

Building Name	Monitored Alarm System	Sprinklered	Standpiped	Smoke Detection	Fire Extinguishers	Fire Drills
ON-CAMPUS HOUSING						
Archer House	YES	FULL	YES	SYSTEM	YES	4
Baker Hall	YES	NO	YES	SYSTEM	YES	3
Barrett House	YES	NO	YES	SYSTEM	YES	3
Blackburn House	YES	FULL	YES	SYSTEM	YES	2
Bowen House	YES	FULL	YES	SYSTEM	YES	3
Bradley Hall	YES	NO	YES	SYSTEM	YES	3
Busch House	YES	FULL	YES	SYSTEM	YES	2
Buckeye Village	NO	NO	NO	LOCAL	YES	0
Canfield Hall	YES	NO	YES	SYSTEM	YES	3
Drackett Tower	YES	PARTIAL	YES	SYSTEM	YES	2
Fechko House	YES	NO	NO	SYSTEM	YES	3
Fisher Commons*	YES	FULL	YES	SYSTEM	YES	0
Gateway Apartments	YES	FULL	NO	LOCAL	YES	4
German House	YES	NO	NO	SYSTEM	YES	3
Halloran House	YES	NO	YES	SYSTEM	YES	2
Hanley House	YES	NO	YES	SYSTEM	YES	3
Haverfield House	YES	NO	YES	SYSTEM	YES	3
Houck House	YES	NO	YES	SYSTEM	YES	2
Houston House	YES	FULL	YES	SYSTEM	YES	2
Jones Tower	YES	NO	YES	SYSTEM	YES	3
Lawrence Tower	YES	FULL	YES	SYSTEM	YES	3
Lincoln Tower	YES	PARTIAL	YES	SYSTEM	YES	4
Mack Hall	YES	NO	YES	SYSTEM	YES	3
Mendoza House	YES	FULL	YES	SYSTEM	YES	4
Morrill Tower	YES	PARTIAL	YES	SYSTEM	YES	4
Morrison Tower	YES	NO	YES	SYSTEM	YES	3
Neil Ave. Building	YES	FULL	YES	SYSTEM	YES	4
Norton House	YES	NO	YES	SYSTEM	YES	3
Nosker House	YES	FULL	YES	SYSTEM	YES	2
Park-Stradley Hall	YES	FULL	YES	SYSTEM	YES	3
Paterson Hall	YES	NO	YES	SYSTEM	YES	3
Pennsylvania Place	YES	NO	NO	SYSTEM	YES	3
Pomerene House	YES	NO	NO	SYSTEM	YES	3
Fred Taylor Drive Poultry Facility	NO	NO	NO	LOCAL	YES	0
Raney House	YES	FULL	YES	SYSTEM	YES	2
Scholars House East	YES	FULL	YES	SYSTEM	YES	4
Scholars House West	YES	FULL	YES	SYSTEM	YES	4
Scott House	YES	FULL	YES	SYSTEM	YES	3

continued ...

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

... continued

Sheep Barn	NO	NO	NO	LOCAL	YES	0
Siebert Hall	YES	NO	YES	SYSTEM	YES	4
Smith-Steeb Hall	YES	FULL	YES	SYSTEM	YES	4
Taylor Tower	YES	NO	YES	SYSTEM	YES	3
Residence on Tenth	YES	FULL	YES	SYSTEM	YES	4
Torres House	YES	FULL	YES	SYSTEM	YES	3
Veteran's House	YES	NO	NO	SYSTEM	YES	3
Worthington Building	YES	FULL	YES	SYSTEM	YES	3
Total						129

Building Name	Monitored Alarm System	Sprinklered	Standpipeds	Smoke Detection	Fire Extinguishers	Fire Drills
OHIO STATE LEASED PROPERTIES**						
55 East 15th Ave.	YES	YES	YES	SYSTEM	YES	1
67 East 15th Ave.	YES	YES	YES	SYSTEM	YES	1
94 East 15th Ave.	YES	NO	NO	SYSTEM	YES	2
116 East 15th Ave.	YES	NO	NO	SYSTEM	YES	2
141 East 15th Ave.	YES	NO	NO	LOCAL	YES	2
1934 Indianola Ave.	YES	NO	NO	LOCAL	YES	2
1943 Waldeck Ave.	YES	YES	NO	SYSTEM	YES	2
TOTAL						12

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

2016 OHIO STATE FIRE STATISTICS

Building Name	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
ON-CAMPUS HOUSING					
Archer House	0	N/A	0	0	0
Baker Hall	0	N/A	0	0	0
Barrett House	0	N/A	0	0	0
Blackburn House (reopened Aug 2016)	0	N/A	0	0	0
Bowen House (opened Aug 2015)	0	N/A	0	0	0
Bradley Hall	0	N/A	0	0	0
Buckeye Village	0	N/A	0	0	0
Busch House	0	N/A	0	0	0
Canfield Hall	0	N/A	0	0	0
Drackett Tower (occupied Jan-May)	0	N/A	0	0	0
Fechko House	0	N/A	0	0	0
Fisher Commons*	0	N/A	0	0	0
Gateway Apartments	0	N/A	0	0	0
German House	0	N/A	0	0	0
Halloran House	0	N/A	0	0	0
Hanley House	0	N/A	0	0	0
Haverfield House	0	N/A	0	0	0
Houck House (opened Aug 2016)	0	N/A	0	0	0
Houston House	0	N/A	0	0	0
Jones Tower	0	N/A	0	0	0
Lawrence Tower (formerly Lane Ave. Residence Hall)	0	N/A	0	0	0
Lincoln Tower	0	N/A	0	0	0
Mack Hall	0	N/A	0	0	0
Mendoza House (formerly Neilwood Gables)	1	Aug 23 - 7:15 p.m. - cooking - fire in stove	0	0	\$36,622.73
Morrill Tower	1	Apr 6 - unintentional - trash can fire on 17th-floor common room	0	0	0
Morrison Tower	0	N/A	0	0	0
Neil Ave. Building	0	N/A	0	0	0
Norton House	1	Nov 20 - 8 a.m. - intentional - flyer hanging on 1st-floor wall was burned	0	0	0
Nosker House	0	N/A	0	0	0
Park-Stradley Hall	0	N/A	0	0	0
Paterson Hall	0	N/A	0	0	0
Pennsylvania Place	0	N/A	0	0	0
Pomerene House	0	N/A	0	0	0
Fred Taylor Drive Poultry Facility	0	N/A	0	0	0
Raney House (reopened Aug 2015)	0	N/A	0	0	0
Scholars House East	0	N/A	0	0	0
Scholars House West	0	N/A	0	0	0
Scott House	1	Nov 17 - 1:45 a.m. - unintentional - electrical fire to an HVAC control panel	0	0	\$7,500
Sheep Barn	0	N/A	0	0	0

continued ...

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

... continued

Siebert Hall	0	N/A	0	0	0
Smith-Steeb Hall	0	N/A	0	0	0
Taylor Tower	0	N/A	0	0	0
Residence on Tenth	0	N/A	0	0	0
Torres House (opened Aug 2015)	0	N/A	0	0	0
Veteran's House	0	N/A	0	0	0
Worthington Building	0	N/A	0	0	0
Total	3		0	0	\$44,122.73

Building Name	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
OHIO STATE LEASED PROPERTIES**					
55 East 15th Ave.	0	N/A	0	0	0
67 East 15th Ave.	0	N/A	0	0	0
94 East 15th Ave.	0	N/A	0	0	0
116 East 15th Ave.	0	N/A	0	0	0
141 East 15th Ave.	0	N/A	0	0	0
1934 Indianola Ave.	0	N/A	0	0	0
1943 Waldeck Ave.	0	N/A	0	0	0
Total	0		0	0	\$0

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

2015 OHIO STATE FIRE STATISTICS

Building Name	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
ON-CAMPUS HOUSING					
Archer House	0	N/A	0	0	0
Baker Hall	0	N/A	0	0	0
Barrett House	0	N/A	0	0	0
Blackburn House (old bldg demolished Nov 2014, new bldg opened Aug 2016)	0	N/A	0	0	0
Bowen House (opened Aug 2015)	0	N/A	0	0	0
Bradley Hall	0	N/A	0	0	0
Buckeye Village	0	N/A	0	0	0
Canfield Hall	0	N/A	0	0	0
Drackett Tower (occupied Jan-May)	0	N/A	0	0	0
Fechko House	0	N/A	0	0	0
Fisher Commons*	0	N/A	0	0	0
Gateway Apartments	0	N/A	0	0	0
German House	0	N/A	0	0	0
Hanley House	0	N/A	0	0	0
Haverfield House	0	N/A	0	0	0
Houck House (occupied Jan-May)	0	N/A	0	0	0
Jones Tower	0	N/A	0	0	0
Lawrence Tower (formerly Lane Ave. Residence Hall)	0	N/A	0	0	0
Lincoln Tower	3	Dec 1,2,3 - 8 a.m. - intentional - student reportedly lit hand sanitizer and air freshener spray on fire in the bathroom	0	0	0
Mack Hall	0	N/A	0	0	0
Mendoza House (formerly Neilwood Gables)	0	N/A	0	0	0
Morrill Tower	0	N/A	0	0	0
Morrison Tower	0	N/A	0	0	0
Neil Ave. Building	0	N/A	0	0	0
Norton House	0	N/A	0	0	0
Park-Stradley Hall	0	N/A	0	0	0
Paterson Hall	0	N/A	0	0	0
Pennsylvania Place	0	N/A	0	0	0
Pomerene House	0	N/A	0	0	0
Fred Taylor Drive Poultry Facility	0	N/A	0	0	0
Raney House (reopened Aug 2015)	0	N/A	0	0	0
Scholars House East	0	N/A	0	0	0
Scholars House West	0	N/A	0	0	0
Scott House (old bldg demolished Jan 2014, new bldg opened Aug 2015)	0	N/A	0	0	0
Sheep Barn	0	N/A	0	0	0
Siebert Hall	0	N/A	0	0	0
Smith-Steeb Hall	1	Oct 20, 2015 - 10:30 p.m. - unintentional – small cooking fire	0	0	\$50
Taylor Tower	0	N/A	0	0	0

continued ...

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

... continued

Residence on Tenth	0	N/A	0	0	0
Torres House (opened Aug 2015)	0	N/A	0	0	0
Veteran's House	0	N/A	0	0	0
Worthington Building	0	N/A	0	0	0
Total	2		0	0	\$50

Building Name	Number of Fires	Date, Time, Cause	Number of Fire-related Injuries	Number of Fire-related Deaths	Value of Property Damaged
OHIO STATE LEASED PROPERTIES**					
67 East 15th Ave.	0	N/A	0	0	0
94 East 15th Ave.	0	N/A	0	0	0
116 East 15th Ave.	0	N/A	0	0	0
141 East 15th Ave.	0	N/A	0	0	0
237 East 17th Ave.	0	N/A	0	0	0
1445 Neil Ave. (sold Mar 30, 2015)	0	N/A	0	0	0
1934 Indianola Ave.	0	N/A	0	0	0
1943 Waldeck Ave.	0	N/A	0	0	0
Total	0		0	0	\$0

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



2018 FIRE AND LIFE SAFETY COMPLIANCE GUIDE



THE OHIO STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY
DPS.OSU.EDU

TABLE OF CONTENTS

INTRODUCTION.....	86
Purpose	86
Scope and Application	86
Responsibility	86

IMPORTANT NUMBERS	87
--------------------------------	-----------

FIRE EMERGENCY RESPONSE	88
Fire Response Procedures	88
Using the Fire Alarm Box	88
P.A.S.S.	88
ABC Fire Types	88
Fire Incident Response	89
Fire or Smoke Incident Reporting	89
Responding Fire Department	90

FIRE EMERGENCY PREPAREDNESS	90
Emergency Evacuation Plans	90
Emergency Procedures for People with Disabilities	91
Fire Exit Drills	91
Fire Alarm Procedure Evaluation	92
Fire Safety Training and Education	92
Fire Extinguishers	92

BUILDING FIRE PROTECTION SYSTEMS.....	94
Fire Alarm Systems	94
Sprinkler Systems	94
Fire and Smoke-barrier doors	94
Fire Hose Connections	94

FIRE PREVENTION.....	94
Avoiding Fire Code Violations	94
Compressed Gases and Cryogenic Liquids	96
Construction, Renovation, and Demolition	98
Cooking Appliances and Sterno Heat	98
Decorations: Holidays, Candles, Open Flames	99
Door Wedges and Other Hold-Open Devices	100
Magnetically Locked Exit Doors	100
Electrical Safety	100
Fire Safety Inspections	101
Furnishings and Decorations	102
Hazardous Materials and Chemicals	102
Lecture Halls and Places of Assembly	103
Space Heaters	104
Special Public Events	105
Storage Safety	106

FORMS AND PROCEDURES	107
Fire Drill Checklist	108
Emergency Procedures for People with Disabilities	109
Emergency Plan for People with Disabilities	110
Checklist for Supervisors and Managers	112
Most Common Fire Code Violations	114

FIRE SAFETY RESOURCES	115
------------------------------------	------------

INTRODUCTION

PURPOSE

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

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

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

SCOPE AND APPLICATION

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

RESPONSIBILITY

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

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

IMPORTANT NUMBERS

Department of Public Safety

614-292-2121 (Non-emergency)

[9-1-1 \(Emergency\)](#)

Emergency Management and Fire Prevention

614-247-4911

Facilities Operations and Development

614-292-HELP (4357) [Service2Facilities](#)

Environmental Health & Safety

614-292-1284

Enterprise Continuity Management

614-688-3086

Enterprise Risk Management

614-688-7452



No butts about it,
Buckeyes are tobacco free.

The Ohio State University, tobacco free inside and out.

Learn more at tobaccofree.osu.edu

FIRE EMERGENCY RESPONSE

FIRE RESPONSE PROCEDURES

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

If you discover a fire or smoke condition: RACE

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

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

- Follow the emergency procedure for your building and area.
- Follow the announcements on the public address system or instructions of your area floor captains.
- Evacuate or stand by and stay alert as instructed on the public address system.

- Follow the EXIT signs. Use stairs. Do not use elevators. Walk at a normal pace.
- Wait outside in the designated assembly areas at least 50 feet or more away from the building as instructed.
- Re-enter the building only after the “all clear” is announced by Ohio State Public Safety or the responding fire department.

Procedure for people with disabilities

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

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

REMEMBER FIRE EXTINGUISHER KEY WORDS - P.A.S.S. AND ABC FIRE TYPES:

P.A.S.S.

- **P**ull the Pin
- **A**im at the base of the fire
- **S**queeze the handle
- **S**weep from side to side

ABC FIRE TYPES

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



USING THE FIRE ALARM BOX

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

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

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

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

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

FIRE INCIDENT RESPONSE

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

Fire Extinguisher

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

Training is available to familiarize members of the university community with proper fire extinguisher use and tactics by contacting Ohio State's Fire Prevention at **614-247-4911**.

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. Remove the source of heat. If clothing catches fire, STOP, DROP, AND ROLL to smother 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 the burned areas and from around the victim's neck. Swelling of burned areas occurs immediately.
5. Do not apply ointments or butter to wounds. These may cause infection because of 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!

FIRE OR SMOKE INCIDENT REPORTING

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

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

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



RESPONDING FIRE DEPARTMENT

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

FIRE EMERGENCY PREPAREDNESS

EMERGENCY EVACUATION PLANS

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

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

Building Emergency Action Plans are required for all buildings. Copies of these plans should be made available to employees for review and use. Each written plan should outline the roles and responsibilities of departments or individuals during an emergency. Topics such as evacuation, communications, emergency procedures, fire safety, training, planning, and implementation are primary components of the BEAP. In addition, individual departments may add or create supplementary appendices to the BEAP to satisfy the needs of a specific area. View a building's BEAP at <https://dps.osu.edu/beap>.

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

EMERGENCY PROCEDURES FOR PEOPLE WITH DISABILITIES

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

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

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

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

FIRE EXIT DRILLS

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

To ensure that this practice is adequate, the Building Coordinator, in consultation with Emergency Management and Fire Prevention (EMFP) should arrange the drills so they simulate probable varying emergency conditions



specific to the building. The schedule for such drills should be representative of various shifts. All drills must be coordinated with the Building Coordinator and EMFP in such a manner so as to minimize the disruption of normal business operations or patient care, to the greatest extent possible.

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

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

Fire exit drills must be conducted utilizing the procedure established by EMFP and the Ohio Fire Code.

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

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

FIRE ALARM PROCEDURE EVALUATION

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

FIRE SAFETY TRAINING AND EDUCATION

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

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

FIRE EXTINGUISHERS

Portable fire extinguishers of appropriate type and size are provided as required in all areas. Extinguishers are inspected, tested, maintained and documented as required by the Ohio Fire Code. Facilities Operations and Development (FOD), Environmental Health & Safety (EHS), and Emergency Management and Fire Prevention (EMFP) must ensure compliance with this requirement as applicable. Fire extinguishers are provided throughout all university buildings for use by trained students, faculty, and staff. EMFP provides related classroom training during scheduled fire exit drills and during hands-on training. Each user should be familiar with the following basic safety information in the fire extinguisher fact sheet.

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

Safety Precautions

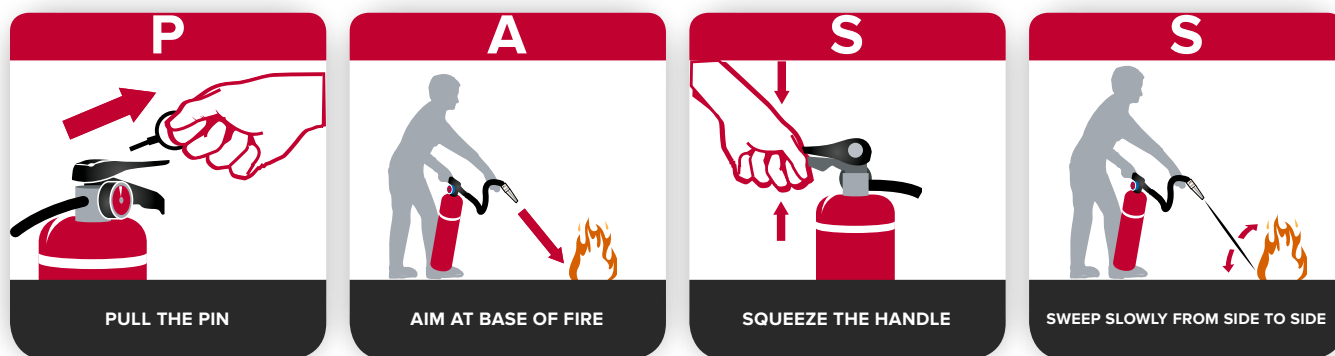
- Before using a fire extinguisher, always pull the building fire alarm.
- Do not attempt to use a fire extinguisher if the fire is large and spreading. Use it only for small-fire defense (e.g., a wastepaper basket).
- Do not use the fire extinguisher if the lock pin is tampered, the cylinder is damaged,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

Types of Fire Extinguishers

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

How to Use a Fire Extinguisher

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



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 follow.

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

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

SPRINKLER SYSTEMS

Sprinklers are installed in many building areas to protect both life and property. In case of fire, each sprinkler head detects temperature in the room and begins spraying water as soon as the room temperature exceeds a predetermined value.

Not all buildings or areas are equipped with sprinkler systems. Hazardous locations, storage areas and basement levels generally are protected with sprinklers as required by the Ohio Fire Code. Many new houses are

now equipped with residential sprinkler systems because most fire-related deaths continue to occur in residential buildings.

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

FIRE AND SMOKE-BARRIER DOORS

University buildings are equipped with fire-rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. Facilities

Operations and Development is tasked with maintaining these doors, including all hardware.



FIRE HOSE CONNECTIONS

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

FIRE PREVENTION

AVOIDING FIRE CODE VIOLATIONS

The university is required to comply with the fire safety regulations enforced by the State of Ohio Department of Commerce, Division of the State Fire Marshal, and the Columbus Division of Fire. Therefore, the university is subject to various inspections by these agencies. Emergency Management and Fire Prevention (EMFP)

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

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

Maintain Safe Ingress/Egress Locations and Corridors

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

Maintain Safe Ceiling Clearances in All Areas

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

Maintain Safe Chemicals Storage in Laboratories

- Limit the quantities of flammable liquids to 10 gallons per laboratory and combustible liquids to 30 gallons per laboratory.
- Store flammable liquids not in active use in an approved flammable storage cabinet. Storage of flammable liquids is not permitted outside of an approved flammable storage cabinet in laboratories constructed or renovated after December 2001.
- Consult Environmental Health & Safety (EHS, 614-292-1284) for a safety review if quantities are expected to exceed the above limits.
- Keep all chemical containers that are not in active use properly capped.
- Do not store any empty or full chemical bottles or containers on the laboratory floor without proper containment.
- Do not store flammables in standard refrigerators, freezers, or cold rooms.

- Do not keep peroxide formers, such as ethers, beyond the expiration date printed on the label.
- Restrict the container size to one gallon for all flammable liquids (e.g., liquids with a flash point less than 100°F). Flammable liquids received in original approved containers, which are of 5 gallons or less capacity, are exempt from this requirement.
- Do not dispense by gravity, any flammable liquids in quantities of one gallon or more. Use approved pumps taking suction from the top of the container.
- Collect hazardous waste in appropriate containers and transfer to the designated Hazardous Waste Storage Room within three working days.

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 secured adequately.
- 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.
- 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 marked properly with the name of the contained gas.
- Report any damaged cylinder or valve immediately to Environmental Health & Safety (EHS, 614-292-1284) 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 or trips.
- Do not use extension cords as a substitute for permanent wiring.
- Plug heavy equipment like refrigerators or freezers directly into an outlet.
- Maintain proper clearances between electrical equipment and hazardous chemical storage.

Fire/Heat and Smoke Detectors

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

Emergency Exits

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

Door Stops, Wedges, Hold-Open Devices

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

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

While these features are inspected by professionals, routine walk-through inspections by building occupants are of extreme importance. For instance, a temporarily stored material in the exit passage may become permanent, creating a life safety hazard, if not immediately addressed. Therefore, every individual

should know and check his/her areas and activities for fire safety. Use the “Fire Drill Checklist.” Always contact EMFP for assistance or appropriate corrective measures.

COMPRESSED GASES AND CRYOGENIC LIQUIDS

All compressed gases and cryogenic liquids should be stored, handled and used in accordance with the requirements of the applicable Ohio Fire Code, Ohio



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

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

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

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

- All employees have adequate knowledge and training regarding safety and first aid procedures for gases being used or handled. Employees should be provided with and encouraged to read and follow the instructions on the warning labels, review applicable Safety Bulletins and Safety Data Sheets (SDS) for specific gases.
- All individuals working on or near CG systems wear eye protection at all times and wear protective gloves, particularly, when handling cylinders containing cryogenic (super cold) gases.
- The maximum number of cylinders in a laboratory is limited to a two-month supply. Cylinders not “in use” are not to be stored in the laboratory. A single cylinder secured alongside the cylinder in use as the reserve cylinder is considered “in use.” Flammable compressed gas cylinders (e.g., acetylene, butane, ethylene, hydrogen, methylamine, vinyl chloride) in laboratories are limited only to those in current use. The maximum quantities of compressed gases and cryogenic liquids never should exceed those specified by the Ohio Fire Code or other applicable fire codes. When noncompliance is identified during lab safety audit or fire code inspection, Emergency Management and Fire Prevention (EMFP) and Environmental Health & Safety (EHS) should work with the appropriate department manager to resolve this issue.
- Excess cylinders and tanks are stored in a separate ventilated room approved for that use.
 - All cylinders (in service or storage, full or empty) are:
 - Adequately secured with chains or straps positioned around the upper third of the cylinder, or by proper nesting to prevent falling or being knocked over.
 - Protected with valve protective caps in place until the gas is about to be used.
 - Never stored in any portion of an exit or common corridor, elevator, or in space under the stairway. A cryogenic container (CGC) should not be located

such that it could prevent safe egress in the event of accidental release of their contents unless a second means of access to an exit is available from a laboratory work area.

- Stored away from elevators, staircases or main traffic areas to avoid dangerous impediments.
- Promptly moved to their designated storage area once delivered.
- Removed within one day, when placed in the hallways for pickup.
- Moved with a suitable hand cart and never allowed to be dropped or banged together violently.
- Kept away from fire, heat and spark-producing operations.
- Grouped according to their properties. Do not store flammable gases next to exits or oxygen cylinders.
- Stored such that flammable gases are separate from oxidizing gases, and empty cylinders are separate from the full cylinders. Note: oxidizing gases contain oxygen at higher than atmospheric concentrations (more than 23-25%). Common examples are nitrogen oxides, halogen gases such as chlorine and fluorine.
- Properly marked with the name of the contained gas. Don't accept unidentified cylinders and don't rely on color codes. Read the label.
- Lecture bottle-sized cylinders also must be secured properly. Such cylinders with content health hazard 2 without physiological warning properties, health hazard 3 or 4, and pyrophoric (spontaneously ignitable) always must be stored in constantly ventilated hood/enclosure.
- Each department or laboratory should ensure that:
 - A CG cylinder is never used without a pressure-reducing regulator that safely reduces the cylinder pressure to the required level.
 - Only those regulators are used that have both a high-pressure gauge and a low-pressure gauge to be able to monitor both the pressure in the cylinder and in the system.
 - Never use a pressure gauge greater than 75% of its maximum face reading. Immediately replace any gauge whose pointer does not go back to its zero point when pressure is removed.
 - Cylinder valves are cleaned of any dust or dirt before attaching proper regulators.

- Cylinder valves are closed properly and the protective caps are replaced before returning the cylinders.
- The adjusting screw is released on the regulator before opening cylinder valve.
- An adaptor never is used between a cylinder and a pressure-reducing regulator.
- Regulators never are interchanged. Some regulators are only for specific gases.
- Excessive force never is used to connect a CGA connection.
- Safety devices in cylinder valves or regulators never are tampered with.
- Any damaged cylinder or valve is immediately reported to the supplier and to the campus emergency number.
- Any aid, such as pipe dope or Teflon tape, is never used to connect a regulator to a cylinder.
- The users are trained to stand to the side of the regulator when opening cylinder valve and open the cylinder valve slowly.
- The users are instructed never to transfer CGs from one container to another, refilled or sucked back into the cylinder.
- Separate empty and full cylinders during storage. Mark empty cylinders “empty” or “MT.” Note that cylinder with a pressure gauge reading of 0 psig (0 kPa) is not really empty. It still contains gas at atmospheric pressure. Gauge pressure = total gas pressure inside cylinder - atmospheric pressure (14.7 psi or 101.4 kPa).
- Cryogenic liquid (liquefied gases at very low temperatures, having boiling points below -150°C or -238°F) tanks are checked periodically to ensure that they:
 - Have not lost vacuum or insulation. A cold outside jacket of the tank indicates the need for tank service.
 - Are checked at the neck of the tank opening for any ice accumulation to prevent any blockage and subsequent pressure buildup within the container.
 - Are checked for sabotage of the pressure relief devices on the tank.
 - The following two safety precautions must be taken with cryogenic gases:

- Use protective gloves and eye wear when handling cylinders containing cryogenic (super-cold) gases.
- Where cryogenic gases are vented or released at a rate more than a few cubic centimeters of gas per minute inside an area, adequate 24-hour ventilation is required. Install continuous oxygen monitor(s) with a “low oxygen” alarm in such areas for safety.

CONSTRUCTION, RENOVATION, AND DEMOLITION

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

COOKING APPLIANCES AND STERNO HEAT

Cooking-related appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks, and crock pots are not permitted to be used inside of any university building

unless such use is necessary for conducting university business. Permission should be obtained from the appropriate school's or unit's administrative office after consulting with Emergency Management and Fire Prevention. Where one or more of these appliances are used, appropriate safety precautions should be taken as outlined below.



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

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

DECORATIONS: HOLIDAYS, CANDLES, OPEN FLAMES

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

Holiday Trees, Wreaths, Decorations

- Decorations and lighting must not be placed so as to obscure emergency exit paths or signs.
- All decorative materials should either be noncombustible or flame resistant, or treated with an approved fire retardant in accordance with the manufacturer's specifications, NFPA 701 Testing criteria, and the Ohio State Life Safety Policy.
- Look for "non-combustible" or "flame resistant" labels on the decoration packages. If the decorations are to be re-used, retain the original packaging.
- Live trees, natural wreaths, and other live greens are not permitted indoors.
- Use only flame retardant artificial trees and decorations in appropriate locations (flame retardant information can be found on the packaging).
- Trees or decorations must not block or obstruct exits, aisles, corridors, vision panels on the hallway doors, stairwells, fire extinguishers, fire alarm pull boxes, exit signs, evacuation floor plans, and other emergency equipment/information.

- No trees or wreaths of any kind are permitted in laboratories, but a wreath on the exterior of a laboratory door is permissible.
- Place all decorations and combustibles at least 3 feet away from sources of heat (e.g., radiators, lights).
- All decorations with powered electricity must be turned off when unattended or before leaving the area for the day.

Holiday Lighting

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

Removal of Decorations

- All decorations and lightings should be removed promptly upon the completion of an event or within seven calendar days after the end of the holiday period.

Life Safety Measures for Departmental Holiday Events

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

Candles, Incense, Open Flames

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

DOOR WEDGES AND OTHER HOLD-OPEN DEVICES

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



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

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

All fire-rated or smoke-barrier doors that are approved to remain open during normal operation are equipped

with electrically powered magnets that hold them in open position and release (close) automatically during a fire alarm. Never block a fire-rated or smoke-barrier door from closing.

MAGNETICALLY LOCKED EXIT DOORS

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

ELECTRICAL SAFETY

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

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

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

- Use equipment in accordance with the manufacturer's recommendations. Never bypass electrical interlocks. Calibrate heating equipment regularly as required.
- Post procedures for critical equipment, including "on-off procedures" and warning signs on or near the equipment. Clearly identify the equipment to be left "on" when the laboratory is unoccupied (e.g., by posting on the lab door).
- All defective/damaged wiring (e.g., frayed, cut wires, broken/defective plug or switch) or equipment should be promptly reported to Emergency Management and Fire Prevention and Facilities Operations and Development (FOD).
- To prevent fires because of electrical overload on fixtures and wiring, do not use:

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

- Portable electrical space heating devices generally are not permitted in any university building. Review specific restrictions and guidelines about space heaters later in this document.
- If electrical work is required in any area, it should be submitted to FOD for review and/or cost estimate and approval.
- Promptly report any unsafe hazardous electrical conditions to the department supervisor or FOD.

FIRE SAFETY INSPECTIONS

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

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



FURNISHINGS AND DECORATIONS

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

Departments purchasing new furnishings and decorations and Ohio State Purchasing must ensure compliance with the following requirements of the Ohio State Life Safety Policy: (1) furnishings and decorations are noncombustible or flame resistant in accordance with the appropriate NFPA or other equivalent standard, (2) all upholstered furniture, including sofas and mattresses, comply at least with California Technical Bulletins (CAL TB) 117 and 133 (for unsprinklered general assembly areas, and (3) all other decorative materials comply with NFPA 701 standard.

HAZARDOUS MATERIALS AND CHEMICALS

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

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

- Maintain an up-to-date inventory of hazardous chemicals by types and quantity, as required by the Ohio Fire Code and the Ohio State Life Safety Policy, Ohio Emergency Planning and Community Right to Know Act (EPCRA), Superfund Amendments and

Reauthorization Act (SARA Title III), State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC).

- Work with Environmental Health & Safety (EHS) to ensure that the initial inventory is created and updated as required.
- Restrict the container size to one gallon for all flammable liquids (e.g., alcohol, toluene, acetone, benzene) with a flash point lower than 100°F. Flammable liquids received in original approved containers that are of 5 gallons or less capacity are exempt from this requirement.
- All chemical containers that are not in active use should be capped properly.
- No chemical containers should be stored on a laboratory floor without proper containment.
- All flammable and combustible liquids containers should be stored in a cool area, away from sunlight or any sources of heat or ignition, and away from any corrosives or oxidizers.
- Flammable liquids not in active use should be stored in an approved flammable storage cabinet. Storage of flammable liquids is not permitted outside of an approved flammable storage cabinet in laboratories constructed or renovated after December 2001.
- Storage cabinets used in laboratories should not be required to be vented for fire protection purposes. Where vented, performance-based requirements of NFPA 30 should be complied with.
- Flammable Liquids Dispensing and Transferring: Dispensing and transfer of these liquids can present a static electricity hazard, depending on their ability to generate static electricity, how well they conduct electricity (conductivity), and their flash point. Thus, the level of hazard depends on factors such as the type of containers, the type of liquids (flash point, vapor pressure) being transferred, working environment (temperature), and the rate of liquid transfer.
- To reduce your risk of injury during such activity, all flammable liquids dispensing and transfer should comply with the following requirements:
 - Flammable liquids in containers larger than 4 liters (1.1 gallons) should not be dispensed by gravity, whether the containers are conductive or not. Approved pumps taking suction from the top of the container should be utilized. Containers with a bottom spout are acceptable but not recommended because of an increased risk of spill caused by a damaged spout.

- Any transfer of flammable liquids between conductive containers larger than 4 liters (1.1 gallons) should be bonded and grounded. Note: transferring flammable liquids from 4 liter (1.1 gallon) glass containers to any metal containers is relatively hazardous, and such a practice is not considered prudent. Therefore, this should be avoided.
- Transfer of flammable liquids is not permitted in any exit access corridor.
- Transfer of flammable liquids to smaller containers from bulk stock containers not exceeding 19 liters (5 gallons) should be performed only in a lab hood or an approved inside area, and in an adequately ventilated area that must not allow the accumulations of flammable vapor/air mixtures to exceed 25% of the lower flammable limit.
- Where practicable, dispensing operations should be separated from the storage area because of the exposure of greater quantities to the hazards of dispensing operations.
- Any transfer of more than 19 liters (5 gallons) of flammable liquids is not allowed inside the building except in an area specifically designed and protected for dispensing such liquids.
- Consult Emergency Management and Fire Prevention (EMFP) for any activity that you think may not comply with these requirements to determine appropriate strategy to control a fire hazard.
- Collect hazardous waste in appropriate containers as specified by EHS. Once a container is full, promptly contact EHS to schedule a pickup and transfer to the designated Hazardous Waste Store Room within three working days.
- Limit the quantities of flammable liquids to 10 gallons per laboratory and combustible liquids to 30 gallons per laboratory. In cases where a common fire area is divided into multiple laboratories, each laboratory may have to comply with more stringent quantity restrictions. When noncompliance is identified during a lab safety audit or fire code inspection, EMFP will work with the appropriate department manager to resolve this issue in accordance with the applicable fire code requirements.

- Ensure that radioactive materials are stored, handled and used only by the trained authorized users to keep exposure “As Low As Reasonably Achievable” (ALARA) and to minimize the property damage by radioactive materials resulting from fires and explosions. The users of such materials also should comply with the requirements of the university’s radiation safety policies and procedures.



LECTURE HALLS AND PLACES OF ASSEMBLY

The Ohio Fire Code classifies lecture halls, multi-purpose rooms, and places of assembly as a “life hazard use group” because of safety concerns for a large number of people in these areas. In case of fire, people must be able to evacuate these areas safely and in a reasonable time frame.

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

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

SPACE HEATERS

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

1. Portable space heaters are not permitted in any university-owned or -leased facility unless Facilities Operations and Development (FOD) or the landlord of a leased facility has approved such use as a temporary measure to address inadequate heating by the building's heating, ventilation and air conditioning (HVAC) system. Space heaters should not be used as a substitute for any required repair or maintenance of the HVAC system. Where approved, only electric space heaters that meet the safety criteria are allowed.
2. Any non–UL-rated 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 health-care occupancies accredited by the Joint Commission, (except, under certain circumstances, in non-sleeping staff or employee areas only), and in all areas primarily used for the storage of combustible materials such as office 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 or an Emergency Management and Fire Prevention (EMFP) representative may prohibit such use. Any heating unit or its use that does not comply with the Ohio State Life Safety Policy must be confiscated.
5. The user of a space heater ultimately is responsible for any hazard or fire code violation created as a result of unauthorized or inappropriate use.
6. If a space heater is to be used, the following safety criteria must be met, and operational safety precautions must be followed:

Safety Criteria for Space Heaters

All electric space heaters must meet the following criteria:

1. The equipment is Underwriter Laboratories (UL) approved for the use for which it is designed.
2. The equipment has a sealed element and does not produce any flames or 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°C or 212°F.
5. Oil-filled electric space heaters are recommended over any other types of heaters because they have the best safety record.

Operational Safety Precautions for Space Heaters

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

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 with a heater because it may overheat and cause a risk of fire.
5. Check the heating unit before each use to ensure 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, crushed by objects, or covered under carpet or rug.

7. Promptly report any unsafe or hazardous conditions to EMFP and FOD.
8. Contact Emergency Management and Fire Prevention for any space heater questions.

SPECIAL PUBLIC EVENTS

Exhibitions, Vendor Fairs, Parties, Carnivals, Picnics

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

Requirements for Indoor Events:

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

Requirements for Outdoor Events

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

STORAGE SAFETY

Storage of materials, equipment and furniture in corridors and stairwells used for an emergency exit can present an impediment and falls and trips hazards to both building occupants and responding firefighters. Storage in corridors also may block installed emergency equipment such as fire extinguishers, safety showers and fire hose connections. Inappropriate storage height in sprinklered areas can hinder effective firefighting. To avoid these problems, the following should be complied with regard to storage:

Storage in Egress Corridors

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

Safe Ceiling Clearance for Storage

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

FORMS AND PROCEDURES



FIRE DRILL CHECKLIST

Facility Information

BASIC INFORMATION	
Name and address of building	
Name and contact information of individual completing 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	<input type="checkbox"/> Building is equipped with horns and strobe lights <input type="checkbox"/> Building fire alarm issues a preprogrammed voice message <input type="checkbox"/> Building is equipped with an intercom system <input type="checkbox"/> Other—please describe
Check the primary and alternative means of reporting fires or emergencies to the fire department	<input type="checkbox"/> Building is equipped with fire alarm monitoring <input type="checkbox"/> Ohio State's Public Safety Dispatch Center (Blankenship Hall) <input type="checkbox"/> Other—please describe <input type="checkbox"/> 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	
EIapse of 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 also may be used with appropriate modifications in areas where patients may be undergoing medical procedures and where halting any active patient care may pose an increased risk to the patient. In these cases, those who are directly involved in patient care should ensure that all necessary communications, notifications, and safety measures outlined in this procedure are implemented in addition to any department-specific measures.

The evacuation route must be predetermined!

Procedure

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

Evacuation Assistants should:

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

Responding Fire Department

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

Evacuation Assistants and/or Floor Evacuation Coordinators should:

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

Designated Evacuation Assistants and/or Fire Wardens should:

- Position yourself and the person with a disability on one side of the corridor near the stair door such that traffic is not obstructed. Caution: Unless otherwise directed by the responding fire department, buddies should use only the Safe Waiting Area specified in the Building Emergency Evacuation Plan (BEAP).
- Do not attempt to walk the person up or down the stairwell.
- Note: Stairway evacuation of wheelchair users should be conducted only by trained professionals such as the responding fire department, and only after major traffic has passed. Discourage any person with mobility impairment from using stairs without assistance, even though they may be able to go up and down stairs easily. They may not be able to properly operate door locks, latches, and other devices.
- Keep the stair doors closed at all times. Caution: If the stairs doors are left open, the smoke may enter the stairwell.
- Once people with disabilities are positioned at the safe predetermined waiting area,
 - Evacuate and report to the responding fire department or to the Command Post, if set up.
 - Report the exact location and number of people with disabilities to the responding fire department and/or other responders. Give them the disabled person's cell phone number.
 - Wait at the designated assembly area or near the Command Post, as directed by the emergency responder, to provide any information as required.
 - Follow-up with the responding fire department if people with disabilities who were reported as waiting in the building have been contacted or if they are being assisted.
 - Follow-up if the emergency seems to be of a continuing nature or lasting for more than 10 minutes (for low-rise buildings) or 15 minutes (for high-rise buildings).



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 address: _____

AREAS/GROUPS THAT SHOULD DEFEND-IN-PLACE <i>(Indicate any critical patient areas or experiments that must continue)</i>		
Name of Area or Group	Location	Approximate # of people

FLOOR EVACUATION COORDINATORS				
	Name	Building/Room #	Phone Number	E-mail
1				
2				
3				
4				
5				

EVACUATION ASSISTANTS <i>(List names of those trained ONLY IF ALL staff members are NOT trained as Evacuation Assistants)</i>				
	Name	Building/Room #	Phone Number	E-mail
1				
2				
3				
4				
5				

DESIGNATED WAITING AREAS		
Waiting Area	By Stair # / Nearest Room #	Nearest Available Phone # / Room #
Primary waiting area		
Secondary waiting area		

TRAINING PARTICIPATION			
Trainee Group	Date 1	Date 2	Total # Trained
Floor Evacuation Coordinators			
Evacuation Assistants			
Staff			
People 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 <i>(Each department is required to practice the PWD procedure at least twice a year)</i>	
Date	Drill scenario practiced (please describe)

PWD PLAN REVIEW AND UPDATE <i>(at least annually or when changes occur)</i>			
	Department Name	EMFP	Building Coordinator
Reviewed by: Name/Signature			
E-mail/Phone Extension:			
Date Reviewed:			

CHECKLIST FOR 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 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 (consider department size, staff location, and number of potential PWD) 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

**COMPRESSED GAS
UNSAFE STORAGE**



**POOR
HOUSEKEEPING**



**BLOCKED EXIT
AND STORAGE**



COMBUSTIBLES



EXIT BLOCKED



EXIT SIGN INOPERABLE



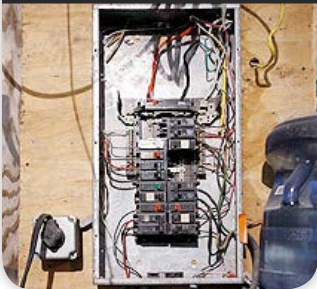
**NO FIRE STOPPING
IN OPEN PENETRATION**



**UNSAFE STORAGE
OF CHEMICALS**



**OPEN
ELECTRICAL PANEL**



DOOR WEDGE



STORAGE IN STAIRWELL



**USING DOOR CHOCK TO
HOLD OPEN A FIRE DOOR**



**MATERIAL STORAGE
IN HALLWAY**



**USING EXTENSION CORDS IN
PLACE OF PERMANENT WIRING**



FIRE SAFETY RESOURCES

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

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

Fact sheets on the NFPA website include:

- **Home escape planning:** Learn the steps to create a home fire escape plan and putting it into practice.
- **Prepare for an emergency:** Your family needs to be prepared because you won't have time to shop or search for supplies when a disaster strikes.
- **For people with disabilities:** Ensure that people with disabilities are included in safety planning.
- **Electrical safety:** Safety in the home and with circuit interrupters.
- **Fire protection equipment:** Automatic sprinkler systems, fire extinguishers, smoke alarms.
- **Homeland Security:** Free access to NFPA 1600 and other information and resources.
- **Mine fires and explosions:** Mining and mineral processing facilities represent significant fire and explosion exposures.
- **Seasonal safety:** Fireworks, Christmas trees, grilling, Halloween safety, winter and summer safety.
- **Vehicles/gas/fuel safety:** Gasoline at home, propane, service station safety, and more.
- **Wild land fires:** Learn to protect your family and community from wild land fires.

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

- **Candle Fire Safety**
- **Electrical Fire Safety**
- **Heating Fire Safety**
- **Portable Generator Hazards/Carbon Monoxide Poisoning**
- **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**