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COLLEGES OF BUSINESS, OCCUPATIONAL PROFESSIONS AND HEALTH PROFESSIONS

Monday – Friday

Day:  8:00 a.m. – 2:45 p.m.
Evening: 5:45 p.m. – 10:00 p.m.

COLLEGE OF APPLIED TECHNOLOGIES

Monday – Thursday

7:30 a.m. – 12:30 p.m.
1:00 p.m. – 6:00 p.m.
6:30 p.m. – 11:30 p.m.

Monday – Wednesday

Early Morning: 12:30 a.m. – 6:30 a.m.
# Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>Unconscious person or a life-threatening situation</td>
</tr>
<tr>
<td>Police</td>
<td>Lima Police Department</td>
</tr>
<tr>
<td></td>
<td>Allen County Sheriff’s Office</td>
</tr>
<tr>
<td></td>
<td>American Township</td>
</tr>
<tr>
<td></td>
<td>Ohio State Patrol</td>
</tr>
<tr>
<td>Rescue Squad</td>
<td>Lima Allen County Paramedics</td>
</tr>
<tr>
<td>Fire Departments</td>
<td>Lima Fire Department</td>
</tr>
<tr>
<td></td>
<td>American Township Fire Department</td>
</tr>
<tr>
<td>Hospitals</td>
<td>St. Rita’s Medical Center</td>
</tr>
<tr>
<td></td>
<td>Lima Memorial Hospital</td>
</tr>
<tr>
<td></td>
<td>Westside Urgent Care-St. Ritas</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>419-227-5121</td>
</tr>
<tr>
<td>E.M.A.</td>
<td>419-993-1404</td>
</tr>
<tr>
<td>Safety Services</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>Cell phone (Text Messaging Available)</td>
</tr>
</tbody>
</table>

# Road Condition Report

<table>
<thead>
<tr>
<th>State Police</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State Patrol</td>
<td>419-228-2421</td>
</tr>
<tr>
<td>Ohio</td>
<td>888-264-7623</td>
</tr>
<tr>
<td>Lake Side</td>
<td>216-286-6621</td>
</tr>
<tr>
<td>Turn Pike</td>
<td>216-234-2030</td>
</tr>
<tr>
<td>West Virginia State Police</td>
<td>304-746-2100</td>
</tr>
<tr>
<td>Kentucky State Police</td>
<td>502-564-4890</td>
</tr>
<tr>
<td>Indiana State Police</td>
<td>219-728-9418 (Ft. Wayne)</td>
</tr>
<tr>
<td>Michigan</td>
<td>800-337-1334</td>
</tr>
</tbody>
</table>

Recommended websites to view areas of concern in Lima:

http://lima.areaconnect.com/crime1.htm

http://www.neighborhoodscout.com/oh/lima/crime/

http://www.ocjs.ohio.gov/crime_stats_reports.stm
Emergency Procedures Activation Chart

Safety Services

Director of Safety Services

President or Provost
Vice President of University Services
Housing Director
Deans COB, COAT

Emergency Response Team:
Safety Coordinator
Counseling Controller
IT Dept.
Public Relations
Plant Dept.
INTRODUCTION

WHY HAVE AN EMERGENCY EVACUATION PLAN?

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include:

- Fire and Explosion
- Medical Emergency
- Hazardous Material Spill/Leak
- Bomb Threat
- Act of Violence
- Power Outage
- Weather

Pre-planning and drills are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. The procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies. Practicing an evacuation during a non-emergency situation provides training that will be valuable in an actual emergency.

EVACUATION PROCEDURES

Academic Buildings
Based on the emergency, all buildings will be notified of what is going on throughout campus by the Public Announcement System in each building. If all buildings or just certain buildings need evacuated, instructions will be given over the P.A. System. Instructions will include, but are not limited, to the following: 1) what way to evacuate the building, 2) once outside the building, either to leave campus on foot or if vehicle traffic is permitted, or 3) which direction to exit campus, depending if the emergency has blocked one of our exits. A rally point location number will be given over the P.A. System for you to go to by foot. The rally point locations and their assigned numbers are the following:

#1 Clock Tower Plaza
#2 Motorsports Racing Complex
#3 Ohio State Beauty Academy
#4 CDL Training Center
#5 Lima Mall Parking Lot
#6 Old Home Depot Parking Lot
#7 UNOH Event Center
#8 Indoor Athletic Complex
#9 200 Building – Gymnasium
#10 13000 Building
Additional locations may be designated based upon need. A map of the rally point locations is included with the other building maps, along with the Campus Evacuation Map.

All personnel are to report to the building coordinator once your area is cleared.

**Dorm Buildings**
Safety Services will be announcing over loud speakers from the Safety Services units and will be on foot knocking door to door to inform students of the situation, what they need to do in order to be safe, or where they need to go to get more information or help.

**COMMAND POSTS**

**Primary**
All members of the Emergency Response Team will be contacted and meet in the Safety Services Office. They will then be informed of the situation and will be able to make any decisions they deem necessary at that time. If the situation arises that the Safety Services Office cannot be used as the Primary Command Post, instructions will be given when notified as where they need to go and a command post will be set up there.

**Mobile**
Unit #40 will be set up in a safe but close proximity to where the situation is taking place. All personnel (Safety Services Officers, Maintenance, etc.) will meet there and receive orders from the Primary Command Post on what to do.

**EVACUATION DRILLS**

1. Evacuation drills shall be conducted at least once every year at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed (having various means of exiting made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.

2. Evacuation drills will be scheduled by the Safety Coordinator.

3. Evacuation drills shall involve all occupants, no exceptions. Everyone shall leave the building when the fire alarm sounds. It may be advisable to notify anyone needing special assistance prior to planned evacuation drills.

4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Coordinator is expected to perform his/her assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill. The Safety Coordinator will provide Evacuation Drill Report Forms.

---

**Inclement Weather Policy**

Any cancellations or snow schedule announcements will be made by 6:30 a.m. for daytime students, by 4:00 p.m. for cancellation of evening classes, and by 9:00 p.m. for College of Applied Technologies early morning classes.

Register for Racer Alerts to get the most up-to-date information or call the voice mailbox: 419-998-9689.

**The following schedule will be used in case of a school delay:**

- **Colleges of Business, Occupational Professions, Health Professions**
  - 8:00 a.m. class (Section 1) would start at 10:00 a.m.
  - 9:45 a.m. class (Section 2) would start at 11:15 a.m.
  - 11:30 a.m. class (Section 3) would start at 12:30 a.m.
  - 1:30 a.m. class (Section 4) would start at 1:45 p.m.

- **College of Applied Technologies**
  - Morning Session Classes will begin at 10:00 a.m.

**Please do not call the University directly.** If classes are in session but you cannot make it in, Colleges of Business, Occupational Professions, Health Professions, and graduate students need to talk to their instructors on their first day back. College of Applied Technologies students need to call or email their instructors.

---

**P. A. System**

The University of Northwestern Ohio has a campus wide P. A. System. The P. A. System will enable the University to notify everyone on campus of an emergency and instruct them on what to do. We will periodically test the system so you will be familiar with the announcements.
1. This is a test of the Emergency Alerting System. This is only a test. This is only a test.

2. The National Weather Service has issued a tornado warning for Allen County. You are advised to proceed immediately to your designated tornado shelter. Remain in the shelter until the “all clear” has been announced.

3. All clear (pause) All clear (pause) You can return to normal activity.

4. The University is closing. All students, staff and faculty are instructed to leave campus immediately.
   
   4A. The University is closing. All students, staff and faculty are instructed to leave campus immediately. Cable Road is closed. Exit west to Hartzler Road.

   4B. The University is closing. All students, staff and faculty are instructed to leave campus immediately. Hartzler Road is closed. Exit east to Cable Road.

5. There is an emergency situation in this building. Evacuate immediately.

6. There is an emergency situation on campus. Remain in your area away from doors and windows. Remain sheltered until “all clear” has been announced.

---

**Racer Alerts**

**Emergency Notification**

Racer Alerts is a program to notify University employees, students, and visitors of an ongoing emergency affecting the University. An emergency is a condition at the University that has an immediate effect on the safety or security of students, employees, or visitors on campus. An emergency will have a direct impact on the normal operations of the University. This emergency may be on University property or may be occurring off campus. Reasons for Racer Alerts activation may include:

Ongoing act or threat of violence with a weapon or explosive device  
   Extreme Weather Emergency (Tornado Warning)  
   Chemical/Hazardous Material Spill or Incident  
   Building Fire(s)
Methods for communicating emergency and safety information to students and employees may include one or a combination of the following methods:

- Local Audible Sirens
- UNOH E-Mails
- UNOH Website
- Racer Alerts Text Messaging
- Emergency Public Address System

Testing of all notification systems will be done periodically throughout the year. Unannounced test may also be planned to test the effectiveness of the systems and the University’s response.

Racer Alerts Employee/Students Sign-Up
UNOH offers a free emergency notification service. In the event of an emergency or severe weather condition, an alert will be sent to the phone number and/or email address provided. Sign up at: https://my.unoh.edu
Under the Quick Links section, select Racer Alerts

Any member of the Safety Services can initiate the emergency notification system. Immediate threats may be reported to the Safety Services Office. An evaluation will be made by the receiving officer of the nature of the threat and exigency of the threat to determine whether activation of alert is required.

Emergency Call Boxes

Emergency call boxes are in various locations throughout campus. They are easily identifiable by a blue light above them. When an emergency call box is activated, a message is transmitted directly to the radios of all Safety Services officers on duty to quickly respond to the location. Maps of the emergency call box locations are available at the Safety Services Office.

The emergency call boxes are to be used for emergency purposes only. Any tampering or misuse may result in disciplinary action.
The purpose of this policy is to establish procedures for the university’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing. For purposes of this policy, a student may be considered to be a “Missing Student” if the student’s absence is contrary to his/her unusual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing persons may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

1. Procedures for designation of confidential emergency contact information:

Students will be given the opportunity during each quarter/session to designate an individual(s) to be contacted by the university no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

In the event a student who is under the age of 18 and is not emancipated is determined to be missing pursuant to the procedures set forth below, the university will attempt to notify a custodial parent/guardian, in addition to the student’s designated contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

2. Official notification procedures for missing students:

a. Any individual on campus who has information that a residential student may be a missing student must notify the Safety Services Office as soon as possible and in no event, later than 24 hours after determining that the student is missing.

b. The Safety Services Office will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, and vehicle description, information about physical and mental well being of the student, an up-to-date photograph, class schedule, etc.).

If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (witnessed abduction), no later than 24 hours after the Safety Services Offices determines that the residential student is missing:

i. The Safety Services Office will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation; and
ii. The Housing/Safety Services Office will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for the student under the age of 18) that the student is believed to be missing.

3. Campus communication about missing students:

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the President or Vice President of Academic Affairs. All inquiries to the university regarding missing students, or information provided to any individual at the university about the missing student, shall be referred to the Safety Services Office, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Lima community with any information about a missing student, the President shall consult with the Safety Services Office and with local law enforcement authorities to ensure that communications do not hinder the investigations.

---

**Weapon Policy**

No weapons will be permitted on campus. This includes, but is not limited to, anything that can create serious physical harm. Some items include: guns, knives (pocket knives under 2” are acceptable), martial arts weapons, bows and arrows, blowguns, paintball guns, air soft guns, dart guns or rubber pellet guns, BB guns, hunting and targeting weapons, gun parts or unassembled weapon pieces, or any other item that is an instrument of attack. These items are NOT PERMITTED on campus or University-owned property and will be immediately confiscated. Students will be subject to disciplinary action for the possession of any weapon. CONFISCATED WEAPONS WILL NOT BE RETURNED.

**Dorms and vehicles** are subject to search and seizure of any weapons or such items.

Disciplinary procedure will be followed.
To effectively respond to, investigate, and appropriately handle actual or threatened incidents of campus violence, the following procedure will be used:

The officer receiving the report of the incident will investigate or arrange to investigate the complaint. The officer will then interview witnesses, gather the facts, and assess the situation. The officer will then determine if the immediate supervisor and/or the Lima Police or emergency personnel should be called.

Examples of campus violence include, but are not limited to:

- Threats of harm to a person or his/her property
- Intimidating, threatening, or directing abusive language toward another person
- Physical attacks on another person such as slapping, punching, or pushing
- Brandishing a weapon or an object that appears to be a weapon

Disciplinary procedure will be followed.

An active shooter emergency involves one or more persons, using a firearm, engaging in a random or systematic shooting spree. The vast majority of shootings in this country are over in a matter of minutes, involve persons known to one another, and are confined to a particular area. An Active Shooting incident does not follow this template. It may last for minutes or hours, range over a large and constantly changing area, and threaten everyone within close proximity of the shooter(s).

Persons may or may not receive advance warning of an active shooter. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a “pop, pop, pop” noise. It is reasonable to assume that a series of such noises are gunshots and you should begin to take necessary precautions.

Traditional response to this type of incident has been to shelter in place and wait for the police to arrive. While this type of response is not completely wrong, case studies of several active shooter incidents have shown that using only this response has resulted in an increase in casualties. The university has adopted the “ALICE” response plan to assist you in your response should this type of incident occur.
ALICE

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don’t worry about unknowns. You may use only 1 or 2 parts of the response plan or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is.

1) **Alert**- Can be anything.
   - Gunfire
   - Witness
   - PA Announcement
   - Phone alert

2) **Lockdown**- This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.
   - Lock the door.
   - Cover any windows in the door if possible
   - Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
   - Barricade the door with anything available (desks, chairs, etc.)
   - Look for alternate escape routes (windows, other doors)
   - Call 911
   - Move out of the doorway in case gunfire comes through it
   - Silence or place cell phones on vibrate
   - Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
   - Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
   - Put yourself in position to surprise the active shooter should they enter the room.

3) **Inform**- Using any means necessary to pass on real time information.
   - Given in plain language
   - Can be derived from 911 calls, video surveillance, etc.
   - Who, what, where, when and how information
   - Can be used by people in the area or who may come into it to make common sense decisions
   - Can be given by “Flash Alerts”, PA Announcements or Police Radio speakers

4) **Counter**- This is the use of simple, proactive techniques should you be confronted by the Active Shooter.
   - Anything can be a weapon
   - Throws things at the shooters head to disrupt their aim
   - Create as much noise as possible
• Attack in a group (swarm)
• Grab the shooters limbs and head and take them to the ground and hold them there
• Fight dirty-bite, kick, scratch, gouge eyes, etc.
• Run around the room and create chaos
• If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

5) Evacuate- Remove yourself from the danger zone as quickly as possible.
• Decide if you can safely evacuate
• Run in a zigzag pattern as fast as you can
• Do not stop running until you are far away from the area
• Bring something to throw with you in case you would encounter the Active Shooter
• Consider if the fall from a window will kill you
• Break out windows and attempt to quickly clear glass from the frame
• Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall
• Hang by your hands from the window ledge to shorten your drop
• Attempt to drop into shrubs, mulch or grass to lessen the chance of injury
• Do not attempt to drive from the area

Secondary Issues

• Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
• Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
• If you come into possession of a weapon, do NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.
• Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person’s head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save their life.
• If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
• Discuss before hand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
• Talk to your students and co-workers before hand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
• Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

**Unattended Item Procedure**

If you observe a suspicious item (a bag, box, package, etc. that looks out of place in your area), follow these steps:

1. Ask those around you if the item belongs to them.
2. If it does not, casually change the conversation to avoid panic.
3. If in a classroom, send students on a 10 minute break.
4. Call the Safety Services Office at 998-3167. They will assess the situation and make the proper decision from that point.

*Stay calm!* Do not incite panic among others.
ATTENTION: Turn off radios, pagers and cell phones before reaching the suspected area!

I. PRIORITY SEARCH AREAS

A. If the bomb threat specifies a certain area of the building, then naturally this area will be searched first.
B. If no location is mentioned, then all public access areas will be checked first. These will include the following and in this order:
   1. Restrooms
   2. Lounges
   3. Hallways
   4. The garage area on the way out
   5. Exterior of building, including window wells, shrubbery, and fire escapes
C. In order to expedite the above procedure, instructors on duty will do the following:
   1. Thorough search of their own classroom
   2. Extra instructors will search the exterior
   3. Students are NOT to be involved in these searches or announce that there has been a bomb threat.
   4. Instructors will report their findings to the person who notified them of the bomb threat.
   5. That person will then contact the Provost and the Director of Safety Services.

II. WHAT TO LOOK FOR

A. Anything that looks out of place or as if it doesn’t belong. Bombs can take the shape of many things and can be concealed in many ways
B. Look for:
   1. Foreign objects
   2. Boxes, bags, packages
   3. Any container which looks out of place with its surroundings

III. WHAT TO DO IF YOU FIND SOMETHING

A. Do not touch it!
B. Notify Safety Services immediately.

KEEP THESE PROCEDURES IN A READILY AVAILABLE LOCATION, BUT OUT OF VIEW OF ALL STUDENTS!
**Bomb Threat Call Check**

<table>
<thead>
<tr>
<th>Time Call Came In</th>
<th>Date</th>
<th>Day of Week</th>
<th>Time Call Ended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exact Words from the Caller:**

**Questions You May Want to Ask:**

- When is the bomb going to go off?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

**Was the voice:**

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Approximate Age:</th>
</tr>
</thead>
</table>

**What was the tone of the voice?**

<table>
<thead>
<tr>
<th>Calm</th>
<th>Excited</th>
<th>Angry</th>
<th>Disoriented</th>
</tr>
</thead>
</table>

- Did you hear any background noise?
- Did the voice sound familiar?
- Who received the call?
- Who did you call after the threat came in?

**THINGS TO KEEP IN MIND**

Did you check your caller I.D.?
Remember to turn off cell phones and portable radio.
As soon as you determine that the call is a bomb threat, press the panic button.
Contact Safety Services.
Generators located at the 200 building, Event Center, and outside the 13000 Building are to be started for power and heat for students and faculty/staff use.

At this time, both Safety Services’ cell phones should be used for call-in services.

Students in the dorms will then be contacted to remind them that the 13000 Building will be open and available to anyone who wants heat, electricity, restrooms and first aid services, if needed.
All students will remain in buildings during a tornado alert and will not be permitted to leave the buildings during this emergency.

THE TESTING CENTER

Proceed to the back hallway by the men’s and women’s restrooms. Put as many people in the bathroom as possible. The rest should line up in a tucked position along the north and east walls.

0 - RACERS CAFÉ/IT DEPT

Exit into the middle storage rooms or into the men’s and women’s restrooms located in the entrance by the Racers Café. The IT Dept. will exit into storage room located in the west rear of the area.

100 BUILDING - BUSINESS / ADMISSIONS

EAST SIDE

All Admissions offices and desk secretaries will exit into the offices across the hall away from the windows (front section).

Room 128 will remain in the room.

The Admissions Center will exit into the men’s and women’s restrooms located in the south side hallway.

Classrooms

Proceed to Rooms 124 and 126 and the women’s restroom at the rear of the building and get as low as possible in these areas. (Rear Section)
3-STORY SECTION

First Floor
Room 1129 – Exit out the east classroom door and go to Room 128.

Room 1130 – Exit through the east classroom door and sit along the south wall of the first floor in the new addition.

Second Floor
Room 2131 – Exit the classroom and go to the east stairwell. Proceed to the first floor and sit in the corridor under the stairs and along the wall.

Room 2132 and Offices 2201-2208 – Exit the rooms and go to the west stairwell. Proceed to the first floor into the hallway and sit along the wall.

Third Floor
Offices 3306-3312, Conference Room, and Kitchen – Proceed to the west stairs and to the first floor. Sit in the corridor under the stairs and along the wall.

Offices 3313-3320 – Exit to the east stairs and go to the first floor. Sit in the corridor under the stairs and along the wall.

200 BUILDING – RECREATION / STUDENT SERVICES

Proceed to the cashier’s office, the hallway between the lounge and student services area, restroom facilities off the lounge, and handicapped restroom in hallway. No students shall remain in gym area of complex.

300 BUILDING - AUTO

Classrooms
Proceed to the southwest side of the classroom areas and get as low as possible under the tables.

Welding Shop
Remain in the room and get as close to the southwest wall as possible and under tables.

Front Offices
Front east offices will exit into office restroom and go to the southwest corner.

Northwest Faculty Offices
Proceed to the south east office.

Pit Stop
All Pit Stop personnel will exit into the faculty lounge and go to the southwest wall.
400 BUILDING – DIESEL/AGRICULTURE

Proceed to classrooms 406 and 407, student lounge, restrooms, and faculty lounge areas.

500 BUILDING - HVAC

HVAC
Go to Room 502, bathrooms in their areas or under tables in shop.

1st Floor
Go to the men’s and women’s restrooms. In the event either of these two locations is full or locked, sit along the hallway walls by rooms 5101 and 5102.

2nd Floor
Go downstairs to Room 502 or Room 503

600 BUILDING

BUILDING A
Rooms 602, 604, 606, and 608 should move to the south classroom wall and kneel down.
Rooms 601, 603, 605, and 607 should remain in the classroom under the desks.
Offices and the Conference Room should move to the back bathrooms.

BUILDING B
Proceed to the Engine Dyno 1 & 2 Rooms or the Chassis Dyno 1 & 2 hallway.

700 BUILDING – CORPORATE TRAINING CENTER

Remain in the classroom under the desks.
Students in the shop should move to the hallway between the 1 & 2 shops.

800 BUILDING - CDL

Proceed to either the bathroom or the office.
1000 BUILDING

Housing & Safety Services
Proceed to the men’s and women’s restrooms.

Administration Offices
Proceed to the men’s and women’s restrooms.

Classrooms 1001 & 1005
Proceed to Classroom 1003.

Classroom 1002
Proceed to Classroom 1004.

Classroom 1003 & 1004
Remain in the classroom.

1100 BUILDING – S & S/ALTERNATE FUELS

All offices should go to the men’s and women’s restrooms.

All classrooms should go to Classroom 1102.

1200 BUILDING

Proceed to the locker rooms or restrooms.

13000 BUILDING – STUDENT COMMONS

Classroom 13101
Exit room to the right and proceed to Room 13109.

Classroom 13102
Exit room to the right and proceed to Room 13109

Classroom 13103
Go directly across the hall to Room 13109.

Classroom 13104
Go directly across the hall to Room 13108.

Classroom 13105
Go directly across the hall to Room 13107.

**Classroom 13106**
Exit room to the left and proceed to Room 13107.

**Classrooms 13107, 13108, 13109**
Remain in the classroom.

**Classroom 13110, 13111**
Proceed to the Men’s/Women’s Restroom on the right.

**Classroom 13112 - 13116**
Remain in the classroom.

**Classroom 13117, 13118**
Proceed to Room 13116.

**Classroom 13119**
Proceed directly across the hall to Room 13115.

**Classroom 13120**
Proceed directly across the hall to Room 13113.

**Classroom 13121**
Proceed to the Men’s/Women’s Restroom.

**Conf. Private Study Room**
Proceed across the hall to the Men’s/Women’s Restroom.

**Academic Skills Directors Office**
Proceed to Room 13114.

**Dining Hall**
Exit out the Northwest Door and take cover along the West hallway between the classrooms.

**Food Court**
Employees should take cover in the back storage room and/or office.

**Mailroom/Faculty Lounge**
Remain in the classroom.

**North Offices**
Proceed to the mailroom behind the reception desk.

**Library**
Proceed to the North stairwell or the storage room.
1400 BUILDING
Sit on the floor in back hall

1500 BUILDING - ROBOTICS
Proceed to Men’s/ Women’s Restrooms or Student Lounge.

PLANT DEPARTMENT – NORTH BUILDING
Proceed to the center office.

WOOD SHOP – SOUTH BUILDING
Proceed to the two front closets.

HOUSING FACILITIES

College Park
Proceed to the bathroom in your dorm.

Sherwood Park
Proceed to the basement areas of A, B, or C buildings.

Northwestern Park
Proceed to bathroom in your dorm.

Racers Village Suites
Proceed to the bathroom areas in your dorm.

UNOH EVENT CENTER
All occupants shall practice shelter-in-place and proceed to the large men’s restroom off the short hallway.

MOTORSPORTS RACING COMPLEX
Proceed to the bathrooms.
**Severe Weather Policy**

**Lightning:**
In accordance with the NATA Position Statement of Lightning Safety for Athletics and Recreation and the NCAA Guideline 1E, the University of Northwestern Ohio Athletic Training staff will reference the National Weather Service, the National Lightning Safety Institute, and Weather Bug Spark application when considering lightning safety. The following steps should be followed in attempt to mitigate the lightning hazard:

1. Be aware of how close lightning is to the practice or event area.
2. Use the “Flash to Bang” method; count the number of seconds between the flash and noise and divide by 5 which will tell you how close lightning is to the area. It is recommended that if the “Flash to Bang” is 30 seconds, all personnel should go to a safe structure or site.
3. Using the Weather Bug Application “Spark” can also report how close lightning is to the area. Instructions should be given as followed:
   a. Heads Up – Lightning is within 30 miles.
   b. Begin Safety Procedure – Lightning is within 20 miles.
   c. Danger – (Safety Procedure should be complete) Lightning is within 10 miles.
   d. All Clear – Lightning has not been detected at 20 miles or less for 30 minutes.
4. If a severe weather watch or warning is issued no student-athletes should be practicing outside.
5. If a warning is issued, immediately evacuate all personnel to a safe structure.
6. Safe structure is considered any fully enclosed building that involves plumbing and/or electrical wires that act to electrically ground the structure.
7. If such a structure cannot be found, take shelter in any vehicle with a hard metal roof and closed windows.
8. While indoors, stay away from the walls, windows, plumbing and electronic devices attached to the walls (including landline telephones). If in a vehicle, avoid contact with the metal frame and radio use.
9. Designate a weather watcher to monitor the weather from a safe location.
10. Remain in the safe structure until the authorities have issued a statement that it is safe to resume outdoor activities.
11. No outdoor activities are to be resumed until 30 minutes after the last sign of lightning/thunder. For every sign observed, the 30 minute timer is reset.
12. If during an athletic event, have planned instructions/announcements for participants and spectators, designation of warning and all-clear signals, and designation of safe structures.

**Recommended Lightning-safe and AED locations:**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Safe Locations</th>
<th>AED Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Softball Field</td>
<td>Locker room</td>
<td>Training Room at Complex</td>
</tr>
<tr>
<td></td>
<td>Visiting Team – Locker room or School Bus</td>
<td></td>
</tr>
<tr>
<td>Baseball Field</td>
<td>UNOH – Locker room</td>
<td>Training Room</td>
</tr>
<tr>
<td></td>
<td>Visiting Team – School Bus</td>
<td>Baseball Complex</td>
</tr>
<tr>
<td>Soccer Field</td>
<td>UNOH – Locker room</td>
<td>Training Room</td>
</tr>
<tr>
<td></td>
<td>Visiting Team – Locker room or School Bus</td>
<td>Complex</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>UNOH – Baseball Complex Locker room</td>
<td>Training Room</td>
</tr>
<tr>
<td></td>
<td>Visiting Team – Baseball Complex Locker room</td>
<td>Baseball Complex</td>
</tr>
<tr>
<td></td>
<td>or School Bus/ Van</td>
<td></td>
</tr>
<tr>
<td>Soccer Practice Fields</td>
<td>13000 Building (Student Commons) or Barnes and Noble</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**PA Announcement during Inclement Weather:**
May I have your attention? We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek shelter in the following areas: Please reference the list above

**Script for Conversation with Official:**
Hello, my name is _______________________. I am a member of the University of Northwestern Ohio Athletic Training Staff. I would like to speak with you regarding our lightning safety procedures. On site we use the Weather Bug Application “Spark”, a lightning detector, to monitor lightning. In accordance to NCAA recommendations, lightning detected within 8-20 miles is considered to pose an imminent threat. Per UNOH’s lightning safety policy, when the lightning detector reveals lightning strikes within the 8-20 mile range or the flash/bang method reveals lightning less than 30 miles we strongly recommend suspending activity until the danger of a lightning strike has passed. We have a communication system to inform all participants and fans.

**Tornado/ High Wind:**
1. If a watch is issued, the media will issue instructions from the National Weather Service Center.
2. Be aware that there can be a sudden change without advance warning.
3. Outside activity must be canceled during a tornado watch.
4. If a warning is issued, immediately evacuate all personnel to a safe structure. Go to an inside room away from doors and windows. If off campus, identify a safe structure to move the team/athletes to.
5. Remain in the safe structures until the authorities have issued a statement that it is safe to resume outdoor activities.

**Heat Stress/Heat Exposure**

In accordance with the NATA’s Position Statement of Exertional Heat Illness and the NCAA’s Guideline 2c, the University of Northwestern Ohio Athletic Training staff will follow the recommended practices of:

1. A pre-participation physical, and subsequent annual medical update, will be completed prior to the start of conditioning sessions or any practice sessions.
   a. A history of any heat related illnesses or the presence of the sickle cell trait will be noted and considered during any training session or competition.
2. Student-athletes should be exposed to a gradual acclimation period at the start of conditioning, practice or other training session.
3. Frequent rest periods will be scheduled during periods of high heat/humidity intensity.
4. The use of a Sling Psychrometer or Weather Bug will be utilized to identify the air temperature and the humidity to properly obtain the wet-bulb globe temperature (WBGT), to help identify any modifications that may need to be made.
5. Access to hydration and shade will be made readily available. With the exception of baseball all athletes are given a water bottle at the beginning of each year.
6. Pre and Post-Practice student-athletes weights may be recorded during periods of high environmental stress. To help identify progressive dehydration and loss of body fluids.
   a. Those who lose ≥ five percent of their body weight will be evaluated and may undergo activity modification until rehydration has occurred.
7. Condition in which the WBGT is <65 degrees Fahrenheit
   a. The risk is low but still exists on the basis of risk factors
8. Condition in which the WBGT is 65-73 degrees Fahrenheit
   a. The risk level increases as event progresses through the day. Increase the number of water breaks, and monitor the athletes carefully.
9. Condition in which the WBGT is 73-82 degrees Fahrenheit
   a. Everyone should be aware of injury potential; individuals at risk should not compete. Ten minute water break is mandatory every 30 minutes, consider moving activity to before 10am or after 5pm, and monitor athletes carefully.
10. Conditions in which the WBGT is >82 degrees Fahrenheit
    a. Outdoor activity must be delayed or rescheduled. Temperature and humidity are to be monitored every 30 minutes to assess for increased heat index.

**Coaches’ and athletes’ roles**
1. Coaches and athletes should be educated about the signs and symptoms of heat illnesses.
2. Coaches should be aware of factors that may increase the likelihood of heat illness.
3. Coaches should allow ample rest and rehydration breaks.
4. Check to make sure proper amounts of fluids are available and accessible.
5. Modifications are made to reduce risk in the heat (eg, decrease intensity, change practice times, allow more frequent breaks, eliminate double sessions, reduce or change equipment or clothing requirements, etc).

**Treatment Preparations**

1. Be familiar with the most common early signs and symptoms of heat illnesses.
2. Have proper field equipment and skills to assess a heat illness.
3. Have an emergency plan in place in case an immediate evacuation is needed.
4. Have a kiddy pool available in situations of high risk to initiate immediate cold-water immersion of heat-stroke patients.
5. Have ice bags available for immediate cooling when cold-water immersion is not possible.
6. Identify shaded, air-conditioned, and cool areas to use when athletes need to cool down, recover, or receive treatment.
7. Have fans available to assist evaporation when cooling.
8. Be properly equipped to assess high core temperature (ie, thermometer).

**Cold Stress/ Cold Exposure**

In accordance with the NATA Position Statement on Environmental Cold Injuries and the NCAA Guideline 2b, the University of Northwestern Ohio Athletic Training staff will reference the National Weather Service’s Wind Chill Chart when Considering Cold Stress/ Cold Exposure. The following steps will be followed in attempt to decrease cold exposure and the consequences of cold stress/ cold exposure:

1. Student-athletes will be educated in prevention measures
   a. Dress in layers: wicking fabrics close to skin, wool layers for warmth and finally a wind-blocking material to prevent wind chill.
2. The athletic training staff will use either the sling psychrometer or Weather Bug to determine appropriate air temperatures at each venue.
3. When identifying cold stress conditions, regular measurements of environmental conditions are recommended in which the Wind-Chill Equivalent Index (WCEI) will be referred to. Available at [www.weather.gov](http://www.weather.gov)

**Policy and procedure for softball and baseball**

1. A temperature of 36 degrees Fahrenheit and/or wind chill (“feels like” temperature) of 32 degrees Fahrenheit or below, games and practices will be rescheduled or moved indoors.
2. Prior to the start of practice or competition the athletic trainer and/or athletic director will assess the temperature conditions to determine if activity may begin.
3. The athletic training staff / AD will continue monitor the conditions every 20 to 30 minutes to determine if the conditions have become too dangerous for play.

**Policy and procedure for soccer**

1. A temperature of 30 degrees Fahrenheit and/or wind chill (“feels like” temperature) below 25 degrees Fahrenheit, allow players to cover as much exposed skin as possible (relax uniform rules – allowed to wear tights, clothing under uniform, hats, and gloves); also, provide facilities and opportunities for rewarming during practice and competition.
2. “Feels like” temperature below 15 degrees Fahrenheit, all games and practices will be rescheduled or moved indoors.
3. Prior to the start of practice or competition the athletic trainer and/or athletic director will assess the temperature conditions to determine if activity may begin.
4. The athletic training staff / AD will continued monitor the conditions every 20 to 30 minutes to determine if the conditions have become too dangerous for play.

**Coaches’ and athletes’ roles**

1. Coordinate a schedule of hydration and/or feeding.
2. Coordinate a schedule of rewarming or clothing changes as needed.
3. Identify possible activity modifications as conditions change (eg, change activity times, allow more frequent chances to rewarm, allow changes to clothing or equipment).
4. Become educated about the prevention and recognition of cold injuries.
5. Develop a schedule for monitoring athletes to allow early recognition of potential injury.

**Treatment Preparations**

1. Be prepared to identify the signs and symptoms of cold injury.
2. Have proper equipment and skills to assess cold injury, including assessment of low core temperatures which would include an oral thermometer with a temperature reading below 95 degrees Fahrenheit.
3. Prepare an emergency action plan in the event that rapid transport is necessary.
4. Prepare active rewarming equipment (ie, whirlpool, hot packs, towels, blankets, dry clothing).
5. Identify warm, dry areas for athletes to passively rewarm, recover, or receive treatment.
6. Provide direct on-site (ie, sideline) means of passive rewarming (eg, additional clothing, space heaters).

**EMERGENCY ACTION PLANS**

1. Baseball
2. Basketball Men’s & Women’s, Volleyball
3. Soccer Men’s & Women’s
4. Softball
5. Tennis Men’s & Women’s

**Baseball**

Field Location: South on Hartzler, west on Racer’s Way, turn left onto sidewalk between the tennis courts and 1200 building, Gate entrance is in right field.
In the event that an emergency situation may arise during an athletic practice or competition, swift action must take place to provide the best possible care for the athlete and/or spectator, coach, etc. Typically the first responder will be the athletic trainer; however the coach will have the responsibility if athletic trainer is not present. All coaches are required to review emergency action plans and have been given the opportunity to become certified in CPR through the American Heart Association.

**Emergency responders have four roles:**
1. Immediate care of athlete
2. Emergency Equipment Retrieval
3. Activation of EMS & UNOH Safety Services
4. Direction of EMS to the Scene

**Activation of EMS:**
1. Call 911
   a. Caller states name and gives condition of injured person(s), as well as any treatment given.
   b. Gives location (field, court, location of injury)
   c. Other information requested from dispatcher
2. A designated person(s) needs to meet the EMS in the parking lot and at the gate entrance to direct them to location of the emergency.

**Emergency Phone Numbers:**
1. 911
2. Safety Services (419) 998-3167
3. St. Rita’s Emergency Department (419) 226-9024
4. Lima Memorial Emergency (419) 516-0343

**Men’s & Women’s Basketball, Volleyball**

Court Location: Cable Rd. Go west onto College Park West. Turn left into parking lot just past Racer’s Café. The gym is located in the 200 building which is in the middle of the other side of the parking lot. Go in doors in the center of the building (next to Huntington ATM)

In the event that an emergency situation may arise during an athletic practice or competition, swift action must take place to provide the best possible care for the athlete and/or spectator, coach, etc. Typically the first responder will be the athletic trainer; however the coach will have the responsibility if athletic trainer is not present. All coaches are required to review emergency action plans and have been given the opportunity to become certified in CPR through the American Heart Association.

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Men’s & Women’s Soccer

Field Location: South on Eastown Rd, east onto Racers Way, at first stop sign turn right into parking
lot. Continue to end of parking lot. There is an entrance onto the field just south/east of the small
press box building.

In the event that an emergency situation may arise during an athletic practice or competition,
swift action must take place to provide the best possible care for the athlete and/or spectator,
coach, etc. Typically the first responder will be the athletic trainer; however the coach will have
the responsibility if athletic trainer is not present. All coaches are required to review emergency
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4. Direction of EMS to the Scene

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1. Call 911
   a. Caller states name and gives condition of injured person(s), as well as any treatment given.
   b. Gives location (field, court, location of injury)
   c. Other information requested from dispatcher
2. A designated person(s) needs to meet the EMS in the parking lot and at the gate entrance to direct them to location of the emergency.

Emergency Phone Numbers:
1. 911
Tennis

Court Location: South on Hartzler, west on Racer’s Way, turn left into parking lot just before the tennis courts, turn right towards the small patio to the southeast gate of tennis courts.

In the event that an emergency situation may arise during an athletic practice or competition, swift action must take place to provide the best possible care for the athlete and/or spectator, coach, etc. Typically the first responder will be the athletic trainer; however the coach will have the responsibility if athletic trainer is not present. All coaches are required to review emergency action plans and have been given the opportunity to become certified in CPR through the American Heart Association.

Emergency responders have four roles:

1. Immediate care of athlete
2. Emergency Equipment Retrieval
3. Activation of EMS & UNOH Safety Services
4. Direction of EMS to the Scene

Activation of EMS:
1. Call 911
   a. Caller states name and gives condition of injured person(s), as well as any treatment given.
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Emergency Phone Numbers:
1. 911
2. Safety Services (419) 998-3167
3. St. Rita’s Emergency Department (419) 226-9024
4. Lima Memorial Emergency (419) 516-0343
SHELTER-IN-PLACE

PROTECTIVE ACTION FOR HAZARDOUS MATERIALS EMERGENCIES

Shelter-in-place is the most effective course of action when time does not permit evacuation from the dangers of an external hazardous materials release.

OBJECTIVE: Enter and remain in the building, exclude outside air and remain sheltered until the airborne hazardous material danger has passed.

WARNING METHODS: Sirens (stationary and mobile) emergency alert system local radio and T.V.

PREPAREDNESS: Know how to turn off all air and heat ventilation systems in the building quickly.

SHELTER-IN-PLACE EMERGENCY PROCEDURES:

1. Bring students inside the building.
2. Close all doors to the outside.
3. Close and lock all windows.
4. Quickly turn off any heat, air, and ventilation systems that could possibly draw outside air into the building.
5. Seal obvious gaps around outside doors, windows, and vents with tape, wet towels or other available materials.
6. If there is danger of external explosion, close drapes or blinds and move students to internal hallways.

Remain tuned to local radio and T.V. stations for emergency information, instructions and “all clear” message.

FUEL SPILLS

Spill Kits are located by the 400 Fuel Tanks and the 600 Fuel Tanks. In a trash can are socks and Floor Dry to be used to stop the fuel from entering the catch basin. If over 50 gallons are leaked out, call the fire department.
It is the purpose of this section to insure the safety of all students, faculty, and staff of the University of Northwestern Ohio. Students and employees should familiarize themselves with this plan for a safe evacuation.

You must be at approximately 100 feet from each building. Do not be concerned with lights and doors. Exit the building quickly.

0 BUILDING – RACERS CAFÉ/ IT DEPT.

Exit the nearest and easiest access door and then proceed to the Testing Center parking lot or grass area north of College Park West Street or to the west parking lot.

Restaurant Kitchen
Exit by the northwest rear door or the north side door.

Restaurant Eating Area
Exit by the north side door or the main double glass doors to the southwest.

IT Dept.
Exit by the east front door or the south side door.

100 BUILDING – CLASSROOMS / ADMISSIONS

BUSINESS BUILDING

West side exit door down the north hallway in Admissions will be used by the following classrooms and offices:
Room 116
Room 120
Room 121
Room 122
Room 128
All front office areas
Cyber Center

Rear entrance to building will be used by the following classrooms and offices:
Room 117
Room 118
Room 124
Room 126
Faculty and staff offices
Rear restrooms

BUSINESS BUILDING - 3-STORY SECTION

First Floor
All offices and Classroom 1129 will exit the east stairwell to the north side of the building.

Classroom 1130 will exit the west classroom door into the parking lot.

Second Floor
Classroom 2131 will exit the east stairwell to the first floor and out the north side of the building.

Classroom 2132 and Offices 2201-2208 will exit the west stairwell to the first floor and out the north side of the building.

Third Floor
Conference Room, Kitchen, and Offices 3306-3312 will exit the west stairwell to the first floor and out the north side of the building.

Offices 3313-3320 will exit the east stairwell to the first floor and out the north side of the building.

ADMISSIONS
Exit front north door.
CLASSROOM
Exit to the south side exit doors in the classroom. Alternate exit is the main double glass doors to the northwest and down the hallway to the west side exit door.

200 BUILDING - RECREATION/FINANCIAL AID/CASHIER

STUDENT SERVICES
Exit out the front doors of the building or the rear emergency exit of the Student Services Building.

FINANCIAL AID
Exit out hallway north doors.

LOUNGE, CASHIERS’ OFFICES
Exit using the front door.

V.I.P. Lounge
Exit using the rear emergency exit door.

GYM
Exit out both emergency exits at the south and west sides of building.

ALL ATHLETIC OFFICES IN THE 200 WING
Exit using the east exit door.

LOCKER ROOMS
Exit using either east or west doors.

300 BUILDING – CLASSROOMS/ SHOP/ OFFICES

FRONT LOBBY AREA AND OFFICES
   PRIMARY - Use front double doors
   SECONDARY - Down rear hallway and out south overhead door

ROOMS 301, 302, AND 303
   PRIMARY - Exit classroom east door
   SECONDARY - Exit classroom door and out north overhead door
ROOMS 304 AND 306
PRIMARY – Exit classroom door and out south overhead door
SECONDARY – Exit classroom door and out north overhead door

ROOMS 305 AND 307
PRIMARY – Exit classroom east door
SECONDARY – Exit classroom door and out south overhead door

ROOMS 308 AND 310
PRIMARY – Exit classroom door and out south overhead door
SECONDARY – Exit classroom door then down hallway to the west door

ROOM 309
PRIMARY – Exit classroom door and out south overhead door
SECONDARY – Exit rear classroom door through classroom 313 to the hallway and out the west door

ROOMS 311 AND 312
PRIMARY – Exit classroom door and out north overhead door
SECONDARY – Exit classroom door then down hallway to the west door

ROOM 313
PRIMARY – Exit front door, go west, and out the student entrance door
SECONDARY – Exit classroom rear door, go through classroom 314, and exit south door

ROOM 314
PRIMARY – Exit south door
SECONDARY – Exit through north classroom door, through classroom 313, down hallway, and out student entrance door

ROOM 315
PRIMARY – Exit through south exit outside door
SECONDARY – Exit through west exit outside door

FACULTY FRONT LOUNGE
PRIMARY – Exit through north overhead door
SECONDARY – Exit west door, through R/D room, and out west door

FACULTY OFFICES
PRIMARY – Exit through west door
SECONDARY – Exit through hallway to student entrance door
NORTHWEST FACULTY OFFICES
Exit through the front doors.

PIT STOP
PRIMARY - Exit through north door next to the Pit Stop Lounge
SECONDARY - Exit through double doors then out north overhead door

400 BUILDING – DIESEL / AGRICULTURE

EAST AND WEST WINGS
In case of fire, all west wing and east wing classrooms’ primary exit will be out their individual emergency exit doors in each classroom.

Secondary exits for west wing of building will be as follows:
Rooms 401, 402, and 403: Out the south emergency exit next to overhead door
Rooms 404, 405, Dyno Room: Out the north emergency exit next to overhead door

Secondary exits for east wing of building will be as follows:
Rooms 408, 409, and 410: Out the south emergency exit next to overhead door
Rooms 411, 412, and 413: Out the north emergency exit next to overhead door

ROOMS 406 AND 407, STUDENT LOUNGE, FACULTY LOUNGE, RESTROOMS
PRIMARY - Through the museum area and out the main front door
Room 406, Faculty Lounge, Restrooms
SECONDARY - Down hallway and out west wing north emergency exit to overhead door
Room 407, Student Lounge Area
SECONDARY - Down hallway and out the east wing north emergency door next to overhead door

500 BUILDING – HVAC

ROOMS 501, 502, AND 503
PRIMARY - Exit through east side doors into hallway, out the north or south doors
SECONDARY - Exit through the shop area to the north or south doors
ROOM 504
PRIMARY - Exit north classroom door
SECONDARY - Exit through the shop area to the north or south doors

ROOM 505
PRIMARY - Exit south classroom door
SECONDARY - Exit through the shop area to the north or south doors

FIRST FLOOR - Print Shop, Yoga Studio, Offices, and Rooms 5101 and 5102
PRIMARY - Exit down the hallway and out the east doors
SECONDARY - Exit down the hallway to the west and out the south door

SECOND FLOOR
Walk to the nearest stairway and exit the building.

600 BUILDING - MOTORSPORTS

FRONT LOBBY AREA, ALL OFFICES, AND CONFERENCE ROOM
PRIMARY - Exit through the front west door
SECONDARY - Exit through the file room out back south door

ROOMS 601, 602, 603, AND 604
PRIMARY - Exit through the hallway to the front west door
SECONDARY - Exit through the classroom door to the shop area and through the back door (north or south)

ROOMS 605, 606, 607, AND 608
PRIMARY - Exit through the east hallway door
SECONDARY - Exit through the classroom door to the shop area and through the back door (north or south)

600 BUILDING - DYNO

MUSEUM
PRIMARY - Through front west door
SECONDARY - Through hallway to lounge and out east back door
ENGINE DYNO 1 AND ENGINE DYNO 2
PRIMARY - Exit through the east doors
SECONDARY - Exit through hallway to lobby through west front door

HP FUELS CLASSROOM AND HP FUELS LAB
PRIMARY - Through west doors
SECONDARY - Through hallway to south door

STEERING AND SUSPENSION CLASSROOM
PRIMARY - Exit east door
SECONDARY - Through west hallway to front west door

700 BUILDING – CORPORATE TRAINING CENTER
PRIMARY - Through east front door
SECONDARY - Through south door

800 BUILDING - CDL
PRIMARY - Through north door
SECONDARY - Through south door

1000 BUILDING - ADMINISTRATION

HOUSING AND SAFETY SERVICES
Exit through the closest north or south door.

ADMINISTRATION OFFICES
Exit through the closest north or south door.

CLASSROOMS 1001-1003
Exit through the south door.

CLASSROOMS 1004 AND 1005
Exit through the north door.
1100 BUILDING – S & S / ALTERNATE FUELS

OFFICES
Exit through the front door.

CLASSROOMS 1101 AND 1102
PRIMARY – Exit through the south shop door.
SECONDARY – Exit through the front west door.

CLASSROOM 1103
PRIMARY – Exit through the north shop door.
SECONDARY – Exit through the front west door.

1200 BUILDING

All occupants should proceed to the nearest exit.

13000 BUILDING – STUDENT COMMONS

CLASSROOMS 13105-13107, 13114-13119
PRIMARY – Exit out the northwest door.
SECONDARY – Exit out the East main entrance.

OFFICES
PRIMARY – Exit out the northwest door.
SECONDARY – Exit out the north door by the stairs.

CAFÉ/DINING HALL
PRIMARY – Exit out the south doors to the Patio.
SECONDARY – Exit out the east doors to the parking lot.

CLASSROOMS 13101-13104, 13108-13113, 13120, 13121
PRIMARY – Exit out the east main entrance.
SECONDARY – Exit out the northwest doors.

LIBRARY
PRIMARY – Go down the front stairs and exit out the main entrance.
SECONDARY - Go down the rear hallway, down the stairs and exit out the north door.

1400 BUILDING

PRIMARY - Go down the west steps and exit into the parking lot.
SECONDARY - Go down the south steps and exit out the east door toward the soccer field.

1500 BUILDING – ROBOTICS

RECEPTION AREA, CONFERENCE ROOM, STUDENT LOUNGE, CLASSROOMS 1501 and 1502
PRIMARY - Exit out the front door toward Cable Rd.
SECONDARY - Exit out the west doors toward back parking lot.

SHOP AREAS
PRIMARY - Exit out the west shop doors into the back parking lot.
SECONDARY - Exit out the front doors toward Cable Rd.

MOTORSPORTS RACING COMPLEX

FRONT SECTION
PRIMARY - Exit out front glass doors.
SECONDARY - Exit thru the shop out the North door.

BACK SECTION
PRIMARY - Exit out the front North door.
SECONDARY - Exit out the back North door.

PLANT DEPARTMENT – NORTH BUILDING

PRIMARY
- Ricker and Foust through hallway to west door
- 2 offices through west office door
SECONDARY - Through shop to east door
WOOD SHOP – SOUTH BUILDING

PRIMARY - Hallway to west door
SECONDARY - Hallway to shop to east overhead door

TESTING CENTER

PRIMARY - Exit out the front doors and across the street into the parking lot of the Library.
SECONDARY - Exit out the rear push located at the southwest corner (by the men’s restroom) of the building and go across the street to the parking lot behind the Cyber Café.

HOUSING FACILITIES

COLLEGE PARK
Everyone will leave by the main front door or by a “B” bedroom rear door.

SHERWOOD PARK
Everyone will, if possible, close the patio door prior to exiting the main dorm door to a main parking lot.

NORTHWESTERN PARK
First Floor
Exit from either the south end side doors or the north end side doors to the south front parking lot.

Second Floor
Exit down the outside stairway to the south parking lot.

RACERS VILLAGE
First Floor
Exit out the front door to the parking lot.

Second Floor
Exit down the outside stairway to the parking lot.
UNOH EVENT CENTER

All occupants shall proceed to the nearest exit. They are to re-assemble in the far northwest corner of the property for head count.

INDOOR ATHLETIC COMPLEX

SPORTS FIELDS & WORKOUT AREA
PRIMARY - Exit out the west main entrance.
SECONDARY - Exit out the south door.

WORKOUT AREA
PRIMARY - Exit out the east doors.
SECONDARY - Exit out the south door.

SPA AREA
PRIMARY - Exit out the east doors (Main Spa Entrance).
SECONDARY - Exit through the workout area and out the south door.

UPSTAIRS
PRIMARY - Go down the stairs, turn right and exit through the east doors.
SECONDARY - Go down the stairs, turn right and exit out the south door.

RACERS STATION

PRIMARY - Exit out the west door by the pool tables.
SECONDARY - Exit out the south door by the office.
Building Coordinators

000 BUILDING
Racers Café:  3129  Lynn Long
IT Dept.:  3107  Jeff LeBlanc

100 BUILDING
Admissions:  8490  Tony Azzarello
Business:  8416  Tim Fitzpatrick

200 BUILDING
3140  Marlo Duffy

300 BUILDING
3160  Lori Schimmoeller

400 BUILDING
3134  Teresa Rieger

500 BUILDING  – No office assistant.
8817  Randy Waller

600 BUILDING
8800 James Brown

700 – CORPORATE TRAINING CENTER  – No office assistant.
8891  Bob Marshal  – (419) 560-2915
**800 - CDL** – No office assistant.
2048  Andy O’Neal

**1000 BUILDING**
3170  Julie Bowsher
6328  Shelley Dineen

**1100 BUILDING**
8816  Yvonne Shaffer

**1200 BUILDING**
8864  Aaron Lee

**13000 BUILDING**
8440  Jena Ricker

Library: 3131  Paul Higdon

Food Court: 3129  Michelle Tenwalde (6am – 2pm)
            3129  Adam Chevalier (2pm – 10pm)

**1400 BUILDING**
8438  Tracey Coffman

**1500 BUILDING – ROBOTICS**
8486  Ashley Dove

**PLANT DEPARTMENT**
3166  Don Ricker

**HIGH PERFORMANCE MOTOR SPORTS BUILDING**
8898  Paul Higgins

**ALL DORMS**
3173  Pat Finnerty
BARNES & NOBLE
3130  Jackie Wenning

UNOH EVENT CENTER
8807  Carlyn Hefner

INDOOR ATHLETIC COMPLEX
8431  Tom White

RACERS STATION
3117  Elizabeth Carr
## The University of Northwestern Ohio
### Building Addresses for 9-1-1

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500/Testing Center</td>
<td>1441 N. Cable Rd.</td>
</tr>
<tr>
<td></td>
<td><em>Off of College Park West</em></td>
</tr>
<tr>
<td>600 (A-B)</td>
<td>1744 Hartzler Rd.</td>
</tr>
<tr>
<td>CASE/CDL (700/800)</td>
<td>1755 Hartzler Rd.</td>
</tr>
<tr>
<td>Event Center (900)</td>
<td>1450 N. Cable Rd.</td>
</tr>
<tr>
<td>1000</td>
<td>2800 Racers Way</td>
</tr>
<tr>
<td>1100</td>
<td>1766 Hartzler Rd.</td>
</tr>
<tr>
<td>1200</td>
<td>2963 Racers Way</td>
</tr>
<tr>
<td>13000 (Student Commons)</td>
<td>1739 Hartzler Rd.</td>
</tr>
<tr>
<td>1400</td>
<td>3225 Racers Way</td>
</tr>
<tr>
<td>1500 (Robotics)</td>
<td>1391 N. Cable Rd.</td>
</tr>
<tr>
<td>Barnes &amp; Noble</td>
<td>1721 Hartzler Rd.</td>
</tr>
<tr>
<td>Plant Dept./Woodshop</td>
<td>1600 Eastown Rd.</td>
</tr>
<tr>
<td>Motorsports Racing Complex</td>
<td>1530 Eastown Rd.</td>
</tr>
<tr>
<td>Racers Station</td>
<td>1365 N. Cable Rd.</td>
</tr>
<tr>
<td>Indoor Athletic Complex</td>
<td>1390 N. Cable Rd.</td>
</tr>
<tr>
<td>Sherwood Park Dorms</td>
<td>1441 N. Cable Rd.</td>
</tr>
<tr>
<td></td>
<td><em>Entrance to Sherwood Park Dorms</em></td>
</tr>
<tr>
<td>College Park Dorms</td>
<td>2450 College Park West</td>
</tr>
<tr>
<td>Northwestern Park Dorms</td>
<td>2600 Northwestern Dr.</td>
</tr>
<tr>
<td>Racers Village Suites</td>
<td>2800 Racers Way</td>
</tr>
</tbody>
</table>

*Safety Services Officers will help direct emergency personnel where needed.*