

**INTRODUCTION**

This handbook has been designed in collaboration with the Environmental Health and Safety Offices for quick reference during emergency conditions on the Middletown campus. Recipients of the handbook should become familiar with its contents and all new employees should be made familiar with these procedures during orientation. Because we welcome many visitors to our campus, faculty and staff are encouraged to dedicate time during classes and staff meetings to review and discuss emergency procedures relevant to laboratories and work areas. All faculty and staff play a critical role during emergency response procedures. Keep this handbook nearby, preferably near the telephone.

Contact Miami University Middletown's Office of Business Services at (513) 727-3400, if you have questions regarding this Emergency Procedures Handbook.

**EMERGENCY TELEPHONE NUMBERS**

Emergency Assistance ..... **911** (Police, Fire, Medical)

Middletown Campus Security ..... (72)7-3333  
(24 hours/7 days a week)

**UTILITY FAILURE**

Immediately report utility failure:

Middletown Campus Security ..... (72)7-3333

Physical Facilities Office ..... (72)7-3202  
(During regular business hours)

Please include the following information in your call:

- Name and phone number
- Building
- Floor and room number
- Problem

If you cannot see exit corridors, locate exit stairs or doors and evacuate the building while emergency lights are on. Do not enter the building until power is restored. Emergency lighting is temporary and will not support the building operations.

**CRIMINAL ACTIVITY • 911**

Call **911** if you observe a crime in progress or behavior that you suspect is criminal. **Do not approach or attempt to apprehend person(s) involved.**

Please include the following information in your call:

- What the person is doing
- Location of activity
- Physical and clothing description
- Weapons or tools
- Vehicle description, license number
- Direction of travel when last seen

Stay on the phone with the police dispatcher until instructed otherwise.

**MEDICAL EMERGENCY • 911**

1. Do not move a seriously injured person, unless the person is in a life-threatening situation.
2. Remain with the victim, if possible. Send someone to call 911.

Report:

- Victim's location
- Victim conscious? Breathing? Bleeding?
- Victim's injuries
- Chemicals or radioactive materials involved?

Call Campus Security – a first aid kit is located with Middletown Campus Security and the Office of Business Services.

**CHEMICAL SPILL - No Immediate Danger, No Assistance Required**

These chemical spills may be cleaned up by laboratory or shop personnel if **all** of the following conditions are met:

1. Spill is immediately cleaned up and personnel involved in the cleanup have;
  - Knowledge of the chemical and its hazards. This knowledge may be obtained through an MSDS or other reference material.
  - Confidence in their abilities to confine and clean up the spilled chemical.
  - Access to appropriate personal protective equipment and cleanup supplies.
2. Spill is less than one pint (500 milliliters) of liquid, one pound (500 grams) of solid, or one gallon (4 liters) of lubricating oil or latex paint.
3. Chemical does not possess a noxious, nauseating, or otherwise irritating odor or property.
4. Chemical is contained on an impervious surface and will not contaminate soil, groundwater, or surface waters.

Residuals generated and collected as a result of the cleanup must be safely packed and stored until disposed through EHSO. For more information, contact the Environmental Manager at 529-7213.

Periodic spills of the same material must be reported to EHSO, 529-2829.

Contact EHSO during business hours at 529-2829 or Campus Security during evenings, weekends, and holidays at (72)7-3333 if assistance is required.

**CHEMICAL SPILL – IMMEDIATE DANGER**

Know the hazards of the chemicals that you use. If a chemical spill takes place and, in the opinion of the person(s) responsible for the chemical, is an **immediate threat** to anyone, take these steps:

1. If you **understand the emergency procedures**, contain or neutralize spill, if possible, then evacuate the room and secure the door

- or -

If you are **unsure of the emergency procedures** or feel incapable of safely containing or handling the chemical, immediately evacuate the room and secure the door.

- or -

If the **spill is in a common area**, execute evacuation.

2. Call 911 and provide the following:
  - Your name
  - Building and room number of spill
  - Description of incident
  - Chemical(s) involved
  - Estimated volume of spill
  - Request medical assistance, if needed
3. Remove contaminated clothing immediately. Flushing areas of contact with copious amounts of water for 15 minutes will usually suffice as immediate treatment. Some chemicals, however, will not be diluted or may react with water. Ensure that medical assistance is obtained for those injured or exposed.

4. In an evacuation, move to a safe location and leave clear access for emergency personnel. Do not return to the site until instructed by Security.

**GAS ODOR • 911** (flammable, toxic, corrosive, oxygen, cryogenic)**Natural Gas Odor**

Odorant, added to natural gas, can be detected at extremely low concentrations. Smelling natural gas does not necessarily constitute an immediate hazard.

1. If gas odor is detected, call **911** and Campus Security (72)7-3333.
2. Report the following information:
  - Name and phone number
  - Building and room number
  - Area of odor
  - How long odor has been noticed

**Compressed gas cylinder**

If a cylinder is leaking and, in the judgment of the person responsible for the cylinder, the valve cannot be closed and an immediate hazard exists:

1. Turn on any exhaust ventilation and close all doors when exiting laboratory or shop.
2. Call **911** and Campus Security (72)7-3333. Report the following information:
  - Name and phone number
  - Building
  - Room number where cylinder is located
  - Name of gas leaking
3. Implement building evacuation. Move to a safe distance and leave clear access for emergency personnel. Do not return to the building until instructed by security staff.

**TORNADO****Know:**

- Tornado watch and tornado warning conditions
- Where tornado shelters are in your building
- When to initiate appropriate emergency procedures

**Tornado Watch**

Weather conditions are right for a tornado to occur, but none have been sighted.

1. Notify others in your area that a tornado watch is in effect.
2. Monitor the weather with radio, or television, or computer.
3. Note when the watch is in effect. Be prepared for announcement that cancels or upgrades to a warning.

**Tornado Warning**

A tornado has been sighted in the vicinity.

1. Remain calm. Proceed to your designated shelter area. If the building has no basement, go the lowest level to a room or hallway away from windows. Restrooms, located near the center of the building and without windows, may provide good shelters.
2. Stay in the shelter until the warning is lifted.
3. Stay away from windows and do not go outside. Flying debris can result in serious injury.

**Tornado**

If a tornado strikes:

1. Curl up on the floor, face down, and cover your head with your arms and hands. If you are outdoors, curl up in a drainage ditch or low-lying area.
2. After the tornado, if the building is damaged, implement evacuation. If the building is not damaged, you may return to work.
3. Assist those with injuries. Follow Medical Emergency procedures.

**EARTHQUAKE**

During a major earthquake, you may experience shaking that starts out gentle, but quickly grows violent and knocks you off your feet – or – you may be jarred by a violent jolt (as though a building was hit by a truck), feel shaking, and have difficulty moving about.

**During the Quake**

1. **Indoors** – get 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 elevators.
2. **Outdoors** – stay in an open area away from trees, buildings, walls and power lines.
3. **Crowded public place** – do not rush to doors. Move away from objects that could fall.
4. **Driving** – pull over and stop. Avoid overpasses and power lines. Stay inside the vehicle until shaking stops. If the earthquake was severe, do not attempt to cross damaged bridges, overpasses, or damaged sections of road.

**After the Quake**

1. Check for injuries. Implement Medical Emergency procedures. If items can be moved by hand, help people who are trapped.
2. Use phone only to report serious injury, fire, or gas leak. If phone is not operating, contact Security or other emergency personnel.
3. If natural gas is leaking, extinguish all sources of ignition and do not turn on or off any electrical switches in the area.
4. Attempt to block off damage areas until additional help can arrive.
5. Do not touch downed power lines or damaged building equipment.
6. Implement Chemical Spill procedure if necessary.
7. If your building is damaged, evacuate and attempt to secure building against re-entry.
8. If you have a radio or cellular phone (and batteries and chargers), take with you.
9. Turn on a battery-powered radio for damage information.
10. Keep streets clear for emergency vehicles. Do not drive a vehicle unless there is an emergency.
11. Be prepared for aftershocks (usually smaller than the main quake, but may cause additional damage to weakened structures)

**BOMB THREAT • 911**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain as much information as possible by using the checklist below.

**DO NOT**

- Use two-way radios or cellular phones – radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the firm alarm.
- Touch or move a suspicious package.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange noises
- Unexpected package

**If a bomb threat is received by note:**

- Call **911** and Campus Security (72)7-3333 immediately.
- Do not handle the note.

**If a bomb threat is received by phone:**

- Remain calm. Use checklist below.
- If your phone has a display, copy the numbers and/or letters on the window.

- The most crucial information you can obtain from the caller is **detonation time, location, and appearance of the bomb.**
- Don't hang up. Have someone call **911** and Campus Security (72)7-3333 from another phone. Give the phone number where the bomb threat is received.

**Bomb Threat Checklist**

 Exact words of threat: \_\_\_\_\_  
 \_\_\_\_\_

Time of call: \_\_\_\_\_

Number where call was received: \_\_\_\_\_

**Ask in order:**

1. When will it explode? \_\_\_\_\_
2. Where is it located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will make it explode? \_\_\_\_\_
6. Did you place the bomb? Why? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. Where are you? \_\_\_\_\_

**Caller's voice:**

<input type="checkbox"/> Calm	<input type="checkbox"/> Normal	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Angry	<input type="checkbox"/> Distinct	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Excited	<input type="checkbox"/> Slurred	<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Slow	<input type="checkbox"/> Nasal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter	<input type="checkbox"/> Accent
<input type="checkbox"/> Loud	<input type="checkbox"/> Lisp	<input type="checkbox"/> Familiar, like
<input type="checkbox"/> Laughter	<input type="checkbox"/> Raspy	
<input type="checkbox"/> Crying	<input type="checkbox"/> Deep	<input type="checkbox"/> Male
<input type="checkbox"/> Rapid	<input type="checkbox"/> Ragged	<input type="checkbox"/> Female

**Background sounds:**

<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Local
<input type="checkbox"/> Office machinery	<input type="checkbox"/> Booth
<input type="checkbox"/> Animal noises	<input type="checkbox"/> PA system
<input type="checkbox"/> House noises	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Street noises	<input type="checkbox"/> Static

**FIRE • 911**

1. Activate firm alarm if you discover fire or smoke.
2. Call **911** and report the following information:
  - Name
  - Building
  - Floor and room number
3. Call Campus Security (72)7-3333
4. If you are trained, and feel confident to do so, use a fire extinguisher on a small fire. Your nearest fire extinguisher is located: \_\_\_\_\_
5. If the fire is beyond control or involves potentially explosive materials, immediately evacuate the building.
6. Close doors and windows as you leave if possible. Leave the lights on. Do not use elevators. Walk, do not run, to the nearest stairway and proceed to ground level.

7. Feel doors before opening. If a door is hot, do not open. Backtrack to an alternate evacuation route.
8. Alert other building occupants by loudly knocking on doors and yelling "FIRE" on your way out.
9. If you encounter smoke, stay low. Crawl if necessary.
10. Continue evacuation if the alarm sound stops, and warn others who may attempt to enter the building.
11. Move to a safe location and leave clear access for emergency personnel. Do not return to the building until instructed by Security.
12. Someone familiar with the situation and who knows the area involved should meet the fire department. Immediately inform them if someone may be inside the building.

**If clothing is on fire:**

1. Stop, drop and roll. Do not run.
2. Smother flames by wrapping in a blanket, rug, coat, etc.

**If you become trapped in a building:**

1. Find a room with a window. Enter and close the door.
2. If smoke begins to enter around the door, seal with rags, tape, or other material.
3. Call **911**. If no phone is available, signal from a window.
4. Shout at regular intervals to alert emergency personnel of your location.

**EVACUATION OF PEOPLE WITH DISABILITIES**  
**EVACUATION OF EARLY CHILDHOOD CENTER**

Know your surroundings and plan for emergencies. If an emergency occurs, have someone notify firefighters or police that people with disabilities need to be evacuated.

**Ambulatory disability**

- Proceed to the nearest stairway with an escort. Wait until the flow of students has lightened and move to the stairwell landing outside of the fire doors. Wait for assistance from the emergency response team (e.g., fire department).
- Do not use elevators unless directed to do so by the emergency response team.
- If stairway becomes smoke-filled or unsafe, go to another stairway.

If this is not possible, find a room with a window, close the door and call **911**. If no phone is available, signal from a window and shout at regular intervals to alert emergency personnel of your location.

**Other disabilities**

- An escort may be beneficial.
- Evacuate with other building occupants.

Remember that if you are assisting people with disabilities, they are the best source of information in determining the type of assistance that is needed.

To request a more individualized evacuation plan, students, staff or faculty with disabilities can meet with the coordinator of Disability Services in 001 Johnston Hall, (72)7-3431.

**EVACUATION OF EARLY CHILDHOOD CENTER** The Miami University Middletown Early Childhood Center, serving children between the ages of 3 and 5 years of age, is located in Verity Lodge. Services are available during the school year with no evening or summer hours. Special efforts on the part of security and emergency personnel will be made in conjunction with the Center staff in case of all emergencies that occur in Verity Lodge or that might impact this area.