

Building Emergency Procedures

At the Ohio Department of Administrative Services, the safety of our tenants and visitors is very important to us. Here are some important safety and security reminders for those working in DAS-managed buildings.



Fire

The fire alarm emits a unique wavering horn while flashing a very bright light.

Evacuation:

- Leave belongings behind.
- Head to your nearest evacuation stairwell.
- Form a single-file evacuation line to allow room for firefighters.
- Stay to the right.
- Merge with other people entering stairwells.
- Walk three floors down and stay there unless fire personnel order you to evacuate the building.

Need Assistance?

Go near the stairwell and wait for assistance.

Remember **DO NOT**:

- Use the passenger or freight elevators, even if they are running.
- Return to your work area for any reason.
- Run or panic.
- Remain near the building if exiting the building. Proceed to the predetermined emergency rallying point.
- Return to the building until an "all clear" announcement is made.

Know your area's rallying point, which is determined by supervisors.

Tornado Emergency

In the event of a tornado emergency issued by the National Weather Service, announcements will be made over the public address system advising building occupants of tornado procedures.

Tornado Watch

Conditions are right for a tornado to develop. You may continue to work.

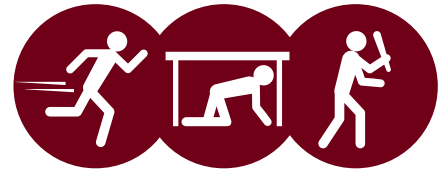
Tornado Warning

A tornado has been sighted. Area sirens will sound for three minutes followed by seven minutes of silence. This siren pattern will continue until the warning has been discontinued.

- Close all blinds to the outside windows and close your door behind you.
- Go to the core of the building: to stairwells, restrooms, or interior offices or conference rooms.
- If caught in an exterior office or conference room, seek protection under a desk or table.

DO NOT:

- Get on an elevator.
- Go to the first-floor lobby or outside the building.



Active Aggressor Situation

If you become alerted to an active aggressor situation:

Run

- If you can escape, DO IT!
- Leave belongings behind.
- Have an escape plan in mind.
- Know locations of stairwells/exterior doors.
- Know locations of Safe Rooms, which are windowless offices, conference rooms, break rooms, restrooms, etc.
- Assist others if you can.
- Prevent others from entering the area.
- Keep your hands visible for law enforcement.

Hide

- Get to a Safe Room if possible.
- Hide in an area out of the aggressor's view.
- If unable to get to a Safe Room, lock down in place if possible.
- Block entry and secure the doors.
- Silence your phone.
- Call 9-1-1/Security when safe to do so.

Fight

- As a last resort and only when your life is in danger, attempt to incapacitate the aggressor and be aggressive in your actions.
- Commit to your actions.
- Use whatever you have as a weapon.

When Law Enforcement Arrives

- Remain calm and follow instructions.
- Immediately raise your hands and spread your fingers.
- Keep hands visible and avoid any quick movements.
- Take a head count.



Accident or Medical Emergency

In the event of an accident or medical emergency, call Security (see below). Security is responsible for contacting the local fire department for emergencies in the facility.

Be prepared to provide the following information:

- Name of injured or ill person.
- Location of injured or ill person (floor, suite, agency).
- Details available about the emergency or illness.
- Your name and agency.
- Emergency contact number.

Automated External Defibrillators

Automated external defibrillators (AED) can help save lives during sudden cardiac arrest.

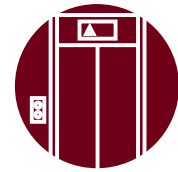
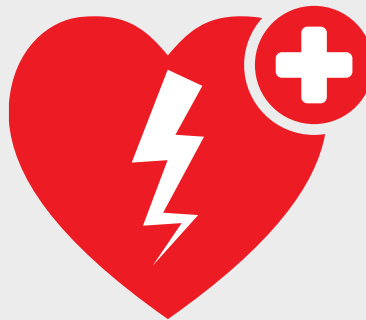
In multi-story buildings the AEDs are located in the passenger elevator lobbies and at the security desks.

In the one-story facility at 4200 Surface Road, the AEDs are located in the front lobby and the warehouse.

If you think an AED is needed, retrieve the AED and the device will provide visual or audio instructions

To view a video on how to operate our defibrillators, visit:

<https://youtu.be/7jk1JoqweD8>



Elevator Malfunction

If an elevator malfunctions or an emergency occurs while an elevator is in motion:

- Call Building Security by pressing the emergency phone icon.
- Provide as much information as possible concerning the situation including: a phone number, elevator number, nearest floor level, number of people and names of individuals on the elevator, and details of the emergency.
- **DO NOT** attempt to crawl out of a stalled elevator positioned between floors.

The key to responding to any emergency is to be prepared and remain calm.



Security Phone Numbers for DAS-Managed Buildings:

Rhodes Tower
30 E. Broad St., Columbus
(614) 466-7077

Riffe Center
77 S. High St., Columbus
(614) 644-5390

25 S. Front St., Columbus
(614) 387-0294

North High Street Complex
Columbus
246 N. High St.
(614) 466-6967

35 E. Chestnut St.
(614) 466-6948

4200 Surface Road. Columbus
(614) 752-4579

State of Ohio Computer Center
Columbus
(614) 466-3346

Lausche State Office Building
615 Superior Ave., Cleveland
(216) 787-3846

Ocasek Building
161 S. High St., Akron
(330) 643-3033