

Crisis Management Plan

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Updated By:

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Preface

This emergency response manual has been designed to provide contingency procedures for Oklahoma City University administrators to follow in the event of campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The university policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by those university administrators directing and/or coordinating the emergency operations.

All proposals for changes to the procedures described must be submitted in writing to the Crisis Management Committee for review. All changes recommended by the committee will be submitted in writing to the President for evaluation and adoption.

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Section 1: Preparation for Emergencies

To ensure the campus is prepared, the following activities will be essential to maintain a state of readiness.

1.1 The Human Resources Department will:

- Assist with crisis management training for employees.
- Maintain and initiate contact for employee in-service, workers compensation, and other staff services.
- Produce a data file containing employee data and emergency response information six weeks into each semester and in the first week of June. These notebooks will be retained at one site on campus and one site off campus.

1.2 The Registrar will:

The Registrar will produce a data file containing student contact information, class rosters and student schedules six weeks into each semester and in the first week of June. The data files will be retained at one site on-campus and one site off-campus. In the event the computer network is unavailable, the Registrar will be responsible to provide student data and information to the Crisis Management Team.

1.3 The Dean of Students will:

- Assist with planning and conducting OCU town meetings for information dissemination and post-intervention activities.
- Maintain an active file of helping agencies within the community and names of contact persons.
- Coordinate the development of information sheets for students and parents regarding crisis-related stress. Topics may include: “Talking with Students Following a Crisis” and “Signs of Depression.”
- Meet, talk and correspond with the parents of students.
- Establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.
- Produce a data file that includes emergency contact locations of each student residing in the residence halls six weeks into each semester and in the first week of June. The data files will be retained at one site on-campus and one site off-campus.

1.4 The Director of Campus Technology will:

- Develop a plan and scenarios in which technological resources can be dispersed effectively to emergency sites.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain a stand-alone computer with a student and staff database for use at the emergency site.
- Assist in obtaining needed student and staff information from the computer files.
- Provide the latest back-up disc with student and human resource data.
- Ensure all systems data are backed up and stored off-site on a regular basis. This off-site storage will be maintained at: Midcon
3601 South Broadway, Suite 1000
Edmond, OK, 73013
405-478-1234
Fax: 405-478-4442
<http://www.midcondata.com>

1.5 Emergency Building Coordinators will:

- Develop written emergency and evacuation procedures for their building(s).
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) are available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Ensure several personnel are trained in CPR.
- Perform emergency drills each semester.

1.6 All Faculty, Staff and Students will:

- Become familiar with the Crisis Management Plan and be prepared to act responsibly during an emergency.
- Be diligent in preventing and detecting un-safe hazards.

1.7 All Faculty and Staff will:

Contact Human Resources prior to university-related international travel, and provide the location, date of departure and return, and a telephone number at the location.

Section 2: Major Emergency Guidelines

2.1 Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of university and campus community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President or his designee may declare a state of emergency (refer to definitions in Section 2.4) and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disorder; (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

2.2 Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Oklahoma City University.

2.3 Types of Emergencies

Types of emergencies covered by this manual are as follows:

- Medical emergency
- Fire
- Severe weather closing/early dismissal
- Tornado
- Utility failure
- Suicide / Psychological crises
- Violent or criminal behavior
- Bomb threat
- Chemical spill
- Explosion on campus
- Civil disturbances or demonstrations
- Earthquake
- Homeland Security Alert

2.4 Definitions of an Emergency

The university's President or his designee serves as the overall emergency director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the university. Report such emergencies immediately to the Oklahoma City University Police Department (208-5001).

Major Emergency: Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt the overall operations of the university. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the university administration during times of crises. Report a major emergency immediately to the Oklahoma City University Police Department (208-5001).

Disaster: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the university. In some cases, mass student/personnel injuries and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident that has the potential for adverse publicity concerning campus resources should be promptly reported to the Office of Communications and Marketing or to the Oklahoma City University Police Department (during non-business hours). Only the university President or his/her designee is authorized to speak directly with the media about such incidents without prior clearance by the university President.

2.5 Assumptions

The University Crisis Management Plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The series of events in an emergency are not predictable; published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the university; therefore city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

2.6 Declaration of a Campus State of Emergency

The authority to declare a campus state of emergency rests with the university President or his/her designee as follows:

During the period of any campus major emergency, the Oklahoma City University Police Department shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Chief of the OCUPD shall immediately consult with the President or designee regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff, and affiliates (e.g., contract service employees) are authorized to be present on campus. Those who cannot present proper identification (student registration, employee ID or other ID) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Oklahoma Crimes Code.

In addition, only those faculty, staff members, and contractors who have been assigned emergency resource team duties or issued an emergency pass by the Oklahoma City University Police Department will be allowed to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms or major disaster occurring on or about the campus, or which involve university property, the OCUPD officers and/or Physical Plant personnel will be dispatched to determine the extent of any damage to university property.

Section 3: Direction and Coordination

3.1 Emergency Director

The university President shall direct all emergency operations. In the absence of the university President, responsibility of the EOC operations will be assumed in the following order;

Provost/VPAA:	Dr. Bernie Patterson
Vice President for Student Affairs:	Dr. Rick Hall
Associate Vice Provost:	Dr. Susan Barber
University Emergency Coordinator:	Dr. Liz Donnelly

The on-duty OCUPD officer shall assume operational control of the emergency until relieved by a designee.

3.2 Emergency Coordinator

All emergency operations shall be coordinated by the Emergency Operations Center. The direct operational control of the campus major emergency or disaster is the sole responsibility of the university President or his designee. The coordination of campus emergency resources is the responsibility of the Chief of the OCUPD, who will coordinate all immediate on-campus emergency functions as directed.

Section 4: Emergency Operations Center (EOC)

When a major emergency occurs or is imminent, it shall be the responsibility of the Oklahoma City University Police Department to initiate the Emergency Recall Roster and set up the Emergency Operations Center (EOC) as directed.

- The primary EOC is the Bass School of Music.
- The secondary EOC is the Sarkeys Law School building.

4.1 Emergency Operations Center Staffing

EOC Leadership: The university President and the designees of the Vice President for Student Affairs and the Provost/VPAA will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required.

Chief of Security: The Chief of the OCUPD will be responsible for furnishing and directing manpower and equipment to cordon and maintain security in the affected area, for furnishing equipment and directing manpower to set up barricades, and to support evacuation efforts. Working with local and state emergency agencies, he/she will conduct search and rescue operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control.

Director of the Facilities and Construction: The Director of Facilities and Construction will be responsible for furnishing and directing manpower and equipment for restoring buildings to functional use, performing damage assessment, and determining if buildings are structurally sound before being occupied. The Director of Facilities and Construction will also have the responsibility of furnishing and directing manpower and equipment to initiate cleanup operations.

The Vice President of University Advancement and External Relations and/or designee: The Vice President of University Advancement and External Relations or designee will serve as spokesperson for the university, and will be responsible for responding to requests from the outside media and for providing news releases to the public.

Provost/VPAA: The Provost/VPAA or designee will be responsible for informing faculty and delegating their responsibilities. During an emergency, the Registrar will direct the staff to remain in the department location, if safe, to secure student files and provide student-related information. The Provost/VPAA will recommend the restarting of classes and activities after a crisis.

Vice President for Student Affairs: The Vice President for Student Affairs or designee will be responsible for serving as the liaison with student officers, evacuating and relocating students, and establishing an emergency telephone information center to handle calls from parents.

Assistant Vice President for Student Affairs/Dean of Students: The Assistant Vice President for Student Affairs/Dean of Students and/or designee will be responsible for communicating with injured students and families, assigning division staff to assist injured or hospitalized students and their families, writing letters to notify parents of the continuing care that is available to students (which will include local and state agencies, as well as university-based care), maintaining follow-up activities such as referrals for help outside the university setting, and assisting with briefings of staff and faculty.

Chief Financial Officer: The CFO will be responsible for notifying risk management and insurance companies about the emergency and for authorizing purchases of outside services and materials needed for the management of emergency situations.

Assistant Vice President of Human Resources and Risk Management: In the event the computer network is unavailable, the Assistant Vice President of Human Resources and Risk Management will be responsible for providing employee data and information to the Crisis Management Team; directing the HR staff to remain in the department location, if safe, to secure personnel files and provide employee-related information; helping to identify injured and missing employees involved in the emergency; checking staff records for all injured to determine special medical needs that may be on file; supervising the collection of information about those involved in the emergency; communicating with injured employees and families; arranging support services, as needed; facilitating Worker's Compensation Reports; assisting with medical claims, insurance, etc.; assigning staff to assist injured or hospitalized employees; and coordinating internal and external communications with the university spokesperson regarding employee status following crisis situation. The Assistant Vice President of Human Resources and Risk Management will also be aware of the requirements of the Freedom of Information Act and consult the EOC team when information is being released outside the center.

Director of Campus Technology: The Director of Campus Technology will be responsible for coordinating the use of technology, assisting in establishment/maintenance of an emergency communications network, and supervising the use of the university computer system for communication with the President's office and the EOC. As needed, the Director of Campus Technology will report various sites involved in the communication system if there are problems in that system and provide technical support for all communications hardware.

4.2 Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a security vehicle is to be placed as close to the emergency scene as is reasonably possible. At least one uniformed officer is to staff the command post at all times or until the emergency ends. Field Emergency Command Post Equipment may include the following:

Quantity	Item
6	Copies of Crisis Management Plan
2	Copies of contact list of Emergency Management Team members, VP's, department heads, etc.
2	Data file: students, faculty and staff phone numbers and residential addresses.
	Tables, chairs, office supplies (pens, pencils, scratch paper, staplers, paper clips, etc)
6	Walkie-Talkies (hand held) Motorola or other quality type radios.
2	Bull horns
1	AM/FM battery-operated portable radio, small battery-operated TV.
2	Complete maps of campus
6	Blankets, pillows
6	Rolls of toilet paper
4	Bars of soap
2	3-foot pry bars
2	Large sledge hammers
6	Cots (inexpensive folding camping type).
6	Flashlights w/batteries (D size batteries).
2	Cheap coffee machines w/coffee, sugar, artificial sweetener, powdered cream, disposable cups, coffee filters.
6	Plastic knives, forks and spoons.
	Sign-making material (white cardboard, several colored markers).
2	Flip charts with paper, easel.
2	Up-to-date blueprints of all major buildings on campus (basement, crawl spaces, etc)
20	AA size batteries
20	D size batteries
2	Rolls of duct tape
2	Rolls of barricade "Police" tape.
1	Small (Honda) generator w/5 gal. of gasoline
2	25 foot (commercial) extension cords
1	Photo copier
1	Computer
1	Satellite cell phone
3 days	Bottles of water, canned fruit and other non-perishable sealed foods for three days.
First Aid Kit	
1 box	Self-sealing plastic bags
4	Packs of hard candies
10	Infectious waste bags
5	Wet tissue packs
6	Whistles
4	Pairs of leather work gloves
4	Emergency blankets
4	Each: Isopropyl alcohol and aerosol disinfectants
various	Miscellaneous band aids, gauze, dust masks, aspirin, scissors, splints, tongue depressors, towelettes, tweezers, sanitary napkins, rope, emergency first aid manual
various	Disposable sanitary gloves, safety pins, water purification tablets

4.3 Damage Control: Director of Facilities and Construction

The Director of Facilities and Construction has the following responsibilities:

- Provides equipment and personnel to perform shutdown procedures, hazardous-area control barricades, damage assessment, debris clearance, emergency repairs and equipment protection
- Provides vehicles, equipment, and operators for movement of personnel and supplies, and assigns vehicles as required to the Emergency Resource Team for emergency use
- Obtains the assistance of utility companies as required for emergency operations
- Furnishes emergency power and lighting systems as required
- Surveys habitable space and relocates essential services and functions
- Provides facilities for emergency fuel during actual emergency or disaster periods
- Provides for storage of vital records at an alternate site and coordinates with department heads for liaison and support

4.3 Public Information: Director of University Relations

The university has two basic guidelines to observe in media relations during emergency situations:

- Only an authorized spokesperson (the university President or the News Services Director, or in their absence, the Director of University Relations) will meet or talk with the media.
- Only factual information may be released; no speculation is to be offered.

Contact Information: During Regular Hours

Director of University Relations: 208-5259

News Services Director: 208-5348

Contact Information: After Hours

The Oklahoma City University Police Department: 208-5001

Director of University Relations (cell phone): 590-7057

News Services (cell phone): 229-5017

Other Guidelines

- All faculty and staff are advised to report crisis situations to their immediate supervisor or dean. They are also reminded not to speak to the media on behalf of the university.

- The President's Office or the University Relations Department must be informed immediately of existing emergencies. Complete details should be made available to them including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been requested.
- The President and the University Relations Department shall confer and decide on the appropriate responses to the media.
- All calls from the media are referred directly to the News Services Director, 208-5348.
- The Campus Emergency Resource Team will designate a room on campus for press/media representatives, if necessary.

Duties of University Relations following an Emergency

- As soon as is practical, University Relations will provide a news release for the media.
- University Relations will work with the Oklahoma City University Police Department to define media restrictions, parking zones, and areas available for news vans and satellite units.
- University Relations, where practical, will hold a news briefing that includes information on restricted areas as well as where, when, and how future briefings will be held.
- University Relations will provide members of the media with packets of general institutional information (number of employees, students, campus map, etc.).

Section 5: Responsibilities

5.1 University President

The university President is responsible for the overall direction of campus emergency operations as outlined in this plan.

5.2 Administrators and Deans

Administrators and deans may appoint a specific person as building/area coordinator for every activity under their control, and have the following general responsibilities prior to and during any emergency.

5.2.1 Emergency Preparedness

- Ensure that information about potential hazards in each building (e.g., chemical storage) is distributed to all employees.
- Ensure that proper signage, evacuation procedures, and emergency equipment are in the buildings.
- Ensure that employees receive training in emergency techniques such as fire extinguisher usage, First Aid/CPR, and building evacuation procedures.

5.2.2 Emergency Situations

- Inform employees under their direction about the emergency condition.
- Evaluate the impact the emergency has on their activity and take appropriate action. (This may include ceasing operations and initiating building evacuation.)
- Maintain emergency telephone communications with members of their own department.

5.3 Residence Life Staff

Residence life staff members have the following responsibilities:

- Inform their students or residents of university emergency procedures as well as evacuation procedures for their building and/or activity
- Inform their students or residents of an emergency and initiate emergency procedures as outlined in this plan

- Evaluate their assigned area or activity to determine the potential impact of a fire or other disaster.
- Report all safety hazards to the Physical Plant. (Work orders to reduce hazards and to minimize accidents should be promptly monitored for completion.)
- **IMPORTANT:** Remind all students, residents, and staff to conform to building evacuation guidelines during any emergency.
- Perform evacuation drills on a quarterly basis.

Section 6: University Notification System

The telephone is the primary means of emergency notification at Oklahoma City University. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

The Oklahoma City University Police Department is the focal point for official emergency telephone communications to university administrators. Each university administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.

The OCUPD dispatcher on duty will notify the Police Chief of any campus emergency as necessary and will, as directed, initiate the notification system by calling the following university administrators as appropriate:

- President
- Provost/VPAA
- Vice President for Student Affairs
- Vice President for University-Church Relations
- Assistant Vice President for Student Affairs/Dean of Students
- Senior Director of Communications and Marketing
- Director of Student Health Services
- Associate Dean of Students/Director of Residence Life
- Assistant Vice President for Human Resources and Risk Management
- Director of Facilities and Construction
- Chief Financial Officer
- Director of Campus Technology

Deans may also be contacted when necessary.

IMPORTANT: During an emergency, campus phones must be restricted to university official notification. In the absence of phone services, the OCUPD may provide wireless communications to the emergency response team.

Section 7: On/Off Campus Sources of Assistance

7.1 On-Campus Resources

Skilled workers are available from Physical Plant Operations at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

- **Utilities:** Repairs and/or shutdown of water, gas, electric and sewage systems.
- **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc.
- **Transportation:** Sedans, vans, trucks and tractors.
- **Emergency Procurement:** Procurement of materials and services can be arranged in direct support of any contingency.

Phone numbers:

OCUPD Steve Taylor:
Office 405-208-5002
Cell 405-203-0506
Home 405-843-9216
KONE Elevator 405-682-5651
ABS (Automated Building Systems) 405-826-3620

7.1.1 Emergency Shutdown Procedures

In the event of a natural disaster in which major structural damage is sustained, turn off hazardous utilities (electricity and natural gas).

7.2 Off-Campus Resources

Local Law Enforcement Telephone Numbers:

Police 9-911
Ambulance 9-911
Fire..... 9-911
Oklahoma County Sheriff..... 9-911
Oklahoma City Crime Stoppers 9-235-7300

Health and Community Help Telephone Numbers:

Poison Control Center.....9-1-800-222-1222 (use this # first)
or local9-271-5454
YWCA Domestic Violence Service.....9-917-9922
YWCA Crisis Services.....9-947-4506
YWCA Rape Crisis Hot Line.....9-943-7273
HEARTLINE
(24-hour Suicide and Crisis helpline).....9-848-2273
Referral Services.....9-211
If using cell phone & needing 211 services, call 286-4057

Crisis Center (National Help Line).....9-1-800-784-2433
Oklahoma State Department of Health.....9-271-5600
OSDH Epidemiologist on-call & Bioterrorism Unit.....9-271-4060
Oklahoma City-County Health Dept.9-427-8651
Abuse & Neglect, Adult & Child Hotline.....1-800-522-3511
Oklahoma County Hotline, Child Abuse & Neglect.....9-767-2800

Hospital Emergency Department Telephone Numbers:

St. Anthony9-272-6137
University.....9-271-4363
Deaconess9-604-6000
Integris Baptist9-949-3155
Mercy.....9-755-1515
Midwest Regional.....9-610-4411
Norman Regional9-307-1000
Children’s Hospital..... 9-271-4876
Edmond Hospital..... 9-341-6100
Bone & Joint Hospital..... 9-552-9140
Integris Southwest.....9-636-7230

Road Condition Information Telephone Number:

Oklahoma State Dept. of Public Safety9-425-2424

Water and Sewer Department Telephone Number:

Oklahoma City Emergency.....9-297-3334

Power Outage Telephone Numbers:

OG&E9-272-9595
ONG.....9-1-551-4000

Telephone Outage Telephone Numbers:

Cox Communication (long distance).....9-600-6333

Section 8: Specific Emergency Procedures

The following specific emergencies are addressed in this section:

- Reporting Emergencies
- Building/Campus Evacuation
- Medical Emergencies
- Fires
- Severe Weather - Closing/Early Dismissal
- Tornado
- Utility Failure
- Suicide/Psychological Crisis
- Violent or Criminal Behavior
- Bomb Threat
- Chemical Spill
- Explosion on Campus
- Civil Disturbance
- Earthquakes

The procedures covered in this section should always be followed in sequence, unless conditions dictate otherwise.

8.1 Reporting Emergencies

To report an emergency, contact the Oklahoma City University Police Department: 208-5001 or extension 5001.

An operator will answer the CAMPUS EMERGENCY NUMBER 5001, and will be prepared to dispatch OCUPD officers and appropriate emergency response units (Fire/Rescue or Ambulance) to any location on campus.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you saw, heard, or found
- The exact location of the incident
- The phone number you are calling from
- Details of the situation
- Your name and address

Then **stay on the line** until you are told to hang up.

KEEP CALM . . . KEEP OTHERS CALM!

8.2 Evacuation Procedures

In an emergency call the Oklahoma City University Police Department: 208-5001 or x 5001.

8.2.1 Building Evacuation

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by the Oklahoma City University Police Department or building monitor.

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.

If alarm has not yet been activated, the emergency building coordinator shall do so at his/her discretion. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

DO NOT return to an evacuated building unless told to do so by the OCUPD.

8.2.2 Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Oklahoma City University Police Department as described.

All persons (students and staff) are to evacuate the area of campus in question immediately and relocate to another part of the campus grounds as directed.

8.2.3 Procedure for Emergency Evacuation of Individuals with Disabilities

The following procedures are intended to assist disabled persons with an emergency evacuation from any building on the campus of Oklahoma City University. The guidelines set forth in this section are in compliance with NFPA 101 Life Safety Code and the Americans with Disabilities Act.

Oklahoma City University policies and procedures require all persons in a facility to evacuate that facility any time the fire alarm system is activated or in the case of any emergency that requires building evacuation. Persons with disabilities may not be able to evacuate unassisted; therefore, they should inform another person that assistance may be necessary during an evacuation.

General Guidelines

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.
- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.

“Buddy System” Option

Persons with disabilities that limit mobility may be defined as anyone who uses assistive devices such as canes, crutches, or wheelchairs or who has slower mobility due to illness or injury. Also, persons with limited vision and hearing may need assistance to evacuate. All of these individuals are encouraged to utilize the “Buddy System” when evacuation is necessary.

During the first week of class, persons with limited mobility are encouraged to make acquaintances with fellow students, residents, class members, faculty, or staff, and to inform them of any special assistance that may be required in the event of a fire alarm.

When the fire alarm sounds, the “Buddy” will make sure of the location of the person with the disability and then go outside and inform emergency personnel (Campus Police Officers, Oklahoma City Fire Department, EMSA, etc.) that a person in a specific location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

If conditions allow, the “Buddy” may choose to assist the person with disability during the evacuation of the building.

ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION.
Elevators will stop in the event of a power outage and persons will become trapped inside.

Evacuation Options

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.

- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Dial extension 5001 to contact the OCUPD. Give your name, location, and the reason you are calling. Phone lines normally remain in service during most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal evacuation with their “Buddy” when the alarm sounds. The evacuation “Buddy” should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. If the person with disability is alone, he/she should dial 208-5001 or ext. 5001 and inform the OCUPC of his/her location.
- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.
- **Hearing Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visually Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for the sight impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A “Buddy” should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

8.2.4 Residence Halls

Of the 6 residence halls, Banning and Smith Halls have rooms designated for persons with disabilities. They are as follows: Banning Hall rooms 104, 106 and 108; Smith Hall room 104; and rooms 104, 115, 139, 147, 204, 249, 304, 404, and 447 in the new residence hall. At the beginning of each semester, the Resident Assistants, in conjunction with the Director of Residence Life, conduct meetings with their floors to discuss the “Buddy System” as well as other emergency procedures, including location of nearest stairwells for exit, nearest fire extinguishers and how to use them, etc.

The Office of Residence Life makes note of any disabled persons residing in the halls and provides this list to the OCUPD. In the event of a fire alarm, the OCUPD officers respond to the disabled person(s) room(s) to verify whether they were able to evacuate appropriately.

Students who may experience temporary disability, such as those who may be temporarily on crutches or recovering from a surgical procedure, should identify themselves to the Director of Residence Life so that they can be included in this procedure.

8.2.5 Following Evacuation

In residence halls, following evacuation of each room and when possible if no danger is imminent, a pillow, towel, or some similar item should be placed outside a *closed* door which will indicate to emergency personnel that that room has been vacated. This should be done as the last person is leaving that room.

Students and personnel are to evacuate the building and congregate in one area. Students *are not* to leave campus without first providing their name and location to personnel on-site. This is to facilitate communication between parents or others who may call the university to locate the student and to assist the OCUPD in any investigation. Students should make every attempt to contact their parents or other family members to report their condition.

8.3 Medical Emergency

If a medical emergency occurs off campus, call 911.

If serious injury or illness occurs on campus, immediately call the OCUPD at 208-5001 or ext. 5001. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care.* Use only sterile first aid materials.

In case of serious injury or illness quickly perform the following steps:

1. Remain calm and quickly assess the situation.
2. Call the OCUPD at 208-5001 or ext. 5001.
3. CALL 911 *immediately* if the victim is:
 - having trouble breathing
 - has uncontrolled bleeding
 - has injured an extremity (arm or leg) so that it looks obviously deformed

- complaining of or appears to be in severe pain
- unconscious or has altered consciousness
- having a seizure
- complaining of neck pain
- unable to stand
- in need of additional assistance and no one else is available to help

Notify Security that you have called 911 or ask them to do it. The first responders to arrive on the scene are usually Oklahoma City Fire Department personnel.

4. Do not administer any type of medical treatment if you have not been specifically trained to do so. Do not move the victim unless their current location is causing them harm or is a possible endangerment to their life.
5. If the victim becomes unconscious, is not breathing, or has no pulse, begin CPR.
6. Contact others for additional help.
7. Remain calm and help the victim relax; try to keep them warm and comfortable until experienced medical help arrives.
8. Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.
9. If the patient is determined not to be in an emergency situation, and the Student Health clinic is open (8a.m. to 5 p.m. Mon.-Fri.), Security will bring the victim to the clinic for basic evaluation and first aid, including employees of the campus.
10. Employees injured on the job are required to notify Human Resources and will be directed to seek treatment at First Med at NW 39th and Meridian for work-related injury care (Worker's Compensation claims) after receiving first aid at the Student Health clinic.

** Only qualified trained personnel should provide first aid treatment (i.e.: first aid, CPR).*

8.3.1 Food-borne Illness Emergency Response Plan

In the event of an illness caused by food consumed on campus, the OCU/Sodexo food service and production of that food item will be suspended.

- The food suspected of causing illness will be packaged, labeled, refrigerated and retained for sampling.
- Notification of the illness will be given to the General Manager of Sodexo Campus Services, the Dean of Students, the Director of Residence Life, and the Director of Student Health and Disability Services.
- Students who become ill will be treated at the OCU Student Health Clinic. If it is determined that a higher level of care is needed, the students will be referred to area medical clinics or hospitals.
- The Food Service Supervisor on campus will begin a food-related incident report, which is a Sodexo procedure. This procedure will be followed, including sampling, notification of the City/County Health Department, and investigation. The City/County Health Department can be reached at 425-4437 and the epidemiologist on call will be dispatched.

- Resumption of food service will be at the direction of the City/County Health Department working in conjunction with Sodexo food services.

8.3.2 Airborne Illness Emergency Response Plan

In the event of an illness at OCU caused by an airborne virus, bacteria, or other airborne contaminant, the air handlers to the building should be shut down immediately and staff evacuated from the building.

- Contact ABM to shut down the air handlers: 208-5382 or 208-5375.
- Contact the OCUPD to assist with evacuation and seal the building.

Persons suffering with respiratory difficulty should be transported to the nearest hospital for evaluation. Any person in respiratory distress (i.e., short of breath, choking, having difficulty breathing) will need emergency medical assistance. Contact EMSA by dialing 9-911.

The Vice President of Administration should be contacted immediately, who will contact other Administrative staff as indicated, and the university legal counsel.

The City/County Health Department will be contacted to begin an epidemiology investigation: 425-4437.

The building will remain sealed until released by the City/County Health Department.

8.4 Fire

In all cases of fire, notify the Oklahoma City University Police Department immediately.

- On-Campus Fire Emergencies: call 208-5001, or ext. 5001.
- Off-Campus Fire Emergencies: call 911.

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

If a minor fire appears controllable, IMMEDIATELY contact the OCUPD at 208-5001 or ext. 5001. Then promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm (fire alarm).

In the case of large fires that do not appear controllable, IMMEDIATELY call the OCUPD at 208-5001 or ext. 5001. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS.

When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

DO NOT USE THE ELEVATORS DURING A FIRE.

Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Remain in your designated evacuation location until cleared by emergency personnel. If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by the OCUPD.

***NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.*

KEEP CALM AND HELP OTHERS REMAIN CALM.

8.5 Severe Weather Closing/Early Dismissal

If, due to an emergency (e.g., inclement weather, power failure, etc.), it becomes necessary to close the university or to delay the normal work schedule, the university will notify the local TV and radio stations. The university will update its emergency number: 208-5871.

In the event the media are not notified due to time constraints, the OCU recall system will be activated. Vice Presidents, Deans, Directors etc. will be notified. It is the responsibility of the department heads to notify all of their departmental personnel.

8.6 Tornadoes

Tornadoes are one of OCU's highest risks for a disaster. Tornadoes typically travel on a diagonal path (i.e., SW-NE, etc.). April, May, and June are the highest risk months for a tornado in Oklahoma; however, there is potential for a tornado in any month. It is essential for all OCU constituents to be weather aware as severe weather is just as dangerous as a tornado.

8.6.1 Definitions

- **Tornado Watch:** Indicates that conditions exist for a tornado to develop.
- **Tornado Warning:** Indicates that a tornado has actually been sighted or indicated on radar.

***NOTE:** One clue that a tornado could develop is when a thunder storm produces hail. The larger the hail stone, the more likely that a tornado will occur.*

When a tornado warning is announced:

- Remain calm. Turn on all available televisions and radios to local weather stations.
- The Oklahoma City University Police Department will contact all emergency building coordinators or their designees.
- Notify all occupants that the National Weather Service has issued a tornado warning.
- The emergency building coordinators should go to each room and instruct occupants to evacuate to their designated location until clearance.
- Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
- If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building or in a small room on the ground floor that is away from outside walls and windows.
- Stay away from windows to avoid flying debris.
- If you are outside and there isn't time to get into a building, take cover and lie flat in the nearest depression such as a ditch, culvert, excavation, or ravine.
- All occupants should remain in their designated evacuation shelter until clearance is given with repetitive short blasts from the community's alert horns, or from the emergency building coordinator or emergency personnel.

AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly supported roofs. If you are in one of the all-wood buildings, evacuate to a safer location.

If you are in an administrative or classroom building, go to an interior hallway on the lowest floor. Stay away from windows. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a university official.

8.7 Utility Failure

In the event of a major utility failure occurring during regular Physical Plant working hours (7:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify the Physical Plant at extension 5382.

If there is potential danger to building occupants or if the utility failure occurs after hours, on weekends, or during a holiday, notify the Oklahoma City University Police Department at extension 5001.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that the elevators are reserved for handicapped persons.

DO NOT USE ELEVATORS IN CASE OF FIRE.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews. If requested, assist the emergency crews as necessary.

A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

8.7.1 Electrical/Light Failure

Campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight available for emergencies.

- Contact physical plant (208-5382). After hours contact the OCUPD at (208-5001).

8.7.2 Elevator Failure

If you are trapped in an elevator, use the emergency alarm (located on the front panel), which will signal for help.

8.7.3 Plumbing Failure/Flooding

Cease using all electrical equipment. Notify the Service Response Center at extension 5382. If necessary, vacate the area.

8.7.4 Gas Leak

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Notify the OCUPD at extension 5001 immediately.

8.7.5 Ventilation Problem

If smoke odors come from the ventilation system, immediately notify the OCUPD at extension 5001 or the Physical Plant Service at extension 5382; if necessary cease all operations and vacate the area.

8.8 Suicide/Psychological Crisis

A psychological crisis exists when an individual is threatening to harm himself/herself or others, or is out of touch with reality due to severe drug reactions or psychological problems.

Psychological problems may be manifested by hallucinations or uncontrollable behavior. Also, the person could have become lost from his/her nursing home or hospital.

If you believe a psychological crisis exists:

- Call the OCUPD at ext. 5001
- Clearly state that you need immediate assistance, give your name, your location, and the area of campus involved.

NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.

If a suicide attempt is verbalized:

1. Try to assess the individual's potential for committing suicide: Does he/she have a specific plan and the tools mentioned (gun, pills etc.) to follow through with it?
2. Enlist the assistance of others in the immediate area, if available.
3. Call the Oklahoma City University Police Department (208-5001).
4. Ask the individual very open-ended questions, encouraging them to tell you more about their problem. Keep in mind:
 - Never be judgmental. Look for anything good in what the individual has to say and repeat it in the form of a question or kind statement.
 - Never offer advice to the individual unless you have been specifically trained to do so.
 - Get the individual to agree not to kill him/herself. If the individual refuses, professional medical assistance is needed; contact the OCUPD at (208-5001).

If a suicide attempt is made:

1. Call the Oklahoma City University Police Department (208-5001).
2. Remain calm and try to get the victim to relax.
3. Get as much information as possible so you can share it with emergency care providers when they arrive.

If a drug overdose is involved:

- Try to find out what was taken and how much.
 - Do not induce vomiting unless advised by medical personnel.
4. Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.
 5. Stay with the victim until the ambulance arrives.

8.9 Violent or Criminal Behavior

- On-Campus Emergencies: call 208-5001, or ext. 5001.
- Off-Campus Emergencies: call 911.

The OCUPD is located in office #320 of the Administration building at 2501 N. Blackwelder and provides the campus with 24-hour protection and assistance. This service is provided 7 days a week on a year-round basis.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by promptly reporting them.

Notify the OCUPD at extension 5001 as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the OCUPD.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

If there is gunfire or an explosion, you should take cover immediately using all available concealment. After the disturbance, seek emergency First Aid, if necessary.

8.9.1 What To Do If Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
- The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself, attempt to establish rapport with the captor.
- If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

8.10 Bomb Threat

If you become aware of a bomb threat, contact the Oklahoma City University Police Department at 208-5001 (ext. 5001).

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call the OCUPD at ext. 5001.

If you receive a bomb threat over the telephone:

- Remain calm, courteous, and professional. Do not place caller on hold or attempt to transfer the call.
- Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen in to the conversation.
- Attempt to ask the caller the following questions and write down the answers if possible:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- The time of the call
- The age and gender of the caller
- The caller's speech pattern, accent, etc.
- The emotional state of the caller
- Any background noise you are able to hear
- Any other characteristics of the caller that you noted

Call the Oklahoma City University Police Department (208- 5001) as soon as possible.

The Oklahoma City University Police Department officers and members of the Oklahoma City Fire and Police Department will conduct a detailed bomb search. University staff members are requested to make a cursory inspection of their area for suspicious objects and to report the location to the OCUPD.

DO NOT TOUCH THE OBJECT!

Do not open drawers, cabinets, or turn lights on or off.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

Do not use elevators in case of fire.

REMAIN CALM, AND HELP OTHERS TO REMAIN CALM.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested,

assist emergency crews as necessary.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by the Oklahoma City University Police Department.

8.11 Chemical Spill

If you observe or suspect that a chemical spill has occurred, contact the OCUPD at 208-5001 (ext. 5001).

Whenever hazardous substances (solids, liquids, or gases) are unintentionally released on OCU property, every effort shall be made to protect students, employees, visitors, responders, the general public, and the environment from exposure to the substance.

Each employee who handles potentially hazardous substances must be aware of the identity and nature of the substances with which they work, and will be trained in the handling and disposal of these substances as per the university's Chemical Hygiene Plan. Students must not be allowed to handle potentially hazardous substances except when under the direct supervision of a faculty or staff member.

8.11.1 Procedures for Unintentional Releases (Spills) of Potentially Hazardous Substances

Small Releases of Relatively Nontoxic Materials

When a small amount of a relatively nontoxic material (such as paint, adhesives, or oil) is unintentionally released, if the person(s) working with the material can remediate the spill safely, they should do so. It is highly recommended that each work area that uses these types of materials have supplies on hand for use in the cleanup. For example, in the event of a paint spill, there should be some absorbent such as an "oil dry" product, vermiculite, or cat litter for use on the spilled material. The used absorbent must then be disposed of properly. The affected area must immediately be cleared of all persons who are not involved in the spill remediation.

If the person(s) working with the material believe that they are unable to remediate the spill, they should immediately notify the OCUPD at ext. 5001, who should then immediately notify the Spill Response Team.

Larger Releases of Relatively Nontoxic Materials or Releases of Moderately Hazardous Materials

A moderately hazardous material is one with any of the following characteristics:

- The material is considered to be caustic (acidic or basic)
- The material is flammable
- The material has a significant vapor pressure (a noticeable odor)

Whenever any of these materials is spilled, the area must immediately be cleared of all students and all nonessential employees. If the person(s) working with the material can *safely* remediate the spill, they should do so as soon as the area is cleared of all nonessential

persons. If the spill cannot safely be remediated by the person(s) working with the material, the Oklahoma City University Police Department (ext. 5001) should be called as soon as the area is cleared.

The OCUPD is to call the Spill Response Team. The Spill Response Team will evaluate the situation and either remediate the spill or request assistance from the Oklahoma City Fire Department's (OCFD) Hazardous Materials unit.

8.11.2 Release of Any Highly Hazardous Material

Highly Hazardous Materials are those that have the following characteristics:

- Are toxic gases
- Are liquids with high vapor pressures and toxic vapors
- Can be reasonably expected to be an imminent fire hazard

If a highly hazardous material is spilled or released, the building must immediately be cleared, the OCUPD (ext. 5001) notified, and assistance requested from the OCFD's Hazardous Materials Unit.

Whenever there is a spill or release of toxic gases or volatile liquids, evacuated persons are to leave the affected building and go to a location *upwind* of the spill location.

NOTE:

As part of the Chemical Hygiene Plan, everyone working with hazardous or potentially hazardous materials must know the classification (relatively nontoxic, moderately toxic, or highly toxic) to which each material belongs.

As per US Occupational Safety and Health Administration (OSHA) regulations, the members of the Spill Response Team must have successfully completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training course. ONLY HAZWOPER trained persons are legally qualified to be on the Spill Response Team.

8.12 Explosion On Campus

If an explosion occurs on campus, take the following action:

- Immediately take cover under tables, desks, and other objects that will protect you from falling glass or debris.
- After the immediate effects of the explosion and or fire have subsided, notify the Oklahoma City University Police Department at ext. 5001, who will then call the appropriate agencies. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded or when you are told by university officials to leave, walk quickly to the nearest marked exit and advise others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

DO NOT USE ELEVATORS IN CASE OF FIRE.

REMAIN CALM.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points. If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a university official.

8.13 Civil Disturbance or Demonstrations

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the Handbook for Students). Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal university activities and functions. (Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the university, or emergency, fire, or police operations)
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to university property or the property of others

If any of these conditions exist, the OCUPD should be notified and will be responsible for contacting and informing the Vice President of Student Services and the Dean of Students. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

8.13.1 Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct university business as normally as possible.

If demonstrators are asked but refuse to leave a facility by its closing time:

- Arrangements will be made by the Chief of the OCUPD to monitor the situation during non-business hours, or
- Determination will be made by the Dean of Students or his/her designee to treat the violation of regular closing hours as a disruptive demonstration (see below).

8.13.2 Non-Violent, Disruptive Demonstrations

In the event that a demonstration's participants are violating the Code of Conduct:

- The Chief of the OCUPD will immediately contact the Dean of Students.
- Demonstrators will be asked to terminate their violations by the Chief of the OCUPD or his designee.
- The Dean of Students or his designee will advise the President of the situation and then proceed to the scene and ask the demonstrators to leave or to discontinue their violations of the Code of Conduct.
- If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and/or possible intervention by police authorities.
- Efforts, including the taking of photographs if necessary, should be made to secure positive identification of demonstrators violating the Code of Conduct in order to facilitate later investigation.
- After consultation with the Chief of the OCUPD and the Dean of Students, the President will determine the need for police intervention.
- If determination is made to seek police intervention, the demonstrators will be so informed.
- Upon arrival of the Oklahoma City Police Department, the remaining demonstrators will be warned of the Police Department's intention to arrest.

8.13.3 Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Dean of Students will immediately be notified. Further:

- In coordination with the Dean of Students, the OCUPD will contact the building or department involved.
- The Dean of Students will alert the President.
- The President may declare a campus emergency and proceed accordingly to safeguard the campus, which may include closing the university.
- The OCUPD will provide an officer with a radio for direct communication between the administrators and the building or department involved as needed.

***NOTE:** The Chief of the OCUPD is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons involved.*

8.14 Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

- **If Indoors:** Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- **If Outdoors:** Move quickly away from buildings, utility poles, and other structures.

***CAUTION:** Always avoid power or utility lines, as they may be energized.*

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers. After the initial shock, evaluate the situation and if emergency help is necessary, call the OCUPD (ext. 5001) if on campus, or 911 if off campus.

Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to the OCUPD and Physical Plant Operations.

***NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures (Section 8.7).*

If an emergency exists, activate the building alarm (fire alarm). When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING SHELTER!

Remember that elevators are reserved for the handicapped persons' use.

DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a university official.

Section 9: Homeland Security Alert

Oklahoma City University is sensitive to the dangers of terrorism and the responsibility for providing safety to our students, faculty, and staff. Every member of our campus community has the responsibility to work toward creating a safe and secure campus. The heightened security in the United States asks people to be particularly attentive of their surroundings as they go about their normal business. Oklahoma City University's response to Homeland Security should be one of awareness, but not one of fear or panic. Below are responses to the most frequently asked questions.

Q: How is Oklahoma City University preparing for homeland security?

A: The university has an Emergency Response Plan and an emergency response team who is prepared to give leadership, guidance, and support in the event of a Homeland Security Alert. The University President and his/her designee are responsible for putting the plan into motion.

Q: Is Oklahoma City University prepared for different kinds of emergencies?

A: The university is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the Oklahoma City University Police Department Office, Oklahoma City Police and Fire Departments, the Red Cross, and FEMA, the university has access to an abundance of resources.

Q: What physical resources will be available for persons on campus?

A: Food, water, and shelter will be provided for all persons restricted to the campus. Staff from the Office of Student Life will coordinate the access to these resources in cooperation with the General Manager of Campus Food Services.

Q: If an emergency occurs, how do I get information about what to do?

A: If anyone is in a residence hall, an RA or residence staff member will come to the building to advise students. If anyone is in an academic building, the Chapel, or the University Center, proceed to a theater, large lecture hall, or lounge area to receive instruction. We will use all means available to communicate with students, faculty, and staff, including voice mail, electronic mail, and person-to-person messengers assigned those responsibilities.

Q: How can students and parents obtain information?

A: The university will do its best in an emergency to maintain telephone communication. The OCU Web site (www.okcu.edu) will carry pertinent information. There will also be updated information on the university information hotline (405) 208-5871.

Q: What can you do to help right now?

A: Campus safety is the responsibility of every community member. As you go about your daily routine, be observant and do your part to help maintain a safe campus. It is important for everyone to be especially observant and to report unusual or suspicious behavior to the OCUPD (ext. 5001) in a timely manner. Such behavior could include [but not limited to]:

- People in buildings or areas who do not appear to be conducting legitimate business
- Unauthorized personnel in restricted, sensitive, or private areas
- Persons abandoning parcels or other items in unusual locations
- Abandoned vehicles
- Unfamiliar vehicles with person/s sitting inside

You can also help by following these normal security procedures:

- Do not prop open or compromise building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Secure all your areas when you are not present.
- Protect access codes.
- Familiarize yourself with evacuation plans and routes.

Q: Whom should you call if you notice suspicious behavior?

A. Call the Oklahoma City University Police Department Office at (405) 208-5001.

A Special Message to International Students and Families

Please be assured that special concern and care will be given to you and your families during these times of uncertainty. The International Student Office at 405-208-5408/jsinclair@okcu.edu, and the Office of Student Life at 405-208-7907/ngilliland@okcu.edu, provide support to all international students. A special hotline, (405) 208-5005, is also provided to service international students. If no one is available to respond to the hotline, a recorded message will be provide students with directions appropriate to the situation.

The Oklahoma City University Police Department is available 24 hours a day at (405) 208-5001 and can respond to questions or assist you.

Key contacts are the Chief of the OCUPD at (405) 208-5001 and the Office of Residence Life at (405) 208-7911.

In the event that telephone communication is disrupted because of increased calling traffic, family and friends should know that the university e-mail system is usually operational and may be the most efficient way to maintain contact. The OCU website at www.okcu.edu will be updated as needed.

When the *Homeland Security Advisory System* announces a security alert, the university will act promptly to initiate the campus Security Alert Response Plan. There are five levels for alerts and protective measures:

Low Condition (Green): This condition is declared when there is a low risk of terrorist attacks. All schools, departments and offices should consider the following general measures in addition to the area-specific protective measures they develop and implement:

- Refining and exercising preplanned protective measures, as appropriate
- Ensuring students and university personnel receive proper training on the Security Alert Response Plan and specific preplanned department or agency protective measures
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks and all reasonable measures are taken to mitigate these vulnerabilities

Guarded Condition (Blue): This condition is declared when there is a general risk of terrorist attacks. In addition to the protective measures taken in the previous threat condition, schools, departments and offices should consider the following general measures in addition to the area-specific protective measures that they will develop and implement:

- Checking communications with designated emergency response or command locations
- Reviewing and updating emergency response procedures
- Providing all constituencies with any information that would strengthen its ability to act appropriately

Elevated Condition (Yellow): An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, all schools, departments, and offices should consider the following general measures in addition to the protective measures that they will develop and implement:

- Increasing surveillance of critical locations
- Coordinating emergency plans with nearby jurisdictions, as appropriate
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned protective measures
- Implementing, as appropriate, contingency and emergency response plans

High Condition (Orange): A High Condition is declared when there is a high risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, all schools, departments and offices should consider the following general measures in addition to the area-specific protective measures that they will develop and implement:

- Coordinating necessary campus security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing the student body and workforce
- Restricting threatened facility access to essential personnel only

Severe Condition (Red): A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures in the previous threat conditions, all schools, departments and offices also should consider the following general measures in addition to the agency-specific protective measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs
- Assigning emergency response personnel, and pre-positioning and mobilizing specially trained teams or resources
- Monitoring, redirecting, or constraining campus resources
- Closing campus facilities

Section 10: Emergency Preparedness Training

The Emergency Coordinator will gather all coordinators and provide periodic emergency preparedness training. Annually, the Emergency Operations Center will have an emergency drill.

Section 11: Emergency Drills, Shelter and Evacuation

Periodically, emergency drills will be performed in each building. The Emergency Response Coordinator, the Chief of the OCUPD, and the OKC Fire department will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Please refer to the chart below in contacting emergency building coordinators and in determining tornado shelter and evacuation locations.

OCU Emergency Shelter/Evacuation Plan

Building Coordinators will be responsible for activating building alarms, if necessary.

Building	Emergency Building Coordinator	Tornado Shelter	Evacuation location
Administration	Bryan Huntington, 5029	Basement of AD Bldg	Quad Lawn
Lacy Visitor and Admissions Center	Janey Wheeler, 5345	Basement of AD Bldg	Parking lot east of building
Baseball Complex	Denny Crabaugh, 55156	First Floor hallway NE side of Loeffler	Parking Lot West of Baseball Field
Bass Music Center	Mark Belcik, 5474	North lower level hallway (Practice Room area)	Lawn East of Bass Music Center (Meinders Lawn)
Chapel	Dr. Mark Davies, 5281	Basement of Chapel	Lawn on the West side of Chapel
Children's Center for the Arts	Jessica Chapman, 5522	Basement of Music School	Lawn North of the Children's Center
Dulaney Browne Library	Susan Small, 5071	Basement of the Library	Clock tower
Farmer's House	John Riggs, 7909	Nursing School Skills Lab	Parking Lot South of Farmers House
Fraternity Houses	John Riggs, 7909	Basement of Fraternity Houses	Parking Lot South of Harris Hall
Freede Wellness Center	Greg Kersgeiter, 5317	East and West Hallway Locker rooms	Parking Lot North of Freede
Gaylord Bldg/Ann Lacy School of DMGT	Angela Do, 5322	Basement of Ann Lacy Dance School	Centennial Plaza
Gold Star Building	Judy Morgan, 5062	Basement of Gold Star	Walkway East of the Gold Star
Kirkpatrick Fine Arts	Mark Belcik, 5474	Basement hallway adjacent to Room #14	Lawn East of Kirkpatrick Fine Arts
Kramer School of Nursing	Lois Salmeron, 5998	Skills Lab Facility Workroom/Bathrooms	Parking Lot South of Nursing School
McDaniel University Center	Dee Llanusa, 7913	Lower Level Student Leadership Center	Clock tower
Meinders School of Business	Mahmood Shandiz, 5130	First Floor North and South Hallways/ First Floor Bathrooms	West Plaza of the Meinders School of Business
Norick Arts Center	Sandi Hentschel, 5226	Basement of Music School	Parking Lot West of Norick Art Center
Oklahoma Children's Theater	Lyn Adams, 606-7003	Basement of Admin Building	Centennial Plaza
Panhellenic Quad	Heidi Osborn, 5989	Hallway First Floor NE side of Loeffler	Parking Lot East of Panhellenic Quad
Walker Center	Terry Conley, 5482	Walker Center 143/144	Parking Lot North and South of Walker Center
Physical Plant	Mark Norcott, 5375	Utility Tunnel	Parking Lot South of Freede Center
Sarkeys Law Center	Pam Ray, 5338	First floor of Sarkeys Room 104/108	Activities Lawn
Walker Hall (residence hall)	Mary Brewer, 5102	Basement of Walker Hall	Basement of Chapel
Banning Hall (residence hall)	Staff on duty, 5059	Basement of Banning Hall	Activities Lawn/Sarkeys Plaza
Smith Hall (residence hall)	Staff on duty, 5201	Basement of Smith Hall	Activities Lawn/Sarkeys Plaza
Draper Hall (residence hall)	Staff on duty, 5958	Basement of Draper Hall	Parking Lot South of Hall
Harris Hall	Staff on duty, 5049	Basement of Harris Hall	Parking Lot South of Hall
New Residence Hall	Staff on duty, TBD	TBD	TBD