

## **Statement of Policy regarding emergency response and evacuation procedures.**

Ohio Northern University will immediately notify 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 the campus through text messaging, ONU's web page, and/or mass e-mail.

Ohio Northern University will, without delay, initiate the University notification system through text, web and email, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

With any notice to Security or campus officials of a possible emergency situation, an ONU Security officer will be dispatched to the scene to assess the situation. If the officer determines it is an emergency, the officer will have dispatch initiate calls for the proper emergency responders and University officials.

Security and/or the University switchboard will notify the President of the University along with appropriate Cabinet members, University Communications and Marketing and/or others according to the ONU Campus Emergency Response plan. The ONU website, text messages, email, campus and local radios stations will be updated with current information.

Categories of risk and appropriate emergency responses are outlines in the Campus Emergency Response plan. Notification of campus personnel, and students when determined necessary, will be made through the University Communications and Marketing Department via text messages to subscribers, global email and website emergency notification.

### **Building Evacuation/Procedure**

Depending on the circumstances, buildings may be either partially or totally evacuated. Under partial evacuation, occupants may be simply asked to relocate to another portion of the building deemed safe.

Complete evacuation will result in all persons leaving the building and moving to a designated assembly area outside. The Building Director will determine the best assembly areas located near their buildings. They are also responsible for making sure everyone clearly understands that all occupants are to evacuate to the same area for accountability reasons.

General guidelines for managing a safe and orderly evacuation:

1. Keep yourself and others calm.
2. Announce the situation loudly and clearly too all people.
3. Give clear instructions, direct persons to the nearest exits and stairwells.
4. Remind personnel not to use the elevators during an evacuation.
5. Keep existing groups together. Faculty should lead their classroom students out of academic buildings.
6. Assist persons with disabilities.
7. Account for all evacuees. Key personnel from each group should quickly ascertain that all individuals safely reach the assembly area.
8. Wait for instructions. Do not re-enter the building until an announcement has been made that it is safe to do so.

The University conducts emergency response and evacuation exercises in the form of tabletop drills and scheduled and unscheduled residence hall fire drills. A live test of the outdoors warning sirens occurs on a monthly basis.