

SAFETY PROCEDURES

Ohio Business College

Columbus Campus

Building Closure-Lock

Brief walk-through facility to ensure back warehouse doors are shut, manual lights are off, and both front doors and gate are locked on the way out.

Emergencies

Primary Operations Personnel (Campus Director, Registrar, Instructors) are primarily responsible for initiating applicable Emergency Action Plan that has been implemented. For all implemented Action Plans, Incident Reports will be written by applicable personnel and/or Primary Operations Personnel and submitted to OBC Headquarters.

Action Plans

Fire

- Fire extinguisher located on white poles in the middle of the warehouse at registration desk, between labs and behind labs
- Evacuate all people in building to the nearest exit away from fire (e.g., front doors, warehouse out towards back) and disallow anyone to enter
- Call 911
- All students and staff should remain in parking lot safely away from building until directed otherwise by official personnel.

Tornado

- Allow people within the building to move to nearest Safe Zone - Classroom 1, restrooms or kitchen area.
- Stay put until it is announced that it is safe to come out.

Health

- First Aid kits are located on the wall between Classroom 1 and 2 and near the bathroom entrance.
- Use First Aid kits as applicable, call 911 if medical emergency.

Disturbances

- Conduct deemed unlawful, threatening, endangering or otherwise unwanted or unbecoming will not be tolerated and will be reported immediately to OBC and local authorities.
- If safe to do so without causing escalation/retaliation, carefully request the person(s) causing the disturbance to leave the premises.
- Call 911 as applicable/needed.
- If disturbance includes weapon(s), 911 will be called and all people within the building will be notified to move safely and quickly as possible to an area that they can barricade themselves within (e.g. office, classroom, restroom) or to evacuate the premises ASAP if safe to do so. Where not possible to barricade or escape, people will be instructed to hide behind furniture/objects as discretely as possible.