

OHIO UNIVERSITY PHYSICAL PLANT POLICY & PROCEDURE

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	Issued By: J. Matthews	Approved By:

OHIO UNIVERSITY EMERGENCY RESPONSE PLAN

Prepared by

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Revised 11/1/95

OHIO UNIVERSITY EMERGENCY RESPONSE PLAN

Purpose

The purpose of the Emergency Response Plan is to coordinate community resources to help minimize the possible harmful effects of an Emergency Chemical Spill to Ohio University and the Athens community.

In order to develop a comprehensive plan the following factors were considered.

1. Commitment and education of local and Emergency Response Teams (especially, Athens Police, Highway Patrol, Fire Department, O.U. Campus Safety, Emergency Management).
2. Development of a Management Resource Plan (e.g., equipment, tools, utensils).
3. Development of outside Emergency Resources (e.g., Chemtrec, Railroad, Nuclear Regulatory Commission).
4. Development of an Emergency Control Center.
5. Development of an Evacuation Plan for Residence Halls including Married Student Housing.
6. Development of an Evacuation Plan for Academic and Service Areas.
7. Coordinating Emergency Plans with County Emergency Management, Local Television and Radio Stations.
8. Coordinating Emergency Plans with O'Bleness Hospital and Ohio University Student Medical Services.
9. Develop a plan to effectively shutdown critical Ohio University Operations (e.g., Heating Plant).

II. The Basic Emergency Response Plan Responsibility for Ohio University is as follows:

1. The Communications Center for Emergency Response is Ohio University Campus Safety. The Department of Environmental Health and Safety will annually update information needed for proper communications.
2. The Department of Environmental Health and Safety will coordinate the communications network for the Academic and Service Areas and the plan will be updated annually.

This information will be provided to Ohio University Campus Safety.

3. The Emergency Response Plan for Residence Halls and Wolfe and Mill St. Apts. will be coordinated by the Department of Environmental Health and Safety. The communications network will be evaluated annually and updated by the Director of Campus and Auxiliary Services and Director of Residence Life. This information will be provided to the Department of Campus Safety.
4. The Emergency Communication Plans will be evaluated annually by the Athens Service-Safety Director, Athens Fire Chief, Athens Police Chief, Ohio University Director of Environmental Health and Safety, Director of Ohio University Campus Safety and Emergency Management.

III. An Outline of How the Emergency Plan Will Work

Any chemical spill incident will be reported to the Fire Department. The Fire Department will make the decision as to evacuation and means of attacking the chemical scene. If there is a need for help, equipment, agency resources, etc., all communications will go through the city dispatcher* (main center for all Fire Department communications). If campus evacuation is requested, the Fire Department will notify the Athens Police Dispatcher (APD), and in turn, the Athens Police Department will notify the O.U. Campus Safety Department. Details concerning the evacuation will be given by the Athens Fire Department.

The O.U. Campus Safety dispatcher will notify the appropriate people. In turn, the people who are notified will initiate the evacuation. If there is a need to develop an incident command post, it will be initiated by the Athens Fire Department.

The evacuation of the City of Athens, excluding O.U. Campus, is the responsibility of the Athens City Police. Note that all communications are centered around the Fire Department. The plan was made as simple and functional as possible.

The Athens Fire Department will use the Emergency Communications Plan to communicate instructions to the Athens Police Dispatcher. The Fire Department will initiate a "plan(s)" depending on the type of emergency. The Athens Fire Department and Athens Police Dispatcher* are the only agencies that will use this plan. Note that if an evacuation is required of Ohio University, the sequence of events will be: Plan I is initiated when a call is received concerning a possible chemical spill, then Plan II will be initiated with a call to Ohio University Campus Safety with the areas to be evacuated.

*Will Change Under 911

Emergency Communications Plans

Plan I - Initiated by officer in charge (Fire Department) - 592-6624

- (a) Prepare to initiate emergency communication plan
- (b) Notify resource consultation Jimmy Matthews, 593-1666, 593-8413; Leroy Scribner, 593-1663, 1-614-385-1034; Chuck Hart
593-1662, 592-4030. [Ohio University Hazardous Materials (chemical; radioactive, etc.)]

Plan II - Initiated by officer in charge (Fire Department) - 592-6624

- (a) Relay all information to agencies provided by officer in charge
- (b) Notify agencies for evacuation and traffic control
 - 1. Athens Police Department - 593-6606
 - 2. Ohio University Campus Safety - 593-1911
 - 3. Athens County Sheriff - 593-6633
 - 4. State Patrol - 593-6611
- (c) Notify emergency medical people
 - 1. S.E.O.E.M.S. - 1-800-282-7777
 - 2. O.U. Medical Center 593-1700
 - 3. O'Bleness Hospital 593-5551
 - 4. Hudson Health Center - 593-1660

Plan III - Initiated by officer in charge (Fire Department) - 592-6624

Notification of other agencies:

- 1. Chemtrec - 1-800-424-9300
- 2. Fire Marshal (BUSTR) Hazardous Response Team - 1-800-589-4628, 614-752-7112
- 3. Railroad Companies - Conrail System - Ed Motte, Conrail Division Manager, Indiana - 317-267-4543
- 4. Nuclear Regulatory Commission - 708-829-9500
- 5. Alcohol, Tobacco, and Firearms - 513-684-3354
- 6. Department of Energy/Defense - 202-586-8100
- 7. Center for Disease Control - Atlanta, Georgia - 404-633-5313

8. Bonded Chemical Company, Columbus, Ohio - 1-800-243-7665,

After 5:00 P.M. - 614-497-4030 - message of who is on call changes weekly)

9. National Response Center - 1-800-424-8802

10. Ohio EPA Emergency Response - 1-800-282-9378

Plan IV - Initiated by officer in charge (Fire Department) - 592-6624

(a) Notify the following agencies and people to report to incident command post/disaster services. Campus Safety will receive notification from the controlling dispatcher and will notify the following individuals indicated with an *.

	Business	Home	
1. Mayor - City Bldg.	592-3338	593-3729	
2. Service-safety Director -City Bldg.	592-3340	797-3151	
3. O.U. President - Robert Glidden	593-1804	593-1303	
Substitute - David Stewart		593-2600	592-4907
4. O.U. Vice President for			
Administration - Gary North	593-2555	592-5700	
Substitute - Ted Kohan	593-2557	592-5404	
5. O.U. Director Campus &			
Aux. Services - Bob Hynes	593-4094	593-5662	
Substitute - Gordon Pettey	593-1855	593-5886	
6. O.U. Director of Physical			
Plant - Sherwood Wilson	593-2911	593-8087	
Substitute - Duane Bump	593-2932	592-1488	
7. Emergency Management -	594-2261	All call	
Ted Jacobson	Pager No.		
8. Vice President for Student Affairs and Dean of Students			
Joel Rudy *	593-2561	592-5897	
Substitute - Michael Sostarich	593-4020	593-3716	

Plan V

(a) Other Resources

1. Refer to resource section - Appendix A

Emergency Response For Academic And Service Areas

If a call is received that an evacuation should take place that involves the following areas, please notify by telephone:

Location	Unit Head - Office	Phone #	Home
President's Home Cutler, McGuffey, Wilson	Ted Kohan Cutler 209	593-2557	592-5404
Physical Plant and Outlying Physical Plant Shops	Sherwood Wilson Duane Bump	593-2911 593-2932	593-8087 592-1488
Convocation Center and Peden Stadium	Tom Boeh Convocation 110 Peggy Pruitt Convocation 106	593-0983 593-1176	594-3910 593-3410
Substitute	Al Hammond	593-1171	797-4869
Grover Center	Keith Ernce Grover Center 5	593-1113	797-2668
Bird Arena, Aquatic Center, Ping Rec. Center Substitute	Douglas Franklin Jim Gilmore	593-0805 593-4679	594-3852 594-7473
Porter, Anderson Lab, Botany Bldg., Botany Annex Substitute	Ivan K. Smith Porter 305 Irwin Ungar	593-1126 593-1120	592-4018 593-3015
Stocker Engineering	T.R. Robe Stocker 157 Joe Essman Stocker 150	593-1479 593-1482	592-1773 797-3049
Trisolini Gallery, Jennings House, Burson House, Seigfred, Music	James Stewart Jennings House	593-1808	592-4951
Hudson Health Center Substitute	John Cunningham 109B Hudson Jackie Legg	593-1660 593-1660	592-2290 592-5530
Clippinger Substitute	Keith McDaniel Clippinger 136A Rose Chambers	593-1751 593-1737	594-7178 593-5298

	David Ingram	593-1705 594-7511
Substitute	Clippinger 252B	
	Martin Kordesch	593-1703 797-2779
	Clippinger 214	
Irvine	Finnie Murray	593-2401 797-2764
	Irvine 106	
	Robert Hikida	593-2323 592-3608
	Irvine 211	
Grosvenor, Parks	Andy DePalma	593-2545 797-4835
	COM W Entrance 007	
Wilson Biotech. Ctr., Ridges Biotech. Ctr.	William Hayes	593-0384 594-5880
	Wilson West 106	
Putnam, McCracken	Wells Singleton	593-4405 593-8638
	McCracken 133	
Substitute	Karen Viechnicki	593-4402 594-2595
Radio-T.V., Kantner	Paul Nelson	593-4884 593-6291
Substitute	Radio-T.V.-Comm. 497	
	William Condee	593-4851 594-4454
Library, Scripps	Gary Hunt	593-2709 592-6168
	Alden 509	
Substitute	Paulette Hodges	593-2702 592-4876
Baker Center, Mem. Aud., Galbreath Chapel	Mike Sostarich	593-4022 593-3716
	Baker 201	
	Tim Hogan	593-4056 592-3582
	Baker 201	
Tupper, Ellis, McKee	Joseph Tucker	593-2890 593-8616
	Cutler 312	
Chubb, Copeland, Bentley, Computer, Service Center, Lindley, Innovation Center	Kip Howard	593-4100 592-2858
	Chubb 120	
	Tim Kirkpatrick	593-4121 592-5733
	Chubb 120	
Fraternities & Sororities	Terry Hogan	593-4028 592-3582
	Baker Center 204	
	Kevin Shannon	593-4025 593-3292
	Baker Center 204	
Scott, Botanical Research, Morton, Gordy, 35 Park Place, Animal Science	Bill Kennard	593-1892 592-1550
Substitute	Mike Worley	593-4317 664-6353
Edwards Accelerator	David Ingram	593-1705 594-7511

Substitute	David Sturbois	593-1983	522-8135
Residence Halls, Married Student Apts. Substitute	Robert Hynes	593-4094	593-5662
	Joe Burke	593-4095	594-7632
Mill and Wolfe St. Apts. Substitute	Dale Tampke	594-4084	593-6621
	Pamela Cork	594-6845	594-5192

Responsibility

If a chemical spill occurs and the fire department determines if an evacuation is necessary, you will be contacted by O.U. Campus Safety to evacuate. Your basic responsibility is to evacuate and forward information to the occupants of the aforementioned buildings) in the event of a chemical spill. It is recommended that the fire alarm be activated and direction be given to the people as they evacuate. It is suggested that contacts be made in each of the buildings to assist in the evacuations.

If a chemical spill occurs and the fire department determines

"sheltering in place" is necessary, you will be contacted by O.U Campus Safety to shelter in place. Your basic responsibility is to forward information to the occupants of the aforementioned buildings) in the event of a chemical spill. It is recommended that ventilation be shutdown, close windows, and occupants isolate themselves from outside air as much as possible (center room or hallway).

Location	Unit Head - Office	Phone #	Home
Shut Down Ventilation	Art Chonko Physical Plant	593-2928	592-4802

Appendix A

PART A INCIDENT	OHIO UNIVERSITY MANAGEMENT TYPE OF EXPERTISE	RESOURCE PLAN HELP AVAILABLE
BOMB THREATS	Identification; Investi- gation of bomb scene	Sgt. Travis Potts O.U. Police Department 593-1911
	Information and Advice; Will respond with Men and Equipment	Columbus Fire Dept. Bomb Squad 614-221-2345 Wright-Patterson Unit: Dayton, OH 1-513-257-4536
CIVIL DISORDERS	Law Enforcement	593-6606 - Athens Police Dept. 593-1911 - O.U. Police Dept. 593-6633 - Athens Co. Sheriff 593-3260 - Nelsonville P.D. 1-385-6866 - Logan Police 1-342-4123 - Perry Co. Sheriff 800-282-9700 - Washington Co. Sheriff 1-373-4141 - Marietta Police 1 -596-5242 - Vinton Co. Sheriff 593-6611 - Highway Patrol
DROWNING ACCIDENTS	Boat - Motor - and Dragging Equipment	Natural Resources, Div. of Parks - 1-592-2302
	Manpower-Boat Manpower	593-6350 - Richland Fire 1-667-3192 Coolville Fire Dept.
	Scuba Divers	Jon Tobin 594-2261
EXPLOSIONS	Law Enforcement and Analysis	593-6606 - Athens P.D. 592-6624 - Athens Fire Dept. 593-6611 - Highway Patrol 593-6633 - Athens Co. Sheriff 593-1911 - O.U.P.D.
HAZARDOUS	Campus Safety	593-1911 - O.U.P.D.

CHEMICAL ACCIDENTS	Environmental Health/ Safety Expert	Jimmy Matthews - 593-1667 or 593-8413 Lee Scribner - 593-1663 or 614-385-1034 Chuck Hart - 593-1662 or 592-4030
GENERAL	Will give general informa- tion on chemicals; expert knowledge; will respond with men and equipment.	Chemtrec - 1-800-424-9300 Marietta Environmental - 1-800-582-2531 (if an emergency, Campus Safety has the pager number
POISON/ PESTICIDE	Poison Control Centers	1-800-682-7625 St. Joseph Hospital 1-304-424-4222 Children's Hospital 1-228-1323
ESCAPE CHLORINE	Expert knowledge; will re- spond with men and equip- ment	Chemtrec 1-800-424-9300
NATURAL DISASTERS	Law Enforcement	593-6606 - Athens P.D.
- FLOODS	Men - Motor Equipment	592-3343 - Athens City Garage
- TORNADOES	Men - Heavy Equipment	593-3633 - Richard Grim
- EARTHQUAKE	Men - Heavy Equipment	592-1866 - Athens Bldg. Material
	Housing - Food - Clothing	593-5273 - Red Cross
	Housing - Food - Clothing	593-7082 - Salvation Army
	News - Information	593-6651 - WATH Radio 593-4848 - WOUB Radio 1-753-2154 - WAIS Radio 592-1055 - WXTQ Radio
RADIOLOGICAL	Environmental Health/ Safety	Jimmy Matthews - 593-1666 or 593-8413 Linga McDaniel 593-4176 or 94-7178
SEARCH AND RESCUE	Law Enforcement/Manpower News - Information News - Information Manpower and Dog	593-6606 - Athens P.D. 593-6651 - WATH Radio 593-4848 - WOUB Radio 592-1055 - WXTQ Radio 1-753-2154 - WAIS Radio
	Helicopter Services	593-6611 - Highway Patrol Lifeflight
	Manpower - Helicopter	593-3341 - Forestry Services
	Manpower - Trucks	592-3343 - City Garage
TRANSPORTATION	Manpower - Traffic Control	593-6606 - Athens P.D.

ACCIDENT	Emergency Service (Squad)	1-800-282-7777 - SEOEMS
	Fire Equipment	592-6624 - Athens Fire Dept.
	Traffic Control	593-6611 - Highway Patrol
	Manpower - Traffic Control	593-6633 - Athens Co.
		Sheriff
	Electric Service	593-5531 - Electric Co.
	Gas Service	593-5581- Gas Company
	Wrecker Service	593-7048 - Curtis
	Heavy Equipment	593-3633- Richard Grim
	Heavy Equipment	592-1866- Athens Bldg. Material
TRANSPORTATION		Athens Police Dept.593-6606
ACCIDENT	Athens Fire Dept.	592-6624
CITY OF ATHENS		Athens City Garage592-3343
	Public Works Director	592-3351 592-5630
	Traffic Devices Superintendent	592-3343
	Service-Safety Director	592-3340 797-3151
MAJOR WATER BREAKS	Blue Prints - Supplies	592-3343- City Service Dept.
	Manpower-Equipment System	592-3343 - Jim Norris
	Analysis	or 592-5630
	Traffic Control	593-6606 - Athens Police Dept.
	System Analysis	592-3344 - Water Plant
	Heavy Equipment	593-3633- Richard Grim
	Heavy Equipment	592-1866 - Athens Bldg. Material
	Fire Fighting Services	592-6624 - Athens Fire Dept.
WATER SUPPLY CONTAMINATION	Expedite Contract with O.E.P.A. Units	592-3344 - Athens Water Plant 592-4431 - City/County Health Dept.
	Chemists - Bacteriologist	614-385-8501 - Ohio E.P.A. Logan, Ohio
	O.D.H. Bureau of Laboratories	614-466-2278 - FAX: 614-752-9863 - Dr. Kathlene Neckstroth
	For Bacterial and Chemical Analysis - Will respond .Athens Police Dept.	Service-Safety Director 592-3340 or 797-3151 593-6606

To obtain a copy of the Athens City Management Resouce Plan contact the Athens Service Safety Director at 592-3340.

HAZARDOUS CHEMICALS

A - Assume event happens then:

- (1) Let Fire Officer on scene evaluate situation then evacuate 2001 radius, if needed, using public address speakers on emergency Fire Dept.

depending on which agency makes initial response. Attempts made to notify: (a) Chiefs (b) Service-Safety

Director, (c) Mayor.

- (3) Fire Department evaluates (with Police Department assistance) using DOT Emergency Action Guide for Selected Hazardous Materials.

- (4) Evacuation area may be expanded by:

- (a) Public Address (Speakers on Cruisers & Fire Equip.)
- (b) Radio (WATH, WOUB, WAIS) Television (WOUB)
- (d) Cable Override Activated (Mayor Only)
- (e) Contact O.U. Police
- (f) Door to door officer contact

- (5) Notification of problem and actions taken to following:

- (a) Fire Chief
- (b) Police Chief
- (c) Service-Safety Director
- (d) Mayor
- (e) O.U. Police
- (f) Sheriff Office
- (g) Emergency Management
- (h) Hospital
- (i) ACFA (Air Truck)
- (j) Fire Marshal Haz-Mat Unit
- (k) Outside Environmental Contractor

- (6) Evaluation Group (Meets and considers disposal, containment, removal, transportation, etc.):

- (a) General Chemist
- (b) Radiologist
- (c) Fire Chief
- (d) Police Chief
- (e) Safety-Service Director
- (f) Mayor
- (g) Chemtrec
- (h) Ohio E.P.A.
- (i) NRC (if radiological)
- (j) O.U.P.D.

- (k) Jimmy Matthews

- (1) Fire Marshal Haz-Mat Unit
- (m) Outside Environmental Contractor

Revised 8/14/95

INTEROFFICE COMMUNICATION

DATE: September 1, 1995
TO: Lee Scribner, EHS
FROM: Keith McDaniel
SUBJECT: Laboratory Supervisors

Here is the updated list of laboratory supervisors you requested.

171	Dave Hendricker	172	Peter Harrington
173	Paul Sullivan/Anthony Andrews	174	James Tong
175A	James Tong	176	Hugh Richardson
177A	Peter Harrington	181A	Dave Hendricker
232	Instrumentation Lab - Mark McMills		
234-235	Jack Blazyk, Hugh Richardson	272	Peter Johnson
271B	Marcia Kieliszewski	274	Fred Lemke
273	Marty Tuck	276A	Fred Lemke
275	Jack Blazyk	278	Marcia Kieliszewski
277A	Jack Blazyk	292A	Gary Small
291A	Martin Tuck	294	Gary Small
293	Gary Small	295A	Peter Johnson
371	Keith McDaniel	372	Dan Dolata
373	Martin Tuck	374	Bing Gong
375	Mark McMills	376	Dan Dolata
377	Mark McMills	379A	Keith McDaniel
380A	Mark McMills	390	Gary Small
391A	Jed Butcher	392A	Howard Dewald
393	Gary Small	394	Howard Dewald
395	Jed Butcher	396	Howard Dewald
397	Keith McDaniel	398	Jed Butcher