Newark Campus

The Ohio State University at Newark

2018 Annual Campus Security Report

Crime Awareness and Campus Security Act of 1990

Containing Crime Statistics for 2015-2017

Newark Campus Public Safety
105 Warner Building
1179 University Drive
Newark, Ohio 43055
Phone: 740-366-9237
INTRODUCTION

Your safety is our concern. It also must be your concern. As a university, we work very hard to prevent crime, fire, accidents and illness, but nothing we do is as important as what you do – and, in some cases, don't do.

The Newark Campus Department of Public Safety, including The Ohio State University Police and Newark Campus Security has primary responsibility for crime prevention, fire prevention, emergency planning and law enforcement on campus. Other areas, such as Student Life, the Title IX Coordinator, the Admissions Office, and many others contribute to making this a safer place to study, work and live.

This publication contains valuable information about how you can help us keep you safe, on and off campus. Please pay special attention to the safety tips. Following them will help reduce the chances that you'll be the victim of crime, become injured or lose valuables.

This report is intended to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. While we have sought to make this report a valuable resource of safety information, we invite you to contact any of the departments or programs listed in this report for more information about our policies or resources.

Let's work together to have a safe year.

EMERGENCY NUMBERS

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REFERENCE AND REFERRAL LISTING

| AA (Alcoholics Anonymous)   | 614-253-8501 |
| City of Columbus Alcohol and Drug Abuse Program | 614-645-7306 |
| Licking Memorial Hospital  | 220-564-4000 |
| Office of Student Life Counseling and Consultation Service Columbus | 614-292-5766 |
| Office of Student Life Counseling and Consultation Service Newark | 740-364-9578 |
| Office of Student Life Student Advocacy Center | 614-292-1111 |
| Office of Student Life Student Health Services | 614-292-4321 |
| Office of Student Life Student Wellness Center | 614-292-4527 |
| Ohio State Employee Assistance Program (EAP) | 1-800-678-6265 |
| Sexual Assault Response Network of Central Ohio (SARNCO) | 614-267-7020 |
| Student Travel Safety       | 614-292-7677 |
THE OHIO STATE UNIVERSITY POLICE DIVISION

Police officers of The Ohio State University are designated by statute as the law enforcement officers for the university. They are empowered to use investigative authority on reasonable suspicion of crime, to search and arrest as authorized by law, and to use reasonable and necessary force to enforce law and protect property on university land and as provided by mutual aid compacts established with other jurisdictions. Their oath of office is a personal commitment to the rule of law and constitutional limitations of police authority. University Police perform the same duties and have the same authority as police departments in the cities in Ohio. They evaluate reported crimes and conduct investigations to determine the responsible party. University Police enforce laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. They have police jurisdiction on all university property, provide primary police services to The Ohio State University Columbus campus, and provide police services at Ohio State's regional campuses located at Lima, Mansfield, Marion, Newark and Wooster.

The University Police Division has established a strong working relationship with many local, state and federal law enforcement agencies, including a number of agencies in jurisdictions near the university's campuses. Those agencies may notify the university of criminal activity involving students at off-campus locations, including noncampus locations and housing facilities of student organizations officially recognized by the university. These students may be subject to disciplinary action under the university's Code of Student Conduct in addition to any appropriate criminal action. University Police work cooperatively with these agencies and have regular contacts with Newark Police Department, the Licking County Sheriff's Office, and the Ohio State Highway Patrol on matters of mutual interest and concern. The University Police Division has entered into agreements with the Cities of Columbus, Bexley and Upper Arlington, as well as Clinton Township, Licking County Law Enforcement Agencies (All) and the Wayne County Sheriff's Office, to allow University Police to investigate criminal offenses and perform other police functions in those jurisdictions under certain circumstances.

The University Police Division has also entered into a joint agreement with Bowling Green State University, Central State University, Cleveland State University, Kent State University, Miami University, Ohio University, Shawnee State University, University of Akron, University of Toledo, Wright State University, Youngstown State University and Columbus State Community College to provide and receive mutual assistance and police services upon request The Ohio Intrastate Mutual Aid Compact law gives Ohio State's Police Division the ability to call upon any law enforcement agency to provide mutual assistance or aid for purposes of responding to and recovering from a disaster, preparing for incidents, exercises, training activities, planned events, or emergencies, any of which require additional resources.

The University Police Division is located in The Newark Campus Warner Center, room 105 to receive reports and investigate crimes that are reported to have occurred on university property. This office is co-located with the Newark Campus Public Safety and Security.

Emergency telephone service, 9-1-1, is available from all campus phones. The use of 911 on the Newark Campus will connect you with the Licking County 911 Center where fire-EMS and police service can be dispatched. Calling 911 will not directly connect you with OSU Police at the Newark Campus or Newark Campus Security. They may be reached by calling 740-366-9237 24 hours a day, 7 days a week, 365 days a year.

The Public Safety Department at the Newark Campus is comprised of a multi layered approach. The Department is staffed by current law enforcement personnel, non-armed security personnel and students hired to assist in providing non-essential services. Many of the current security staff are retired law enforcement officers providing years of experience. Public Safety provides varied services to include ID services, and BCI+I, FBI backgrounds for employment and educational requirements. Key and Access control, building lock out, vehicle jump start and lock out assistance are provided along with safety escorts.

The Department of Public Safety is staffed by: 2 full-time OSU Police Officers, 5 full-time security officers, and 3 part-time security officers who have full institutional authority. In addition to full-time security officers, Public Safety employs a modest student security staff that provides services for the University community. Public Safety Security Officers and Public Safety Student Workers do not have statutory arrest powers, but work to assist with security matters. The Department of Public Safety provides key and ID issue for faculty, staff and students. Security regulates parking and traffic, campus escort service, and motor vehicle assistance.

Campus Security Officers provide support and summon law enforcement assistance for individuals who have been victims of crime. Officers also secure buildings and property, and monitor the activity of all individuals. The Public Safety Office works closely with local, state, and federal law enforcement agencies regarding the reporting and investigation of crime. Students, faculty and staff must respond to reasonable requests of security officers in the exercise of their duties to provide a safe and secure campus. Failure to be cooperative...
may result in various outcomes from student judicial and Human Resources sanctions to arrest by Law Enforcement. Reporting to the Office of Facilities Planning of the Newark Campus, Officers patrol 24 hours each day using marked police and security vehicles, golf carts, and foot patrols.

**Newark Campus Safety Escort Program:** At some point, you may have some uneasiness when walking alone. This program can help reduce your anxiety. One of the campus security officers will be glad to assist you in safely reaching your destination on campus. Arrangements can be made in advance or on the spot. From a campus or cell phone contact one of the officers at 740-366-9237. The Safety Escort Service serves all Newark Campus students, faculty, and staff. Our goal is to offer an alternative to walking alone after dark. However, the service is provided 24 hours a day, 7 days a week.

The OSU Police and Newark Campus Security works in conjunction with the Newark Police Department through a mutual aid agreement. Newark Campus Public Safety cooperates with all local law enforcement, state, and federal authorities in the exercise of their responsibilities. It is the policy of Public Safety to encourage accurate and prompt reporting of all crime to the Public Safety Department.

The Office of Student Conduct is responsible for on-campus student disciplinary proceedings. Newark Campus Public Safety and the Office of Student Support Services work collaboratively to resolve incidents of student misconduct that violate University policy and procedures.

Newark Campus Public Safety and/or The Ohio State University Police Division investigate incidents of a criminal nature. Assistance, if requested is provided from the Newark Police Department, Licking County Sheriff’s Department, Ohio State Patrol, Ohio Bureau of Criminal Identification, and the Federal Bureau of Investigation. The Newark Campus maintains an open campus environment and encourages the community to participate in activities that are open to the public. However, the University reserves the rights to restrict unauthorized persons from its grounds when appropriate.

Fire prevention on the Newark Campus is led by the OSU Department of Public Safety. Other partners include Student Life, Environmental Health & Safety, as well as the City of Newark Division of Fire and the State of Ohio Fire Marshal’s Office. Together, along with the support of students, faculty, and staff, we foster a culture of fire prevention and promote the safety and well-being of our campus community.

The Public Safety Office, housing OSU Police and Campus Security is located in the Warner Center; 1179 University Drive. Campus Security is available 24 hours a day, 365 days a year, to receive reports and investigate crimes that are reported to have occurred on University or College property by calling 740-366-9237.

**SAFETY AND CRIME PREVENTION INITIATIVES**

**INTERNATIONAL TRAVEL SAFETY**

The Office of International Affairs and Office of Risk Management and Insurance collaborate on a travel risk management program. International risk management maintains an emergency response protocol and travelers have access to a 24-hour international response number, 614-292-6677. As part of the protocol, the university maintains insurance to support health and security response. Faculty and staff leaders leading education abroad programs receive annual training in incident response.

Pre-travel health, safety and security information is available on the Office of Education Abroad website. Registered student travelers are provided travel safety materials, advised to enroll in the Department of State Smart Traveler Enrollment Program (STEP), enrolled in insurance and registered in the incident response protocol.

**BUILT ENVIRONMENT SECURITY**

The Ohio State University implements numerous safety precautions on its Newark campus. Consistent lighting is found throughout the campus, and the university continues to implement additional lighting improvement projects and to consider public safety in maintaining its buildings and grounds. In addition, construction and renovation plans for university facilities are reviewed for principles associated
with Crime Prevention through Environmental Design (CPTED). Access to campus buildings is restricted after normal business hours, and current university identification must be shown to gain admittance to many facilities. Residence halls are locked 24-hours a day and require university BuckID identification cards for access.

SECURITY PLANNING STRATEGIES

The university recognizes that the built environment has an influence on criminal behavior and in promoting an atmosphere of security and safety for our students, faculty, staff, and visitors. For this reason, it is our desire to implement in the design of our buildings, open spaces, and campus as a whole, environmental elements that will have a positive impact on security. To further that effort, we focus on a number of safety and security considerations and security planning principles as we design and develop buildings and other areas of campus. These include appropriate site selection and building placement as well as effective and appropriate use of signage, natural and man-made security barriers, architectural elements and landscape materials, access control methods, lighting, and security cameras. By incorporating these elements into the design of campus spaces, we aim to create a safe and open atmosphere that promotes living, learning, and working while at that same time effectively deterring criminal activity and other inappropriate uses of campus spaces.

CRIME PREVENTION AND SAFETY PROGRAMS AND EDUCATION

In addition, the university offers numerous crime prevention and safety programs to the university community. These programs are offered by various university organizations and are available throughout each academic year. Sponsors and their programs include:

Community Policing: The University Police Division utilizes a community policing philosophy with the goals of 1) establishing positive contacts with the campus community; 2) identifying real and/or perceived problems that exist in the campus community; and 3) developing programs which aid in the resolution of identified problems. University Police use various modes of transportation to patrol the campus, including bicycles, cars, golf carts, ATVs as well as walking officers.

Sexual Assault Survivor’s Rights: The University Police Division has developed and implemented a “Sexual Assault Survivor’s Rights” program, which is designed to protect the rights of survivors of sexual assault and is a road map to empower and inform survivors of sexual assault. Copies of these materials are available at the University Police Division.

Prospective and Current Student Crime Awareness and Prevention Programs: The Police Division and Office of Student Life present information to students and prospective students and their parents about university safety programs and general campus safety tips. Students and parents view a bystander intervention video during orientation which is aimed at preventing sexual assault. Information is also available at various web sites such as dps.osu.edu/police and studentlife.osu.edu/resources/safety.

Other Crime Prevention and Safety Education Programs for Students and Employees: The Ohio State University Police Division provides crime prevention programming for employees and students in a variety of settings

The Police Division provides Rape Aggression Defense (R.A.D.) courses to the campus community at no cost. This is a nationally recognized self-defense course that is taught by police officers from The Ohio State University Police Division on the Columbus Campus. Newark Campus students are invited to attend this training although transportation to the Columbus Campus must be provided by the student. These courses are offered periodically throughout the year.

Safety planning is conducted, when appropriate, for staff and students when they have been affected by someone in crisis or when they are the victim of a crime with ongoing concerns for safety. Officers work with the Office of Human Resources in support of workplace violence policies and also work with Student Life in the Consultation and Assessment Team to help address situations involving disruptive behavior.

PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Ohio State University prohibits crimes of dating violence, domestic violence, sexual assault and stalking. The code of the State of Ohio does not define consent, however, the following definitions apply to all members of the University community (faculty, staff, students, student employees, graduate associates, appointees, volunteers), vendors, and visitors under University Policy 1.15.

Consent - Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of)
sexual activity.

A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

B. Consent may be withdrawn at any time.

C. Previous relationships or prior consent cannot imply consent to future sexual acts; this includes “blanket” consent (i.e., permission in advance for any/all actions at a later time/place).

D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness or blackout, etc.).

1. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because she/he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

2. This policy also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.

3. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.

E. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.

Dating Violence - Violence or threat of violence by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Whether there was such relationship will be determined based on the reporting party’s statement and with consideration of the length and type of relationship, and the frequency of interaction of the persons involved in the relationship.

Domestic Violence - Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant’s current or former spouse or intimate partner, a person with whom the complainant shares a child in common, a person who is or has cohabited with the complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to this policy.

Relationship Violence - Dating violence and domestic violence.

Sexual Assault - Non-consensual sexual contact and non-consensual sexual intercourse. All such acts of sexual assault are forms of sexual violence, and therefore sexual misconduct.

Sexual Misconduct - Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Includes sexual harassment, sexual violence, relationship violence, and stalking. Sexual misconduct is a form of sex- and gender-based discrimination.

Sexual Violence - Sexual acts perpetrated against an individual’s will or when an individual is incapable of giving consent. All such acts of sexual violence are forms of sexual misconduct.

Stalking - A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the complainant to fear for her, his, or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the complainant, or interferes with the complainant’s property.

For purposes of eligibility to obtain a protection order, the following Ohio Revised Code definitions are used:

ORC 2919.25: Domestic Violence. (A) No person shall knowingly cause or attempt to cause physical harm to a family or household member. (B) No person shall recklessly cause serious physical harm to a family or household member. (C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member. Sec. 3113.31. Domestic Violence. (1) "Domestic violence" means the any of the following: (a) The occurrence of one or more of the following acts against a family or household member: (a)(i) Attempting to cause or recklessly causing bodily injury; (b)(ii) Placing another person by the threat of force in fear of imminent serious physical harm or committing a violation of section 2903.211 or 2911.211 of the Revised Code; (c)(iii) Committing any act with respect to a child that would result in the child being an abused child, as defined in section 2151.031 of the Revised Code; (d)(iv) Committing a sexually oriented offense. (b) The occurrence of one or more of the acts identified in divisions (A)(1)(a)(i) to (iv) of this section against a person with whom the respondent is or was in a dating relationship.

ORC 2903.211 Menacing by stalking. (A) (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause
mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person’s belief that the offender will cause physical harm to the other person or the other person’s family or household member or mental distress to the other person or the other person’s family or household member, the other person’s belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs. (2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following: (a) Violate division (A)(1) of this section; (b) Urge or incite another to commit a violation of division (A)(1) of this section.

The Ohio Revised Code (ORC) does not have definitions for Sexual Assault or Dating Violence.

The Ohio State University is committed to educating the community, including all incoming students and new employees, on domestic violence, dating violence, sexual assault, and stalking, through a variety of primary prevention programs and ongoing awareness campaigns. The University requires training for all employees and students, to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These modules include safe and positive options for bystander intervention, risk reduction information, procedures victims should follow to make a report, confidentiality information, on and off-campus resources, victim support options, disciplinary procedures, and possible sanctions and protective measures the institution may impose following a final determination of an institutional disciplinary procedure. In addition to these primary prevention educational modules, the University offers a variety of instructor-led training to students and employees on issues of sexual and relationship violence.

**TITLE IX**

Title IX is a federal law that prohibits discrimination and harassment based on sex or gender. This may include acts of sex or gender-based discrimination, sexual misconduct, sexual harassment, sexual violence, relationship violence, and stalking. The Title IX Coordinator is the designated university official with primary responsibility for coordinating the university’s compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education and training; and helps to ensure the university responds appropriately, effectively and equitably to Title IX issues. For more information, visit [titleix.osu.edu](http://titleix.osu.edu) or contact the Title IX Coordinator or any of the Deputy Title IX Coordinators:

- Kellie Brennan, Compliance Director and Title IX/Clery Coordinator: 614-247-5838, 21 E. 11th Ave, in the South Campus Gateway, [titleix@osu.edu](mailto:titleix@osu.edu) or [brennan.241@osu.edu](mailto:brennan.241@osu.edu);
- Kelly Smith, Director of Student Conduct and Interim Deputy Title IX Coordinator for Students: 614-292-0748, 550 Lincoln Tower, 1800 Cannon Dr., [smith.4941@osu.edu](mailto:smith.4941@osu.edu)
- Kristi Hoge, Lead Employee and Labor Relations Consultant and Deputy Title IX Coordinator for the Office of Human Resources and the Wexner Medical Center: 614-292-0854, 300 Gateway Building C, 1590 N. High St, [hoge.42@osu.edu](mailto:hoge.42@osu.edu)
- Janine Oman, Senior Associate Athletics Director and Deputy Title IX Coordinator for Athletics: 614-688-3280, Fawcett Center for Tomorrow, 2400 Olentangy River Rd., 10th floor, [oman.7@osu.edu](mailto:oman.7@osu.edu)
- Molly Peirano, Assistant Compliance Director and Deputy Title IX Coordinator, 614-247-4113, 21 E 11th Ave in the South Campus Gateway, [titleix@osu.edu](mailto:titleix@osu.edu) or [peirano.9@osu.edu](mailto:peirano.9@osu.edu)
- Jacqueline H. Parrill, Ed.D. Vice President (COTC) Director (Ohio State Newark), Title IX Newark Contact for employees: Founders Hall room 1014, 740-366-9367 parrill.9@osu.edu
- Holly Mason, Director of Student Life, Title IX Newark Contact for students, Warner Center room 226, 740-366-9219 [mason.536@osu.edu](mailto:mason.536@osu.edu)

Title IX Intake and Outreach Coordinators are available to support Ohio State students and employees who experience sexual misconduct in any form, including connecting to campus and community resources for confidential counseling and confidential advocacy services. Intake and Outreach Coordinators assist survivors of sexual misconduct in understanding their rights and options, assist in filing reports with appropriate law enforcement agencies, explaining university policies and procedures and help promote their academic and/or professional success and personal wellness by arranging accommodations and interim measures as needed and available. Intake and Outreach Coordinators can help with:

- Knowledge of university and criminal reporting procedures
• Assistance with accommodations such as change of housing, living, transportation, working, and other protective measures that are requested and reasonably available for students and employees

• On- and off-campus confidential counseling and advocacy services

• Options for legal assistance including obtaining protection orders

• Academic assistance, including contacting instructors about missing time or assignments, Arranging leaves of absence or emergency withdrawal, and retroactive withdrawal petitions

• Workplace accommodations including communicating with supervisors, schedule changes, and missed time

Ohio State aims to educate students and the campus at large, empowering the Buckeye Community to help prevent sexual misconduct. The Relationship Education and Violence Prevention Coordinators in the Student Life Student Wellness Center are responsible for the development, implementation and evaluation of evidence-based primary prevention efforts and awareness campaigns, and focus on initiatives that will promote a positive shift in the culture. Prevention workshops are provided to incoming students through the First-Year Success Series (FYSS), second year students through the Second-Year Transformational Experience Program (STEP). Other programs available to students include Sexual Violence and Intervention, Masculinities, and Empowerment presentations, and custom training by request. Descriptions of these workshops are available at swc.osu.edu/services/. Programming efforts aim to help the Ohio State community do the following:

• Recognize different types of sexual violence
• Understand that sexual violence is prohibited by both the university and by Ohio law
• Debunk common rape myths
• Look at how sexual violence is portrayed in the media and our culture
• Explore social constructs and cultural norms that encourage sexual violence
• Reveal facts about sexual violence and its relationship with alcohol and other drugs
• Understand sexual consent, coercion, and Ohio State’s definition of sexual misconduct
• Build relationship skills and skills to communicate sexual consent
• Understand and practice bystander intervention methods
• Empathize with and support survivors of sexual violence
• Know and be able to reference the campus and local sexual violence resources
• Information about bystander risk reduction to decrease the likelihood of victimization and recognize warning signs of abusive behavior

PREVENTION PROGRAMMING

Programming efforts at Ohio State include Buckeyes Got your Back, and Buck-I-Care. These programs aim to help students do the following:

• Recognize different types of sexual violence
• Understand that sexual violence is prohibited by both the university and by Ohio law
• Debunk common rape myths
• Look at how sexual violence is portrayed in the media and our culture
• Explore social constructs and cultural norms that encourage sexual violence
• Reveal facts about sexual violence and its relationship with alcohol and other drugs
• Understand sexual consent, coercion, and Ohio State’s definition of sexual misconduct
• Build relationship skills and skills to communicate sexual consent
• Understand and practice bystander intervention methods
• Empathize with and support survivors of sexual violence
• Know and be able to reference the campus and local sexual violence resources
• Information about bystander risk reduction to decrease the likelihood of victimization and recognize warning signs of abusive behavior

BUCKEYES GOT YOUR BACK
Student Wellness Center Relationship Education and Violence Prevention facilitates a bystander intervention program developed for students that continues to expand its reach among various student populations. The “Buckeyes Got Your Back” (BGYB) bystander intervention program goes beyond telling students how not to become victims or how not to perpetrate; rather, it empowers an entire community to prevent sexual violence before it happens. Specifically, BGYB aims to do the following:

- Improve participants’ understanding of sexual violence, sexual consent, and the impact of alcohol and other drugs
- Increase motivation to help
- Develop skills and confidence to respond to problems
- Promote safety
- Highlight campus sexual violence resources

BGYB encourages Buckeyes to be Active Bystanders, who:

- Look out for their friends and fellow Buckeyes.
- Prevent bad things from happening by intervening -- NOT standing by.
- Strive to create a safe community for everyone (regardless of their identity).
- Take responsibility for their reactions toward inappropriate behavior.
- Battle the Bystander Effect. The Bystander Effect is a phenomenon in which the more people who witness an emergency event, the less likely anyone is to intervene. BUT, silence and passivity are not neutral. They encourage attitudes and behaviors that promote sexual violence.

BUCK-I-CARE

Buck-I-CARE is an initiative focusing on creating a culture of personal responsibility for each individual to care for themselves and their partners, and bringing awareness to the issue of sexual violence by providing guidelines for sexual experiences.

**Check:** Check that your partner has the capacity to make informed and sound decisions for themselves  
**Ask:** Ask your partner for consent and make sure they are enthusiastically engaged  
**Respect:** Respect your partner’s boundaries by accepting when they do not want to engage in a sexual activity  
**Empower:** Empower your partner to make decisions through following the steps above and communicating with CARE

BUCKEYES ACT

Buckeyes ACT is Ohio State’s comprehensive plan to combat sexual misconduct and relationship violence. Buckeyes ACT combines new programs with existing initiatives focusing on:

- **Action:** prevention efforts and bystander intervention  
- **Counseling:** advocacy and support services  
- **Training:** awareness and prevention education

Specifically:

**Action:** Buckeyes ACT created a dedicated team for investigating reports of student sexual misconduct and relationship violence on campus, and a University-wide task force including students, staff and faculty, to identify best practices and explore innovative approaches to prevention and response.

**Counseling:** Buckeyes ACT increased the number of advocates to support students, and expanded the capacity of Student Life’s Counseling and Consultation Services, including a counselor with dedicated expertise in responding to trauma and sexual assault incidents.

**Training:** As part of Buckeyes ACT, OSU implemented mandatory sexual misconduct and relationship violence training for students in first-year orientation, in the First Year Experience (FYE) program, and in the Second Year Transformational Experience (STEP) program, launched for the incoming class of 2016.

THE SEXUAL MISCONDUCT ASSESSMENT AND RESPONSE TEAM (SMART)

The Sexual Misconduct Assessment and Response Team (SMART) meets regularly to ensure a prompt, thorough, and appropriate response to all reports of sexual misconduct, including sexual assault, relationship violence, and stalking. SMART consists of the university’s Title IX Coordinator, The Ohio State University Police Division, Student Life Student Advocacy, Office of Legal Affairs, Student Conduct, University Housing, and Human Resources. SMART ensures proper coordination of efforts in areas including university investigation, law enforcement, and survivor support services.

TITLE IX TASKFORCE
The Title IX Task Force, chaired by the university’s Title IX Coordinator, is a multi-disciplinary group of students, faculty and staff representing over twenty different offices and departments who are engaged in addressing sex-and-gender-based discrimination. The Task Force has developed workgroups focusing on assessment, engagement, and awareness/prevention, and these groups identify challenges and gaps in the university's proactive efforts to eliminate gender bias. The task force focuses on creating a positive culture shift through open dialogue and collaboration.

**STUDENT CONDUCT**

The primary focus of Student Life’s Student Conduct department is to promote university community standards through the administration of The Ohio State University Code of Student Conduct. The office also serves as an information source on student behavior, student discipline, disciplinary hearings, appeals, and hearings.

The purpose of the university discipline system is to promote student development by addressing behaviors that are inconsistent with community standards and expectations, as defined by the Code of Student Conduct. The office conducts fair and impartial processes regarding alleged violations of the Code and, when appropriate, administers proactive and educational sanctions.

Student Conduct often coordinates its services with other campus offices in an effort to serve students to the fullest extent. Students are encouraged to communicate individual concerns they have, including alcohol or drug dependency, mental or emotional wellness, or potential legal issues to Student Conduct. When appropriate, referrals will be made to other university offices in an effort to best serve students. Whenever persons witness what appears to be criminal activity or violations of university rules under the Code, they are encouraged to report this to University Police, as it is the police’s role to be the primary campus investigative authority for such matters. Persons may contact Student Conduct, which may conduct an investigation or contact University Police for an investigation of the matter. When apprised of activities by recognized student organizations that allegedly are in violation of the Code of Student Conduct (including criminal activity), Student Conduct may initiate disciplinary proceedings against the student organization and/or its members.

The Columbus Office is located at 550 Lincoln Tower, 1800 Cannon Drive and can be reached at 614-292-0748. For more information about Student Conduct, visit studentconduct.osu.edu. The Office of Student Life at the Newark Campus strives to cultivate a campus community where students can achieve success and become responsible citizens. Their purpose is to support the University’s mission by providing services and programming. Student Life encourages student learning in and out of the classroom, and developing a diverse community which is educationally purposeful, open, just, disciplined, and caring.

The OSU Newark Office of Student Conduct can be found at 1179 University Dr. Warner Building Room 226. 740-364-9578

The Code of Student Conduct may be found at studentconduct.osu.edu.

Upon written request, the report on the results of any disciplinary proceeding conducted by the university against the student who is the alleged perpetrator (hereafter “respondent”) of a crime of violence or a sex offense will be disclosed to the alleged victim, as appropriate under applicable law. Student Conduct will provide both the respondent and the accuser with simultaneous written notification of any result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking. If the alleged victim is deceased as a result of a crime of violence, Student Conduct will provide the results of the disciplinary hearing to the victim’s next of kin if requested.

**STUDENT LIFE UNIVERSITY HOUSING**

Each year, this office offers safety and crime prevention policies and information through its web-based Residence Hall Handbook. In addition, each residence hall makes safety instruction programs regularly available to its residents in cooperation with other university programs.

Programs and services include:

- Each residence hall is assigned a community policing liaison with university police. The police liaisons offer a variety of community outreach from walking rounds with staff, attending events, speaking with students about concerns and/or offering educational programming on such topics as safety, alcohol awareness/OVI prevention and drug awareness.
- Important messages related to security, elevator safety, and severe weather, are posted in public areas of the residence halls including, but not limited to elevators, lobbies and hallways.
- Residence hall staff post seasonal safety messages based on relevant concerns during the year such as protection of valuables during breaks, severe weather response, spring break safety and Student Safety escort service availability.
- Education programs within the halls may be offered to specific communities based on the needs of those communities or the demand of the student community.
• Resident advisors attend a mandatory “train the trainer” session providing them information about the “Top Ten Safety Considerations” that they are required to review with their student residents. At the same session the residence hall staff are trained on building-specific fire panel, severe weather safety, emergency notifications, evacuation and shelter-in-place procedures. Resident advisors are also given the opportunity to participate in fire extinguisher demonstrations.

For further information, call 614-292-3930 or visit housing.osu.edu.

BIAS ASSESSMENT AND RESPONSE TEAM (BART)

The Newark Department of Public Safety, OSU Police in partnership with the Student Conduct Officer or Human Resources collaborates as a bias assessment response team and receives, monitors, refers, and, as necessary, coordinates University responses to hate and bias-related incidents that impact all or a significant portion of the University community. Incidents may involve bias or hate grounded in race, religion, sex, gender, gender identity, sexual orientation, ethnicity, national origin, age, or disability that occur within the University community.

For purposes of this report, hate crimes include specified crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, national origin, ethnicity, or disability. Bias incidents fall within a broader definition and include acts or behavior motivated by the offender’s bias against a race, gender, religion, sexual orientation, gender identity, ethnicity, or disability. While these acts do not necessarily rise to the level of a crime, a violation of state law, University policy, or the student code of conduct; a bias act may contribute to creating an unsafe, negative, or unwelcome environment for the victim, anyone who shares the same social identity as the victim, and/or community members of the University. For more information or to report an incident, please contact the Newark Public Safety Office, the Office of Student Conduct, or the Newark Campus Human Resources Department for assistance.

For more information about BART, or to report an incident, visit studentlife.osu.edu/bias.

STUDENT HEALTH SERVICES

Student Life’s Wilce Student Health Center (Student Health Services) at Ohio State is an accredited, outpatient facility providing a variety of health care services to the student population.

Medical services include primary care, dental, sports medicine, physical therapy, preventative medicine, optometry, gynecology, and allergy. Support services include radiology, laboratory, and injection therapy.

The Wilce Student Health Center also has a full-service pharmacy with prescription and over-the-counter medications.

Services for survivors of sexual assault are provided by Student Health Services regardless of the duration of time since the assault occurred. If the sexual assault occurred within the last 72 hours, the student is encouraged to seek care at the hospital emergency department where evidence can be collected. If the student chooses to be seen at Student Health Services, evidence will not be collected, however, the student will be referred to the Sexual Violence Support Coordinator and other appropriate Ohio State support services and the resource support packet is provided. Concerns about sexually transmitted infections and pregnancy will be addressed and a plan for follow-up care is made. Student Health Services also provides testing for drugs of incapacitation. If a student suspects that they were drugged, urine testing for drugs can be done within 96 hours of the suspected drug ingestion. For more information, please call 614-292-4321, email shs@osu.edu, or visit shs.osu.edu.

MEDICAL CARE AND EVIDENCE COLLECTION

If an individual is uncertain about whether or not they want to report what has occurred, they can still get evidence collected. In cases of sexual assault or severe injuries, the police will be called by the hospital. The survivor can decide if they want to speak with the police at that time to officially report what has happened.

While evidence may be collected anonymously (i.e. without the survivors name attached to it) and/or when there is no report made to police, these cases are handled differently. A discussion about the merit of collecting evidence “anonymously” and in instances where the survivor does not want to report, should be discussed with medical personnel and/or an advocate.
At Licking Memorial's emergency departments, the evidence collection exam may be performed by a doctor, a nurse or a specially trained nurse: a Sexual Assault Nurse Examiner (SANE). In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. It is not necessary for evidence to be collected in order for a case to be reported. It is easier to investigate and prosecute cases that have physical evidence but it is not impossible to go forward without it.

If an individual wants to have evidence collected, it is best not to bathe and to take the clothes that they were wearing at the time of the assault to the hospital with them. It is also recommended to avoid eating, drinking, and going to the bathroom. However, a lot of people do all of these things before going to the hospital and evidence can still be collected.

The sexual assault evidence collection exam is paid for by a fund within the Ohio Attorney General’s office. However, other medical care may be needed and in that instance, insurance will be billed or an individual can arrange to “self-pay”. Assistance with additional medical bills may be provided through accessing Victims of Crime Compensation and/or through the Sexual Violence Assistance Fund. For more information about these options, individuals can contact the Title IX Office at 614-247-5838 or find more information at titleix.osu.edu. More information about Victims of Crime Compensation can be found at http://www.ohioattorneygeneral.gov/VictimsCompensation.aspx/?from=nav.

Follow-up medical care can happen at an individual’s doctor or another medical facility, including Ohio State’s Wexner Medical Center.

EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION

EMERGENCY NOTIFICATION PROCEDURES

The Department of Public Safety assumes the role of issuing emergency notifications to the campus community. As defined, an emergency notification is the process of immediately notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The Ohio State University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system or systems, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Emergency notifications may be authorized by the Assistant Vice-President of Public Safety, Chief of Police, Deputy Chief of Police, Director of Marketing and Communications or the Senior Vice-President of Administration & Planning.

The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. Public Safety personnel verify information about a potential significant emergency or dangerous situation. This occurs by collecting and assimilating information from firsthand accounts, from uniformed officers in the field, and through the use of security technologies such as alarm and surveillance systems. Alarm systems are monitored by the Department of Public Safety 24-hours a day, 7 days a week. In some locations, cameras can be reviewed in the event of an emergency.

In some circumstances, other Ohio State departments or local, state, or federal agencies may notify the Department of Public Safety of a possible emergency and may provide information or guidance to be used in verifying whether a significant emergency or dangerous situation exists. Ohio State may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies, or other agencies with expertise in the type of situation affecting the campus; these departments or agencies may provide assistance and guidance in confirming the presence of an emergency or dangerous situation. Ohio State departments that become aware that an emergency or dangerous situation may affect the campus will contact the Department of Public Safety to report the incident.

Upon learning that an emergency or dangerous situation may exist, the Communications Center or other Public Safety personnel will contact leadership within the Department of Public Safety to pass along specific information about the situation. Department of Public Safety leadership will confirm whether an emergency or dangerous situation involving an immediate threat to the health and/or welfare of students or employees is occurring on the campus and if an emergency is confirmed, will begin the process of issuing an emergency notification. As part of this process, Public Safety leadership will determine the event's significance and the populations it may impact.

The Department of Public Safety is responsible for determining the content of an emergency notification; the content of a notification is determined based on the circumstances and the manner in which the situation is impacting campus. The content of the notification message is designed to provide instruction to the university community that promotes the safety and well being of those impacted. At times, messages may simply contain information about an area of campus to avoid. At other times, messages may have specific protective
action recommendations or information about the nature of the incident itself. A message may be directed to the entire campus community or to specific areas or segments of the campus depending on the nature of the incident.

Upon determination of the notifications content, systems utilized to transmit emergency notifications are selected and activated to deliver the desired content relating to the emergency onto the end user within the university community. These systems are described in the next section.

Delivery of an emergency notification may occur within minutes of the initial confirmation of a significant emergency or dangerous situation depending upon the time of day, the methods chosen to disseminate information, and the successful activation and performance of technologies used to issue notifications.

**EMERGENCY NOTIFICATION SYSTEMS**

**To report an emergency or dangerous situation, call 9-1-1.**

Once the Department of Public Safety is aware that an emergency situation may exist, response agencies such as Police, Fire, or a Health Department can initiate a response and, if appropriate, Public Safety can begin the process of notifying our campus community.

Before or while Department of Public Safety leadership is being notified of a potential emergency or dangerous situation, Communications Center personnel will notify first responders and will request their assistance at the scene. First responders called to a scene are typically the University Police Division. However, depending on the nature of the incident, other Ohio State departments or other local, state, or federal agencies could be involved in responding to the incident. Ohio State will work in cooperation with these agencies to manage the incident.

**General Information**

In the event of an emergency, the Department of Public Safety will determine the appropriate emergency notification systems to be used to deliver the emergency notification message to the campus community. Ohio State may use any or all communication resources to disseminate information depending on the nature of the emergency and the surrounding circumstances.

Information pertaining to incidents and emergencies on campus will be disseminated to the larger public via media organizations through University Communications or individuals involved in emergency response on campus as designated by the Assistant Vice-President of Public Safety.

Emergency notifications may be sent to the entire campus community when a situation has the potential to affect a large portion of the campus, or they may be sent to specific buildings or areas of the campus in circumstances where the impact of the situation may be limited. The Department of Public Safety will evaluate the information known about the situation and will determine the appropriate areas of campus to be notified. As the situation progresses, the Department of Public Safety will continue to assess the circumstances and may notify additional segments of the campus community if it is warranted.

Based on the circumstances involved in the emergency or dangerous situation, the Department of Public Safety will develop a notification designed to aid in protecting individuals from harm, in preventing an incident from escalating into a larger or more complex emergency, and in preserving and maintaining law enforcement and other public safety operations.

**Buckeye Alert**

Buckeye Alert is a multi-modal, all-hazards emergency notification system that includes all of the communications methods listed below. Based upon a variety of factors, Ohio State Public Safety officials will determine which method, or combination of methods, should be utilized to communicate with the university community during an emergency.

Each event/emergency is unique. The message for each event/emergency will also need to be unique. Public Safety leadership will determine the final message prior to activation.

If there is a situation on campus that threatens the health and safety of our students, faculty, staff and visitors, Ohio State Public Safety officials will warn our campus community using one or more of the following methods:

- [emergency.osu.edu](http://emergency.osu.edu) webpage
- [osu.edu](http://osu.edu) webpage
- Text messages
- Email
- Building Alarm/Speaker Systems
- Facebook
- Newspaper
Additional information or follow-up instructions may be also provided through any of these resources if the Department of Public Safety determines that providing such information would be helpful to promote safety or to respond to the situation.

Please note that Timely Warnings, also called “Public Safety Notices,” are issued by the University Police Division. These alerts are distinct from Buckeye Alerts. Timely Warnings/Public Safety Notices provide information about crimes that have already occurred but still pose a serious or continuing threat. The Buckeye Alert emergency notification system will only be activated if the campus community is under an immediate threat from a significant emergency or a dangerous event and must take immediate action to remain safe and secure. Timely Warnings/Public Safety Notices will be issued to make the general public aware of a crime or series of crimes to help them be better informed and more vigilant of potential dangers on and near campus. See page 29 for more information on the Timely Warning Policy and Procedures. The Ohio State University encourages the university community to pay close attention to both Public Safety Notices and Buckeye Alert text messaging alerts to remain informed of crime activity and emergencies on campus.

Buckeye Alert Text Messaging Alerts: buckeyealert.osu.edu
Timely Warning/Public Safety Notices: dps.osu.edu/police/psn

Severe Weather
In the event that the National Weather Service issues a Tornado Warning for Licking County, the Buckeye Alert Text Messaging System will automatically be activated and send a text message to all registered users on the Newark campus.

Text Messaging
Text Messaging is a simple, reliable way to quickly send and broadcast messages to as many students, faculty, and staff as possible. Text messaging is an emergency notification method that will send a text message alert to a registered user’s cell phone in the event of an emergency. Text message alerts are designed for all-hazards emergency notifications. Faculty and staff will automatically be enrolled if their cellular phone number is in the Ohio State Human Resources or Ohio State’s Wexner Medical Center database. Likewise, if a student has provided the university with their cellular number via “BuckeyeLink”, they will automatically be enrolled to receive emergency text messages.

Students, faculty and staff have the capability to add up to two additional cell phone numbers to the system by visiting buckeyealert.osu.edu. This provides the ability to add parents, spouses, or significant others. Others who regularly have business on campus, such as contractors, can request to be added to the system by sending an email to Ohio State’s Emergency Management at emergencymanagement@osu.edu.

Bulk Email Alerts
A mass email can be sent to everyone who has an email account on the osu.edu system. This email is distributed by the Internal Communications office upon notification.

This email would be accessible to any account holder whether they are accessing it on campus or remotely.

The Ohio State University Website
An emergency message can be posted on the front page of Ohio State’s website osu.edu. Ohio State’s Emergency Management can also utilize its website emergency.osu.edu to provide information and updates to the campus community.

The Ohio State University Newark Website
An emergency message can be posted on the front page of Ohio State’s website osu.edu. Ohio State’s Emergency Management can also utilize its website, to provide information. http://newark.osu.edu/ and updates to the campus community.

WOSU Radio 89.7 FM
WOSU radio is an Ohio State affiliated radio station that can be used to relay emergency messages during an emergency. This method can be accessed through Ohio State’s University Relations.

Ohio State’s Department of Public Safety (DPS) will communicate and coordinate the message or warnings needed with University Relations.

**Social Networking**

Social networking websites offer the opportunity to reach out to members of our community during an emergency in a manner that interfaces with the modern trends of communicating.

Ohio State’s Emergency Management and the Division of Police maintain social networking websites via Twitter and Facebook to provide immediate emergency information. Links to these sites may be found by accessing the Department of Public Safety’s main webpage dps.osu.edu, and clicking on the Facebook or Twitter link provided on the front page.

**Media Outlets: TV, Radio, Print**

The Ohio State University Department of Public Safety (DPS), in collaboration with University Relations, will provide advisories to the media through a formal media advisory, a news release, or in response to media inquiries.

Once the activation of mass communication system is initiated and the public becomes aware of a situation occurring at the university, the media often begins to inquire about the nature of the emergency.

Ohio State will provide relevant information to the media to help ensure that the campus community and the public are informed about the emergency.

**Emergency Response**

Ohio State departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. Both Continuity of Operations Plans and Building Emergency Action Plans are coordinated out of Ohio State’s Enterprise Continuity Management office.

Ohio State Public Safety personnel have received training in Incident Command and critical incident response. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the OSU Police Division, Newark Public Safety-Security, Newark Police Department and Newark Fire Department. They typically respond and work together to manage the incident. Depending on the nature of the incident, other Ohio State departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Ohio State are publicized each year as part of the institution’s Clery Act compliance efforts and that information is available at [emergency.osu.edu](http://emergency.osu.edu).

**EMERGENCY EVACUATIONS**

**Campus Evacuation**

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions may be issued by the Newark Campus Department of Public Safety and other emergency response authorities (e.g., Newark Fire Department). These instructions may order evacuations for individual buildings or regions of campus, or they could be campus wide.

In the rare event that an evacuation of the entire Ohio State campus is ordered by public safety officials, it is important to follow evacuation instructions disseminated through the communication systems used to inform the campus of an emergency. Ohio State Public Safety works with the Licking County Emergency Management, Newark Police & Fire and many other emergency response partners to prepare for a large-scale evacuation of the city and/or surrounding area. If an evacuation were required, Ohio State Public Safety, in consultation with other local, state, and/or federal agencies would determine the most appropriate method and route for evacuating the area. It is likely that traffic routes may be altered, that some areas of campus may already be inaccessible, and that travel off-campus may require the use of public transportation or other arrangements.

It is important to remember that evacuations are issued only if the safety and well-being of the university community is at serious risk. Ohio State asks that you work together and assist each other during evacuations, and that you follow all instructions and guidance from university officials and first responders.

Building-specific evacuation procedures vary by building. We encourage all individuals on campus to familiarize themselves with evacuation procedures in the buildings they occupy. Specific evacuation information can be obtained from posted procedures, or by requesting a copy of the Building Emergency Action Plan from that building’s Building Coordinator.

A copy of these procedures are sent to students, faculty and staff annually via email as part of our autumn quarter Buckeye Alert test.
If assistance is required to learn more about building-specific evacuation procedures, please contact Ohio State’s Division of Emergency Management & Fire Prevention at 614-247-4911 for assistance.

**SHELTER-IN-PLACE**

**Shelter-in-Place Procedures** – If an incident occurs, it may be safer to stay indoors, because leaving the area may expose you to that danger. In these or other circumstances, you may be asked to shelter-in-place rather than evacuate a building or area. Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of an active threat; tornado; or chemical, radiological, or other hazard.

**How You Will Know to Shelter-in-Place** – A shelter-in-place notification may come from several sources, including the Ohio State’s Public Safety, Student Life, other university employees, or other authorities utilizing the university’s emergency communications tools.

**How to Shelter-in-Place** – No matter where you are, the basic steps of shelter-in-place will generally remain the same. If the need ever arises, follow these steps, unless instructed otherwise by local emergency personnel:

**Severe Weather**

1. Remain calm.
2. Seek shelter in a centrally located sturdy room on the lowest possible floor, away from windows and exterior doors.
3. Do not go outside or into open areas such as gymnasiums or other rooms where there are large open spans.
4. Do not open windows during a tornado in an attempt to equalize building pressure.
5. Stay away from windows, exterior doors, skylights, mirrors, and other objects that could cause injury if knocked over.

**Chemical or Biological Agent**

1. Remain calm.
2. Listen for and follow instructions provided by Public Safety.
3. Return to your room and close all windows and doors unless instructed differently by Public Safety.
4. Turn off air conditioning units if able to do so.
5. Be prepared to evacuate the area if instructed by Public Safety.

**Active Shooter/Active Threat**

**Run**

1. Always leave an active threat situation if you are able to do so.
2. Leave your belongings behind and keep your hands visible.
3. Notify 911 of the situation when it is safe to do so.

**Hide**

1. Proceed to the nearest interior room that can be locked or secured as best as possible.
2. Close and lock all the windows and doors, and turn off all of the lights. Barricade the door if possible.
3. Remain quiet and silence your cell phone.
4. Make it as hard as possible for the assailant to find you, see you or get to you.

**Fight**

1. Fighting is a last resort to be used only when your life is in imminent danger.
2. Attempt to incapacitate the active shooter.
3. Find an object to use as a weapon such as a fire extinguisher or chair.

**Testing and Exercises**

Exercises designed to test Ohio State’s emergency procedures and preparedness are conducted at least annually at Ohio State and may be conducted in the form of a drill, tabletop, functional, or full scale exercise. These exercises often include not only university personnel but also surrounding jurisdiction first responders and government agencies, as well as members of the university community. Ohio State’s
Department of Public Safety documents a description of each exercise as well as the date and time of the exercise and information about whether the test was announced or unannounced. A log of all Buckeye Alert tests, including date, start time, end time and specific message is maintained by Ohio State Emergency Management.

Testing of the Buckeye Alert system occurs, at a minimum, biannually but may occur at more frequent intervals at the discretion of Ohio State’s Emergency Management. These tests may be announced or unannounced.

Residence halls conduct fire drills four times per year under state law. Fire drills are documented by the Office of Student Life Risk and Emergency Management. Announced and planned emergency evacuations are performed each semester in the Newark Residence Halls.

Ohio State Emergency Management and Fire Prevention (EMFP) maintains and implements the Building Emergency Action Plan (BEAP). The BEAP is a unit-specific plan that addresses procedures for building evacuations for incidents related to all hazards, including fire incidents. These plans are updated annually, publicized within units and departments on campus, and tested in a manner that is either announced or unannounced at the preference of each unit.

Building Emergency Action Plans are publicized to affected units in conjunction with evacuation drills conducted for those units. Additionally, Ohio State’s Comprehensive Emergency Management Plan is publicized on an annual basis. For further information about Ohio State’s emergency response and evacuation procedures, please visit emergency.osu.edu or contact the Division of Emergency Management and Fire Prevention at 614-247-4911.

Ohio State publishes its emergency notification, response and evacuation procedures annually in this report and also publicizes the emergency response and evacuation procedures in conjunction with at least one test of those procedures per calendar year. In addition, students receive at least one email each year providing details on where they can find additional information on emergency and evacuation procedures. This information is repeated, multiple times throughout the year, to various audiences by members of the public safety community. Information is also posted at emergency.osu.edu.

**NOTIFICATION OF MISSING STUDENTS**

If a member of The Ohio State University community has reason to believe that an Ohio State student who resides in on-campus housing has been missing for at least 24-hours, he or she should promptly contact Student Life’s University Housing department at 614-292-8266 and/or The Ohio State University Police at 614-292-2121.

Each Ohio State student who resides in on-campus housing offered through University Housing has the option to identify an individual to be contacted by Ohio State within 24-hours after the student is determined to be missing in accordance with this policy.

Each student who resides in on-campus housing may register contact information to be notified in the event the student is determined to be missing. Student contact information will be registered confidentially, will be accessible only to authorized university officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Confidential contact information may be registered as part of the housing application process. Information may be amended or supplemented by contacting University Housing. For more information, please visit housing.osu.edu or contact University Housing at 614-292-8266.

Ohio State will immediately notify The Ohio State University Police Division and/or other appropriate law enforcement agencies upon receipt of a missing student report. If The Ohio State University Police Division (or applicable law enforcement agency) makes an official determination that a student is missing, emergency contact procedures will be initiated within 24-hours in accordance with the student’s designation. In addition, the following university officials or their designees will be notified:

- Vice President for Student Life
- Newark Dean
- Newark Director of Student Life
- Associate Vice President for Student Life
- Director of Residence Life
- Student Life Senior Management

If a missing student is under 18 years of age and is not emancipated, Ohio State is required to notify his or her custodial parent or guardian within 24-hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.
POLICIES FOR REPORTING CRIMES, PREPARING ANNUAL REPORTS, CONFIDENTIAL REPORTING

REPORTING A CRIME

All persons are strongly encouraged to report crime to the police in a prompt and accurate manner. This includes situations where the victim of the crime elects to report a crime or is unable to make such a report. Crimes occurring on campus should be reported to The Ohio State University Police by calling - 740-366-9237 (non-emergency), and crimes occurring off campus in Newark should be reported to the Newark Police 9-1-1 (emergency) or 740-670-7201 (non-emergency). Crimes occurring off campus in other communities should be reported to the local police agency. Calling 911 in Licking County will connect you will ALL Police and Fire jurisdictions.

Under Ohio law, persons who have knowledge of a felony are required to report the crime to the police (Ohio Revised Code § 2921.22). Failure to report a crime may itself be a crime.

The university strongly encourages all criminal activity to be reported to the University Police Division. Information on criminal behavior may also be reported to the offices of Student Conduct, Human Resources, or to the Title IX Coordinator on the Newark or Columbus Campus.

CONFIDENTIALITY

Ohio’s public records law (Ohio Revised Code § 149.43) generally does not permit the university to promise confidentiality to those who report crimes to anyone except counselors at the Newark Campus Counseling and Consultation Service, or under certain circumstances, to a physician or a nurse at the Student Health Center or a hospital or other appropriate medical care setting. Some off-campus reports also may be legally confidential—e.g. reports to clergy or health care professionals. Reports that are confidential by law will not be reported to the University for Inclusion in the annual crime statistics report.

The university understands that reporting a crime may involve disclosing sensitive information. Subject to Ohio public records law, the university will use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to crime victims, to perform other appropriate university functions, and as required by law. However, because of the requirements of public records laws, university does not have a policy that permits confidential reporting of crimes for inclusion in the annual crime statistics report. The university will not include personally identifying information about crime victims or other necessary parties in this report or other Clery Act disclosures.

Note that the use and release personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the university will disclose covered student information in compliance with that law and the university Privacy and Release of Student Education Records policy. For more information about FERPA, please visit: registrar.osu.edu/policies/releaseinfo.asp.

Ohio Revised Code § 2921.22 requires that any person who knows that a felony has been or is being committed must report this information to law enforcement authorities. For that reason, university officials who become aware of a crime may, under some circumstances, be required by law to report the crime to law enforcement.

PREPARING ANNUAL REPORTS

The university prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics reported to designated campus officials, including but not limited to officials in those departments listed below, and the local law enforcement agencies listed below are included in this report. Criminal statistics from Columbus Police include statistics from recognized student organizations with off-campus housing.

THE OHIO STATE UNIVERSITY NEWARK CAMPUS

- The Ohio State University Police
- Newark Police Department
- Office of Student Life
  - Vice President for Student Life
  - Student Conduct
  - University Housing
- Office of University Compliance and Integrity's Clery Act Coordinator
The Ohio State University’s Annual Campus Security Act Report is the result of the efforts of many people on campus. Each year the offices and individuals listed above as well as other campus offices and local law enforcement agencies provide information for inclusion in the annual report. No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure that all persons required to report do so, and that statistics are as accurate and complete as possible. Information included in the annual report is reviewed for accuracy, completeness and readability.

If you have any questions or concerns regarding any of the statistics and information in this report, please contact Ohio State’s Newark Department of Public Safety at 740-366-9237.

The Ohio State University will not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising the rights or responsibilities provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

REPORTING SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, AND STALKING

Survivors of sexual assault, domestic violence, dating violence, and stalking are strongly encouraged to report the offense to the police. To report an offense to the Newark OSU Police Division (non-emergency), please call 740-366-9237. Non-emergency contact information for other local police agencies include: Newark Police Department, 740-366-7201.

In an emergency, please dial 9-1-1.

Reporting an offense to the University Police or other law enforcement or campus security authorities does not necessarily require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution and will allow the survivor to be connected with the appropriate support and medical resources. Reporting is best done as soon as possible after the offense, but it may be done at any time.

Reports may also be made to the following university offices:

- **Title IX Coordinator** in the Office of University Compliance and Integrity - 21 E. 11th Ave., Columbus, OH 43201 614-247-5838 [titleix@osu.edu](mailto:titleix@osu.edu)
- **Student Life Student Conduct** - 550 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210 614-292-0748
- **University Human Resources** - 1590 North High Street, Suite 300, Columbus, OH 43201 614-292-1050

Anonymous reports through [EthicsPoint](mailto:EthicsPoint) or by calling 866-294-9350

**OSU Newark Contacts**

- **Jacqueline H. Parrill**, Ed.D. Vice President (COTC) Director (Ohio State Newark), Title IX Newark Contact for employees: Founders Hall room 1014, 740-366-9367 [parrill.9@osu.edu](mailto:parrill.9@osu.edu)
- **Holly Mason**, Director of Student Life, Title IX Newark Contact for students, Warner Center Room 226, 740-366-9219 [mason.536@osu.edu](mailto:mason.536@osu.edu)

The university will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources as well as counseling and support services. The university will also assist survivors in notifying the University Police or other local police if the survivor requests the assistance of law enforcement. The survivor may also choose to decline to notify law enforcement.

As discussed more fully above in the section titled, “Confidentiality,” the university does not have a policy that generally permits confidential reporting of crimes. However, in reporting a crime, a survivor may disclose sensitive information, and the university will, subject to Ohio public records law, use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to the survivor, and to perform other appropriate university functions. The use and release personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the university will disclose covered student information in compliance with that law and the university Privacy and Release of Student Education Records policy.

**PROTECTIVE MEASURES**

The university will provide student and employee survivors with written notification of the survivor’s rights and about existing
counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for survivors both on-campus and in the community, whether the offense occurred on or off campus. Protective measures issued by the university might include residence hall room changes, course changes, or “No Contact” directives. Interim suspension of a student may be available when the university has reasonable cause to believe that the student’s presence on university premises or at a university-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property. Similarly, employees may be placed on administrative leave with pay when the Office of Human Resources determines that the health or safety of any staff member or of any person or property entrusted to the staff member’s care could be adversely affected or during an administrative investigation. Student Conduct and Human Resources investigators collaborate closely with other university departments, including Residence Life, Student Advocacy, Counseling & Consultation Service, Employee Assistance Program, and University Police, to connect students and employees to the appropriate sources of other remedies or protective measures. Interim measures taken during an investigation of a complaint of sexual misconduct should minimize the burden on the complainant. Student Legal Services, SARNCO, and University Police may also assist individuals in obtaining orders of protection through the appropriate criminal or civil court.

The university will also provide written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations as well as protective measures, if so requested by the survivor and if such accommodations are reasonably available, regardless of whether the survivor chooses to report the crime to campus police or local law enforcement. If requested by the survivor, and if reasonably available, the university will assist the survivor in changing his/her academic or living situation after the alleged assault. Upon request, the Title IX Coordinator or Deputy Coordinators, can assist the survivor with exploring options to address these concerns. Options may include, but are not limited to, academic/financial aid guidance and discussion of options, assistance in withdrawing from classes or adjusting academic schedule, transitioning the survivor into another residence facility, or emergency housing. The university will not disclose accommodations or protective measures provided to a survivor unless doing so would impair the ability to provide the accommodations or protective measures.

For survivors who choose to notify the police, it is important to know the immediacy of reporting the incident and the importance of preserving physical evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order at the crime scene as well as on the survivor. In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. If possible, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution; however, cases may be also reported without physical evidence.

Students or employees who are reporting an immediate assault should be accompanied to a health care facility of their choice to allow for collection of evidence and treatment. If a sexual assault survivor chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged; however, criminal investigations become much more difficult.

### UNIVERSITY DISCIPLINARY PROCEDURES REGARDING CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Allegations that an Ohio State student has committed a sexual assault or engaged in dating violence, domestic violence, or stalking are investigated and adjudicated by Student Conduct, 550 Lincoln Tower, 1800 Cannon Drive, Columbus OH 43210, 614-292-0748. Complaints against Ohio State faculty or staff members are addressed by Human Resources, 1590 N. High St., Suite 300, 614-292-1050.

The following procedures apply to cases of dating violence, domestic violence, sexual assault, and stalking as defined in the university’s Sexual Misconduct Policy.

### FILING A COMPLAINT

Victims (complainants) of dating violence, domestic abuse, sexual assault or stalking may file a complaint by emailing TitleIX@osu.edu or via a report form at titleix.osu.edu.

### INVESTIGATION

In cases involving allegations of dating violence, domestic violence, sexual assault and stalking, the university will provide a prompt, fair, and impartial process from the initial investigation to the final result, and will treat the complainant with respect before, during, and after the investigation. The investigator will interview the complainant and the alleged and any pertinent witnesses. The investigator will review police or other reports and collect relevant, available evidence. The entire process will be consistent with the university’s published policies and will be transparent to the complainant and the respondent. The investigator will provide both parties with timely notice of meetings at which they may be present and both parties will be provided with equal access to case materials.
A typical investigation into reported acts of dating violence, domestic violence, sexual assault and stalking, will take approximately 60 calendar days following receipt of the complaint. This will vary depending on the complexity of the investigation and the severity and extent of the alleged sexual misconduct. When in an individual case the following timeframes cannot be met for legitimate reasons, the parties will be informed when and why they will not be met.

The 60 calendar day timeframe refers to the entire investigation process, which includes and is not limited to:

- Initiating the investigation including contacting the complainant for an intake interview (7 days);
- Conducting the fact-finding investigation (33 days);
- Holding a hearing or engaging in another decision-making process to determine whether a policy violation has occurred (10 days); and
- Determining what actions the university will take to eliminate the hostile environment, prevent its recurrence, and remedy its discriminatory effects, including imposing sanctions against the accused and providing remedies for the complainant and university community, as appropriate, and issuing written notice of the finding of the investigation (10 days).

Other factors may affect one or more parts of that timeframe, including and not limited to, the complexity, severity, and extent of the alleged sexual misconduct. The process may be extended if necessary due to illness, holidays, unavailability of parties or witnesses, complexity of the case, or competing demands on investigators or decision makers.

ADVISOR

An individual of the complainant’s and respondent’s choice may accompany them at the initial interview and to any subsequent meetings or proceedings, as appropriate, as long as that person is not potentially a party or witness in the case. The support person is not provided documentation on the investigation or allowed to interject during the investigation interview. If a support person is determined to be unreasonably interfering with the meeting or proceeding, she or he may be asked to leave.

RESOLUTION IN STUDENT CONDUCT INVESTIGATIONS

The investigator will decide whether to issue charges for violations of the Code of Student Conduct related to dating violence, domestic violence, sexual assault and stalking. Charges will be issued if there is reasonable cause to believe that the student may have violated the Code of Student Conduct. The fact that charges have been issued does not mean that the student has been found in violation. If charges are issued, the hearing officer will notify both the respondent and the complainant. The respondent can accept responsibility and request an Administrative Decision, deny responsibility and request an Administrative Hearing before a University Hearing Officer, or deny responsibility and request a hearing before the University Conduct Board. When a student accepts responsibility and requests an administrative decision, the hearing officer will consider appropriate sanctions for the violation. In so doing, the hearing officer will consider all of the material brought forth in the investigation, including statements from the complainant on the impact the violation has had on their life an educational experience.

Sanctions

There are a number of possible sanctions that may be imposed when a student is found in violation for dating violence, domestic violence, sexual assault, and stalking. Available sanctions include separation from the university. Dismissal is a permanent separation. A separation for any limited period of time (measured in semesters or years) is called a suspension. Students may be suspended for any length of time commensurate to the violation, starting at one semester. A separation from the university ends the student’s enrollment at the university and bans the sanctioned student from campus. Other available sanctions less than separation include probation for one semester through the end of a student's period of enrollment or a formal reprimand. Additionally, students may also receive additional sanctions, referred to as educational sanctions, including making restitution for property damage or misappropriation of university property or services or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, referral to medical resources or counseling personnel, behavioral assessments, educational workshops, community service, or other instructive experiences.

Hearings

A student charged with violating the Code of Student Conduct can decide not to accept responsibility and elect a hearing to resolve the charge. The Code provides for two types of hearing, and the respondent chooses which type. The first is an Administrative Hearing. The second is a University Conduct Board Hearing. Both types of hearings are less formal than a hearing in a court of law. The legal rules of evidence do not apply, and the standard of proof is the preponderance of the evidence standard. The difference between the two hearing types is who hears and decides the case. In an Administrative Hearing, the case is heard by a hearing officer from Student Conduct. Typically the case is assigned to a hearing officer other than the one who conducted the investigation. In a University Conduct Board Hearing involving allegations of dating violence, domestic violence, sexual assault and stalking, the case is heard by a board consisting of faculty and staff. Staff and faculty are appointed by the Vice President of Student Life.
In cases involving allegations of dating violence, domestic violence, sexual assault and stalking, both complainants and respondents participate equally in the hearing process and may have an advisor of their choice present. Should one party desire it, the complainant and respondent shall be in separate rooms connected by video and audio during the hearing. Both parties are able to question witnesses, but questions to each other must be directed through the hearing officer or board coordinator.

Appeals

Once a result is determined by the hearing officer or board, Student Conduct promptly communicates simultaneously, in writing, to both parties the outcome of the disciplinary hearing, the institution’s appeal procedures, any change to the results before they are final, and when the results become final. Both parties may appeal the outcome. Appeals are heard by the Vice President for Student Life or designee. When the Vice President issues a decision on an appeal, notice is promptly provided to both parties.

Disclosure of Results of Disciplinary Proceedings

Upon request, the university will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense (i.e. statutory rape, incest) to the alleged victim or next of kin, if the victim is deceased.

RESOLUTION IN UNIVERSITY HUMAN RESOURCES INVESTIGATIONS

In cases of misconduct by an employee, the investigator will prepare a written case report that typically provides a summary of facts, analysis, findings, and recommended corrective actions. This report is shared, in writing, with the complainant and accused at the conclusion of the investigation. Corrective actions may be taken pursuant to the Corrective Action and Involuntary Termination policy, Student Employment policy, and/or the Rules of the University Faculty 3335-5-04. Potential corrective actions include coaching, training, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate remedial measures. In the event that a record of such corrective action will become a part of the accused’s personnel records, prior notice will be given. Corrective action may also be taken against any individual with a duty to report under this policy who fails to report an incident of sexual misconduct in a manner consistent with the provisions of this policy. In cases involving employees subject to collective bargaining agreements or the Faculty 3335-5-04 process, parties will retain all rights afforded under applicable laws such as Title IX.

TRAINING & CONFLICT OF INTEREST

All employees, staff, and students involved in an investigation or hearing are trained annually on issues related to dating violence, domestic violence, sexual assault and stalking, and proper hearing procedure that protects victim safety and promotes accountability. An investigating hearing officer, administrative hearing officer, university conduct board member or board coordinator will remove him or herself from any proceeding in which a conflict of interest or bias exists against either the complainant or the respondent.

CRIMINAL AND CIVIL OPTIONS IN ADDITION TO UNIVERSITY PROCEDURES

Survivors of sexual assault have the right to initiate a criminal investigation and initiate the disciplinary process through the University Conduct system. Survivors may be assisted by Title IX staff or confidential community advocates through SARNCO in learning about the options for reporting sexual assault to the university as well as University Police or local law enforcement agencies. For more information, please visit titleix.osu.edu.

CAMPUS SEX CRIME PREVENTION ACT INFORMATION

The responsibility for tracking persons in Ohio who have been designated as Sex Offenders is assigned to the sheriffs of the various counties. The following website contains information regarding registered sex offenders for geographic areas covered by this report: communitynotification.com/oh/ag/.
OSU Newark Campus Website

Newark: [newark.osu.edu](http://newark.osu.edu)
TIMELY WARNING POLICY

Timely Warnings, called "Public Safety Notices", are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur only on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus (please see page 48 of this report for definitions of these property classifications) and are considered by Ohio State to present a serious or continuing threat to students and employees.

Hate Crime Alerts are a subset of Public Safety Notices. A Hate Crime Alert will be issued when a hate or bias-related incident that presents a serious or continuing threat to students and employees occurs on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus. Hate Crime Alerts may also be issued when the University Police Division determines issuance is appropriate to heighten safety awareness after a hate or bias-related incident or series of incident occurs.

Ohio State University Police are responsible for preparing a Public Safety Notice when a crime is reported to or brought to the attention of The Ohio State University Police Division and that crime represents a continuing threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability of accurate facts concerning the incident(s).

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the University Police Division.

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, University Police will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Public Safety Notices also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

The University Police Division makes every effort to properly classify a criminal incident when issuing a Public Safety Notice. However, upon further analysis and investigation, it may be determined that incidents for which Public Safety Notices are issued do not fall within the definitions of reportable crimes included in this report, and therefore, some incidents for which Public Safety Notices are issued may not be included in the crime statistics provided by this report.

TIMELY WARNING PROCEDURE

The Ohio State University Police Division will prepare a Public Safety Notice when a report is received of a violent crime against a person or a particularly threatening crime against property that represents a continuing threat to the safety of students, faculty and staff. Notices may be issued for such crimes that occur within the Clery reporting geography - on campus property, non-campus property, or on public property immediately adjacent to an accessible from campus. Public Safety Notices are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips. Public Safety Notices do not include the names of crime victims.

Information that may be included in Public Safety Notices:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Photo or composite drawing of the suspect, if available.
- Date and time the bulletin was released.
- Other relevant and important information about the crime(s)
- Actions taken by Public Safety officials in response to the crime(s)
- Information on crime prevention, personal safety or other community safety resources.

The University Police Division may not include some known information in a Public Safety Notice if providing that information could risk compromising law enforcement efforts. Additionally, Public Safety Notices may be updated if new or more accurate information becomes available to the Police Division.

Public Safety Notices are distributed by emails sent to all osu.edu email addresses, which are accessible and available to all students,
faculties, faculty, and staff. These emails are drafted by Ohio State’s Police Division and are distributed by Ohio State’s Department of Public Safety. In some circumstances, the Police Division may distribute fliers to appropriate university departments to be posted in affected areas of campus. While several local media outlets receive Public Safety Notices through the subscription service discussed below, the Police Division may also contact the media directly to distribute information about criminal incidents in some situations.

Public Safety Notices may also be viewed at dps.osu.edu/police/psn. In addition to the emails sent to all students, staff, the University Police Division offers a free service that sends an email update to any email address when a Public Safety Notice is issued. Please visit dps.osu.edu/police/psn to subscribe to this service.

Please note that Public Safety Notices are a separate and distinct process from the emergency notification text messaging alerts provided by the Buckeye Alert System. For more information about Buckeye Alert text messaging alerts, please see page 12 of this report, or visit buckeyealert.osu.edu.

SAFETY TIPS AND CRIME PREVENTION INFORMATION

- If you see something suspicious... say something! To report emergencies dial 9-1-1 and call Newark Campus Public Safety at 740-366-9237; Non-emergencies on-campus dial 740-366-9237. Off campus emergencies call 9-1-1. Newark Police non-emergency 740-366-7201.
- Always plan the safest route to your destination.
- LOCK YOUR DOORS AND WINDOWS! Many burglaries and thefts take place because of unlocked residence hall or apartment doors.
- Let others know where you are going and when you will return.
- Walk with a companion whenever possible.
- Use public walkways and stay in well-lit and traveled areas.
- When walking, take note of potential hiding spots and use caution as you approach them.
- Avoid carrying valuables and large amounts of cash.
- Minimize distractions when walking and remain aware of your surroundings.
- If you feel uncomfortable in a situation, leave as soon as possible.
- Call for an escort anytime call 740-366-9237
- Always lock your vehicle doors, even while you are driving.
- Park in well lighted areas and remove valuables from sight.
- Be familiar with the location of emergency (blue light) phones and know how they are used.
- Register and lock your bike.
- Register your valuables at studentlife.osu.edu/propertyregistry.
- Take advantage of crime prevention programs such as UV/ID.

RISK REDUCTION STRATEGIES

- **Look out for "sketchiness."** This can be someone pressuring you and friends to drink a lot, or who is overly enthusiastic about getting someone else drunk. Look out for someone talking about hooking up with the "most wasted person in the room."
- **Trust your instincts.** If something doesn’t feel quite right, it probably isn’t.
- **Be careful with mixed punches, jungle juice, or other communal beverages.** Contents and alcohol volume are often a mystery. Fruit holds and concentrates alcohol or anything else in the mix.
- **Be aware of your drink.** Never leave your drink unattended, or even in the possession of a friend. Also be aware of who is making your drink, and consider watching them make it.
- **Be cautious of beverages that will mask the flavor or effects of alcohol,** such as carbonated alcoholic beverages, alcohol mixed with energy drinks or sweet mixes.
- **Know your limits** and your friends’ limits for drinking and other drug use.
- **Use the buddy system:**
- Make a plan with your friends before you go out - talk about how long you want to stay out, what to do if a friend meets someone, etc. Have a plan!
- Never leave a friend alone when she or he has had too much to drink.
- Take your friend to a safe place. This means leaving the party, bar, house, or wherever.
The Ohio State University’s primary concern is for the health, safety, and welfare of the university community. The university complies fully with local, state, and federal regulations regarding the sale, possession, and consumption of alcoholic beverages. The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on university property or as part of university activities is strictly prohibited. All members of the university community are held responsible for their behavior and for respecting the rights of others.

Ohio State endeavors to encourage a culture of compliance. The university is committed to providing education regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol. Ohio State provides programs, support, and resources to promote health-enhancing experiences. Additionally, Ohio State seeks to encourage responsible bystander behavior and timely reporting.

Please refer to The Ohio State University Code of Student Conduct for additional information for students and the Office of Human Resources Drug Free Workplace Policy 7.30 for additional information for faculty, staff, graduate associates, and student employees.

Definitions

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Ohio State property</td>
<td>Property that is owned, operated, or controlled by The Ohio State University.</td>
</tr>
<tr>
<td>Open container</td>
<td>Any holder or receptacle that allows access to alcohol, including any bottle, can, or similar container on which the original seal has been broken. A bottle must be resealed by the permit holder.</td>
</tr>
<tr>
<td>Physical control of a vehicle</td>
<td>Being in the driver’s position of the front seat of a vehicle and having possession of the vehicle’s ignition key or other ignition device, whether or not the vehicle is running.</td>
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Policy Details

I. Alcoholic beverage consumption is prohibited on Ohio State property or at off-campus university sponsored events at which the primary audience is under the legal consumption age unless:
   A. Written approval from the Office of Student Life when students are the primary event organizer; and the Offices of Legal Affairs and Business and Finance for faculty, staff, and alumni.
   B. The event occurs in designated areas licensed to sell alcohol, such as the Faculty Club, Fawcett Center, Ohio State Golf Course, Ohio Union, etc.

II. Events serving alcohol must have a primary purpose for the gathering other than the availability of alcohol and alcohol must not be used as an inducement for participation.
   A. Controls must be enforced to prevent underage drinking. These controls shall be consistent with local, state, and federal laws and the Code of Student Conduct.
B. Events involving alcoholic beverages as part of a competition, such as drinking games or chugging contests are prohibited.
C. Soft drinks or other non-alcoholic beverages such as water, punch, and fruit drinks should be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are being served.
D. Food and/or snacks should be prominently displayed and available during the entire event.
E. Individual units may implement more restrictive policies relating to the use and/or promotion of alcohol within their facilities that are otherwise in accordance with university policy and local, state, and federal laws.

III. Registered student organizations, on a university-related trip must comply with the Code of Student Conduct and local, state, federal, and international laws that apply to Ohio State students.
A. Funds allocated to a registered student organization from the Council on Student Affairs Student Activity Fund, or otherwise from the university, must not be used to purchase alcoholic beverages.
B. Funds collected through a registered student organization’s voluntary dues, donations, or fund-raising may be used to purchase alcoholic beverages if the purchase and use of those beverages is otherwise in accordance with university policy and local, state, and federal laws.

IV. Alcoholic beverages may be served in designated areas of the Jerome Schottenstein Center. No thermos bottles, coolers, bottles, cans, or other containers of any type may be brought into the Jerome Schottenstein Center, Ohio Stadium or other university athletic facilities.
A. Possession and consumption of alcohol in stadium parking areas are subject to local, state and federal laws and regulations. Police and the Ohio Investigative Unit may patrol these areas and enforce applicable laws.
B. Open containers are not allowed at any tailgating events.
C. Any open container must be transported as required by law.

V. Alcohol is prohibited at undergraduate group events on Ohio State property, including public or semi-private common areas.
A. Students 21 years of age or older, may possess and consume legal beverages in their rooms or suites, or rooms of others of legal age, in accordance with university policy and local, state, and federal laws.

VI. Advertising that promotes the use of alcohol, illegal drugs, or the misuse of prescription drugs is prohibited on Ohio State property. This applies to events and activities organized or sponsored by the university.
A. Subject to administrative restrictions, events organized on Ohio State property may display the corporate names and logos of alcohol-related sponsors, as long as it does not encourage consumption or irresponsible use.
B. Promotional materials, including advertisements for college events sponsored or co-sponsored by student organizations, must not make reference to or include pictures of alcoholic beverages or the name of alcohol distributors.
C. Advertising should focus on the purpose or theme of the event and not on the availability of alcohol in ways that imply drinking is the focus, such as a “beer blast,” “forty kegs,” or “all the beer you can drink.”

VII. The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on university property or as part of university activities is strictly prohibited.
A. The Ohio State University faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors must abide by all applicable local, state, and federal laws regarding illicit drugs and controlled substances.
Legal Requirements

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the Ohio Department of Commerce and U.S. Drug Enforcement Administration.

I. Underage Drinking
   A. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
   B. Possess alcohol if you are under 21.
   C. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse who is 21 or older.
   D. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.
   E. Allow anyone under 21 who possesses or consumes alcohol to remain in your home, apartment, or residence hall room, or in other property that you own or occupy unless alcohol is given by and consumed in the presence of the underage person's parent, legal guardian, or adult spouse.

II. False Identification
   A. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
   B. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

III. Open Containers
   A. Have an open container of alcohol in your possession in any unlicensed public place.
   B. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
   C. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.
   D. Open containers are not allowed at any Ohio State tailgating events.

IV. Transportation
   A. Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
   B. Consume alcohol while in a motor vehicle.
   C. Drive while under the influence of alcohol.
   D. Be in physical control of a vehicle while drinking or under the influence of alcohol.

V. Disorderly Conduct
   A. Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

VI. Alcohol Sales
   A. Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control.

VII. Illicit Drugs
   A. Sell or offer to sell any controlled substance, or prepare or package any controlled substance for sale.
   B. Distribute any controlled substance, unless authorized to do so by law.
   C. Knowingly obtain, possess, or use a controlled substance without a prescription.

VIII. State of Ohio Alcohol and Drug Law Criminal Sanctions
   A. Underage drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. **Penalty for violation:** Violation of O.R.C. 4301.63 will result in a fine of not less than $25 but not more than $100. The court may order that the fine be
paid by the performance of public work at a reasonable hourly rate established by the court and may specify the designated time in which the public work shall be completed.

B. False identification used to purchase alcohol for someone under 21: O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. 

**Penalty for violation:** Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than $1,000.

C. False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same person’s name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. 

**Penalty for violation:** Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to $1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment is a first degree misdemeanor with a fine of not less than $250 but not more than $1,000 and up to six months imprisonment.

D. Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. 

**Penalty for violation:** Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to $250.

E. Furnishing or selling alcohol to someone under 21: O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to an person under 21 years of age, or buying it for any person under the age of 21. 

**Penalty for violation:** Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least $500 but not more than $1,000, and up to six months imprisonment.

F. Underage purchase, possession or consumption of alcohol: O.R.C. 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. 

**Penalty for violation:** Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to $1,000.

G. Driving while intoxicated: O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. 

**Penalty for violation:** A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to $1,000. The court may also impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender’s driver’s license. 

Additional penalties exist for repeat offenders of O.R.C. 4511.19.

H. Selling or distributing illicit drugs: O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. 

**Penalty for violation:** Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include six to 12 months in jail and/or a fine up to $2,500. The maximum penalty for a first degree felony can include imprisonment up to 10 years and a fine up to $20,000.

I. Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. 

**Penalty for violation:** Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in
O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to $250. The maximum penalty, a first degree felony, is punishable by up to 10 years in prison and a fine up to $20,000.

J. A complete list of Ohio drug prohibitions can be found in Chapter 2925 of the Ohio Revised Code.

IX. Federal Drug Laws

A. Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.

B. Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years’ imprisonment with a $250,000 fine to imprisonment for life with a $10 million fine for an individual, and from five years imprisonment with a $1 million fine to imprisonment for life with a $50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years’ imprisonment with a $5 million fine to imprisonment for life with a $10 million fine for an individual, and from five years’ imprisonment with a $25 million fine to imprisonment for life with a $50 million fine if not an individual. First offense penalties for simple possession, 21 USC §844, range from at most one years’ imprisonment or at least a $1,000, fine or both; to at most 20 years’ imprisonment and a fine of at least a $1,000.

C. For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

X. Disclaimer

A. This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.

B. If you are charged with a crime it is a good idea to seek advice of an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

C. Ohio State's Code of Student Conduct and university policies and rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.

D. Violation of the laws referenced previously may also be a violation of Ohio State’s Code of Student Conduct and university policies and rules and could result in university sanctions. It should also be noted that the university’s expectations for appropriate behavior are higher than those under the law.

PROCEDURE

Issued: 10/01/1980
Revised: 01/01/2014
Edited: 09/23/2014

I. Process for University Events that Involve Alcohol

A. Colleges and support units seeking to serve alcohol must request approval through the Office of Business and Finance.

B. Students over the legal drinking age seeking to serve alcohol at an event must request approval through the Office of Student Life.
C. At least three weeks before the event, apply for university approval if the university event involves serving alcohol outside of a licensed premise. Proof of Liability Insurance may be required of the sponsor of the event.

D. At least eight weeks before the event, submit a request for a permit from the Department of Liquor Control if planning an event that involves serving alcohol where there will be charges for anything, such as for a reception, conference registration, food, etc.

E. At least three weeks prior to the event, the University Police Special Events Coordinator must be contacted and the sponsoring party must ensure adequate security, provide a safe and secure environment, and follow reasonable risk management procedures as defined by University Police.

II. Violations

A. Any faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors found to be in violation of local, state, and/or federal law, or who violate the university’s alcohol or other drug policies, are subject to university disciplinary procedures and/or referral to the appropriate authorities for legal action.

1. Campus disciplinary sanctions include, but are not limited to: written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal.

2. Sanctions may also apply to registered student organizations and to off-campus conduct.

3. Additional disciplinary procedures may also be applied from professional schools, National Collegiate Athletic Association (NCAA), and vendors.

B. We value the actions of student “Good Samaritans” or those individuals who are concerned for the health and safety of their peers.

1. The Office of Student Life values the actions of student bystanders who seek medical assistance when warranted from appropriate resources, such as Residence Life staff, police, EMS or other first responders. In the interest of promoting health and safety, the student bystander’s own use of alcohol or drugs, level of intoxication, or impairment generally should not result in any university disciplinary proceeding against that student bystander.

2. When applicable, other violations of the Code of Student Conduct may still result in university disciplinary proceedings.

III. Corrective Action

A. Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors are responsible for complying with all university policies and rules. If alcohol violations occur, corrective action is governed as follows:

1. Students are subject to appropriate discipline by Residence Hall staff or by the Office of Student Conduct.

2. Faculty and staff may be disciplined under all applicable university rules and policies, up to and including termination of employment.

3. Volunteers and vendors are subject to appropriate disciplinary action by the college or unit.

B. Alcohol policy violations can be reported via the university Anonymous Reporting Line.
Responsibilities

<table>
<thead>
<tr>
<th>Position or Office</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>University leaders, managers, and</td>
<td>1. Communicate policy expectations.</td>
</tr>
<tr>
<td>supervisors</td>
<td>2. Hold individuals responsible for compliance.</td>
</tr>
<tr>
<td></td>
<td>3. Communicate policy violations to leaders and managers in specific areas where problems occur.</td>
</tr>
<tr>
<td>Student Life</td>
<td>1. Communicate policy expectations to the university community.</td>
</tr>
<tr>
<td></td>
<td>2. Consult with students on the policy.</td>
</tr>
<tr>
<td></td>
<td>3. Provide alcohol and other drug education and support.</td>
</tr>
<tr>
<td></td>
<td>4. Review the policy and update as needed.</td>
</tr>
<tr>
<td></td>
<td>5. Address non-employment setting policy violations with students.</td>
</tr>
<tr>
<td></td>
<td>6. Review, and when appropriate, approve student requests to serve alcohol at events.</td>
</tr>
<tr>
<td>Business and Finance</td>
<td>1. Communicate policy expectations to the university community.</td>
</tr>
<tr>
<td></td>
<td>2. Consult with units on the policy.</td>
</tr>
<tr>
<td></td>
<td>3. Review, and when appropriate, approve college and support unit requests to serve alcohol at event(s).</td>
</tr>
<tr>
<td>Legal Affairs</td>
<td>1. Communicate policy expectations to the university community.</td>
</tr>
<tr>
<td></td>
<td>2. Consult with units on the policy.</td>
</tr>
<tr>
<td></td>
<td>3. Review authorization forms and update as needed.</td>
</tr>
<tr>
<td>University Communications</td>
<td>1. Communicate to the university community through an annual notification, which must include the following: standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy; a description of health risks associated with AOD use; and a description of treatment options.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1. Communicate policy expectations to the university community.</td>
</tr>
<tr>
<td></td>
<td>2. Consult with units on the policy.</td>
</tr>
<tr>
<td></td>
<td>3. Provide information on support services.</td>
</tr>
<tr>
<td></td>
<td>4. Address and refer policy violations to the appropriate position or office.</td>
</tr>
<tr>
<td>Employing or volunteer</td>
<td>1. Communicate policy expectations.</td>
</tr>
<tr>
<td>sponsoring unit</td>
<td>2. Provide information on support services.</td>
</tr>
<tr>
<td></td>
<td>3. Address and refer policy violators to the appropriate position or office.</td>
</tr>
<tr>
<td></td>
<td>4. Report policy violations to the appropriate position or office.</td>
</tr>
<tr>
<td>Individuals</td>
<td>1. Comply with the policy.</td>
</tr>
<tr>
<td></td>
<td>2. Inform others about the policy whenever possible.</td>
</tr>
<tr>
<td></td>
<td>3. Use education and support resources as needed.</td>
</tr>
</tbody>
</table>

Resources

Authorization to Serve Alcohol Request Form: legal.osu.edu/pdf/alcohol_authorization.pdf
Drug-Free Workplace policy 7.30: hr.osu.edu/policy/policy730.pdf
Expenditures policy 4.11: busfin.osu.edu/FileStore/PDFs/411_Expenditures.pdf
Legal Topics Alcohol on Campus Sites: legal.osu.edu/legaltopics.php
Ohio Department of Commerce Division of Liquor Control: com.ohio.gov/liqr/
Ohio Liquor Permit Classes and Fees: com.ohio.gov/liqr/permitClasses.aspx
Applies to: Faculty, staff, graduate associates, student employees, students, volunteers, vendors, and visitors

Ohio Revised Code: codes.ohio.gov/orc/
Registered Student Organizations: ohiounion.com/get_involved/student_organizations
Student Code of Conduct: studentaffairs.osu.edu/csc/

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy questions</td>
<td>Student Wellness Center</td>
<td>614-292-4527</td>
<td>swc.osu.edu/</td>
</tr>
<tr>
<td>Alcohol and other drug coaching/ screenings</td>
<td>Student Wellness Center</td>
<td>614-292-4527</td>
<td><a href="mailto:wellness@osu.edu">wellness@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>swc.osu.edu/</td>
</tr>
<tr>
<td>Alcohol permission requests</td>
<td>Office of Business and Finance</td>
<td>614-292-7970</td>
<td><a href="mailto:ASArequests@osu.edu">ASArequests@osu.edu</a></td>
</tr>
<tr>
<td>Code of Student Conduct</td>
<td>Student Conduct</td>
<td>614-292-0748</td>
<td><a href="mailto:studentconduct@osu.edu">studentconduct@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>studentconduct.osu.edu/</td>
</tr>
<tr>
<td>Collegiate recovery community</td>
<td>Student Wellness Center</td>
<td>614-292-4527</td>
<td><a href="mailto:wellness@osu.edu">wellness@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>swc.osu.edu/</td>
</tr>
<tr>
<td>Corrective action for employees</td>
<td>Employee and Labor Relations, Office of Human Resources</td>
<td>614-292-2800</td>
<td><a href="mailto:ohrc@hr.osu.edu">ohrc@hr.osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>hr.osu.edu/elr/</td>
</tr>
<tr>
<td>Couple and family counseling</td>
<td>Couple and Family Clinic</td>
<td>614-292-3671</td>
<td>cftc.ehe.osu.edu/</td>
</tr>
<tr>
<td>Employee substance abuse</td>
<td>Employee Assistance Program</td>
<td>800-678-6265</td>
<td>osuhealthplan.com/OhioStateEAP/</td>
</tr>
<tr>
<td>Group support</td>
<td>Student Wellness Center</td>
<td>614-292-4527</td>
<td><a href="mailto:wellness@osu.edu">wellness@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>swc.osu.edu/</td>
</tr>
<tr>
<td>Psychological services</td>
<td>Anxiety and Stress Disorders Clinic/ Psychological Services Center</td>
<td>614-688-2252</td>
<td>psc.psy.ohio-state.edu/anxiety-stress-clinic.php</td>
</tr>
<tr>
<td></td>
<td></td>
<td>614-292-2345</td>
<td>psc.osu.edu/</td>
</tr>
<tr>
<td>Student alcohol, tobacco, and other drugs coordinator</td>
<td>Student Wellness Center</td>
<td>614-292-4527</td>
<td><a href="mailto:wellness@osu.edu">wellness@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>swc.osu.edu/</td>
</tr>
<tr>
<td>Student counseling group/ individual</td>
<td>Counseling and Consultation Service</td>
<td>614-292-5766</td>
<td>ccs.osu.edu/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:ccs@studentlife.osu.edu">ccs@studentlife.osu.edu</a></td>
</tr>
<tr>
<td>Student wellness coaching</td>
<td>Student Wellness Center</td>
<td>614-292-4527</td>
<td><a href="mailto:wellness@osu.edu">wellness@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>swc.osu.edu/</td>
</tr>
<tr>
<td>University Police special events coordinator</td>
<td>Department of Public Safety</td>
<td>614-688-3211</td>
<td><a href="mailto:specialevents@dps.ohio-state.edu">specialevents@dps.ohio-state.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ps ohio-state.edu</td>
</tr>
</tbody>
</table>

History

Issued: 10/01/1980
Revised: 07/01/2010
Revised: 01/01/2014
Edited: 09/23/2014
# Alcohol Policy
## Alcohol and Other Drug Health Risks

Alcohol and other drugs affect the health and safety of students, faculty, staff, volunteers, and campus visitors, and are very costly in relationship to campus crime and interference with the learning environment. The Ohio State University is committed to providing a safe, healthy learning community.

## ALCOHOL

<table>
<thead>
<tr>
<th>Risk</th>
<th>Possible Health Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk</strong></td>
<td><strong>Possible Health Effect</strong></td>
</tr>
</tbody>
</table>
| Alcohol Use Disorders: Alcoholism & Alcohol Abuse | • Alcohol withdrawal syndrome  
• Cardiomyopathy  
• Certain types of cancer (oral, pharynx, esophagus, larynx, and lung)  
• Cirrhosis  
• Deficiency in thiamine  
• Gastrointestinal disorders  
• Heart Disease  
• Korsakoff’s psychosis  
• Learning and memory problems  
• Nerve damage  
• Pancreatitis  
• Permanent damage to brain and liver  
• Wernicke’s encephalopathy |
| Birth Defects | • Fetal alcohol spectrum disorders  
• Miscarriage  
• Physical and mental birth defects  
• Stillbirth |
| Chronic Heavy Drinking or Binge Drinking | • Alcohol poisoning  
• Anemia  
• Cancer (correlated with mouth, throat, larynx, esophagus, liver, breast, and colon)  
• Cardiovascular disease  
• Dementia  
• Depression  
• Gout  
• High blood pressure  
• Liver disease, heart disease  
• Nerve damage  
• Pancreatitis  
• Sleep disorders  
• STDs and unwanted pregnancy from unsafe sex  
• Stroke |
| Intoxication | • Decreased ability to analyze sensory information resulting in disturbed balance, slurred speech, blurred vision, heavy sweating, and dulled sensation of pain  
• Dehydration  
• Disrupted balance of minerals in the blood  
• Disrupted judgment  
• Gastritis  
• Hangovers consisting of headache, thirst, nausea and dizziness as well as fatigue  
• Impaired brain function  
• Impaired judgment  
• Impaired motor skills |
## Alcohol Policy

### Alcohol and Other Drug Health Risks

<table>
<thead>
<tr>
<th>Risk</th>
<th>Possible Health Effect</th>
</tr>
</thead>
</table>
|      | - Increased chances of death, accidents, and injuries, falls, sexual victimization, suicide  
|      | - Increased lethargy   
|      | - Inflammation of esophagus  
|      | - Interference with sleep rhythms |

### COMMONLY ABUSED DRUGS

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Health Effect</th>
</tr>
</thead>
</table>
| Anabolic Steroids | - Aggression or rage  
|            | - Blood clotting and cholesterol changes  
|            | - Delusions  
|            | - Extreme irritability  
|            | - Extreme mood swings  
|            | - Fluid retention  
|            | - For men—shrinkage of the testicles (testicular atrophy), reduced sperm count or infertility, baldness, development of breasts (gynecomastia), increased risk for prostate cancer  
|            | - For women—growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle, enlargement of the clitoris, deepened voice  
|            | - Hypertension  
|            | - Impaired judgment stemming from feelings of invincibility  
|            | - Increased risk of contracting HIV/AIDS or hepatitis  
|            | - Kidney cancer  
|            | - Liver cysts  
|            | - Paranoid jealousy  
|            | - Severe acne  
| Bath Salts | - Agitation  
|            | - Altered mental state  
|            | - Chest pain  
|            | - Extreme paranoia and delusions  
|            | - Hallucinations  
|            | - Highly addictive  
|            | - Hypertension  
|            | - Increased blood pressure and heart rate  
|            | - Kidney injury  
|            | - Panic attacks  
|            | - Seizures  
|            | - Violent behavior, self-injury, self-mutilation, suicide  
| Cannabinoids (Hashish, Marijuana) | - Anxiety, paranoia and panic attacks  
|            | - Asthma  
|            | - Bloodshot eyes  
|            | - Cancer of the lungs  
|            | - Difficulty speaking, listening, thinking, and problem solving  
|            | - Distorted perception (sight, sound, time, touch)  
|            | - Dry mouth and throat  
|            | - Impaired complex motor skills  
|            | - Impaired concentration |
### Alcohol Policy

#### Alcohol and Other Drug Health Risks

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Health Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Impaired judgment</strong></td>
<td>• Impaired judgment</td>
</tr>
<tr>
<td><strong>Increased risk of damaging the lungs and reproductive system</strong></td>
<td>• Increased heart rate</td>
</tr>
<tr>
<td><strong>Linked to heart attacks</strong></td>
<td>• Linked to heart attacks</td>
</tr>
<tr>
<td><strong>Loss of coordination</strong></td>
<td>• Loss of coordination</td>
</tr>
<tr>
<td><strong>Lowered sperm production</strong></td>
<td>• Lowered sperm production</td>
</tr>
<tr>
<td><strong>Problems with memory and learning</strong></td>
<td>• Problems with memory and learning</td>
</tr>
<tr>
<td><strong>Psychological dependence</strong></td>
<td>• Psychological dependence</td>
</tr>
<tr>
<td><strong>Respiratory problems: bronchitis, emphysema and bronchial asthma</strong></td>
<td>• Respiratory problems: bronchitis, emphysema and bronchial asthma</td>
</tr>
<tr>
<td><strong>Depressants</strong></td>
<td>• Fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>• Barbiturates</td>
</tr>
<tr>
<td>Depression</td>
<td>• Depression</td>
</tr>
<tr>
<td>Dizziness</td>
<td>• Dizziness</td>
</tr>
<tr>
<td>Fever; irritability</td>
<td>• Fever; irritability</td>
</tr>
<tr>
<td>Life-threatening withdrawal</td>
<td>• Life-threatening withdrawal</td>
</tr>
<tr>
<td>Poor judgment</td>
<td>• Poor judgment</td>
</tr>
<tr>
<td>Slurred speech</td>
<td>• Slurred speech</td>
</tr>
<tr>
<td>Unusual excitement</td>
<td>• Unusual excitement</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>• Benzodiazepines</td>
</tr>
<tr>
<td>Dizziness</td>
<td>• Dizziness</td>
</tr>
<tr>
<td>Flunitrazepam</td>
<td>• Flunitrazepam</td>
</tr>
<tr>
<td>Memory loss for the time under the drug's effects</td>
<td>• Memory loss for the time under the drug's effects</td>
</tr>
<tr>
<td>Urinary retention</td>
<td>• Urinary retention</td>
</tr>
<tr>
<td>Visual and gastrointestinal disturbances</td>
<td>• Visual and gastrointestinal disturbances</td>
</tr>
<tr>
<td>GHB</td>
<td>• GHB</td>
</tr>
<tr>
<td>Coma</td>
<td>• Coma</td>
</tr>
<tr>
<td>Death</td>
<td>• Death</td>
</tr>
<tr>
<td>Drowsiness</td>
<td>• Drowsiness</td>
</tr>
<tr>
<td>Loss of consciousness</td>
<td>• Loss of consciousness</td>
</tr>
<tr>
<td>Loss of reflexes</td>
<td>• Loss of reflexes</td>
</tr>
<tr>
<td>Nausea/vomiting, headache</td>
<td>• Nausea/vomiting, headache</td>
</tr>
<tr>
<td>Seizures</td>
<td>• Seizures</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>• Methaqualone</td>
</tr>
<tr>
<td>Depression</td>
<td>• Depression</td>
</tr>
<tr>
<td><strong>Dextromethorphan (DXM)</strong></td>
<td>• Body rash/itching</td>
</tr>
<tr>
<td><strong>Closed-eye hallucination</strong></td>
<td>• Closed-eye hallucination</td>
</tr>
<tr>
<td><strong>Difficulty breathing</strong></td>
<td>• Difficulty breathing</td>
</tr>
<tr>
<td><strong>Dizziness</strong></td>
<td>• Dizziness</td>
</tr>
<tr>
<td><strong>Drowsiness</strong></td>
<td>• Drowsiness</td>
</tr>
<tr>
<td><strong>Gastrointestinal disturbances</strong></td>
<td>• Gastrointestinal disturbances</td>
</tr>
<tr>
<td><strong>Memory loss</strong></td>
<td>• Memory loss</td>
</tr>
<tr>
<td><strong>Nausea</strong></td>
<td>• Nausea</td>
</tr>
<tr>
<td><strong>Numbness</strong></td>
<td>• Numbness</td>
</tr>
<tr>
<td><strong>Dissociative Anesthetics</strong></td>
<td>• Ketamine</td>
</tr>
<tr>
<td><strong>Body image</strong></td>
<td>• Ketamine</td>
</tr>
<tr>
<td><strong>Altered hearing</strong></td>
<td>• Altered hearing</td>
</tr>
<tr>
<td><strong>Aphasia</strong></td>
<td>• Aphasia</td>
</tr>
<tr>
<td><strong>Blunted affect</strong></td>
<td>• Blunted affect</td>
</tr>
</tbody>
</table>

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The Ohio State University Office of Student Life  
Alcohol and Other Drug Health Risks  
Revised 01/01/2014, Edited 09/23/2014
<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Health Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Blurred vision</td>
</tr>
<tr>
<td></td>
<td>- Delirium</td>
</tr>
<tr>
<td></td>
<td>- Diplopia</td>
</tr>
<tr>
<td></td>
<td>- Dizziness</td>
</tr>
<tr>
<td></td>
<td>- Erythema</td>
</tr>
<tr>
<td></td>
<td>- Euphoria</td>
</tr>
<tr>
<td></td>
<td>- Hallucinations</td>
</tr>
<tr>
<td></td>
<td>- Hypersalivation</td>
</tr>
<tr>
<td></td>
<td>- Hypertension</td>
</tr>
<tr>
<td></td>
<td>- Illusions</td>
</tr>
<tr>
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<td>- Impaired attention, memory and judgment</td>
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<td>- Nightmares</td>
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<td>- Depression</td>
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<td>Hallucinogens</td>
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<td>- Unpredictable psychological effects, with &quot;trips&quot; lasting about 12 hours</td>
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### Alcohol Policy

#### Alcohol and Other Drug Health Risks

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<th>Category</th>
<th>Possible Health Effect</th>
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<td><strong>Opioids</strong></td>
<td><strong>Unconsciousness</strong></td>
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<td><strong>Heroin</strong></td>
<td>Coma, unconsciousness</td>
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<td></td>
<td>Confusion</td>
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<td>Constipation</td>
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<td></td>
<td>Depressed breathing so overdose can be fatal</td>
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<td></td>
<td>Highly addictive and tolerance builds up rapidly</td>
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<tr>
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<td>Increased risk of infectious diseases such as HIV/AIDS and hepatitis</td>
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<td></td>
<td>Nausea</td>
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<td></td>
<td>Sedation</td>
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<td></td>
<td>Staggering gait</td>
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<tr>
<td><strong>Amphetamines</strong></td>
<td>Aggression, erratic behavior</td>
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<td>Bad feelings as drug wears off</td>
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<td>Convulsions, coma, death</td>
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<td>Depression</td>
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<td>Extreme exhaustion</td>
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<td>Hallucinations</td>
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<td>Loss of coordination</td>
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<td>Nausea</td>
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<td>Panic and paranoia</td>
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<td>Physical effects: hyperactivity, dilated pupils, vasoconstriction, blood shot eyes, flushing, restlessness, dry mouth, bruxism, headache, tachycardia, bradycardia, tachypnea, hypertension, hypotension, fever, diaphoresis, diarrhea, constipation, blurred vision, aphasia, dizziness, twitching, insomnia, numbness, palpitations, arrhythmias, tremors, dry and/or itchy skin, acne, pallor, convulsions, and with chronic and/or high doses, seizure, stroke, coma, heart attack and death can occur</td>
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<td>Psychological effects: euphoria, anxiety, increased libido, alertness, concentration, energy, self-esteem, self-confidence, sociability, irritability, aggression, psychosomatic disorders, psychomotor agitation, grandiosity, repetitive and obsessive behaviors, paranoia, and with chronic and/or high doses, amphetamine psychosis can occur</td>
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<tr>
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<td>Reduced performance at work, disruption of relationships</td>
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<td>Twitching/tremors</td>
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<tr>
<td><strong>Cocaine</strong></td>
<td>Abdominal pain</td>
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<td>Anxiety, panic attacks, paranoia</td>
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<tr>
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<td>Chest pain</td>
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<td>Cocaine is very addictive and many users quickly develop a strong psychological dependence on it</td>
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<td>Damage to the veins, leading to ulcers and gangrene, and increased risk of blood-borne infections such as hepatitis or HIV</td>
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<td>Damage to the lungs</td>
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<td>Damage to the nasal septum as the drug causes vasoconstriction</td>
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<td>Feeling constantly run-down when not taking cocaine</td>
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<td>Heart attacks</td>
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<td>Increased body temperature</td>
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### Alcohol and Other Drug Health Risks

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<tr>
<th>Category</th>
<th>Possible Health Effect</th>
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<tr>
<td>Alcohol</td>
<td>- Long-term changes to the brain, particularly in the brain's 'reward' circuits, which control sense of pleasure, and personality changes</td>
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<td>- Loss of libido</td>
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<td>- Malnutrition</td>
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<td>- Nausea</td>
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<td>- Raised heart rate and blood pressure</td>
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<td>- Respiratory failure</td>
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<td></td>
<td>- Strokes or seizures</td>
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<td>- Tolerance builds quickly</td>
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<tr>
<td>MDMA</td>
<td>- Anxiety, panic, confusion</td>
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<td>- Cardiac/liver toxicity</td>
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<td>- Depression as drug wears off</td>
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<td>- Dry mouth</td>
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<td>- Hyperthermia</td>
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<td>- Impaired memory and learning</td>
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<td>- Increased heart rate and raised blood pressure</td>
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<td>- Increased liver and kidney problems in later life</td>
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<td>- Interferes with body's fluid control mechanisms and salt balance, making it easy to overhydrate and cause the brain to swell</td>
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<td>- Long-term brain changes such as depletion of serotonin, leading to chronic depression, memory impairment, and personality changes</td>
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<td>- Mild hallucinogenic effects</td>
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<td>- Raised body temperature, leading to dehydration</td>
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<td>- Renal failure</td>
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<tr>
<td>Nicotine</td>
<td>- Adverse pregnancy outcomes</td>
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<td>- Cardiovascular disease</td>
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<td>- Chronic bronchitis and emphysema</td>
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<td>- Heart disease</td>
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<td>- Increased risk of cancer in almost every organ and tissue of the body, especially cancer of the lung, throat, and stomach</td>
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<tr>
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<td>- Lung disorders and disease</td>
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<tr>
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<td>- Stroke</td>
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The Ohio State University Office of Student Life
Alcohol and Other Drug Health Risks

Revised 01/01/2014, Edited 09/23/2014
<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>Website</th>
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<tbody>
<tr>
<td>Mental health and psychiatry</td>
<td>Adult Children of Alcoholics (ACOA) and AL-ANON</td>
<td>562-595-7831</td>
<td>adultchildren.org/</td>
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<td></td>
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<td>al-anon.alateen.org/</td>
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<td>Family support</td>
<td>Al-Anon and Alateen of Central Ohio</td>
<td>614-547-1550</td>
<td>coafg.org</td>
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<tr>
<td>Substance abuse education/prevention</td>
<td>Alcohol And Drug Awareness Series</td>
<td>614-566-3700</td>
<td>ohiohealth.com/riverside/</td>
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<tr>
<td>Individual support</td>
<td>Alcoholics Anonymous</td>
<td>614-292-4527</td>
<td>aa.org/</td>
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<tr>
<td>Individual support</td>
<td>Alcoholics Anonymous-Central Ohio Group Fellowship</td>
<td>614-253-8501 800-870-3795</td>
<td>aacentralohio.org/</td>
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<tr>
<td>Mental health and psychiatry</td>
<td>Amethyst, Inc.</td>
<td>614-242-1284</td>
<td>amethyst-inc.org/</td>
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<td>Individual support</td>
<td>Central Ohio Area Narcotics Anonymous</td>
<td>614-252-1700</td>
<td>nacentralohio.org/</td>
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<td>Substance abuse education/prevention</td>
<td>Columbus Public Health</td>
<td>614-645-7306</td>
<td>publichealth.columbus.gov</td>
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<td>Substance abuse education/prevention</td>
<td>Community for New Direction</td>
<td>614-257-0305</td>
<td>cndonline.org</td>
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<tr>
<td>Detoxification residential substance abuse treatment facility</td>
<td>CompDrug Corporation</td>
<td>614-224-4506</td>
<td>compdrug.org</td>
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<td>Substance abuse counseling</td>
<td>Concord Counseling Center</td>
<td>614-882-9338 ext. 205</td>
<td>concordcounseling.org/</td>
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<td>Comprehensive services</td>
<td>Cornerstone of Recovery</td>
<td>614-889-0000 866-359-8551</td>
<td>cornerstoneofrecovery.com/</td>
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<td>Substance abuse counseling</td>
<td>Directions Counseling Group</td>
<td>614-888-9200</td>
<td>directionscounseling.com</td>
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<td>Substance abuse education/prevention</td>
<td>Drug-Free Action Alliance</td>
<td>614-540-9985</td>
<td>drugfreeactionalliance.org</td>
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<td>Substance abuse counseling</td>
<td>Dublin Counseling Center</td>
<td>614-889-5722</td>
<td>dublincounselingcenter.org</td>
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<tr>
<td>Substance abuse education/prevention</td>
<td>Educational Council</td>
<td>614-688-3200</td>
<td>edcouncil.org/prodev</td>
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<td>Substance abuse education/prevention</td>
<td>Franklin County Public Health Emergency Hotline</td>
<td>614-525-3160 614-525-3965</td>
<td>myfcph.org/</td>
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<tr>
<td>Subject</td>
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<td>Substance abuse counseling</td>
<td>House of Hope for Alcoholics</td>
<td>614-276-4840 Intake</td>
<td>hofhope.org</td>
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<td>Outpatient programs</td>
<td>Jewish Family Services</td>
<td>614-559-0124</td>
<td>jfscolumbus.org</td>
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<td>DUI offender programs</td>
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<td>Substance abuse counseling</td>
<td>Montalvo-Crumbley and Associates, LLC</td>
<td>614-365-1919</td>
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<td>Substance abuse education/prevention</td>
<td>Nar-Anon Family Groups</td>
<td>614-470-3428</td>
<td>nar-anon.org</td>
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<td>Inpatient substance abuse treatment facilities</td>
<td>Neighborhood House</td>
<td>614-252-4941</td>
<td>nhwa.org/</td>
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<td>Adult intensive outpatient programs</td>
<td>Neil Kennedy Recovery Clinic</td>
<td>614-210-0416</td>
<td>nkrc.org</td>
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<td>Adult residential treatment facility</td>
<td>North Central Mental Health Services</td>
<td>614-299-6600 614-294-3309 614-421-3183</td>
<td>ncmhs.org</td>
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<td>Substance abuse counseling</td>
<td>North Community Counseling Centers</td>
<td>614-846-2588 ext. 2223 614-846-2588 ext. 2216</td>
<td>northcommunity.com</td>
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<td>Substance abuse education/prevention</td>
<td>Northwest Counseling Services</td>
<td>614-457-7876 ext. 332</td>
<td>northwestcounselingservices.org</td>
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<td>Substance abuse counseling</td>
<td>Ohio Physicians Health Program</td>
<td>614-841-9690</td>
<td>ophp.org/</td>
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<td>Subject</td>
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<td>Substance abuse drop in services</td>
<td>PEER Center</td>
<td>614-453-4840</td>
<td>thepeercenter.org</td>
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<td>Opioid detox</td>
<td>Rehabilitation Care Group</td>
<td>614-901-0590</td>
<td>treatmentcanwork.com/</td>
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<td>Outpatient Residential treatment</td>
<td>Southeast, Inc.</td>
<td>614-444-0800</td>
<td>southeastinc.com</td>
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<td>Adult and Family, Older Adult and AOD</td>
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<td>614-225-0990</td>
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<td>Veterans support (all areas: detox, counseling)</td>
<td>United States Department of Veterans Affairs</td>
<td>614-257-5406</td>
<td>columbus.va.gov</td>
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<td>Substance abuse education/prevention</td>
<td>Urban Minority Alcoholism and Drug Abuse Outreach Program of Franklin County Inc.</td>
<td>614-227-9694</td>
<td>umadaopfc.com</td>
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</table>
REPORTS AVAILABLE

OSU POLICE- NEWARK CAMPUS PUBLIC SAFETY

Each year, an email notification is made to all students, staff, and employees that provides the website address to access this report. Copies of this annual report may be requested from the Newark Public Safety Office (location below) or printed in PDF format from the Newark Campus Public Safety website:


http://www.cotc.edu/depts/Pages/Office-of-Public-Safety.aspx

The Daily Crime Log is also available at the below location.

The Annual Fire Report and Fire Log are available upon request in the Newark Campus Public Safety Office.

Newark Campus Public Safety
Warner Building – Room 105
1179 University Dr. Newark, Ohio 43055
740-366-9237

CRIME STATISTICS CHART [B, D, E, G]

<table>
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<th>Crimes Reported</th>
<th>Year</th>
<th>Campus (not including residence facility) Crime Reported</th>
<th>Campus (residence facilities only)</th>
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<th>Non-Campus [A, F]</th>
<th>Public Property [A]</th>
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Hate Crimes [C]:

2017: There were 0 reportable hate crimes

2016: There were 0 reportable hate crimes

2015: There were 1 reportable hate crimes

There was one (1) reportable hate crime reported, Disorderly Conduct, containing gender identity comments made to a student on the Newark Campus.
## ARRESTS AND DISCIPLINARY REFERRALS

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<th>Crimes Reported</th>
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<th>Campus (not including residence facility) Crime Reported</th>
<th>Campus (residence facilities only)</th>
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DEPARTMENT OF EDUCATION CLERY DEFINITIONS

CAMPUS

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and

2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

NON-CAMPUS

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property, for purposes of data collection and this report, does not include businesses or private residences adjacent to the campus.

FOOTNOTES

A. “Public Property” and “Non-Campus” statistics include police reports taken from suburban municipalities, county law enforcement, and Newark Police, Licking County Sherriff’s Office. Every effort has been made to comply with the definitions contained in the Handbook for Campus Crime Reporting, however Public Property statistics provided by outside agencies are not independently verified by the university, and may include reports of crimes that occurred in private residences or businesses or in other “non-campus” locations.

B. Municipal and county law enforcement agencies provide statistics according to F.B.I. Uniform Crime Reporting (U.C.R.) requirements. Sex Offenses have been re-categorized pursuant to the Uniform Crime Reporting National Incident Based Reporting System (NIBRS), as required by the Campus Security Act.

C. Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (GE), gender identity (GI), ethnicity (ET), national origin (NO), or disability (DB). Reportable hate crimes include the offenses of Aggravated Assault, Arson, Burglary, Manslaughter-Negligent, Murder and Non-Negligent Manslaughter, Motor Vehicle Theft, Robbery, Forcible Sex Offenses, Non-Forcible Sex Offenses, other hate crimes involving bodily injury, Larceny-Theft, Intimidation, Destruction/Damage/Vandalism of Property, and Simple Assault.

D. These statistics reflect the most current data provided to the university. To the extent any of the crime statistics differ from previous reports, the figures in this year’s report reflect the most current data provided to the university.

E. Statistics may include reports that have been made to campus security authorities other than the Ohio State University police or municipal or county law enforcement agencies, including, but not limited to: Student Conduct, and University Housing. Although these reports are not always reported to, or independently investigate and verified by university, municipal, or county law enforcement agencies as having occurred, lack of verification does not necessarily reflect on the report’s veracity.

F. “Non-campus” statistics may include statistics from foreign law enforcement agencies for properties used during study abroad trips or other foreign activities involving students. Statistics reported by foreign law enforcement agencies are not independently verified by the university.

G. Reported crimes may involve individuals not associated with The Ohio State University.
FIRE STATISTICS AND FIRE LOG

Ohio State Police, maintains a written Fire Log that records required incident information concerning fires that occur in on-campus student housing facilities.

In addition to the Fire Log, the university is required to provide an annual report to the campus community on the fires recorded in the Fire Log. The Fire Statistics section is intended to satisfy this requirement and contains information about all fire recorded in the Fire Log.

The Fire Log provides the date reported, nature, date the fire occurred, time, and general location of each fire. The university is required to update the Fire Log within two business days of receiving the information about a fire in an on-campus housing facility.

The Fire Log will be open to public inspection for the most recent 60-day period during normal business hours. Any portion of the Fire Log older than 60 days will be made available within two business days of a request for public inspection.

The Fire Log is available for public inspection through the Department of Public Safety located in 105 Warner Building, 1179 University Drive, Newark, Ohio 43055.

To report that a fire has occurred on campus (non-emergency) so that it may be included in the Fire Log, please contact OSU Police at 740-366-9237. In the event of an emergency, please call 9-1-1

Ohio State strives to continuously improve its fire prevention and safety efforts. Future fire prevention efforts at the university will continue to aim at the sustainment of fire prevention activities and assessment and adoption of new fire safety practices and education opportunities in the future.

Feedback and comments on current or future fire prevention activities is a proactive way to become involved in the fire prevention efforts at Ohio State. If you would like to provide feedback on any of our current programs or activities, or would like to suggest new ideas for fire prevention programs, please contact OSU Police at 740-366-9237.
## OSU Newark Fire Statistics

### 2017

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>NUMBER OF FIRES</th>
<th>DATE, TIME, CAUSE</th>
<th>NUMBER OF FIRE RELATED INJURIES</th>
<th>NUMBER OF FIRE RELATED DEATHS</th>
<th>VALUE OF PROPERTY DAMAGE</th>
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<tr>
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**TOTAL:** 0 0 0 $0.00

### 2016

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<th>DATE, TIME, CAUSE</th>
<th>NUMBER OF FIRE RELATED INJURIES</th>
<th>NUMBER OF FIRE RELATED DEATHS</th>
<th>VALUE OF PROPERTY DAMAGE</th>
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<tbody>
<tr>
<td>ON-CAMPUS HOUSING</td>
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<td>None</td>
<td>0</td>
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<td>$0</td>
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<tr>
<td>Newark Residence Hall</td>
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**TOTAL:** 0 0 0 $0.00

### 2015

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<th>NUMBER OF FIRE RELATED INJURIES</th>
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<tr>
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**TOTAL:** 0 0 0 $0.00

### 2017 OSU Newark Residence Halls, Fire Safety Systems and Fire Drills

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<th>Smoke Detection</th>
<th>Fire Extinguishers</th>
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<th>Fire Drills</th>
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<tr>
<td>ON CAMPUS HOUSING</td>
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<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>One each semester</td>
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<td>No</td>
<td>Yes</td>
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Smoking is prohibited in all University buildings and on all University property
“Clean Air/Smoke Free Environment”
INTRODUCTION

Purpose

The Ohio State University is committed to providing a fire-safe environment for its students, faculty, staff, patients and visitors, and to protect its property through an effective fire prevention, protection, preparedness and response program. The purpose of this Fire and Life Safety Compliance Guide is to assist the university community in working together to maintain an environment that reduces the risk of fire hazards.

The Fire Prevention and Life Safety Policy outlines how the university proposes to safeguard life and property from the hazards of fire and explosion arising from storage, handling or use of materials or equipment, and from conditions hazardous to life and property. The requirements of the policy are based upon compliance with Ohio Fire Code (2017), enforced by the State of Ohio Fire Marshal Office, State of Ohio Department of Commerce, as well as other applicable federal, state, and local codes and standards.

This Fire and Life Safety Compliance Guide was developed to provide detailed information on how to implement the requirements of the OSU Fire Safety Policy and elements of the Building Emergency Action Plan (BEAP) for individual buildings. It offers guidance on some of the most common fire and life safety issues, which if not properly addressed, can become fire code violations. This guide addresses four major areas: fire prevention, fire protection, fire emergency preparedness and fire response.

Scope and Application

The requirements in this guide apply to all university faculty, staff, students, volunteers and outside contractors working on university premises. The policy is applicable to all occupied or unoccupied facilities owned or leased by the university, activities including storage, handling and use of materials and equipment within the facilities, and new construction and renovation from the planning stage to project completion.

Responsibility

Students, faculty, and staff are responsible for complying with the procedures outlined in this guide, and any additional procedures specific to their department or building. Each individual must follow the fire safety and emergency evacuation procedure specific for his/her area and any specific instructions from the area Floor Evacuation Coordinators and Building Emergency Coordinators. All fire or smoke related incidents, regardless of its size, should be promptly reported by dialing 9-1-1. Any unsafe condition and injury should be reported to the appropriate supervisor. The Division of Emergency Management & Fire Prevention (EMFP) is available to assist by providing technical/code information, guidance, training and education.

We look forward to working with our staff, students, and volunteers to provide a fire-safe environment at OSU. Please feel free to contact the OSU Division of Emergency Management & Fire Prevention for further information or clarification regarding fire and life safety issues.
### IMPORTANT NUMBERS

| DIVISION OF EMERGENCY MANAGEMENT & FIRE PREVENTION | 614-247-FIRE (3473) |
| 614-247-4911 |
| DEPARTMENT OF PUBLIC SAFETY | 614-292-2121 |
| (Non-Emergencies) | Or |
| 9-1-1 | Emergencies Only |
| FACILITIES OPERATIONS & DEVELOPMENT | 614-292-HELP (4357) |
| ENVIRONMENTAL HEALTH AND SAFETY | 614-292-1284 |
| ENTERPRISE CONTINUITY MANAGEMENT | 614-688-3086 |
| ENTERPRISE RISK MANAGEMENT | 614-247-8840 |
FIRE EMERGENCY RESPONSE

Fire Response Procedures

In case of a fire or fire alarm activation, the following procedure is to be followed. Generally, the RACE procedure is used in all university facilities with some variations. Always consult and follow your building-specific Building Emergency Action Plan or posted evacuation procedures.

IF YOU DISCOVER A FIRE OR SMOKE CONDITION: RACE

- **Rescue** any person in immediate danger.
- **Alarm** - pull the fire alarm to alert everyone.
- **Confine** the fire by closing all doors, where possible. Turn off electric and gas equipment in your area as you evacuate, if possible.
- **Evacuate** using the nearest stair exit. Follow the exit signs.
- Extinguish a small fire using a fire extinguisher, if trained.
- Report the incident by calling 911 from a safe location.
- Report any discharged fire extinguishers and any first-hand information that you might have.

IF YOU HEAR or SEE A FIRE ALARM SIGNAL or ANNOUNCEMENT:

- Follow the emergency procedure for your building and area.
- Follow the announcements on the public address system or instructions of your area floor captains.
- Evacuate or stand by and stay alert as instructed on the public address system.
- Follow the EXIT signs. Do Not Use Elevators. Walk at a normal pace.
- Wait outside in the designated assembly areas at least 50 feet or more away from the building as instructed.
- Re-enter the building only after the "All Clear" is announced by OSU Public Safety or the Columbus Fire Department.
- If your departmental or building procedure calls for ‘defend-in-place’ strategy, follow it carefully.

PROCEDURE FOR PEOPLE WITH DISABILITIES

*Note:* Each Department should complete the “Emergency Evacuation Procedures for People with Disabilities” form in this Guide to develop their specific evacuation strategy. Refer to the OSU Building Emergency Action Plan (BEAP) for specific guidance on evacuation procedures for people with disabilities and roles and responsibilities for staff, faculty, and evacuation assistants.

- **All occupants:** report the presence of any person with a disability in the building to the fire department.
- **4 Types of Evacuation:** Horizontal, stairway evacuation, shelter in place, or seek an area of refuge.
- **Evacuation Assistants:** Assist individuals with evacuation, report to first responders.
- **Floor Evacuation Coordinators:** Assist individuals with evacuation, report to first responders.
- Do not evacuate vertically unless the person is able to ambulate.
- Do not use the elevators unless assisted by the fire department.
REMEMBER Fire Extinguisher Key Words: P.A.S.S. and ABC fire types:

**P.A.S.S.:**
- **P**ull the Pin,
- **A**im at the base of the fire
- **S**queeze the handle
- **S**weep Side-To-Side

**ABC Fire Types:**
- **Class A:** Wood, Paper, Plastic
- **Class B:** Oil, Grease, Flammables
- **Class C:** Electrical

*Using the Fire Alarm Pull Box*

As you walk towards an EXIT in the corridor or near the stairwell door, you should find at least one wall-mounted metal box - a fire alarm pull box. In case of fire or smoke, just pull it down as indicated, an alarm should sound and an announcement might also follow, where equipped. The alarm system can also be activated automatically when a heat or smoke detector senses a fire or smoke condition.

Once the alarm is activated, notification goes to the Department of Public Safety, who then dispatches appropriate responders. Use the fire alarm pull box promptly to minimize the loss of life and property due to fire.

Some pull boxes have Plexiglas covers which when lifted, produces a local warning sound. Note that this is not a fire alarm sound. To activate the fire alarm throughout the building, you must pull the inner pull box.

To ensure that the system will protect you, you should know at least two pull box locations in your area. Maintain pull boxes free of obstructions and clearly visible at all times.

Report any fire alarm related concerns to:

**OSU Fire Prevention: 614-247-FIRE (3473) or 614-247-4911**
Fire Incident Response

In addition to the fire evacuation procedure, the following responses may be necessary:

Fire extinguishment

A fire extinguisher should only be used for small, incipient stage fires such as ones that might occur in a waste paper basket, and only by a trained individual. A large, developed or spreading fire should be handled by the responding fire department.

Clothing Fire and Burn Injury Response

What you do for a burn in the first few minutes can make a difference in the severity of the injury!

1. Stop the burning process and remove the source of heat. If clothing catches fire, STOP, DROP, AND ROLL to smother out the flames.
2. Remove all burned clothes. Clothing may retain heat and cause a deeper injury. If clothing adheres to the skin, cut or tear around adherent area to preserve good skin tissue.
3. Pour cool water over areas burned. Keep pouring the cool water for at least 3-5 minutes (30-40 minutes for chemical injury). DO NOT PACK THE BURNED AREAS IN ICE! This may increase the extent of injury and cause hypothermia.
4. Remove all jewelry, belts, tight clothing. Etc. from over the burned areas and from around the victims neck. Swelling of burned areas occurs immediately!
5. Do not apply ointments or butter to wounds. These may cause infection due to their oil base and convert wounds to deeper injury.
6. Cover burns with a clean dry dressing, bandage or sheet.
7. Keep the victim warm!
8. Seek medical attention as soon as possible!

Rescue and Emergency Medical Procedure

All incidents requiring emergency rescue or medical treatment should be performed by the Columbus Fire Department or Department of Public Safety. Call 9-1-1 to report an emergency.
Fire or Smoke Incident Reporting

Students, staff, faculty, volunteers and outside contractors working on the university premises must immediately report all fire or smoke incidents regardless of its size or type, by calling 9-1-1 or 614-292-2121. This notification must be made regardless whether or not the fire has been already been extinguished.

The fire scene should not be disturbed. The removal of any items from the fire or smoke scene without prior approval is prohibited. This is to ensure that no evidence, which may be critical in incident investigation, is lost. The affected department should promptly notify the Department of Public Safety if there is a potential for further damage to property or injury to the occupants, if left on the fire scene. Where the department must act swiftly to protect valuable research or records from further damage, it should be made known to the Department of Public Safety. The Department of Public Safety documents all fires, regardless of size.

The area of the fire cannot be re-occupied until Public Safety Officials announce “All Clear”.

Responding Fire Department

Once a fire alarm is activated, notification goes to the Department of Public Safety who then dispatches appropriate responders. If you have specific emergency related information, share it with the responding Fire Department or OSU Public Safety personnel.
FIRE EMERGENCY PREPAREDNESS

Emergency Evacuation Plans

Each university-owned or leased facility has a Building Emergency Action Plan (BEAP) specific to that location. Each School/Unit Administrator and appropriate Building Emergency Coordinator (BEC) is responsible for developing a Building Emergency Action Plan, implementing it, and updating the BEAP in conjunction with Enterprise Continuity Management.

Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant should follow the instructions as noted on the posted evacuation floor plans, or follow the direction of the area floor captains or other emergency responders. Emergency procedures may require either total or partial building evacuation. Special “defend-in-place” procedures are also utilized for healthcare facilities and areas where critical activities are occurring. Procedures are available in one or more of the following formats:

Building Emergency Action Plans are required for all buildings. Copies of these plans should be made available to employees for review and use. Each written plan should outline the roles and responsibilities of departments or individuals during an emergency. Topics such as evacuation, communications, emergency procedures, fire safety, training, planning, and implementation are primary components of the BEAP. In addition, individual departments may add or create supplementary appendices to the BEAP to satisfy the needs of a specific area.

View your BEAP at http://dps.osu.edu/beap.

Emergency evacuation floor plans are also posted throughout the building to assist the building occupants in familiarization with their location, directions to exit, location of fire protection and safety devices. These plans also include a brief fire alarm emergency procedure. As you walk out from your work-area to an EXIT, you may find an evacuation floor plan posted on a wall, probably near the elevator lobby or fire alarm pull box. Take time to review the information for your safety.

Emergency Procedures for People with Disabilities

People with disabilities (PWD) are more at risk during an emergency situation. Their presence in the stairwells during an emergency, especially when stair landings are crowded with evacuating people, can significantly impede the flow of evacuation, potentially causing serious injury to both the evacuees and people with disabilities. Therefore, sheltering in place of people with disabilities, or their safe evacuation during fire or other emergencies, requires careful planning and preparedness. Appropriate procedures that are based on risk factors, such as occupant and building characteristics, are required to prevent serious life safety hazards.

Emergency procedures for PWD have been developed to promote the safety of PWD and all other building occupants during emergency evacuation. It may also be used with appropriate modifications in areas where patients may be undergoing medical procedures and where discontinuation of any active patient care may pose an increased risk to the patient. In these cases, those who are directly involved in patient care should assure that all necessary communications, notifications, and safety measures outlined in the procedure are implemented.
Each department should develop and implement a departmental plan, using the “Emergency Evacuation Procedures for People with Disabilities” form provided in the ‘Forms and Procedures’ section of this Guide, in conjunction with the Building Emergency Coordinator (BEC), Enterprise Continuity Management, and the Division of Emergency Management and Fire Prevention (EMFP) as required. The department should ensure that this procedure is incorporated in the building-specific Building Emergency Action Plan (BEAP).

EMFP can offer technical assistance for emergency preparedness training for Evacuation Assistants and Floor Evacuation Coordinators as part of training programs, and for individual departments as requested.

**Fire Exit Drills**

Fire exit drills are conducted to provide an opportunity for students, faculty, staff and emergency responders to become familiar with the building fire safety features, to practice emergency procedures, and to ensure the efficient and safe use of exits.

To ensure that this practice is adequate, the Building Emergency Coordinator (BEC) in consultation with the Division of Emergency Management & Fire Prevention (EMFP) should arrange the drills so that they simulate probable varying emergency conditions specific to the building. Fire evacuation drills shall be held at unexpected times. All drills must be coordinated with the Building Emergency Coordinator (BEC) and EMFP in such a manner to minimize the disruption of normal business operations or patient-care to the greatest extent possible.

An unscheduled fire alarm evacuation shall not be considered as a fire evacuation drill. The Building Coordinator may complete the Fire Alarm Procedure Evaluation form (provided in ‘Forms and Procedures’ section) and submit this form to EMFP for record keeping, and have addressed any evacuation related deficiencies.

All deficiencies identified during the drills must be promptly addressed. The Building Emergency Coordinator (BEC) or Floor Evacuation Coordinators must follow-up on the identified issues. EMFP or the Building Emergency Coordinator should report all building related items to the “Service2Facilities” number 614-292-4357, or via web based reporting as provided by Facilities Operations and Development.

Fire exit drills must be conducted utilizing the procedure established by EMFP and the Ohio Fire Code.

**Occupancy Group B:** Annually

**Occupancy Group E:** Monthly

**Occupancy Group R-2:** Quarterly

**High Rise:** Quarterly

For questions regarding the occupancy type of your building, contact OSU Fire Prevention by dialing 614-247-FIRE (3473) for more specific information.

**Fire Alarm Procedure Evaluation**

All building Floor Evacuation Coordinators, Evacuation Assistants, and Building Emergency Coordinators should complete a Fire Drill Checklist (in ‘Forms and Procedures’ section) to evaluate all fire alarms, including fire exit drills and fire incidents. The purpose of this form is to evaluate fire alarm response performance and identify and correct any deficiencies. The completed form is then forwarded to OSU Fire Prevention.
Fire Safety Training and Education

Fire and life safety training and education is provided to the university faculty, staff, students, area Floor Evacuation Coordinators and Building Emergency Coordinators as part of fire exit drills, hands-on fire extinguisher training, student orientation programs, and other training as necessary. Appropriate department managers or supervisors should ensure that their staff is adequately informed or trained in building-specific fire emergency evacuation and response procedure. The department managing the project should ensure that all outside contractor personnel are informed of the building fire emergency procedures.

Emergency Management and Fire Prevention offers fire and life safety education and training for the Building Emergency Coordinators, Floor Evacuation Coordinators and Evacuation Assistants as part of scheduled fire exit drills and extinguisher training programs. EMFP also offers additional training as requested. The following areas are covered during the quarterly pre-drill training session: explanation of the plan, how to sound an alarm; how to isolate the fire or smoke; how to evacuate; how to use a fire extinguishers; fire exit drill procedure; and the location of fire exits, pull boxes, exit stairwells and areas of refuge.

Fire Extinguishers

Portable fire extinguishers of appropriate type and size are provided as required in all areas. Extinguishers are inspected, tested, maintained and documented as required by the Ohio Fire Code. FOD, EHS, and EMFP must ensure compliance with this requirement as applicable. Fire extinguishers are provided throughout all OSU buildings for the use by trained students, faculty, and staff. The Division of Emergency Management & Fire Prevention (EMFP) provides related classroom training during scheduled fire exit drills and also during hands-on training events. Each user should be familiar with the following basic safety information in the fire extinguisher fact sheet.

Portable fire extinguishers effectively extinguish 90% of all fires before fire department response. Research shows that fires get out of control in 3-5 minutes. A fire extinguisher is your First-Aid to fire fighting. An average extinguisher discharges completely in less than 1 minute. Therefore, it is important that you know at least two locations for extinguishers nearest to your work area, and know how to use it effectively.

Safety Precautions:

♦ Before using a fire extinguisher, ALWAYS pull the building fire alarm first.
♦ Do not attempt to use a fire extinguisher if the fire is large and spreading. Use it only for small fire-defense, e.g., a waste paper basket.
♦ Do not use the fire extinguisher if the lock pin is tampered, the cylinder is damaged, or if the pressure gauge pointer is in the ‘RECHARGE’ zone.
♦ Do not use the fire extinguisher if you are not trained and confident about using it.
♦ Read the extinguisher label to check if it is of right type for the kind of fire at hand. The label indicates one or more of the following fire classes and symbols, and specific applications for which it can be used.
♦ Protect yourself at all times:
  o Never block your escape route.
  o Stay low. Avoid breathing the heated smoke and fumes.
  o If the fire cannot be controlled, get out immediately to safety.
### Types of Fire Extinguishers:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SYMBOL</th>
<th>APPLICATION</th>
<th>IDENTIFICATION/DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Letter &quot;A&quot; in Triangle</td>
<td>Ordinary Combustibles e.g. wood, paper, cloth</td>
<td>Stainless steel cylinder body with pressure gauge. Cools fire with pressurized water. Do Not use for flammable liquids (B) or electrical (C) fire.</td>
</tr>
<tr>
<td>B</td>
<td>Letter &quot;B&quot; in Square</td>
<td>Flammable liquids / gases e.g., gasoline, oil, paint</td>
<td>Red cylinder body and horn, No gauge. Deprives the fire reaction of oxygen with carbon dioxide. Home kitchen fire use.</td>
</tr>
<tr>
<td>C</td>
<td>Letter &quot;C&quot; in Circle</td>
<td>Energized Electrical Equip. e.g. powered appliances</td>
<td>Interrupts chemical chain reaction. Both carbon dioxide &amp; ABC type extinguishers can be used.</td>
</tr>
<tr>
<td>ABC</td>
<td>A, B &amp; C</td>
<td>All of the above applications Multipurpose ABC, home use</td>
<td>Red cylinder body. Interrupts chemical chain reaction of fire with dry chemical powder. Most commonly used.</td>
</tr>
</tbody>
</table>

**Know Your Fire Extinguisher**

Choosing the right extinguisher can prevent property damage and save lives.

- **Water**
- **Foam**
- **CO₂**
- **Dry Chemical**

**Extinguisher Types**

- **A** Paper, Wood & Plastic
- **B** Flammable & Combustible Liquids
- **C** Electrical Equipment
How to Use a Fire Extinguisher:

- Position yourself at a safe distance from the fire (e.g., 8-10 feet when using an ABC-type unit, 5-7 feet when using a CO₂ unit, or 20-25 feet with Pressurized Water extinguisher).
- Remember the 'PASS' Procedure:
  - Pull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
  - Aim low: Point the extinguisher nozzle/horn/hose at the base of the fire.
  - Squeeze and hold the handle to discharge the extinguishing agent without any interruption.
  - Sweep slowly from side to side as you hold the handle squeezed.
- Move closer carefully as the fire gets smaller and as you continue spraying.
- Watch the fire area until it has completely cooled down.
- Repeat the 'PASS' procedure if the fire re-ignites.
- Report the discharged extinguisher to Service2Facilities at 614-292-4357. Once used, the extinguisher must be recharged. Do not return the used or discharged fire extinguisher to the hook or box it was removed from.
BUILDING FIRE PROTECTION SYSTEMS

Fire Alarm Systems

As you walk in the hallways on your way to an EXIT – and usually near the stairwell door – you should find at least one fire alarm pull box. In case of fire or smoke, ALWAYS pull the alarm box first, regardless of the size of the fire. Upon pulling this box, an alarm should sound and verbal instructions might also follow.

The alarm system should also be activated automatically when a heat or smoke detector detects a fire or smoke condition – protecting both people and property even when the fire is not noticed by an individual. Once the alarm is activated, notification goes to the local fire department through the Department of Public Safety. Your awareness and prompt use of the fire alarm system can minimize the loss of life and property due to fire.

To ensure that the system will protect you, you must:

- Evacuate during all fire alarms
- Respond to all alarms equally. Never assume that it is a test or a drill or a false alarm!
- Become familiar with your building’s fire alarm system and alarm notification procedures.
- Know at least two pull box locations in your area.
- Know how to activate the fire alarm.
- Maintain pull boxes free of obstructions and clearly visible at all times. Report promptly to the Department of Public Safety, if the alarm is not heard properly in your area.
- Some pull boxes have Plexiglas covers which when lifted, produces a local warning sound. Please note that this is not a fire alarm sound. To activate the fire alarm throughout the building, you must pull the inner pull box.

Sprinkler Systems

Sprinklers are installed in many building areas to protect both life and property. In case of fire, each head detects temperature in the room and begins spraying water as soon as the room temperature exceeds a pre-determined value. Not all buildings or areas are equipped with sprinkler systems. Hazardous locations, storage areas and basement levels are generally protected with sprinklers as required by the Ohio Fire Code. Many new houses are now equipped with residential sprinkler system because most fire related deaths continue to occur in residential buildings.

As you store materials and boxes in your area, always maintain a minimum of 2 feet clearance between the ceiling and the storage. This clearance allows the sprinkler head to spray water uniformly and extinguish the fire effectively. If you notice any unsafe conditions such as a sprinkler head that is painted over or heavily laden with dust, blocked in any other manner or broken, promptly report this condition to the Division of Emergency Management & Fire Prevention and Facilities Operations and Development Office (FOD).

Fire and Smoke Doors

University buildings are equipped with fire rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. OSU Facilities Operations and Development is tasked with maintaining these doors, including all hardware. Do not prop open a fire rated fire doors nor block fire rated doors.
Fire Hose Connections

As you walk through the building corridor, you may find cabinets marked “Fire Hose Connection”. The fire department generally connects their fire hose to this connection. This area must be maintained free of obstructions and clearly visible at all times for effective firefighting. If you see any fire hose connection that is not properly capped or a cap is missing, please report it to the Division of Emergency Management & Fire Prevention and Facilities Operations and Development (FOD).
FIRE PREVENTION

Avoiding Fire Code Violations

The University is required to comply with the fire safety regulations enforced by the State of Ohio Department of Commerce, Division of the State Fire Marshal, Columbus Division of Fire and other granting and accrediting agencies. Therefore, the University is subject to various inspections by these agencies. The Division of Emergency Management & Fire Prevention inspects all buildings owned, operated and rented by the University at least on an annual basis, and the University Medical Center on a quarterly basis.

The following tips chiefly reflect the most commonly cited violations at OSU. Look for these items or conditions in your workplace, correct them or contact Emergency Management and Fire Prevention for assistance.

Maintain Safe Egress Corridors

- Maintain all egress corridors in a safe condition, available for immediate utilization and free of all obstructions. Corridors and exit accesses shall be continuously maintained free from obstructions or impediments to full instant use in case of fire or other emergency.
- Do not store combustibles, hazardous materials in any egress corridors.
- Maintain fire alarm pull boxes, fire extinguishers, hose connections, audio-visual alarm flashers, safety showers, eyewashes, and other emergency response equipment free of obstructions and clearly visible at all times.
- Do not use doorstops, wedges or other unapproved hold-open devices with fire rated or smoke doors.

Maintain Safe Ceiling Clearances in All Areas:

- Maintain at least 24-inch clearance between all material storage and ceiling.

Maintain Safe Chemicals Storage in Laboratories:

- Limit the quantities of flammable liquids to ten gallons per laboratory, and combustible liquids to thirty gallons per laboratory.
- Store flammable liquids not in active use in an approved flammable storage cabinet. Storage of flammable liquids is not permitted outside of an approved flammable storage cabinet in laboratories constructed or renovated after December 2001.
- Consult Environmental Health and Safety (EHS) for a safety review if quantities are expected to exceed the above limits.
- Keep all chemical containers, which are not in active use, properly capped
- Do not store any (empty or full) chemical bottles or containers on the laboratory floor without proper containment.
- Do not store flammables in standard refrigerator or freezer or cold room.
- Do not keep peroxide former such as ethers beyond the pre-printed expiration date on the label.
- Restrict the container size to one gallon for all flammable liquids, i.e., liquids with flash point less than one hundred degrees Fahrenheit. Flammable liquids received in original approved containers, which are of a five-gallon or less capacity, are exempt from this requirement.
- Do not dispense by gravity, any flammable liquids in quantities of one gallon or more. Use approved pumps taking suction from the top of the container.
Collect hazardous waste in appropriate containers and transfer to the designated Hazardous Waste Storage Room within three working days.

**Respect the Sleeping Giants: Compressed Gas Cylinders**

- Secure all cylinders (in service or storage, full or empty) adequately with chains to prevent falling or being knocked over. A cylinder chained to a laboratory desk drawer is not adequately secured.
- Strictly limit the number of cylinders in a laboratory to a two-month supply. Make every effort to limit the number of cylinders of flammable compressed gas. No storage within elevator lobbies or means of egress.
- Store excess cylinders in a separate ventilated room approved for that use.
- Group different types of gases in a laboratory according to their properties. Keep flammable gases (e.g., acetylene, ethylene oxide, hydrogen) separate from oxidizing gases (e.g., oxygen).
- Ensure that all cylinders are properly marked with the name of the contained gas.
- Report any damaged cylinder or valve immediately to Environmental Health and Safety and the supplier.

**Electrical Safety:**

- Replace or report promptly any defective or damaged wiring or equipment.
- Keep all wiring away from general traffic areas and secure properly to prevent falls/trips.
- Do not use extension cords as a substitute for permanent wiring.
- Plug heavy equipment like refrigerators or freezers directly into an outlet. Never plug appliances into power strips or surge protectors.
- Maintain proper clearances between electrical equipment and hazardous chemical storage.

**Fire/Heat and Smoke Detectors:**

- Smoke detectors are installed in your area to save life and property. If these devices are covered by plastic or other objects, report the condition to the Division of Emergency Management & Fire Prevention (EMFP) and Facilities, Operations, and Development (FOD).

**Emergency Exits:**

- Emergency exits are provided in all buildings. Report if any exit are blocked by storage or by snow/ice. Fire rated doors or smoke-barrier doors protect people and property in case of fire. Report to the Division of Emergency Management & Fire Prevention and Facilities Operations and Development if you discover that any such doors damaged or not working properly.

**Door Stops, Wedges and Hold-Open Devices:**

- The use of doorstops, wedges and certain type of hold-open devices are not permitted by the fire codes.
- Where such devices are used to accomplish tasks such as environmental services related activities, moving furniture or materials through the doors etc., they must be promptly removed once the task is completed.
- Report use of such devices on a permanent basis in your area.
- The Division of Emergency Management & Fire Prevention must be consulted prior to the installation of a permanent hold-open device on any means of egress doors.
- Any individual or department creating a fire code violation by employing the use of unapproved doorstops, wedges or hold-open devices is responsible for any fire or life safety hazards created by such use.
Workplace fire safety conditions are evaluated on a regular basis to assure compliance with applicable Fire Codes. OSU facilities are regularly inspected by State of Ohio fire code enforcing and accrediting agencies. The Ohio Fire Code requires that all fire and life safety systems, including fire detection and alarms, sprinklers, fire hydrants, fire pumps and others be inspected, maintained, and tested regularly.

While these features are inspected by the professional, routine walk-through inspections by building occupants is also of extreme importance. For instance, a temporarily stored material in the EXIT passage may become permanent creating a life safety hazard, if not immediately addressed. Therefore, every individual should know and check his/her areas and activities for fire safety. Use the fire safety checklist in the Forms section. Always contact Emergency Management and Fire Prevention (EMFP) for assistance or appropriate corrective measures.

**Compressed Gases and Cryogenic Liquids**

All compressed gases and cryogenic liquids should be stored, handled and used in accordance with the requirements of the applicable Ohio Fire Code, OSU’s Chemical Hygiene Plan (CHP) and OSHA regulations to minimize the hazards of fire, explosion and personal injury. Each department or laboratory storing or using compressed gases and cryogenic liquids should, as a minimum, comply with all the applicable safety requirements of this Guide.

The term Compressed Gas (CG) refers to gases and mixtures of gases stored under pressure in cylinders. CG can be mainly grouped as Liquefied gases (LG), Non-liquefied gases (NLG) or Dissolved Gases (DG). Cylinders containing compressed gas are used every day on campus without incident, but these gas cylinders may easily become a serious hazard if mishandled or stored improperly. A cylinder with broken valve can easily take off like an uncontrolled rocket or a pinwheel, bounding around the room and even breaking brick walls.

Many compressed gases are toxic. They could cause various health problems depending on the specific gas, its concentration, and the length and route of exposure. Contact between the skin and eyes and liquefied gases can freeze tissue and result in a burn-like injury. With the exception of oxygen and air (19.5% O2), possibly the greatest hazard to the user of CG is asphyxiation. All gases are asphyxiates. If suddenly released, especially cryogenics (liquefied gases at very low temperatures, having boiling points below -150°C or -238°F) such as liquid nitrogen can expand up to 700 times and displace all breathing oxygen, presenting a serious asphyxiation hazard. Also, it can create a highly visible fog (due to condensation of moisture in the air), which may obscure the emergency EXIT path.

To ensure safety of life and property, all compressed gases and cryogenic liquids should be stored, handled and used in accordance with the requirements of the applicable Ohio Fire Code, NFPA 45, OSU Fire Safety Policy, and OSU Chemical Hygiene Plan (CHP) to minimize the hazards of fire, explosion and personal injury. Each department or laboratory storing or using compressed gases and cryogenic liquids should, as a minimum, ensure that:

- All employees have adequate knowledge and training regarding safety and first aid procedures for gases being used or handled. Employees should be provided with and encouraged to read and follow the instructions on the warning labels, review applicable Safety Bulletins and Material Safety Data Sheets (MSDS) for specific gases.
- All individuals working on or near CG systems wear eye protection at all times and wear protective gloves, particularly, when handling cylinders containing cryogenic (super-cold) gases.
Maximum number of cylinders in a laboratory is limited to a two-month supply. (Cylinders not ‘in use’ are not to be stored in the laboratory. A single cylinder secured alongside the cylinder in use as the reserve cylinder is considered ‘in use.’ Flammable compressed gas cylinders (e.g., acetylene, butane, ethylene, hydrogen, methylvamine and vinyl chloride) in laboratories are limited to only those in current use. The maximum quantities of compressed gases and cryogenic liquids should never exceed those specified by the Ohio Fire Code or other applicable Fire Code. When non-compliance is identified during lab safety audit or fire code inspection, the Division of Emergency Management & Fire Prevention and EHS should work with the appropriate Department Manager to resolve this issue.

Excess cylinders and tanks are stored in a separate ventilated room approved for that use.

All cylinders (in service or storage, full or empty) are:
- Adequately secured with chains or straps positioned around the upper third of the cylinder, or by proper nesting to prevent falling or being knocked over,
- Protected with valve protective caps in place until the gas is about to be used.
- Never stored in any portion of an exit or common corridor, elevator car or in space under the stairway. A CGC or a cryogenic container should not be located such that it could prevent safe egress in the event of accidental release of their contents unless a second means of access to an exit is available from a laboratory work area.
- Stored away from elevators, staircases or main traffic (means of egress) areas to avoid dangerous impediments.
- Promptly moved to their designated storage area once delivered.
- Removed within one day, when placed in the hallways for pickup.
- Moved with a suitable hand cart and never allowed to be dropped or banged together violently.
- Kept away from fire, heat and spark-producing operations.
- Grouped according to their properties. Do not store flammable gases next to exit or oxygen cylinders.
- Stored such that flammable gases are separate from oxidizing gases, and empty cylinders are separate from the full cylinders. Note: Oxidizing gases contain oxygen at higher than atmospheric concentrations (above 23-25 %). Common examples are: nitrogen oxides, halogen gases such as chlorine and fluorine.
- Properly marked with the name of the contained gas. Don't accept unidentified cylinders and don't rely on color codes; read the label.
- Lecture bottle-sized Cylinders must be also be secured properly. Such cylinders with health hazard 2 without physiological warning properties, health hazard 3 or 4, and pyrophoric (spontaneously ignitable) must always be stored in constantly ventilated hood/enclosure.

Each department or laboratory should ensure that:
- A CG cylinder is never used without a pressure-reducing regulator that safely reduces the cylinder pressure to the required level.
- Only those regulators are used that have both high-pressure gauge and a low-pressure gauge to be able to monitor both the pressure in the cylinder and in the system.
- Never use a pressure gauge above 75% of its maximum face reading. Immediately replace any gauge whose pointer does not go back to its zero point when pressure is removed.
- Cylinder valves are cleaned of any dust or dirt before attaching proper regulators.
- Cylinder valve is closed properly and the protective cap is replaced before returning the cylinder.
- Adjusting screw is released on regulator before opening cylinder valve.
- An adaptor is never used between a cylinder and a pressure-reducing regulator.
- Regulators are never interchanged. Some regulators are only for specific gases.
Excessive force is never used to connect a CGA connection.
- Safety devices in cylinder valves or regulators are never tampered with.
- Any damaged cylinder or valve is immediately reported to the supplier and to the Campus emergency number.
- Any aid, such as pipe dope or Teflon tape, is never used to connect a regulator to a cylinder.
- The users are trained to stand to the side of the regulator when opening cylinder valve and open the cylinder valve slowly.
- The users are instructed never to transfer CGs from one container to another, refilled or sucked back into the cylinder.
- Separate empty and full cylinders during storage. Mark empty cylinders "EMPTY" or "MT". Note that cylinder with a pressure gauge reading of 0 psig (0 kPa) is not really empty. It still contains gas at atmospheric pressure. \[ \text{Gauge pressure} = \text{Total gas pressure inside cylinder} - \text{atmospheric pressure} (14.7 \text{ psi or 101.4 kPa}) \].

- **Cryogenic liquid** (liquefied gases at very low temperatures, having boiling points below -150°C or -238°F) tanks are checked periodically to ensure that they:
  - Have not lost vacuum or insulation (a cold outside jacket of the tank indicates the need for tank service)
  - Are checked at the neck of the tank opening for any ice accumulation to prevent any blockage and subsequent pressure buildup within the container
  - Are checked for sabotage of the pressure relief devices on the tank.
  - The following two **safety precautions** must be taken with cryogenic gases:
    - Use protective gloves and eye wear when handling cylinders containing cryogenic (super-cold) gases.
    - Where cryogenic gases are vented or released at a rate anything more than a few cubic centimeters of gas per minute inside of an area, adequate 24-hour ventilation is required. Install continuous oxygen monitor (s) with a 'low oxygen' alarm in such areas for safety.

**Construction, Renovation, and Demolition**

Fires during construction, renovation, or demolition operations are an ever-present threat. Inherently, greater fire potential exists on these sites due to the presence of large quantities of combustible materials and debris, together with such ignition sources as temporary heating devices, hot work operations, open fires and smoking by construction workers. Life safety of the occupants during these projects is of great concern. Change in an exit route or restricted exit, storage of materials in the corridors, restricted access to the emergency response equipment are some of the important things to look for during these projects.

If you notice any unsafe condition, report it promptly to the department managing the project and the Division of Emergency Management & Fire Prevention (EMFP).

**Cooking Appliances and Sterno Heat**

Cooking related appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock-pots are not permitted to be used inside of any university building unless such use is necessary for conducting university business. Permission should be obtained from the appropriate school/unit’s administrative office after consulting with OSU Emergency Management & Fire Prevention. Where one or more of these appliances are used, appropriate safety precautions should be taken as outlined below:

In facilities where the use of sterno heat is permitted, the following requirements must be complied with:
- When in use, sternos must be attended at all times.
Keep all combustible materials, such as napkins and paper plates, away from any heat sources to avoid overheating or fire.

- Appropriate metal or ceramic trays must be used under the sternos cans to prevent accidental contact with any combustible material.
- Approved means of fire extinguishment capability such as a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
- Ensure that two individuals, who are trained in the use of a fire extinguisher, are designated to monitor any unsafe condition. These individuals must not leave the area until all open flames are extinguished.

Decorations: Holidays, Candles and Open Flames

To prevent fires related to decorations and lighting during holidays or special events and to ensure compliance with the Ohio Fire Code requirements, each School/Unit Administrator or Building Emergency Coordinator should ensure compliance with the following specific fire prevention and safety requirements. All university students, staff, and faculty should comply with the following requirements.

Holiday Trees, Wreaths and Decorations

- Decorations and lighting must not be placed such that they may obscure emergency exit paths or signs.
  - All decorative materials should either be non-combustible or flame resistant, or treated with an approved fire retardant in accordance with manufacturer’s specifications, NFPA 701 Testing criteria, and the OSU Fire Safety Policy.
- Look for ‘non-combustible’ or ‘flame resistant’ labels on the decoration packages. If the decorations are to be re-used, retain the original package while in use.
- Live trees, natural wreaths, and other live greens are not permitted indoors.
- Use only flame retardant artificial trees and decorations in appropriate locations (flame retardant information can be found on the packaging).
  - Trees or decorations must not block or obstruct exits, aisles, corridors, vision panels on the hallway doors, stairwells, fire extinguishers, fire alarm pull boxes, exit signage, evacuation floor plans and other emergency equipment/information.
- No trees or wreaths of any kind are permitted in laboratories. However, a wreath on the exterior of a laboratory door is permissible.
- Place all decorations and combustibles at least 3 feet away from sources of heat, e.g., radiators, lights.
- All decorations with powered electricity must be turned off when unattended or before leaving the area for the day.

Holiday Lighting

- Carefully inspect new and previously used electrical light strings and replace damaged items before plugging lights in.
- All holiday lighting and electrical decorations should be ‘UL’ (Underwriters Laboratories) listed and should be plugged directly into wall-mounted outlets or ‘UL’ listed power-strips (Look for a
‘UL’ symbol on the equipment). Follow manufacturer’s instructions for installation and maintenance.

- Extension cords shall not be used for holiday lighting. Instead, use ‘UL’ listed outlet power-strips with built-in fuse or circuit breaker protection.
- Electrical wires and extension cords shall not extend through windows or doors or under carpeting.
- Lighted candles or lanterns usage shall not be permitted in any university facilities.
- Electrical light bulbs should not be decorated with paper or other combustible materials unless flame resistant.
- All lighting must be turned off when unattended or before leaving the area for the day.

**Removal of Decorations**

- All decorations and lightings shall be removed promptly upon the completion of an event or within seven calendar days after the end of the holiday period.

**Life Safety Measures for Departmental Holiday Events**

- Avoid the use of emergency means of egress access EXIT corridors for seating and tables. If these spaces must be used, EMFP must first be consulted to ensure life safety of the occupants.

**Candles, Incense, Open Flames**

- Candles, incense, and other objects which produce open flames or burning (outside of approved kitchens and laboratories) are prohibited in all OSU facilities.

**Door Wedges and Other Hold-Open Devices**

University buildings are equipped with fire rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. OSU Facilities Operations and Development maintains these doors, including all hardware, in good working condition.

A seemingly harmless door wedge used to hold open a fire door represents a serious fire/life safety hazard and fire code violation. Moreover, the inappropriate use of door wedges can cause damage to doors, resulting in significant expenditures for repair. Therefore, the use of doorstops, wedges and other hold-open devices, which are not permitted by the fire code, is prohibited in all university buildings.

Never prop open fire doors. Fire doors are to remain closed. If your operational needs call for a particular fire rated or smoke-barrier door to remain open, consult Emergency Management and Fire Prevention for appropriate resolution.

All fire rated or smoke-barrier doors that are approved to remain open during normal operation are equipped with electrically powered magnets, which hold them in open position and release (close) automatically during a fire alarm. Never block these fire-rated smoke-barrier doors from closing.

**Magnetically Locked Exit Doors**

Numerous university buildings are equipped with EXIT doors that are electronically locked for security reasons. This type of lock allows people to exit the building safely during fire alarm emergencies. Check that all magnetically locked exit doors in your area automatically release (open) during an alarm to allow for your safe egress.
Electrical Safety

All departments, including laboratories, shall comply with the university's electrical safety procedures outlined in this guide to minimize the hazards of fire due to improper use of electricity and electrical equipment. These procedures include restrictions on the use of portable electrical space heating devices, extension cords, cooking appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock-pots. Any staff observing any hazardous electrical conditions should promptly report them to their supervisors or other appropriate department(s) for corrective action.

To protect building occupants and property from the direct (electric shock injury) and indirect hazards (heat, fire and explosion) of electricity, each school/unit should comply with the following electrical safety procedures.

* Use equipment in accordance with the manufacturer's recommendations. Never bypass electrical interlocks. Calibrate heating equipment regularly as required.
* Post procedures for critical equipment including "on-off procedures" and warning signs on or near the equipment. Clearly identify the equipment to be left "ON" when the laboratory is unoccupied, e.g. by posting on the lab door.
* All defective/damaged wiring (e.g. frayed, cut wires, broken/defective plug or switch) or equipment should be promptly reported to the Division of Emergency Management & Fire Prevention and OSU Facilities Operations and Development.
* To prevent fires due to electrical overload on fixtures and wiring, DO NOT USE:
  - Extension cords and flexible cords as a substitute for permanent wiring. Do not extend cords through windows or doors or under carpeting.
  - Multiple outlet strips, other than for computer systems. Use strips with built-in fuse or circuit breaker protection, having a minimum 12/3 (gauge/wires) labels, and ‘UL’ (Underwriter’s Laboratory) listed for the use.
  - Cube taps for multiple connections from a single outlet. These types of devises are not permitted within the university.
  - Multiple plugs in interconnection. In other words, never connect additional plug or plugs into the main plug that is inserted in the outlet or a power strip to connect multiple devices.
* Secure all wiring, cords, cables, and conduits. Keep them away from general traffic areas to prevent falls/trips.
* Allow appropriate clear spaces between electrical equipment and storage of flammable combustible materials. A minimum clearance of 36 inches should be maintained between electrical service equipment and any other storage to allow easy access for emergency use (42 inches clearance required for voltage level higher than 120 Volt). Never drape combustibles (e.g., cloth, paper) over equipment.
* Laboratory electrical motors should be of induction type - totally enclosed fan cooled since the sparks emitted from brush type motors can cause fire in a flammable environment. This information can be found on the equipment label.
* Dedicated circuits and proper grounding may be required for equipment such as refrigerators, freezers, dehumidifiers and air conditioners. Do not use extension cords or power strips with this equipment. Consult with Facilities Operations and Development to check for the adequacy of electrical power or circuits prior to the purchase, installation or relocation of such equipment.
* Cooking related appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock-pots are not permitted to be used inside of any university building unless such use is necessary for conducting university business. Written permission should be obtained from appropriate school/unit’s administrative office after consulting with FOD. Where one or more of these appliances are used, appropriate precautions should be taken as outlined in this guide.
Portable electrical space heating devices are generally not permitted in any university building. Review specific restrictions and guidelines provided under a separate title “Space Heaters” in this guide.

If electrical work is required in any area, it should be submitted for the Facilities Operations and Development for review and/or cost estimate and approval.

Promptly report any unsafe hazardous electrical conditions to the department supervisor or OSU Facilities Operations and Development.

Fire Safety Inspections

Workplace fire safety conditions are evaluated on a regular basis to assure compliance with applicable Fire Codes. OSU facilities are regularly inspected by OSU Emergency Management & Fire Prevention, the State of Ohio, and the Columbus Fire Department. Fire code requires that all fire and life safety systems, including fire detection and alarm, sprinklers, fire hydrants, fire pumps and others be inspected, maintained, and tested regularly. While these features are inspected by the professionals, routine walk-through inspections by building occupants is also of extreme importance. For instance, temporarily stored material in the means of egress EXIT corridors may become permanent creating a life safety hazard, if not immediately addressed. Therefore, every individual should know and check his/her areas and activities for fire safety. Use the fire safety checklist in the Forms section. Always contact EMFP for assistance or appropriate corrective measures.

Furnishings and Decorations

Certain furnishings and decorations ignite very easily and quickly release a high amount of heat. Any item of upholstered furniture, wastebaskets, mattresses, curtains, draperies, surface coverings (carpet, wall and ceiling), acoustical, and other materials used for decoration can contribute fuel to fire. Therefore, in health care facilities, such items are required to be resistant to ignition by both cigarettes and small flames. Non-combustible or flame-resistant materials that are appropriate for use are available on the market.

Departments purchasing new furnishings and decorations, and OSU Purchasing must ensure compliance with the following requirements of the university’s Fire Prevention and Life Safety Policy: (1) furnishings and decorations are non-combustible or flame resistant in accordance with the appropriate NFPA or other equivalent standard, (2) all upholstered furniture including sofas and mattresses comply at least with California Technical Bulletin (CAL TB) 117 and with CAL TB 133 (for unsprinklered general assembly areas, and (3) all other decorative materials comply with NFPA 701 standard.

Hazardous Materials and Chemicals

Hazardous materials and chemicals should be stored, handled and used in accordance with the requirements of the Ohio Fire Code and other applicable National Fire Protection Association (NFPA 45 Standard on Fire Protection for Laboratories Using Chemicals) Standards. To ensure uniform compliance university-wide, each laboratory or other areas using hazardous materials such as flammable and combustible liquids, oxidizing materials, radioactive materials, unstable (reactive) chemicals, highly toxic materials and poisonous gases should, at a minimum, comply with all the applicable safety requirements of this guide.

Extensive use of flammable solvents in laboratories and other areas presents a potentially serious fire and explosion hazard. Even a very small quantity involved in the fire can significantly increase the
potential of fire spreading. To ensure uniform compliance university-wide, each laboratory or other areas using hazardous materials should:

- Maintain an up-to-date inventory of hazardous chemicals by types and quantity, as required by the Ohio Fire Code and the university policy, Ohio Emergency Planning and Community Right to Know Act (EPCRA), Superfund Amendments and Reauthorization Act (SARA Title III), State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC).
- Work with (EHS) Environmental Health and Safety to ensure that initial inventory is created and updated as required.
- Restrict the container size to one gallon for all flammable liquids, i.e., liquids such as alcohol, toluene, acetone and benzene with flash point lower than 100 degrees Fahrenheit. Flammable liquids received in original approved containers, which are of a five-gallon or less capacity, are exempt from this requirement.
- All chemical containers, which are not in active use, should be properly capped.
- No chemical containers should be stored on a laboratory floor without proper containment.
- All flammable and combustible liquids containers should be stored in a cool area, away from sunlight or any sources of heat or ignition, and away from any corrosives or oxidizers.
- Flammable liquids not in active use should be stored in an approved flammable storage cabinet. Storage of flammable liquids is not permitted outside of an approved flammable storage cabinet in laboratories constructed or renovated after December 2001.
- Storage cabinets used in laboratories should not be required to be vented for fire protection purposes. Where vented, performance-based requirements of NFPA 30 should be complied with.
- Flammable Liquids Dispensing and Transferring: Dispensing and transfer of these liquids can present a static electricity hazard depending on their ability to generate static electricity, how well they conduct electricity (conductivity), and their flash point. Thus, the level of hazard depends on factors such as the type of containers, the type of liquids (flash point, vapor pressure) being transferred, working environment (temperature) and the rate of liquid transfer. To ensure safety during such activity, all flammable liquids dispensing and transfer should comply with the following requirements:
  - Flammable liquids in containers larger than 4 L (1.1 gal) should not be dispensed by gravity whether the containers are conductive or not. Approved pumps taking suction from the top of the container should be utilized. Containers with bottom spout are acceptable but not recommended because of an increased risk of spill caused by damaged spout.
  - Any transfer of flammable liquid between conductive containers larger than 4 L (1.1 gal) should be bonded and grounded. Note: Transferring flammable liquids from 4 L (1.1 gal) glass containers to any metal containers is relatively hazardous and such a practice is not considered prudent. Therefore, this should be avoided.
  - Transfer of flammable liquids is not permitted in any exit access corridor.
  - Transfer of flammable liquids to smaller containers from bulk stock containers not exceeding 19 L (5 gal) should be performed only in a lab hood or an approved inside area, and in an adequately ventilated area that must not allow the accumulations of flammable vapor/air mixtures to exceed 25% of the lower flammable limit.
  - Where practicable, dispensing operations should be separated from the storage area because of the exposure of greater quantities to the hazards of dispensing operations.
  - Any transfer of more than 19 L (5 gal) of flammable liquids is not allowed inside the building except in an area specifically designed and protected for dispensing such liquids.
  - Consult EMFP for any activity that you think may not comply with these requirements to determine appropriate strategy to control fire hazard.
Collect hazardous waste in appropriate containers as specified by OSU Environmental Health and Safety. Once a container is full, promptly contact EHS to schedule a pickup and transfer to the designated Hazardous Waste Store Room within three working days.

Limit the quantities of flammable liquids to ten gallons per laboratory, and combustible liquids to thirty gallons per laboratory. In cases, where a common fire area is divided into multiple laboratories, each laboratory may have to comply with more stringent quantity restrictions. When non-compliance is identified during lab safety audit or fire code inspection, EMFP will work with the appropriate Department Manager to resolve this issue in accordance with the applicable fire code requirements.

Ensure that radioactive materials are stored, handled and used only by the trained authorized users to keep exposure As Low as Reasonably Achievable (ALARA) and to minimize the property damage by radioactive materials resulting from fires and explosions. The users of such materials should also comply with the requirements of the University’s radiation safety policies and procedures.

Lecture Halls and Places of Assembly

The Fire Code classifies lecture halls, multi-purpose rooms, and places of assembly as a “life hazard use group” due to safety concerns for a large number of people in these areas. In case of fire, people must be able to evacuate these areas safely and in a reasonable time frame.

To ensure safe and timely evacuation, changes in furniture “set ups” must be pre-planned and approved by the university. Your facilities Building Emergency Coordinator or a designee reviews and approves all “set up” plans in consultation with the EMFP as needed to ensure compliance with the State of Ohio Fire Code.

Re-arrangements of “set ups” are prohibited without the proper authorization. The individual requesting the “set up” is responsible for ensuring that the approved “set up” is not re-arranged after approval. In any case, the Maximum Occupancy Load for all Places of Assembly must be adhered to WITHOUT EXCEPTION! Exceeding the occupancy load by one (1) person is cause for the function to be suspended until the legal occupancy load is achieved.

Space Heaters

Portable electrical space heaters can pose a major workplace fire safety hazard. Use of unapproved or unsafe space heaters – or use of space heaters in an inappropriate or unsafe manner - presents a significant fire risk. Also, if the size of the heater is too big for the area, it can be a source of pollution, energy waste and fire. Therefore, to ensure safety of life and property from the risks of space heater use at OSU, all students, faculty, and staff or visitors are required to comply with the following requirements of the OSU Fire and Life Safety Compliance Guide in accordance with the Fire and Life Safety Policy.

Space Heaters Policy:

1. Portable electrical space heaters are not permitted in any university owned or leased facility unless OSU Facilities Operations and Development or the landlord of a leased facility has approved such use as a temporary measure to address inadequate heating by the building’s Heating Ventilation and Air Conditioning (HVAC) system. Space heaters should not be used as a substitute for any required repair or maintenance of the HVAC system. Where approved, only electrical type space heaters, which at least meet the safety criteria listed on the next page, are allowed.

2. Any non-UL rated electrical space heaters are not permitted for use on university premises.

3. Space heaters of any kind are strictly prohibited in all OSU laboratories, in all areas in healthcare occupancies accredited by the Joint Commission, (except, under certain
circumstances, in a **nonsleeping staff or employee areas only**), and in all areas primarily used for the **storage of combustible materials** such as office stationary, drapes or chemicals.

4. Where the use of an electrical space heater (in any previously approved area) may present an undue danger to life or property, the authority having jurisdiction or an **EMFP representative may prohibit** such use. Any heating unit or its use that does not comply with this policy **must be confiscated.**

5. **The user of space heater is ultimately responsible** for any hazard or fire code violation created as a result of unauthorized or inappropriate use.

6. If an electrical space heater is to be used, the following safety criteria must be met and **operational safety precautions must be followed:**

**Safety Criteria for Space Heaters:**
All electrical space heaters must meet the following criteria:

1. The equipment is UL (Underwriter Laboratories) approved for the use for which it is designed.
2. The equipment has a sealed element, and does not produce any flames, fumes, or use any fuel.
3. The equipment is equipped to turn off automatically when tilted or turned over.
4. The heating elements cannot exceed 100 degrees Centigrade or 212 degrees Fahrenheit.
5. Oil-filled electrical space heaters are recommended over any other types of heaters because they have the best safety record.

**Operational Safety Precautions for Space Heaters:**
Students, staff, and faculty or visitors should comply with the following operational safety precautions:

1. Maintain a minimum clearance of three feet (or one meter) at all times between stored materials and the heating device.
2. Never leave the heating unit “ON” when unattended.
3. Plug the heating unit directly into an outlet with sufficient capacity.
4. Never use an extension cord or power strip with heater because it may overheat and cause a risk of fire.
5. Check the heating unit before each use to make sure that all indicator lights are working. Remove the defective unit from service immediately.
6. Ensure that the power cord is properly plugged in and is not damaged, or crushed by objects, or covered under carpet or rug.
7. Promptly report any unsafe or hazardous conditions to the Division of Emergency Management & Fire Prevention (EMFP) and OSU Facilities Operations and Development (FOD).
8. Contact OSU Division of Emergency Management & Fire Prevention for any space heater related questions.

**Special Public Events: Exhibitions, Vendor Fairs, Parties, Carnivals, Picnics**
To prevent fires during indoor and outdoor public events such as exhibitions, vendor fairs, parties, carnivals, picnics, etc. and to ensure compliance with the State of Ohio Fire Code requirements, each School/Unit Administrator or Building Emergency Coordinator should comply with the following fire prevention and safety requirements for on-campus indoor and outdoor public events. All such events should be organized with appropriate consultation with the Department of Public Safety. Compliance with all applicable fire safety requirements for decorations and lightings and electrical safety procedures outlined in this guide is required.

**Requirements for Indoor Events:**
- Use or storage of propane cylinders and propane or charcoal grills is **PROHIBITED.**
**Implement these fire and life safety measures as a minimum for all indoor events:**

- Maintain clear isle width and keep all means of egress emergency EXITS corridors accessible at all times. Avoid the use of means of egress emergency EXIT corridors for seating and tables. If these spaces must be used, EMFP must first be consulted to ensure life safety of the building occupants.
- Observe maximum occupancy limits for a specific area.
- Maintain good housekeeping and areas free of clutter.
- Follow the applicable Electrical Safety Procedures and comply with all applicable fire safety requirements for decorations and lightings outlined in this guide.
- Have readily available at least two ABC type fire extinguishers of minimum 10-pound capacity to extinguish small fires. Contact your campus FOD or EMFP office to obtain the needed fire extinguishers.
- Ensure that at least two individuals, trained in the use of a fire extinguisher, are designated to monitor any unsafe conditions for the duration of the event. Contact your campus EMFP office for specific training needs.

**Cooking appliances** utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock-pots are not permitted to be used inside of any university building unless such use is necessary for conducting university business. Permission should be obtained from appropriate School/Unit’s administrative office after consulting with EMFP. Where one or more of these appliances are used, appropriate safety precautions should be taken.

- In facilities where the use of **sterno heat** is permitted, compliance with the following requirements is mandatory:
  - When in use, sternos must be attended at all times.
  - Keep all combustible materials, such as napkins and paper plates, at a safe distance to avoid overheating or fire.
  - Appropriate metal or ceramic trays should be used under the sternos cans to prevent accidental contact with any combustible material.
  - The person preparing the flaming foods shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
  - A 10-pound ABC type fire extinguisher should be readily available and located within a 20 feet distance to extinguish small fires. Use the fire extinguisher fact sheet in this guide.
  - Ensure that two individuals, who are trained in the use of a fire extinguisher, are designated to monitor any unsafe condition. These individuals must not leave the area until all open flames are extinguished. IN CASE OF A FIRE, call 9-1-1.

**Requirements for Outdoor Events:**

- IN CASE OF A FIRE, follow the campus emergency procedure. Do not attempt to extinguish a large or spreading fire.
- During State-declared drought or dry weather conditions, the use of propane or charcoal barbecue grills will not be permitted on grassy or mulched areas. Smoking must also be prohibited in such areas. To prevent brush fires, such activity should only be conducted on a paved area away from grass.
- Use of barbecue grills and other propane cooking equipment is PROHIBITED on porches, balcony or any other portion of a building. All such equipment should be used at least 15 feet away from any building with consenting prior approval through OSU Fire Prevention.
- Do not store any spare propane gas cylinder in any part of the building.
- Charcoal Grills are NOT permitted except in pre-approved recreational facilities in consultation with OSU Fire Prevention.
Keep all combustible materials away from grills to avoid any fire. Have 10-pound ABC type fire extinguishers available to extinguish small fires.

Ensure that at least two individuals, who are trained in the use of fire extinguishers, are available during any event. These individuals should be responsible for monitoring any unsafe condition where tents are to be installed outside on the campus ground, appropriate permits should be obtained from the State of Ohio, City of Columbus, and fees must be paid. In this case, the State Fire Official, Columbus Fire Inspector, or OSU Fire Prevention may also choose to inspect the location before and during the event. Contact Emergency Management & Fire Prevention for assistance in coordinating approval.

**Open burning, bonfires, fire pit, or fire ring:**

Open burning, bonfires, fire pit, or fire ring use that is offensive or objectionable because of smoke emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited. Where required by state or local laws or regulations, open burning including the use of bonfires, fire pit or fire ring shall only be permitted with prior approval and consultation from OSU Emergency Management & Fire Prevention and other agencies, which the fire is to be kindled.

Location for the open burning, bonfires, fire pit or fire ring shall not be less than 50-feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50-feet of any structure. If permitted, the event shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher, 10-pound ABC dry chemical or a 2-1/2-pound A water fire extinguisher shall be on-site and available for immediate utilization. Additionally, open flames such as from candles, lanterns, kerosene heaters and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.

**Fireworks, Explosives and Pyrotechnics**

The storage, handling, exhibition and use of fireworks, explosives materials and pyro are prohibited by state laws, except as permitted in section 3743.80 of the Revised Code and NFPA. The Department of Public Safety must give permission for the storage, handling, exhibition and use of fireworks, explosive materials and pyrotechnics on any Ohio State University properties.

**Storage Safety**

Storage of materials, equipment and furniture in means of egress corridors and stairwells used for an emergency exit can present an impediment and falls and trips hazards to both building occupants and responding fire fighters. Storage in corridors may also block installed emergency equipment such as fire extinguishers, safety showers and fire hose connections. Inappropriate storage height in sprinklered areas can hinder effective firefighting. To avoid these problems, the following should be complied with regard to storage:

**Storage in Egress Corridors**

Means of egress corridors leading to EXITS or any other similar elements of the means of egress access should be maintained in a safe condition, available for immediate utilization and free of all obstructions at ALL times. Obstructions such as tables, display cases, holiday decorations, powered equipment, display boards, signs, coat racks and other movable equipment that may interfere with fire-fighting access are prohibited. Storage of combustible, flammable or other hazardous materials, including compressed gas cylinders and cryogenic liquid tanks in any portion of an exit, elevator car or under the stairway is prohibited. Chairs, tables, and other furniture or equipment in each room must be arranged to provide ready access to each egress door.
Safe Ceiling Clearance for Storage
To allow for effective firefighting, the individual departments should ensure that a two feet ceiling clearance is always maintained when storing materials on shelves. Any storage flush with the room walls is exempt as long as such storage does not present other safety hazards (e.g. storage that is unstable or very close to an electrical fixture). All new furniture or equipment, including storage racks/shelves, should allow a minimum of two feet clear distance between the ceiling and the top surface.
FORMS AND PROCEDURES
# FIRE DRILL CHECKLIST

**Facility Information:** ____________________________________________

<table>
<thead>
<tr>
<th>Name and Address of Building:</th>
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<tbody>
<tr>
<td>Name and Contact Information to Individual Completing this Document:</td>
</tr>
<tr>
<td>Name and Department(s) Located in this facility:</td>
</tr>
<tr>
<td>Number of Building emergency egress/ exterior doors:</td>
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<tr>
<td>Number of Stairways out of the building:</td>
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<tr>
<td>Check for primary and alternative means of notifying occupants of a fire or emergency:</td>
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<tr>
<td>Check the primary and alternative means of Reporting fires or emergencies to the fire department:</td>
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<tr>
<td>Number of manual fire alarm pull station boxes:</td>
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<tr>
<td>Location of closest fire hydrants:</td>
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<tr>
<td>Location of Assembly Points:</td>
</tr>
<tr>
<td>Is there a Building Emergency Action Plan (BEAP) Available to building occupants:</td>
</tr>
<tr>
<td>Contact Person for BEAP:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Drill Exercise Questions</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/time of Fire Drill Exercise:</td>
<td></td>
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<tr>
<td>Notification Method Used:</td>
<td></td>
</tr>
<tr>
<td>Number of Occupants Evacuated:</td>
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<tr>
<td>Weather Conditions:</td>
<td></td>
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<tr>
<td>Elapse Time to Evacuate (goal is under 5 minutes):</td>
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<tr>
<td>Did identified sweepers confirm sweep of floor(s) and report to evacuation point:</td>
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<tr>
<td>Were any primary evacuation or secondary evacuation routes Blocked or were individuals unable to use exit doors:</td>
<td></td>
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<tr>
<td>List issues, mistakes or problems that occurred During this fire drill exercise:</td>
<td></td>
</tr>
<tr>
<td>Action steps to be taken to address issues, Mistakes or problems listed above:</td>
<td></td>
</tr>
<tr>
<td>Was this a successful fire drill exercise:</td>
<td></td>
</tr>
</tbody>
</table>

**NAME:** _________________________________ **DATE:** _____________
Emergency Procedures for People with Disabilities

Introduction:
This general procedure has been developed to promote the safety of people with disabilities and all other building occupants during emergency situations including fire alarm evacuation. It may also be used with appropriate modifications in areas where patients may be undergoing medical procedures and where discontinuation of any active patient care may pose an increased risk to the patient. In these cases, those who are directly involved in patient care should assure that all necessary communications, notifications, and safety measures outlined in this procedure are implemented in addition to any department-specific measures.

The evacuation route must be pre-determined!

Procedure:
Individual departments should ensure that the following general procedure is followed as a minimum requirement and should assign two volunteers per disabled person. Any specific changes must be reviewed and approved by the Building Emergency Coordinator in conjunction with Enterprise Continuity Management and Emergency Management and Fire Prevention (EMFP).

Evacuation Assistants should:
- Follow the building-specific Building Emergency Action Plan (BEAP) until specifically instructed otherwise by the responding Fire Department (RFD).
  
  Note: The RFD may call for a different procedure depending on their judgment and the nature of the emergency.
- Identify any people with disabilities by observation and inquiry. Ask if anyone is in need of assistance.
- Never attempt to move or evacuate any person using stairs or using elevators unless authorized by the RFD.
- Report the presence, exact number, and specific location of any person with a disability in the building to the RFD.

Responding Fire Department
- Once on the scene, the Responding Fire Department should coordinate all evacuations for people with disabilities, if necessary. Everyone must follow the instructions of the Responding Fire Department.
- Elevators typically return to the ground floor when a fire alarm is activated and then can only be operated by use of a “firefighters” keyed switch. In case of fire emergencies requiring an evacuation, elevators should be used ONLY as per instructions of the responding fire department. In the event of non-fire emergencies requiring an evacuation, emergency responders may use elevators, if it is safe.

Evacuation Assistants and/or Floor Evacuation Coordinators should:
- Exercise caution to avoid falls and trips while assisting the person with a disability.
- First remove the people with disability from the area of immediate danger and then move them carefully to a primary (pre-determined) waiting area, usually the corridor by the nearest exit stair.

  Important: Do not lift any person unless you are specifically trained and it is required by your department-specific procedure. Provide plain brief note to a person having a hearing disability, if necessary. Offer your elbow to any visually impaired person guide him or her to safety. Communicate as needed, to assure safe evacuation.
If the primary waiting area is not safe, (i.e., if you see or smell smoke or fire) then move to the pre-determined secondary designated waiting area.

**Designated Evacuation Assistants and/or Fire Wardens should:**

- Position the person with disability and yourself on one side of the corridor near the stair door such that traffic is not obstructed. Caution: Unless otherwise directed by the responding FD, buddies should use only the Safe Waiting Area specified in the Building Emergency Evacuation Plan (BEAP).
- Do not attempt to walk the person up or down the stairwell.
  
  *Note:* Stairway evacuation of wheelchair users should be conducted only by trained professionals such as the responding Fire Department, and only after major traffic has passed. Discourage any person with mobility impairment from using stairs without assistance, even though they may be able to go up and down stairs easily. They may not be able to properly operate door locks, latches, and other devices.
- Keep the stairwell fire doors closed at all times. Caution: If the stairwell doors are left open, the fire smoke may enter the stairwell.
- Once people with disabilities are positioned at the safe pre-determined waiting area,
  - Evacuate, and report to the responding FD or to the Command Post if set up,
  - Report the exact location and # of people with disabilities to the responding fire department and/or other responders. Give them the disabled person’s cell phone number.
  - Wait at the designated assembly area or near the Command Post, as directed by the emergency responder to provide any information as required.
  - Follow-up with the responding fire department if the people with disabilities who were reported as waiting in the building, have been contacted or if they are being assisted.
  - Follow-up if the emergency seems to be of continuing nature or lasting for more than 10 minutes (for low-rise buildings), or 15 minutes (for all high-rise buildings).
# Department Specific Emergency Plan for People with Disabilities

Update this information after each training and drill to reflect lessons learned.

Department: ____________________________ Building/Room# ____________ Phone # ____________

Department Head/Supervisor: ____________________________ E-mail: __________________________

## Areas/Groups that should defend-in-place

*(Indicate any critical patient areas or experiments that must continue)*

<table>
<thead>
<tr>
<th>Name of Area or Group</th>
<th>Location</th>
<th>Approx. # of People</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## Floor Evacuation Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Building/Room#</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
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</tr>
</tbody>
</table>

## Evacuation Assistants

*(List names of those trained ONLY IF ALL staff members are NOT trained as Evacuation Assistants.)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Building/Room#</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Designated Waiting Areas

<table>
<thead>
<tr>
<th>Waiting Area</th>
<th>By Stair # /Nearest room#</th>
<th>Nearest Available Phone #/Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary waiting area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary waiting area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Training Participation

<table>
<thead>
<tr>
<th>Trainee group</th>
<th>Date 1</th>
<th>Date 2</th>
<th>Total # trained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Evacuation Coordinators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation Assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons with Disabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Have provided clear written directions to employees/students with disabilities
- Have shown physically the path usable by the PWDs to arrive safely at the safe waiting area

## Drills Participation

(Each department is required to practice the PWD procedure at least twice a year)

<table>
<thead>
<tr>
<th>Date</th>
<th>Drill scenario practiced (Describe)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

## PWD Plan Review and Update

(at least annually or when changes occur)

<table>
<thead>
<tr>
<th>Reviewed by: Name/Signature</th>
<th>Department Name</th>
<th>EMFP</th>
<th>Building Emergency Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email/Phone Ext.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date reviewed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Checklist for Department Supervisors and Managers

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Yes/No</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Department Specific Emergency Plan for people with disabilities has been developed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The Plan has been provided for approval by the facilities Building Emergency Coordinator?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The Plan has been provided to and approved by EMFP?</td>
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</tr>
<tr>
<td>4. The Plan has been incorporated in the Building Emergency Action Plan?</td>
<td></td>
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<tr>
<td>5. There are areas of critical patient care: List all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. There are areas of critical experimental procedures: List all</td>
<td></td>
<td></td>
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<tr>
<td>7. Have provided clear written directions to employees and students with disabilities: (e.g., brochure, map showing directional signs leading to safety)?</td>
<td></td>
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</tr>
<tr>
<td>8. Have shown physically the path usable by the PWDs to arrive safely at the safe waiting area?</td>
<td></td>
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<tr>
<td>9. Have designated at least two Floor Evacuation Coordinators for the department?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Have designated at least two evacuation assistants to assist PWDs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Adequacy of floor captains and evacuation assistants has been evaluated: (consider department size, staff location, and number of potential PWD)? Last evaluated: Date_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. My department’s main function is patient care, and all staff members are required to perform the duties of floor coordinators and evacuation assistants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Each staff member is trained initially?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Each staff member is trained annually?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Each staff member performs his/her role during all fire alarms, including drills and completes an evaluation form?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Primary waiting area (e.g., common corridor spaces by the exit stairs) for the PWDs from my department is:</td>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td><strong>17.</strong> Secondary waiting area for the PWD from my department is:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>18.</strong> Each floor captain and evacuation assistant has participated in training and drills at least twice a year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>19.</strong> Have practiced the Plan for the PWDs at least twice every year during the scheduled fire exit drills?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>20.</strong> Formal evaluation of the procedure is done every time it is executed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MOST COMMON FIRE CODE VIOLATIONS

- Blocked Exit
- Blocked Exit and storage
- Compressed gas unsafe storage
- Poor housekeeping
Wall penetration with no firestop

Exit sign inoperable or broken

Combustibles

Open electrical panel
Liquid Propane Cylinders (LPG) stored inside of buildings

Using door chock to hold open a fire door

Fire extinguishers shall be installed on approved hooks and will be certified annually with a current tag
FIRE SAFETY RESOURCES

While you can always call EMFP for assistance in fire safety matters, valuable fire and life safety fact sheets are available on the internet. EMFP recommends that you use the information available from the following two sources:

   a. Or their Public education resources.
2. The U. S. Fire Administration's website.

Fact sheets on the NFPA website include:
- **Home escape planning**: Learn the steps to create a home fire escape plan - and putting it into practice.
- **Safety in the home**: Candles, cooking, escape planning, heating, smoking, CO poisoning, and more
- **Safety in other occupancies**: High-rises, hotels/motels, nightclubs, nursing homes, campus and dormitories, and more
- **Prepare for an emergency**: Your family need to be prepared because you won't have time to shop or search for supplies when a disaster strikes
- **For people with disabilities**: Ensure that people with disabilities are included in safety planning.
- **Top causes of fire**: Cooking equipment is the leading cause of home structure fires and home fire injuries. Smoking is the leading cause of civilian home fire deaths.
- **Electrical safety**: Safety in the home and with circuit interrupters
- **Fire protection equipment**: Automatic sprinkler systems, fire extinguishers, smoke alarms
- **Homeland Security**: Free access to NFPA 1600 and other information and resources
- **Seasonal safety**: Fireworks, Christmas trees, grilling, Halloween safety, winter and summer safety
- **Vehicles/gas/fuel safety**: Gasoline at home, propane, service station safety, and more
- **Wild land fires**: Learn to protect your family and community from wild land fires

Related Topics on the U.S. Fire Administration's website include the following topics:
- **Candle Fire Safety**
- **Electrical Fire Safety**
- **Heating Fire Safety**
- **Carbon Monoxide Poisoning/Portable Generator Hazards**
- **Wildfire: Are You Prepared?**

Other Links of Interest:
- **American Red Cross** (disaster services)
- **Consumer Product Safety Commission** (portable generator hazards)
- **National Candle Association** (fire safety)
- **Ready.gov** (preparing Americans for all kinds of emergencies)
- **Older Adults**
- **Federal Emergency Management Agency**