

Campus Services

Emergency Preparedness Plans

Building Emergency Plan-Residence Halls

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Conference Guests in Residence

Severe Weather and Tornado

Tornado and Severe Weather:

Severe weather can occur at any time of the year. This type of weather can produce a tornado at a moment's notice, with or without warning. In Ohio, these conditions are typically present in late spring through early fall. However, a tornado can occur at any time during the year.

Watch/Warning Notification

The National Weather Service is the lead agency in providing storm warnings, watches, advisories, and current weather conditions in areas that may be affected. When dealing with tornadoes/severe weather, it is important to know the difference between a watch and a warning. The differences are as follows:

- A **watch** is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.
 - *Look and listen for the following danger signs:*
 - § *Dark, often greenish sky*
 - § *Heavy downpours, lightning, high winds, large hail*
 - § *A large, dark, low-lying cloud – particularly if rotating*
 - § *A loud rumbling roar similar to a freight train*
 - *If you see an approaching storm or any of the danger signs, be prepared to take shelter immediately.*
- A **warning** is issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.
 - *Take shelter immediately.*

Notification of a warning may occur through Oxford's tornado sirens, Miami text alerts, emails and through the university's emergency broadcast system via office and wall-mounted IP phones. Local TV, radio stations and weather apps will also advise of a tornado watch or warning.

PRE-CONFERENCE

As part of the planning process, the comprehensive Emergency Preparedness Plan for Conference Services will be shared with each group. Conference organizers should devise an effective method to disseminate the information to staff who will be supervising groups on campus.

Enrollment in Conference Services Emergency Listserv: As part of the final planning process for each conference, as counselor and staff assignments are in place, information about appointed adults (based on their role in the event) of the conference (name, phone number, email, cell carrier) will be loaded into a CONFERENCEALERTS listserv, allowing these guests to receive the same emergency alerts Miami staff and students receive. At the conclusion of their stay, their names will be removed from the listserv.

Conference Activity during Severe Weather: During Severe Weather watches and warning, it is strongly advised that outdoor conference activities are suspended. Movement to indoor facilities, if available, is not advisable on foot. Conference groups should generally work with Conference Planners to evaluate alternative plans.

Designated Tornado/Severe Weather Shelter Areas: Campus residence halls have pre-established tornado/severe weather shelters – the exact location of which is noted on each hall's Emergency Plans located on all floors near stairwell exits. These shelters are typically located on the lowest level of the hall in an interior hallway, room, or stairwell. If severe weather/tornado strikes when out on campus, seek immediate shelter in the closest indoor facility.

Tornado Warning Action Steps

In case of a tornado warning, any conference service staff working in the residence hall should:

1. Alert others in the hall that a tornado warning is in effect and when it will expire.
2. If it can be safely done, conference services staff should carry all registration materials as they head to the shelter.
3. While proceeding to the designated tornado shelter, instruct any conference guests along the way to immediately proceed to the hall's designated tornado shelter as well.

a. Report to MU Police anyone who was unable to relocate to the designated shelter and may need assistance.

b. Stay away from and do not open doors or windows as these may be avenues for debris to fly around causing injuries or death.

4. If cell service is maintained, conference services staff should call the 24-Hour Duty Phone to alert Senior Staff of their status.

5. Monitor local weather via weather smartphone, radio, television or the Internet for developing severe weather

6. If a tornado is imminent, get into the “tornado safety position” (i.e., get down on your knees and elbows, lock fingers together around the back of the neck).

7. Implement the general evacuation guidelines after the tornado has passed

a. Follow instructions from emergency responders regarding reentry, evacuation relocation, or emergency closure of the building

b. Report any injuries or damage to the building to MU Police

c. Follow the instructions of MU safety personnel and/or administration following the storm

d. If no injuries or building damage, return to normal operations once the warning has expired or the all-clear has been given by MU Police

Recovery Scenarios:

1. Emergency adversely affecting the hall (partially or in whole): 0 – 24 hours:

a. If it is determined that the residence hall should not be occupied due to damage from tornado or severe weather, Conference Services will coordinate alternative residence hall housing with Residential Services and coordinate the move of conference guests to the new location.

b. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until guest access cards can be reprogrammed.

c. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost due to weather.

2. Emergency adversely affecting the hall: 1 or more days:

1. If it is determined that the residence hall should not be occupied, Conference Services will coordinate alternative residence hall housing with Residential Services.

2. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until on-site guest access cards can be reprogrammed.
3. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost due to weather.
4. An evaluation of incoming conference business will be conducted and relocation plans put in place for conferences originally scheduled in location.
5. If it is determined the emergency is so large that services cannot be continued for on-going events or began for incoming events, communication between all affected parties will be coordinated out of Conference Services.

Campus Services

Building Emergency Plan – Residence Halls

Conference Guests in Residence

Fire

FIRE:

Fire is the most common and deadliest of emergencies. Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which are preventable. Understanding a few basic facts about fires and taking some simple, yet effective, precautions is essential to preventing and surviving a fire emergency. Fire spreads quickly; within two minutes a fire can become life threatening. Get out immediately.

Threats from Fire: Fire produces many deadly effects in addition to flames. These include:

- Heat Smoke
- Poisonous gasses
- Structure collapse
- Oxygen depletion
- Explosion

PRE-CONFERENCE

As part of the planning process, the comprehensive Emergency Preparedness Plan for Conference Services will be shared with each group. Conference organizers should devise an effective method to disseminate the information to staff who will be supervising groups on campus.

Prior to Conference Guests taking occupancy in a residence hall, group organizers will finalize a designated meeting spot outside of their occupied building should the building need to be evacuated for any reason. Conference Services will maintain this location in the Conference file.

SHOULD A FIRE OCCUR:

As part of immediate protocol, Miami University police dispatch will contact Conference Services at 513-330-1717 to determine if conference guests are currently housed in the residence hall.

During a residence hall fire, conference service staff responsibilities include:

- Upon hearing the fire alarm, stop working and exit the building via the nearest, safest exit; if it can be safely done, carry all registration materials with you as you begin to exit the building.
 - *During a building fire, firefighters must determine as soon as possible whether or not all occupants have escaped. If not, they will attempt a rescue placing themselves at great risk of serious injury.*
 - *Current registration materials are important in this task. Both onsite registration materials and those obtained from Iris Coordinator are necessary to determine occupancy during conference season.*
- Alert conference guests in the hall along your path as you exit. You are, otherwise, not responsible for evacuating the hall.
 - *If clothes catch on fire: Stop, Drop and Roll*
 - *Stop running or walking; running makes the fire burn faster*
 - *Drop to the ground or floor*
 - *Roll until the fire is extinguished*
 - *To escape a fire:*
 - *Crawl low under any smoke to the exit; heavy smoke and poisonous gases collect first along the ceiling*
 - *Check closed doors for heat before opening them*
 - *Use the back of the hand to feel the top of the door, the doorknob and the crack between the door and the door frame before opening it. Never use the palm of the hand or fingers as they can be burnt impeding the ability to escape.*
 - *If the door is cool, open it slowly and if clear, escape while shutting the door behind (closing the door helps contain the fire and reduces the oxygen available to sustain it)*
 - *If the door is hot, do not open it; choose another door or escape through a window*
 - *Do not use the elevator*
 - *Once safely out stay out; do not re-enter*
 - *Call 911*
 - *If escape is not possible, hang a white or light-colored sheet out the window alerting firefighters to your presence. Since some of the windows on campus may not open, breaking a window might be necessary.*
- Conference Services staff should gather immediately at a designated gathering space, to be defined during Seasonal Training (see appendix). This is to allow your manager to confirm that you are safely out of the building and accounted for.
 - *It is important to account for all individuals and for each person to report to a designated meeting area. If a meeting area has not been designated, the following areas should be used to meet:*
 - *Occupants in buildings should meet outdoors on the upwind (usually west) side of the building. The meeting place should be at a safe distance and clear of emergency responders, their vehicles, and equipment. If*

another location is designated, building evacuees will be notified at the scene.

- Call 911, identify yourself as a Conference Service employee, and tell them details of the emergency.
- Conference Services staff should then call the 24-Hour duty phone (513-330-1717) to alert Senior Staff of the situation.
- Senior Staff will contact his/her supervisor of the incident and report the status of staff presence/safety.
- Senior Staff and Conference Managers will provide current occupancy reports for fire personnel and Miami Police.
- Do not attempt to re-enter the building for any reason; attempt to prevent others from doing the same as safely as you can
- Assist on-site safety personnel as needed upon arrival as directed by your manager (i.e., assist in keeping residents and bystanders a safe distance from the building)
- Wait for further instructions.
- Do not leave the area without prior approval from your manager.

Residence Hall Recovery Scenarios:

1.False Alarms:

1. Upon receiving the “All Clear” from on-site fire/safety personnel, you may re-enter the hall and resume your work duties

2. Emergency adversely affecting the hall (partially or in whole): 0 – 24 hours:

1. If it is determined that the residence hall should not be occupied, Conference Services will coordinate alternative residence hall housing with Residential Services.
2. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until guest access cards can be reprogrammed.
3. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost in the fire.

3. Emergency adversely affecting the hall: 1 or more days:

1. If it is determined that the residence hall should not be occupied, Conference Services will coordinate alternative residence hall housing with Residential Services.
2. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until on-site guest access cards can be reprogrammed.

3. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost in the fire.
4. An evaluation of incoming conference business will be conducted and relocation plans put in place for conferences originally scheduled in location.

Campus Services

Building Emergency Plan– Residence Halls

Conference Guest in Residence

Active Shooter

Active Shooter:

An Active Shooter is a person who appears to be actively engaged in killing or attempting to kill people in a confined, populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to those who may be caught in an active shooter situation, and describes what to expect from responding police officers.

If you find yourself involved in the very rare event of an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

PRE-CONFERENCE: As part of the planning process, the comprehensive Emergency Preparedness Plan for Conference Services will be shared with each group. Conference organizers should devise an effective method to disseminate the information to staff who will be supervising groups on campus.

Enrollment in Conference Services Emergency Listserv:

As part of the final planning process for each conference, as counselor and staff assignments are in place, information about the adults in charge of the conference (name, phone number, email, cell carrier) will be loaded into a CONFERENCEALERTS listserv, allowing these guests to receive the same emergency alerts Miami staff and students receive. At the conclusion of their stay, their names will be removed from the listserv.

If an Active Shooter is OUTSIDE the building:

- Go to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- Call 911 and inform the dispatcher of your location; remain in place until the police or a campus administrator known to you gives the "all clear." Unfamiliar voices may be the

shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify that they are being issued by an official. Likewise, do not leave the room if the fire alarm is activated unless you can see smoke and flames and judge the fire to be a greater risk than the shooter.

If an Active Shooter is INSIDE the same building:

- Close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.

If an Active Shooter ENTERS the room

- Try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Attempting to overpower the shooter with force should be considered a last resort.

If you are able to EXIT the building safely

- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.
- Do not attempt to carry anything while fleeing and leave coats and jackets behind so the police can easily see you aren't armed; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let

anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Recovery Scenarios:

1.False Alarms:

a. Upon receiving the “All Clear” from on-site university administration, you may resume your activities.

2. Emergency adversely affecting the campus (partially or in whole): 0 – 24 hours:

a. Conference Services will work with each group to determine the impact of the emergency on the components of the conference. If the event must be suspended, Conference Services will assist with coordination to do so.

b. If campus activities are permitted but it is determined that certain campus facilities should not be occupied, Conference Services will coordinate alternative facilities with the various schedulers of space.

b. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to the new location until guest access cards can be reprogrammed.

Campus Services

Building Emergency Plan– Residence Halls

Conference Guests in Residence

Infectious Disease

Infectious Disease:

In the event any public health organization (e.g. Butler County Department of Health, the Ohio Department of Health, the U.S. Department of Health and Human Services, or the Center for Disease Control) determines a public health emergency exists at Miami University or threatens members of its community or to the surrounding population (e.g. an outbreak of an infectious disease that poses a threat to the health or safety of the University community), the president and/or the president's designees, may take such actions as are appropriate to protect the health and safety of the University's students, staff and campus guests. Subject to the limitations imposed by law, the provisions of this policy take precedence over any inconsistent provisions of University policy to the contrary.

Infectious diseases include:

- Pandemic Influenza
- Meningococcal meningitis
- Tuberculosis (TB)
- Measles
- Mumps
- Hepatitis A
- Bioterrorism Event – using a communicable agent

Other less serious infectious diseases, such as seasonal influenza, and community acquired MRSA skin infections will be handled on a case-by-case basis.

PRE-CONFERENCE

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Enrollment in Conference Services Emergency Listserv: As part of the final planning process for each conference, as counselor and staff assignments are in place, information about the adults in charge of the conference (name, phone number, email, cell carrier) will be loaded into a CONFERENCEALERTS listserv, allowing these guests to receive the same emergency alerts

Miami staff and students receive. At the conclusion of their stay, their names will be removed from the listserv.

In the event of a PUBLIC HEALTH EMERGENCY

1. The University will, to the extent applicable, implement the directives of the public health organization including but not limited to isolation and quarantine measures, treatment of patients and prophylactic treatment of contacts;
2. The University will, in accordance with law, share information with the public health organization to assist in the tracking, investigation, treatment and containment associated with the public health emergency. On-campus medical providers will not discuss a patient's diagnosis with any other person without explicit authorization of the patient except as required by law;
3. Where the public health agency recommends the exclusion from the conference activities of persons who are infected with a communicable disease or who are at risk of infection, the University may implement those recommendations as though they were directives;

Preemptive actions taken in reliance on reasonable medical judgment

In the event that circumstances arise that require immediate action without time for consultation with the public health agency, or in which the public health agency guidance is directed primarily to individuals rather than to institutions, the president and/or his designees may institute temporary measures to restrict students, employees or visitors from participation in institutional activities if it is determined on the basis of reasonable medical judgment that the individual's continued participation in those activities poses an unacceptable risk of infectious transmission to others.

1. For purposes of this section, reasonable medical judgment must be tendered by a physician licensed to practice in the State of Ohio, and
2. It must be based upon due consideration, given the state of medical knowledge, about
 1. the nature of the risk,
 2. duration of the risk,
 3. the severity of the risk, and
 4. the probabilities the disease will be transmitted and cause substantial harm to a significant number of infected persons.

Conferences Displaced by Preemptive Response Measures

Where measures undertaken pursuant to this policy prevent participation in originally planned conference activities, the University will make reasonable efforts to reschedule the activities.

University Action Following Notification of a Public Health Emergency

In consultation, with appropriate Health Center and public health officials, the President or his designees will develop a treatment and containment of infection plan. The Plan will include:

1. Outbreak containment measures
2. Isolation and quarantine recommendations
3. Treatment of patients and prophylactic treatments of contacts
4. Necessary immunization of students, staff and university guests
5. A communication plan for keeping the community informed.

Health Center Director Responsibilities

The Health Center Director will:

1. Implement the treatment and containment of infection plan in consultation with the appropriate university personnel and/or public health organizations.
2. Serve as a communication interface with the University community for updated disease information and treatment postings to university websites.
3. Collaborate with university personnel and county /state health agencies to determine if isolation and/or quarantine are necessary.
4. Assure compliance of state required documentation for disease notification and case investigation.
5. Coordinate additional staffing measures and/or extended hours of operation of health services.
6. Organize prophylactic treatment and immunization delivery as requested by Butler County Health Department or as deemed necessary by the University.
7. Assist in developing appropriate protocols or policies to allow affected persons to return to campus. Depending on the nature of the outbreak, patients may be required to be medically cleared by the Health Center to return to campus or present written documentation from his/her treating physician or primary care provider documenting that the individual is medically cleared (i.e., is no longer infectious to others) and is able to return to school or work as of a specified date.

Campus Services

Building Emergency Plan – Residence Halls

Conference Guests in Residence

Power Failure

Power Failure:

The residence halls are equipped with battery powered emergency lighting that will run for approximately 90 minutes.

Recovery Scenarios:

1. Short term outages (0-2 Hours)

- During a power outage, in addition to lighting, there will be no heating or air-conditioning available; the phones, building wide, will not work.
 - Remain calm. Landline phones will not operate during a power outage. If you have a cell phone, notify PFD (529-6111) or MUPD (529-2222 evenings, weekends and holidays) of the outage and try to determine if it is campus-wide.
 - Check elevators to determine if anyone might be trapped. Reassure any passengers that they will be removed as quickly as possible. Notify PFD (9-6111) or, if no response, call MUPD (9-2222). There is a phone in each elevator that rings directly to 911, so the person in the elevator may already have alerted the 911 operator of their location.
 - Outside door access will vary by building depending on if the building is on a generator. For a list of buildings with generators, please see the appendix. If the building is not on a generator, the hard-wired card readers will last for an estimated 1-2 hours. Battery operated card readers (like those found on student rooms doors) would be fine as the batteries in these readers are routinely checked and replaced.
 - In some of the newly renovated halls (starting with the East Quad renovations- Dennison, Dorsey, McBride, Collins and Symmes), there are electrical outlets in common spaces that will continue to work during a power outage. These outlets are tied to the generator and can be identified by the orange colored outlet receptacle.
 - Conference Services staff, if not onsite, will contact conference organizers to evaluate how the power outage is affecting their program. If adjustments to itinerary or facilities need to be made due to the power outage, arrangements will be made.

2. Outages of 2-24 hours

- If anticipated length of power outage exceeds the life of emergency lighting and lock battery power, and it is localized, alternative housing location will be arranged for conference guests.
- If anticipated length of power outage exceeds the life of emergency lighting and lock battery power, and it is widespread, Conference Services will evaluate with conference organizers if the conference should be suspended.

3. Outages of 1-7 days

- An evaluation of incoming conference business will be conducted and relocation plans put in place for conferences originally scheduled in areas affected by power outage.
- If it is determined the power outage is so large that services cannot be continued for on-going events or began for incoming events, communication between all affected parties will be coordinated out of Conference Services.

Campus Services

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Chemical Spill

PRE-CONFERENCE

As part of the planning process, the comprehensive Emergency Preparedness Plan for Conference Services will be shared with each group. Conference organizers should devise an effective method to disseminate the information to staff who will be supervising groups on campus.

Prior to Conference Guests taking occupancy in a residence hall, group organizers will finalize a designated meeting spot outside of their occupied building should the building need to be evacuated for any reason. Conference Services will maintain this location in the Conference file.

Enrollment in Conference Services Emergency Listserv: As part of the final planning process for each conference, as counselor and staff assignments are in place, information about the adults in charge of the conference (name, phone number, email, cell carrier) will be loaded into a CONFERENCEALERTS listserv, allowing these guests to receive the same emergency alerts Miami staff and students receive. At the conclusion of their stay, their names will be removed from the listserv.

Chemical Spill Outdoors:

Shelter-in-Place

Chemical, biological, or radiological contaminants may be released into the environment in such a quantity and/or proximity to a building that it is safer to remain indoors rather than to evacuate the building. Such releases may be either accidental or intentional. Examples of situations that might result in a decision to “Shelter-in-Place” include accidents involving semi tractor-trailers or train cars that are transporting hazardous materials such as chlorine.

Notification of a chemical spill emergency and need to Shelter-in-place will occur through the university’s emergency notification system which includes Miami text alerts, emails, VOIP phones, digital signs, emergency phone towers and the university website. Local TV and radio stations may also advise of the emergency.

When notified to “Shelter-in-Place,” conference guests should take the following steps:

1. Connect with Conference Services via phone to coordinate the completion of the following activities. If Conference Service staff cannot be reached or they are not in your hall, continue with available staff and/or residents to prevent outside air from entering into the hall;
2. Close all outside doors and windows and turn off HVAC/window a/c units in public spaces and bathrooms; pull shades/drapes to provide an additional protective barrier if available;
3. Knock on student room doors to inform residents of the emergency and instruct them to close their window(s) and shut off the HVAC or window a/c unit. Conference Services staff may be able to elevate privileges or centrally unlock doors to assist with this process.
4. As best as possible, move away from outside windows and doors, as well as air ducts and ventilation systems that may still be running;
5. Appoint individuals to remain at exterior doors to advise others not to leave building;
6. Contact Conference Services via text or phone to provide a hall status update and to receive further instructions;
7. Remain in your hall until notified that it is safe to leave or if instructed to evacuate. Otherwise, do not leave the hall without prior approval from Conference Services staff or emergency personnel.

Chemical Spill Indoors:

No Immediate Danger, No Assistance Required

The first priority in all spill situations is a person’s health and safety. The most common type of chemical spill in residence halls is likely to involve cleaning supplies that are stored and used in the building on a daily basis. All Miami Residence Hall staff should be trained on and know the hazards associated with these chemicals through Safety Data Sheets (SDS’s) and other reference material.

Should a spill occur when Conference guests are in the hall, until university staff can arrive to clean up the spill staff, conference guests should:

1. Secure the area to prevent others from walking through the spill
2. Immediately contact Conference Services at 513-330-1717.

If the chemical possesses a noxious, nauseating, or otherwise irritating odor or property, staff and/or conference guests should take following immediate steps:

1. Pull the fire alarm and evacuate. Alert others in the hall along your path as you exit. You are, otherwise, not responsible for evacuating the hall;

2. Call 911 and provide:

- Your name
- Building Name and room number/area involved
- Description of incident
- Chemical(s) involved (if known)
- Estimated volume/size of spill
- Request medical assistance, if needed

3. Contact Conference Services via phone call to inform them of the emergency;

4. Immediately go to the designated building evacuation meeting location (see appendix location).

5. Do not attempt to re-enter the building for any reason; attempt to prevent others from doing the same as safely as you can;

6. Assist on-site safety personnel as needed upon arrival (i.e., assist in keeping residents and bystanders a safe distance from the building);

7. Wait for further instructions;

8. Do not leave the area without contacting Conference Services;

9. Upon receiving the “All Clear” from on-site emergency/safety personnel, you may re-enter the hall

Campus Services

Building Emergency Plan – Residence Halls

Conference Guests in Residence

Flood

FLOOD:

Floods are among the most frequent and costly natural disasters. Conditions that cause floods include heavy or steady rain for several hours or days that saturates the ground. Flash floods occur suddenly due to rapidly rising water along a stream or low-lying area.

You will likely hear weather forecasters use these terms when floods are predicted in your community:

- Flood/Flash Flood Watch—Flooding or flash flooding is possible in your area. “Be Aware”
- Flood/Flash Flood Warning—Flooding or flash flooding is already occurring or will occur soon in your area. “Take Action”

Threats from Flood:

- People trapped in eroded areas and fast water risk drowning
- Loose power lines and damaged gas lines can create ancillary hazards
- Disruption of supply sources for food, clean water and other supplies
- Property damage and damage to buildings include foundation instability

PRE-CONFERENCE

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Enrollment in Conference Services Emergency Listserv: As part of the final planning process for each conference, as counselor and staff assignments are in place, information about the adults in charge of the conference (name, phone number, email, cell carrier) will be loaded into a CONFERENCEALERTS listserv, allowing these guests to receive the same emergency alerts

Miami staff and students receive. At the conclusion of their stay, their names will be removed from the listserv.

During a flood that impacts a conference on campus, conference guests should consider the following actions:

- Upon learning that area is under a Flood Watch hall,
 - Especially valuable items may be moved to upper floors in the building if time and logistics allow.
 - Be prepared to evacuate at a moment's notice based on instructions of emergency personnel.
- Upon learning that area is under a Flood Warning evacuate as instructed to higher ground areas as instructed by emergency personnel
- If caught in high waters and unable to evacuate, move to upper levels of the building.
- Be watchful for erosion and debris that can be left behind by receding waters.
- Wait for further instructions, do not re-enter buildings until cleared by emergency services personnel.
- Do not leave the designated "high ground" area without coordination with Conference Services staff.

Residence Hall Recovery Scenarios:

1.Flood Watch Lifted:

1. Upon receiving communication from emergency personnel, Conference planners will evaluate conference itineraries and adjust activities due to any damaged areas or facilities.

2. Emergency adversely affecting the hall (partially or in whole): 0 – 24 hours:

1. If it is determined that the residence hall should not be occupied due to damage from the flood, Conference Services will coordinate alternative residence hall housing with Residential Services and coordinate the move of conference guests to the new location.
2. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until guest access cards can be reprogrammed.
3. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost due to the flood.
4. Conference planners will evaluate conference itineraries and adjust activities due to any damaged campus areas or facilities.

3. Emergency adversely affecting the hall: 1 or more days:

1. If it is determined that the residence hall should not be occupied, Conference Services will coordinate alternative residence hall housing with Residential Services.

2. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until on-site guest access cards can be reprogrammed.
3. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost due to the flood.
4. An evaluation of incoming conference business will be conducted and relocation plans put in place for conferences originally scheduled in location.
5. If it is determined the emergency is so large that services cannot be continued for on-going events or began for incoming events, communication between all affected parties will be coordinated out of Conference Services.

Campus Services

Building Emergency Plan – Residence Halls

Conference Guests in Residence

Earthquake

EARTHQUAKE:

Although earthquakes are rare in the state of Ohio, they can occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action.

- **Indoors.** Go under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, mirrors, and fireplaces. If possible, extinguish open flames/ignition sources. Do not use the elevator.
- **Outside.** Stay in an open area away from trees, buildings, walls, and power lines.
- **Crowded public place.** Do not rush to doors. Move away from objects that could fall.
- **Driving.** Pull over and stop. Avoid overpasses and power lines. Stay inside the vehicle until shaking stops. If the earthquake is severe, do not attempt to cross damaged bridges, overpasses, or damaged sections of road.

PRE-CONFERENCE

As part of the planning process, the comprehensive Emergency Preparedness Plan for Conference Services will be shared with each group. Conference organizers should devise an effective method to disseminate the information to staff who will be supervising groups on campus.

Prior to Conference Guests taking occupancy in a residence hall, group organizers will finalize a designated meeting spot outside of their occupied building should the building need to be evacuated for any reason. Conference Services will maintain this location in the Conference file.

Enrollment in Conference Services Emergency Listserv: As part of the final planning process for each conference, as counselor and staff assignments are in place, information about the adults in charge of the conference (name, phone number, email, cell carrier) will be loaded into a CONFERENCEALERTS listserv, allowing these guests to receive the same emergency alerts

Miami staff and students receive. At the conclusion of their stay, their names will be removed from the listserv.

After the Earthquake:

- If your building is damaged, evacuate and attempt to secure the building against re-entry. (see appendix for evacuation locations)
- Be prepared for aftershocks. Although they are usually less intense than the main earthquake, they may cause additional damage, particularly to weakened structures.
- Check for injuries. Implement medical emergency procedures. If items can be moved by hand, help people who are trapped.
- Report a serious injury, fire, or a gas leak to appropriate authorities.
- Minimize cell phone tower overload during the emergency by limiting cell phone telephone calls; instead use text messages. Also, limit cell phone use to conserve battery life – especially important if electrical power to recharge the cell phone has been lost.
- Attempt to block off damaged areas until help can arrive.
- Do not touch downed power lines or damaged building equipment.
- If you have a radio or a cell phone, take them with you. Take chargers and/or batteries, if possible.
- Keep streets clear for emergency vehicles. Do not drive a vehicle unless there is an emergency.

Recovery Scenarios:

1. Emergency adversely affecting the hall (partially or in whole): 0 – 24 hours:

1. If it is determined that the residence hall should not be occupied due to damage from the earthquake, Conference Services will coordinate alternative residence hall housing with Residential Services and coordinate the move of conference guests to the new location.
2. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until guest access cards can be reprogrammed.
3. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost due to the earthquake.

2. Emergency adversely affecting the hall: 1 or more days:

1. If it is determined that the residence hall should not be occupied, Conference Services will coordinate alternative residence hall housing with Residential Services.

2. Conference Services will work with Campus Services Manager of Campus Card Services to provide immediate access to new locations until on-site guest access cards can be reprogrammed.
3. Conference Services will work with conference planners and counselors to secure any necessary supplies (linen, toiletries) for guests lost due to the earthquake.
4. An evaluation of incoming conference business will be conducted and relocation plans put in place for conferences originally scheduled in location.
5. If it is determined the emergency is so large that services cannot be continued for on-going events or began for incoming events, communication between all affected parties will be coordinated out of Conference Services.

<i>Residence Hall Evacuation Gathering Locations</i>	
<u>Hall</u>	<u>Fire Evacuation Gathering Location</u>
Bishop	Spring St. and McGuffey Dr.
Wells	Spring St. and McGuffey Dr.
Hamilton	Oak St. and service drive
Richard	Oak St. and service drive
MacCracken	One Way West and Service Drive
Scott	Maple St and service Drive
Minnich	Maple St. and service drive;
Porter	Oak St. and service drive;
Anderson	Service Drive and Harris Drive
Stonebridge	Sidewalk between Hillcrest and Stonebridge
Beechwoods	Bachelor Hall parking lot
Hillcrest	Parking area between Child Development Center and geo-thermal plant
Havighurst	Top of the hill between Clawson and Havighurst
McKee	Across Western Drive on the sidewalk

Peabody	Grassy area west of Peabody lower entrance
Thomson	Between Clawson and Thomson in grassy area
Clawson	Between Clawson and Thomson in grassy area
HC-Community Building	Giant Sculpture by Residence Hall
HC-Blanchard	Giant Sculpture by Residence Hall
HC-Pines	Giant Sculpture by Residence Hall
HC-Fisher	Giant Sculpture by Residence Hall
HC-Logan	Giant Sculpture by Residence Hall
HC-Talawanda	Giant Sculpture by Residence Hall
HC-Reid	Giant Sculpture by Residence Hall
Dodds	Meet at the Etheridge sign across the street
Emerson	Meet at the Stanton sign across the street
Etheridge	Meet at the Etheridge sign out by Maple Street
Maple Street Station	Meet at the Etheridge sign next building to the South
Morris	Meet at the Stanton sign across the street
Stanton	Meet at the Emerson sign across the street
Tappan	Meet in the courtyard over beside Morris hall

Collins	Center of quad
Dennison	Center of quad
Dorsey	Northeast corner of Cook Field
Elliott	the east entry door to Harrison Hall
McBride	Center of quad
McFarland	Across Tallawanda Rd
Miami Inn	across the street at Dogwood Park
Ogden	at the base of the Beta Bells
Stoddard	the east entry door to Harrison Hall
Symmes	Southwest corner of the Miami Inn parking lot
Brandon	Across Tallawanda Rd.
Flower	Across Bonham Rd. at Millett Hall
Hahne	Across Bonham Rd. at Millett Hall
Hepburn	Across Tallawanda Rd.