



SAFETY PROCEDURES

**Ohio Business College
Sheffield Campus
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REACT - Responsible Emergency Action Team

The REACT team is responsible for initiating an emergency action plan such as fire, tornado, or significant emergency. Each list will start at the top and continue downward until a team member can be contacted by campus personnel. In the event of an immediate threat the appropriate action should be initiated promptly with the REACT team contacted once everyone is safe.

Day Time REACT Team

Dr. Donna Stevens, School Director

Dr. Donna Stevens, Director of Nursing

Night Time REACT Team

Dr. Donna Stevens, School Director

Dr. Donna Stevens, Director of Nursing

Assigned Campus Security Authority (CSA)

General Emergency Procedures

Consider your own safety. Do NOT place yourself in harm's way.

Protect and warn others as much as possible.

Call 911

Describe the emergency (fire, medical, crime, etc.).

Give address of the school.

5095 Waterford Dr.

Personal Safety

Although the College attempts to maintain a safe environment for employees and students, all persons on campus should take basic precautions for their own safety:

Report suspicious persons or occurrences immediately to an administrator/REACT team member or law enforcement.

Familiarize yourself with personnel in the building (at least by sight) so you will be alert to unfamiliar faces and suspicious behavior.

When exiting the building after dark, try to use the "buddy system" whenever possible to avoid being a lone target.

Lock your car when you park. Don't leave valuables in your car or keep them out of sight. Always check the back seat before getting into your car to make sure no one is hiding there.

In the building, do not leave your valuables unattended, keep money, purses, and other valuables out of sight and locked in desks or file cabinets.

Keep your office doors closed and locked when you are not there, even when you expect to be gone for only short periods. Take your keys with you.

Fire Emergency Procedures

Fire prevention measures propose to reduce the incidence of fires by eliminating opportunities for ignition of flammable materials.

Flammable and Combustible Materials

Substitution

Flammable liquids sometimes may be substituted by relatively safe materials in order to reduce the risk of fires. Any substituted material should be stable and nontoxic and should either be nonflammable or have a high flashpoint.

Storage

Flammable and combustible liquids require careful handling at all times. The proper storage of flammable liquids within a work area is very important in order to protect personnel from fire and other safety and health hazards.

Where approved storage cabinets or rooms are not provided, inside storage will comply with the following basic conditions:

- a) The storage of any flammable or combustible liquid shall not physically obstruct a means of egress from the building or area.
- b) Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured or applied. Remove only that portion of liquid in the storage container required to accomplish a particular job.
- c) Flammable paints, oils, and varnishes in 1 or 5 gallon containers, used for building maintenance purposes, may be stored temporarily in closed containers outside approved storage cabinets or room if kept at the job site for less than 10 calendar days.

Flammable Gases

Generally, flammable gases pose the same type of fire hazards as flammable liquids and their vapors. Many of the safeguards for flammable liquids also apply to flammable gases, other properties such as toxicity, reactivity, and corrosively also must be taken into account. Also, a gas that is flammable could produce toxic combustion products.

Fire Extinguishers

A portable fire extinguisher is very effective when used while the fire is small. The use of a fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely

depends on its proper selection, inspection, maintenance, and distribution. OSHA requires by law that only fire extinguisher certified personnel are to use fire extinguishers.

Classification of Fires and Selection of Extinguishers

Fires are classified into four general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

- **Class A** fires involve materials such as wood, paper, and cloth which produce glowing embers or char.
- **Class B** fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.
- **Class C** fires involve fires in live electrical equipment or in materials near electrically powered equipment.
- **Class D** fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.
- **Combination Extinguishers** are popular today and are able to a variety all of fires, such as the ABC combination extinguisher.

Extinguishers will be selected according to the potential fire hazard, the construction and occupancy of facilities, hazard to be protected, and other factors pertinent to the situation.

Location and Marking of Extinguishers

Extinguishers are conspicuously located in the hall areas and readily accessible for immediate use in the event of fire. They are located along normal paths of travel and egress.

Inspection and Maintenance of Exit Lights and Fire Extinguishers

It is the responsibility of the Safety Committee to oversee the inspection, and scheduling the yearly maintenance of the fire extinguishers to ensure that they are in proper working condition and have not been tampered with or physically damaged.

Fire Action Plan

- Notify the Fire Department by dialing 911. Give your location (5095 Waterford Drive - including classroom number), the nature of the fire, and your name.
- The alarm system will be voice communication. Notify all classrooms through the phone system (#2120).
- REACT member will sound fire alarm on bull horn.
- Everyone should begin to evacuate the building as soon as possible. Emergency Exit Route signs are posted in each room.

When alerted that a fire is present, all faculty, staff, and students must calmly and quickly exit the building via the closest exit and gather in an appropriate meeting place.

Reminder: You are not a fire fighter; get yourself and students out of the building.

Staff

1. Exit the building
2. Closing door behind you
3. Gather at point B (across the parking lot from the school)
4. Some take roll and mark who is missing from staff and if you have any extra students mark their names down
5. One person will report to OBC Sign for confirmation that all personnel are out of the building

Faculty and Students

1. Gather students to exit classroom (faculty member will exit room last)
2. Take attendance book or sign-in roster with you
3. Close classroom door (if a drill please lock classroom door)
4. Gather class at points A, B, C, or D
5. Take attendance (mark down any students you cannot account for and any extra students)
6. Lead Faculty (React Team Members) will gather data from area and report to OBC sign.
7. No employee or student should be unaccounted for.
8. No employee or students should walk around unattended or go to their vehicles for any reason until the “all clear” is given.



Medical Emergency Procedures

Medical related emergencies include:

- Critical Emergency
- Non-Critical Accident
- Slip and/or fall

Medical Action Plan

1. Call for help from the surrounding area and/or designated someone to tell the receptionist to notify Emergency Medical Services (EMS) by dialing 911
2. Gather any Emergency Supplies (First Aid Kit.)
First Aid kit(s) are located in the Medical Assisting Lab.
Remember: if the injury concerns bodily fluids, wear personal protective equipment
3. Apply basic first aid until EMS Arrives
4. The first responder needs to observe the entire situation in order to complete an Incident Report.
5. Clear the scene of non-essential personnel by sending students back to their classroom in efforts to ease the person injured.
6. Complete an Incident/Accident Report

AED - Automated External Defibrillator (Room 102)

A portable device that can be used to treat a person whose heart has suddenly stopped working is located in the lobby area.

Eye Wash Station (in Room102 / Room 106)

1. Immediately flush eyes for at least 15 minutes.
2. Keep the eyes open and rotate the eyeballs in all directions to remove contamination from around the eyes. Hold your eyes open with your fingers if necessary.
3. Seek Medical Help

First Aid Kit

The first aid kit is located in Room 102.

Weather Related Emergencies

Weather related emergencies include:

- Tornados
- Electrical Storms / Power Outages
- Snow / Ice Emergencies

Tornados

The front office staff is responsible for monitoring storms as they move through the area. In the event of threatening weather, front office staff should immediately alert instructors and students on campus by following the Weather Action Plan.

Electrical Storms / Power Outages

During the time of Electrical Storms, turn off all non-essential electrical equipment, including computers, overhead or multimedia projectors, TVs, etc. Students should be able to continue their classroom activities. Those students in a computer lab should be reminded to save their work often. If the power does go off for a substantial time, make sure all light switches, computer surge strips and other electrical equipment are turned off to avoid damage when power is restored. The front office will monitor the activity and the School Director will make all decisions as to if classes will be canceled and made-up at a later time.

Snow/Ice Emergencies

Snow and ice emergencies will be dealt with on an individual basis depending on the amount of precipitation and the time of day the emergency hits. In rare instances, the School Director may make the decision to either close the school or run it on a delay.

All school closings are announced on the radio and television. Tune to one of the following stations during inclement weather.

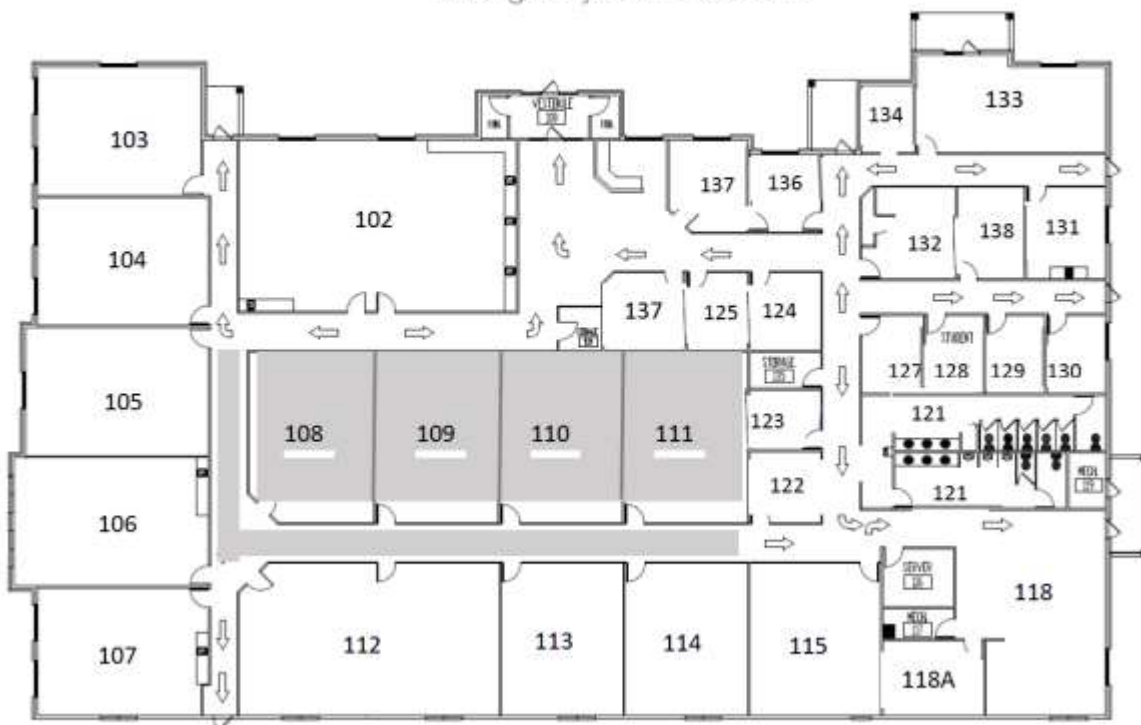
NOAA Public Alert Radio

The school has a NOAA Public Alert radio in the front lobby at the receptionist's desk. In the event of an emergency the front desk workforce will alert the appropriate personnel of the emergency.

Weather Action Plan

In case of a weather related emergency, an announcement will be made over the public address system by a member of the REACT Team.

1. All employees, students, and campus guests will be directed to designated areas.
Instructors should close all classroom doors.
 - Classrooms: 108, 109, 110, and 111
 - Halls without windows
2. Wait for an all clear before returning to the classroom or exiting the building.



Designated Tornado Areas are shown in gray.

Security Procedures

Information from the U.S. Department of Education publication titled "The Handbook for Campus Crime Reporting"

Schools that participate in the Federal Title IV Programs must identify campus security authorities and inform them of their responsibilities for Clery Act reporting. We must also identify local police agencies responsible for the jurisdiction where our institution is located

A campus security authority, for these purposes, is defined as "any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses."

To determine specifically which individuals or offices are campus security authorities, we are instructed to base our determination on the function of a particular individual or office. Campus security authorities are defined as those individuals or offices having "significant responsibility for student and campus activities." By these requirements, campus security authorities would include the Vice President, School Director, the Corporate Director of Education, and Registrar.

Campus security authorities are not responsible for determining authoritatively whether a crime took place. Campus security authorities are responsible for reporting to the appropriate law enforcement personnel, or to the individual or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith. (p. 50) In good faith means "there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information."

Campus Geographic Definitions

The Clery Act requires that we disclose statistics for offenses committed in certain geographic locations associated with our institution. Those geographic locations are specifically defined by the Clery Act as follows:

Campus means –

- any building or property owned or controlled by a school within the same reasonably contiguous geographic area and used by the school in direct support of or in a manner related to its educational purposes.

This would include parking areas as follows:

"If the rental/lease agreement for a building space includes the use of a surrounding parking area, schools must disclose crimes reported there for the days and times covered in the rental/lease agreement as crimes that occurred on campus."

"If the rental/lease agreement for a building space shares parking with another business or businesses, and specifies parts of the parking area (e.g., the first 5 rows only) as included in the rental/lease agreement required disclosure would be the crimes that were reported to have occurred in the specified section of the parking area for the days and times covered by the agreement as crimes that occurred on campus."

Non-campus building or property means (generally we will not have this type of property) –

- any building or property owned or controlled by a student organization officially recognized by the school; and
- any building or property (other than a branch campus) owned or controlled by the school, that is **not** within the same reasonably contiguous area, is used in direct support of or in relation to the school's educational purpose, and is frequently used by the students.

Adjacent Public property means – all public property including thoroughfares, streets, sidewalks, and parking facilities lying within the same campus or immediately adjacent to and accessible from the campus. This would not include, for example, highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier.

PUBLIC property is property not owned or controlled by our institution **and not private residences or businesses**.

Crimes

Conduct deemed unlawful and conduct that endangers or threatens the security of Ohio Business College, its employees and/or students will not be tolerated and will immediately be reported to the local authorities.

- Contact a REACT Team Member
- Call 911
- Complete an Incident Report and submit it to the School Director.

Reportable Crimes Definitions

Crimes that are required to be reported are:

- Murder and non-negligent manslaughter- defined as “the willful (non-negligent) killing of one human being by another.”
- Negligent manslaughter- defined as “the killing of another person through gross negligence.”
- Forcible sex offenses- defined as “any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.”
- Non-forcible sex offenses- defined as “unlawful, non-forcible sexual intercourse” and this definition includes two types of offenses: 1) incest, “non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.” 2) statutory rape, “non-forcible sexual intercourse with a person who is under the statutory age of consent.”

- Robbery- defined as “the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and /or by putting the victim in fear.”
- Aggravated assault- defined as “an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.” This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary- defined as “1) There must be evidence of unlawful entry (trespass) of a structure to commit a felony. Both forcible entry and unlawful entry – no force are counted. 2) The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3) The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or a theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.”
“Generally, if an item is missing from a structure, and if the individual who took the item is unknown, and if the investigating officer has exhausted all avenues leading toward the offense of Larceny-Theft, the proper classification is Burglary.”
- Motor vehicle theft- defined as “theft or attempted theft of a motor vehicle [such as auto, truck, bus, snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles and motorized wheelchairs].”
- Arson- defined as “any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.”
- Hate crimes- defined as “any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.” The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, disability. Hate crimes also include: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.
- All liquor, drug or weapons law violations resulting in an arrest-defined as “violations of the law resulting in arrest...not violations of institutional policy.”

Significant Emergency

A significant emergency is described as one in which the student body and staff/faculty are at risk of being injured or killed. Instances that fall under this definition are gunshots, fire, bomb scares, and physical violence at the location or any other violent act that threatens the student body and faculty/staff at 5202 Timber Commons Drive, Sandusky OH.

Intruder Threat Action Plan

When a threat of harm to individuals, students, or employees is identified, a “lockdown” will be implemented immediately.

If an employee or student hears gunshots or sees someone with a weapon, do not investigate the situation. Call law enforcement immediately (via 911), stay on the line if possible, and report the incident. Anyone can call an emergency lockdown in the event of a threat.

Notify all classrooms through the phone system (#2120) as to the nature of the incident

- Lockdown – interior
- Lockdown - exterior

Exterior Threat Procedures

1. Do NOT place yourself in harm’s way.
2. If possible, lock outside doors and classroom doors
3. Windows shades should be down and turn off classroom lights.
4. Keep everyone calm and quiet.
5. Locate barriers to place between you and exterior windows.
6. Stay low and out of the line of sight.
7. REACT members to work with authorities and provide details as needed
8. One REACT member will go with Police team once building is clear of threats to assist in the releasing of staff, faculty, and students still inside.

Interior Threat Procedures

1. Do NOT place yourself in harm’s way.
2. If possible, look into the hall and get any students into the room before closing and locking your classroom door
3. Turn off classroom lights
4. Barricade the door
5. Gather environmental weapons to fight back as a last resort.
6. Do not open the door (all clear will be given by **Local Authorities and React Team Member**)
7. If possible, have the students exit through the windows. Instructors lead student to safe location
8. Take attendance and create list of missing and extra students
9. Contact a REACT member who is at other safe location to compare extra/missing list.
10. REACT members to work with authorities and provide details as needed
11. One REACT member will go with Local Authorities once building is clear of threats to assist in the releasing of staff, faculty, and students still inside. Do not open any classroom door unless directed by Local Authority and REACT Team Member.

Intruder in Classroom

1. Notify law enforcement, if possible.
2. Do as the intruder demands.
3. Do not make any sudden moves that may frighten the intruder.
4. Never argue.
5. Take your time.

6. Keep your class or group as calm as possible.
7. Physical force should not be used unless someone's life is in imminent danger.
8. Talk to the intruder.
 - a. Learn as much as you can about the intruder.
 - b. Keep the intruder's attention on you, not on your students/group.
 - c. If more than one person is involved, concentrate only on one person.
9. Be observant.
 - a. Mentally record a detailed description of the individual/weapon.
 - b. Identify a distinctive feature and concentrate on that one item.
 - c. Remember what objects the intruder touches and preserve.
 - d. Preserve the crime scene and never touch, move, or disturb.

Safety Committee

A safety Committee should be formed:

- Campus Director
- Director of Education
- Faculty and/or Staff Member

Responsibilities

The committee will be responsible for setting the schedule and conducting the drills.

Evaluating the plan and making modifications as necessary.

Yearly inspection of the Emergency Exit Lights and Fire Extinguishers

Yearly Inspection of building by the local fire department

Emergency Drills

All Emergency drills will be set and conducted by the safety committee.

Inspection and Maintenance of Exit Lights and Fire Extinguishers

It is the responsibility of the Safety Committee to oversee the inspection, and scheduling the yearly maintenance of the fire extinguishers to ensure that they are in proper working condition and have not been tampered with or physically damaged.

On a monthly basis the fire extinguishers and emergency exit lights need to be inspected. The tags on the extinguishers are marked and inspection report needs to be placed in the log book.

The Safety Committee is also responsible for conducting worksite surveys at least annually. These surveys should include observations of worksite safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers, and emergency evacuation routes. Also, they should determine if an emergency evacuation plan is present in work areas and that personnel are familiar with the plan.

Safety Reporting Procedures

Identify the incident and identify services needed

Report Incident

Investigation

Incident Review

Identify the incident and identify services needed

The immediate safety of Ohio Business College's staff, faculty students, and guests is vital. The following actions may be required based upon the situation.

1. Provide first aid or other initial assistance
2. Notify Staff or Faculty (Campus Security Authority) depending on severity, emergency services may be contacted due to urgency of situation.
3. Contact outside emergency services if needed (police, fire, medical, health department, etc.)
4. Take note of persons involved and any witnesses.

Report Incident

After the initial treatment or services are rendered and the situation is considered safe, the following actions should take place:

1. Depending on the situation, a police or other report may need to be filed with local authorities.
2. Complete Incident Report: copy in student's file if applicable, a copy is kept by the

Campus Security Authority and a copy sent to VP of Human Resources

Investigation

After the initial incident and the report is completed, an investigation may be conducted to determine if changes are needed to help ensure the safety of all cohorts.

1. If outside services are contacted for criminal negligence, public health, etc. all investigations will be left to the authorities involved.
2. Other incidents may involve a discussion as to why and how the incident happened
3. No investigation is required.

Incident Review

After any determination is made, the corporate office and campus director of the location where incident occurred will determine if any action needs to take place or changes to be made.