



# Emergency Preparedness and Crisis Management Plan

Update  
2012

## Contents

President's Statement.....	1
Section-1 .....	3
Program Mission Statement .....	3
Direction and Control.....	3
Plan Development and Maintenance .....	3
Training and Readiness Exercises .....	4
Training Records .....	4
Section-2 .....	5
Emergency Preparedness .....	5
Response .....	5
Mitigation.....	5
Recovery.....	5
Section-3 .....	6
Protocols for Activation of the EPCMP .....	6
Isolated Emergency.....	6
Major Critical Emergency.....	6
Situation Report .....	8
NOTES..Emergency Management Team .....	9
President .....	10
Vice President for Business Services.....	10
Vice President for Academic Affairs.....	10
Vice President for Student Affairs.....	10
Chief of Police or Safety/Emergency Management Team Leader .....	11
Physical Plant Director .....	12
Law Enforcement Resources.....	12
Director of University Communications .....	13
Situation .....	14
Assumptions.....	14
Operations .....	14
Phases of Response.....	14
Organization and Assignment of Responsibilities.....	16

Organization.....	16
Responsibilities .....	16
Media Relations .....	17
Interviews.....	17
General Observations .....	17
Crisis Communication Team .....	17
Direction and Control.....	18
Student Health Services Director .....	18
Emergency Operations Managers.....	18
Emergency Duties of Emergency Operations Managers .....	18
Faculty Responsibilities .....	19
Damage Assessment Team .....	19
Damage Assessment Team Leader .....	19
Director of Physical Plant .....	19
Director of Residence Life .....	19
Structural Damage Assessment .....	20
Chief of Police or Safety.....	<b>Error! Bookmark not defined.</b>
IT Executive Director .....	20
Telecommunications Director.....	21
Emergency Command Centers.....	21
Mutual Aid .....	21
Communications and Logistics.....	21
Section-4 .....	23
Section-5 .....	25
Fire Risk Assessment .....	25
Prevention Tactics.....	25
Fire Safety Plan .....	26
Authority .....	26
General Policy .....	26
Definitions .....	26
Response Level.....	27
Emergency Action Plan .....	27

Emergency Action Plan: Employee Responsibilities .....	28
Emergency Action Plan: Building Fire Alarm System .....	30
Training .....	32
Evacuation Procedures .....	33
Students with Disabilities.....	33
False Alarms .....	33
Tornado Preparedness.....	34
Warnings .....	34
Response Procedures.....	35
Inclement Weather & Severe Winter Storms .....	35
INCLEMENT WEATHER CLOSING PROGRAM.....	35
Closure Announcements.....	36
Lightning.....	37
Earthquake.....	37
Response Procedures.....	37
Rescue from Elevator following Earthquake.....	38
Mitigation and Recovery.....	38
Electrical Failure .....	38
Enclosed Rooms and Buildings.....	38
Critical University Resources.....	39
Bomb Threat .....	39
University Police Procedures .....	39
Bomb Threat Response (actions .....	39
Search.....	39
Evacuate (if necessary) .....	40
If A Suspicious Item Is Found .....	40
Receiving a Threat.....	42
Acts of Aggression.....	43
Armed Assault at University.....	43
Program Goals.....	43
Types of Armed Assault .....	43
Response to Armed Assault .....	43

Terrorism.....	44
Preparing for Terrorism .....	45
Warning System .....	46
University Police Procedures .....	46
Hazardous Materials Incidents .....	46
SPCC Plan .....	47
Faculty/Student Transportation .....	47
Program Goals.....	48
Types of Disasters .....	48
Maintenance & Safety Checks .....	48
Specific Response Procedures .....	48
Thunderstorms.....	48
Tornadoes .....	48
Floods.....	49
Winter Storms.....	49
Fire (in vehicle).....	49
Fire (along route) .....	49
Violence (gunfire).....	49
Violence (in vehicle) .....	49
Violence (SA/DV & Stalking) Victim Centered Care .....	50
Earthquake .....	50
Section-6 .....	51
Attachment A.....	51
Contact Names and Numbers .....	51
Departments Requiring Emergency Preparedness and Crisis Management Plans .....	51
Attachment B .....	53
Guidelines for Students with Disabilities .....	53
BUILDING EVACUATION DUE TO FIRE, TORNADO, OR OTHER EMERGENCIES .....	53
FACULTY AND STAFF RESPONSIBILITIES:.....	53
STUDENTS RESPONSIBILITIES: .....	53
PRE-EMERGENCY PREPARATION: .....	53
EMERGENCY PROCEDURES - GENERAL GUIDELINES.....	54

FIRE EMERGENCIES: .....	54
RESIDENCE HALL FIRE EVACUATION .....	54
SELF ROOM EVACUATION .....	54
ASSISTED ROOM EVACUATION .....	55
OTHER BUILDING FIRE EVACUATION: .....	55
SELF-BUILDING EVACUATION .....	55
ASSISTED BUILDING EVACUATION .....	55
TORNADO EMERGENCIES: .....	55
RESIDENCE HALL, ACADEMIC AND OTHER BUILDING LOCATIONS: .....	56
ASSISTED TORNADO RESPONSE .....	56
Attachment C .....	57
Residence Life Emergency Preparedness and Crisis Management Plan .....	57
Contacts .....	57
Preparedness .....	57
Emergency Situation .....	58
Risk Identification .....	58
University Housing (Residence Halls).....	58
TORNADOES, HIGH WINDS, ETC. ....	60
ELECTRICAL FAILURE .....	60
INCLEMENT WEATHER .....	61
EARTHQUAKES .....	61
BOMB THREATS.....	61
ACTS OF AGGRESSION.....	61
HEALTH (DEATH, SUICIDE, SUICIDE ATTEMPT, SERIOUS INJURY) .....	62
FIRE ALARM AND EVACUATION PROCEDURES .....	62
RESIDENCE HALL FIRE ALARM PROCEDURES .....	64
RESIDENT EVACUATION LOCATIONS .....	67
Residence Hall Fire Safety Tips .....	67
PLAN AHEAD .....	67
LIFE SAFETY STEPS (in the event of a fire).....	68
EMERGENCY EVACUATION PROCEDURES FOR TORNADO, HIGH WINDS.....	69
Definitions:.....	69

Notification: .....	69
Section-7 .....	71
Emergency Siren/PA System .....	71
Text Messaging .....	71
Network Alert System .....	71
Lynx System.....	71
Section-8 .....	72
Tornado Watch .....	72
Tornado Warning .....	72
Tornado Notification .....	72
Tornado Shelters .....	72
Section-9 .....	77
Southeastern Airport: Eaker Field.....	77
General.....	77
Purpose/Responsibilities.....	77
Airport Emergency Plan .....	78
Disaster Recovery Plan.....	79
Academic Affairs, Information Technology & Administrative Computing.....	79
General.....	79
Purpose .....	79
Section-10 .....	80
Section-11 .....	81
Bryan County Emergency Operations Plan .....	81
OSHA 2254 Training Requirements in OSHA Standards and Training Guidelines .....	81
Oklahoma Geological Survey .....	81
Texas A&M University Commerce .....	81
University of Central Oklahoma .....	81
University of Maryland at College Park .....	81
University of Oklahoma Student Chapter of the American Meteorological Society .....	81
Johns Hopkins University .....	81
New Mexico Tech.....	81
NIMS.....	81

Section-12 ..... 82



## President's Statement

Recent national attention on sudden unexpected acts of violence and weather phenomena has become a primary focus for colleges and universities. The extent to which educational institutions are prepared to control such circumstances is an immediate challenge and presents opportunities to coordinate efforts to plan for such events.

Being well prepared for the likelihood of a violent act or a natural disaster will raise the level of public confidence about the ability of the University to manage such events effectively. Such planning may even lessen the probability that a harmful act will actually occur if steps are taken to: (1) identify and implement programs and practices designed to avoid a crisis, and (2) develop a crisis plan to facilitate rapid and appropriate response should any emergency occur.

Additionally, the University has formally adopted the National Incident Management System (NIMS) as requested for all postsecondary education campuses in Oklahoma. The NIMS program was developed by the U.S. Department of Homeland Security to provide a consistent nationwide approach that enables federal, state, local, and tribal governments the ability to work together to prevent, prepare for, respond to, and recover from domestic incidents.

The Emergency Preparedness and Crisis Management Plan outlines an institutional policy that provides a clear guidance and a framework within which the institution will operate in the event of a crisis. The success of any emergency plan depends upon a team effort and it is our desire to develop a plan which will safeguard both individuals and property should any disaster occur.

Larry Minks



Interim President

## **President's Statement**

## Section-1

### *Program Structure*

## Section-1

### *Program Structure*

#### **Program Mission Statement**

The overall goal of the Emergency Preparedness and Crisis Management Plan (EPCMP) is to provide Southeastern Oklahoma State University with a comprehensive emergency management operation, which will provide the levels of protection necessary for life, property, and the safety of its employees, students and business units. The EPCMP will be ongoing so that each department within the university structure can find its niche in the emergency management environment.

#### **Direction and Control**

The Emergency Preparedness and Crisis Management Plan will serve as the basic framework for the University and departmental operations in times of an emergency or crisis situation. This framework identifies the individuals and resources necessary to adequately protect University employees, students, and business units. These individuals are responsible for the design, control, implementation and continued evolvement of the Emergency Preparedness and Crisis Management Plan. Each department within the structure of Southeastern Oklahoma State University is obligated to conform to the policies set forth by this basic plan. The Contingency Planning Committee identified below will assist each department with the development of its own specific Emergency Preparedness and Crisis Management Plan. These departmental plans will be attached to the back of this basic University plan upon completion.

#### **Plan Development and Maintenance**

The Contingency Planning Committee is responsible for the development and implementation of the Emergency Preparedness and Crisis Management Plan. The structure of this plan will establish guidelines for the University as a whole and also, general procedures for each building and department. The committee is currently composed of the following personnel:

- Contingency Planning Committee
- Office of the President
- Police and Safety Director
- Executive Director/CIO: Information Technology
- Physical Plant Director
- Department Chair Occupational Safety and Health
- University Communications Office
- Office of Academic Affairs

## Section-1

### *Program Structure*

- Office of Student Services
- Safety Office

#### **Training and Readiness Exercises**

Southeastern Oklahoma State University recognizes the fact that policies become obsolete or inefficient with time. Therefore, the Contingency Planning Committee and the Chief of Police or Safety, under the direction of the President (or his designee), will review the Emergency Preparedness and Crisis Management Plan annually and after every training and readiness exercise. This process of continual assessment will insure that SE maintains a constant state of preparedness so that in the event of an emergency or disaster, damage done to life, property, and business continuity will be minimal.

The effectiveness of any emergency preparedness and crisis management program is based on the level of training and the readiness of its personnel. Southeastern Oklahoma State University is committed to assuring the safety of life, property and the continuity of its employees, students and business units. In order to promulgate the training and readiness needed to effectively respond, mitigate and recover critical resources to the university; the Contingency Planning Committee has developed a list of methods that will enhance the efficiency of the EPCMP. These methods include but are not limited to:

- 1) Education
- 2) Evacuation drills
- 3) Emergency tactics training
- 4) EPCMP exercises

Every department will adopt these methods and develop their own specific training and readiness exercises, with the assistance of the Police and Safety Department. The Contingency Planning Committee will monitor and evaluate all plans and assist in their deployment.

#### **Training Records**

To effectively monitor and evaluate those personnel that are involved with emergency operations within the University's structure, the Chief of Police or Safety (or his designee) will keep accurate records of those completing training in emergency operations tactics. Emergency Operations Managers will maintain an accurate record of all departmental training and readiness exercises.

## Section-2

### *Four Phases of Contingency Planning*

All personnel receiving safety training from any department will forward a copy of individual's name, type training conducted, date conducted and name of instructor to the Chief of Police or Safety (or his designee).

## Section-2

### *Four Phases of Contingency Planning*

There are four distinct phases of contingency planning 1) emergency preparedness, 2) response, 3) mitigation, and 4) recovery. A definition for each phase is outlined below.

### **Emergency Preparedness**

Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Insuring the continuity of an operational unit and protecting the lives of students and employees within the University structure during an emergency is the focus of emergency preparedness. Each department of Southeastern Oklahoma State University must develop operational continuity plans. These plans will contain clearly defined strategies and procedures to insure their operational continuity and the safety of all employees and students.

### **Response**

This is the initial phase after an incident has occurred. Emergency plans and protocols are activated to protect lives and property from further harm.

Response activities include warning, evacuation, rescue, and similar operations.

### **Mitigation**

Mitigation is the cornerstone of emergency management. It is the ongoing effort to lessen the impact that disasters have on people and property. In addition, mitigation measures can help reduce losses and suffering so that there is less demand for funds and resources in the aftermath of an incident.

### **Recovery**

The time required for the recovery of the functional area and the restoration of normal services depends on the damages caused by the disaster. The recovery process begins immediately after the disaster and takes place in correlation with mitigation operations and in accordance with the plan that has been implemented. The primary goal is to restore normal operations as soon as possible.

## Section-3

### *Emergency Operations*

## Section-3

### *Emergency Operations*

#### **Protocols for Activation of the EPCMP**

It is the responsibility of the President or Chief of Police or Safety (or his designee) to determine the need for the activation of the EPCMP. An Emergency Management Team Member will establish the level of the emergency as being an Isolated Emergency, or a Major Critical Emergency.

#### **Isolated Emergency**

An isolated emergency is defined as an occurrence impacting only a small part of the University's community or physical property, which does not affect the overall functioning capacity of Southeastern Oklahoma State University. Examples would include but are not limited to:

- Small Localized Fire
- Isolated Power Failure
- Localized Building Damage
- Suicide or suicide attempt
- Disturbance in a building by an individual

Even though an isolated emergency may be considered small or isolated, it is by no means to be taken lightly. Immediate attention must be given to mitigate the situation as quickly as possible.

Upon the occurrence of an isolated emergency, the first priority is the safety of all individuals involved. This would include the safety of individuals directly affected by the emergency and those within the area.

An isolated emergency may not require the intervention of the Emergency Management Team as a whole; however, selected members of the team may be involved as necessary.

No matter how small or isolated, all emergencies must be reported to University Police and investigated in a timely manner to determine cause and prevent future occurrences.

#### **Major Critical Emergency**

A major critical emergency is defined as a serious emergency that disrupts one or more operations of Southeastern Oklahoma State University. Examples would include but are not limited to:

- Major fire
- Major disturbance

## Section-3

### *Emergency Operations*

- Widespread power failure
- Severe Storm
- Tornado
- Earthquake

The following preliminary activities should immediately be executed when a decision has been made to activate the EPCMP:

- Initiate the Emergency Notification Network.
- Activate the Emergency Command Center and additional resources required.
- Check radios and other communications equipment.
- Brief the Emergency Management Team on the emergency situation.
- Review operating procedures.
- Initiate Departmental Checklists.
- Notify outside agencies as needed.
- Obtain situation reports and begin emergency damage assessment.

Additional Comments:

---

---

---

---

---

---

## Section-3

### *Emergency Operations*

#### Situation Report

1. Type of Occurrence \_\_\_\_\_  
Date and Time Occurred \_\_\_\_\_
2. Location \_\_\_\_\_  
Reported By \_\_\_\_\_  
Phone Number \_\_\_\_\_
3. Number of People: Injured \_\_\_\_\_ Fatalities \_\_\_\_\_
4. Number of buildings: Damaged \_\_\_\_\_ Destroyed \_\_\_\_\_
5. University business continuity: Damaged \_\_\_\_\_  
Destroyed \_\_\_\_\_
6. Utilities out of order: \_\_\_\_\_
7. Through Traffic: Closed (damage) \_\_\_\_\_  
Closed (security) \_\_\_\_\_
8. Agencies on Site: ☐ Red Cross ☐ Salvation Army  
☐ City/County Law Enforcement ☐ Fire/Rescue
9. Help needed: ☐ Shelter ☐ Provisions ☐ Medical
10. Agencies/Organizations Notified:

Name	Telephone	Contact	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Received By: \_\_\_\_\_  
Date: \_\_\_\_\_ Time \_\_\_\_\_



## Section-3

### *Emergency Operations*

NOTES..

## Section-3

### *Emergency Operations*

#### **Emergency Management Team**

Outside emergency agencies, as well as full activation of the EPCMP and the Emergency Management Team would be needed. The following pages are models of an EPCMP Activation Checklist and an Emergency Situation Report to be used by the President and the Chief of Police or Safety (or his designee) in determining the scope of the emergency and the resources needed to begin immediate response and mitigation procedures.

The Emergency Management Team is composed of key personnel that in the event of an incident would take responsibility for the activation and the management of the Emergency Preparedness and Crisis Management Plan. The President of Southeastern Oklahoma State University holds command of all functions of the Emergency Management Team and thus delegates their activities to insure the safety of University employees, students, and business units. All persons involved shall keep a log of activities to be compiled by the President (or designee) for official record keeping. The following section identifies Emergency Management Team personnel and their responsibilities:

#### **President**

- The President has overall responsibility for the University. Major decisions rest with his office.
- The President's designee will keep a time log of all events, actions, and responses.

#### **Vice President for Business Services**

- Coordinates and acts as a clearinghouse for aid and assistance from outside/donated sources.
- Acts as a liaison with community agencies and groups who may be helpful to the University in recovering from an emergency.

#### **Vice President for Academic Affairs**

- Supports the President and University operations by directing responsibilities of academic deans and department chairs.

#### **Vice President for Student Affairs**

- At the direction of the President, acts as liaison with community service agencies and groups who may be of help to Student Services in recovering from an emergency/disaster.
- Supports operations by directing the accountability for students.
- Provides the coordination for notification of next-of-kin, if necessary, and coordinates all communication with parents.

## Section-3

### *Emergency Operations*

- Coordinates with Director of Residence Life and other Student Affairs personnel all issues related to resident student and residence hall personnel.

#### **Chief of Police or Safety/Emergency Management Team Leader**

The Chief of Police or Safety (or his designee) has the responsibility for the overall management of the EPCMP and other situations as follows:

- Initiates immediate contact with the President of the University and begin assessment of the emergency condition.
- Declares the level of emergency based on reports from the University Police Department and information from the Emergency Management Team or other University Administrative personnel.
- Makes decisions concerning the overall management of the emergency.
- Announces levels of campus evacuations.
- Commands and coordinates the Emergency Management Team.
- Notifies and conducts liaison activities with SE Administration, the Bryan County Emergency Management Agency and other governmental agencies as needed.
- Works with the University Police Department and the Damage Assessment Team in assessing damages from the incident and preparing the University's specific responses.
- Serves as a member of the Damage Assessment Team.
- Monitors communications for warnings.
- Notifies and conducts liaison activities with the Durant Police and Fire Departments. Maintains communications with representatives of these agencies throughout the duration of the emergency.
- Takes steps to insure that the University Police Department is in position to provide immediate and appropriate action to protect life and property.
- Takes steps to insure that the University Police Department provides access control, perimeter and internal security patrols, and assists outside agencies as needed.
- Provides and equips an alternate site for an emergency command post.
- Provide mobile units for warning and evacuation.
- Establish a yearly meeting to review emergency management plan.
- From information received from the incident commander.

The University Chief of Police or Safety is responsible for coordinating all law enforcement activities within the University's jurisdiction. This includes

## Section-3

### *Emergency Operations*

mutual aid from outside law enforcement agencies during emergency or crisis situations.

The Southeastern Police Department provides basic police services to the University Community. The department's main objective is to provide a safe campus for students, staff, faculty, and visitors.

All Police personnel are commissioned police officers. All persons on University property are required to identify themselves to such officers when requested. University Police are authorized to enforce the State Traffic Code, the Penal Code, the traffic and parking regulations of the University, and all other laws. See on next page a list of law enforcement resources for the local area that may be needed in the event of an emergency situation.

#### **Physical Plant Director**

As the responsible manager of the University's facilities, the Director has the overall responsibility for damage control as follows:

- Initiates procedures to secure campus facilities for severe weather conditions.
- Furnishes emergency power and lighting services to the extent possible.
- Surveys habitable space and recommends to the Chief of Police or Safety (or his designee) space for relocation of critical services.
- Leads the Damage Assessment Team - with the assistance of appropriate agencies - to ascertain the damage in each building and report the findings to the President and the Chief of Police or Safety (or his designee).

#### **Law Enforcement Resources**

<b>Law Enforcement Agency</b>	<b>Bryan County Sheriff</b>	<b>Durant Police Dept.</b>	<b>University Police Dept.</b>
<b>Telephone Numbers</b>	580-924-3000 (4 Lines)	580-924-3737 Emergency 911 580-924-3738 580-924-3739 580-924-3748	Emergency 2911 Off-campus – 745-2911 Extension 2727 580-745-2727 or 0 for operator
<b>Vehicles W/Radio</b>	12	21	3
<b>Portable Generators</b>	None	1	0
<b>Total Officers</b>	11	29	7
<b>Dispatchers</b>	3	10	0
<b>EMTs</b>	None	None	None
<b>Bomb Disposal*</b>	None	None	None
<b>Deputies,</b>	11	15	6

## Section-3

### *Emergency Operations*

<b>Reserves, and Auxiliary</b>			
<b>Hand-Held Radios</b>	6	40	10
<b>Bull Horns</b>	1	1	1
<b>K-9 Units</b>	None	1	None
<b>OLETS Teletype</b>	No	Yes	No
<b>Bomb Recognition Officer</b>	No	No	2

\*Bomb Disposal Unit – Oklahoma Highway Patrol

In case of a power or water outage for long period of time, the Oklahoma National Guard in Durant would be able to provide assistances. Phone number is 580-931-2400.

In case of chemical spill, fire, etc., companies list below maybe called.

- Safety Tech, Inc. (environmental)  
Oklahoma City, Ok.  
(405) 946-6060
- The ASSET Group (environmental)  
Oklahoma City, Ok.  
(405) 946-4400
- The ASSET Group  
Tulsa, Oklahoma  
(918) 491-4777
- Southeastern Alarm Company (fire)  
Atoka, Oklahoma  
(580) 889-5728
- ABC Occupational Safety Company ( fire extinguishers and stand pipes)  
Durant, Oklahoma  
(580) 924-0211
- American Elevator Company  
Oklahoma City  
(580) 236-1174
- Siemens  
Dallas, TX  
(972) 751-5225

### **Director of University Communications**

The role of the Office of University Communications is collecting and conveying information to the public during or immediately following a crisis or emergency situation is described below:

## Section-3

### *Emergency Operations*

#### Situation

- Each crisis or emergency will require a unique University Communications response. The extent of the response will depend on the nature of the crisis.
- The Office of University Communications contacts include print and broadcast media, and the office serves as a liaison with other campus departments during a crisis.

#### Assumptions

- Often the only information the public receives about an emergency is through the media; therefore, media relations are an essential element of any crisis plan. Time is critical, and a response must be issued as soon as possible with follow-up bulletins as required.
- A crisis situation is big news and is likely to result in more public exposure for the University than hundreds of 'good news' stories.

#### Operations

- To ensure that the University's University Communications response to an emergency is quick, accurate, sensitive and responsible, the Office of University Communications will coordinate crisis communications with campus and off-campus media. The Office of University Communications will--at the President's request--set up a crisis communication center in its office to remain open during a crisis.
- If the President is unavailable, the Vice President for Academic Affairs, the Vice President for Student Affairs and the Vice President for Business Affairs will serve as a decision making team.
- During an emergency, the Director of University Communications or a designee will serve as the University's spokesperson. Other staff in the Office of University Communications will be given the spokesperson's name and phone number for referral of media phone calls.

#### Phases of Response

##### *Immediate*

- The Office of the President and the official spokesperson will determine if an official statement should be prepared and released. If warranted, they will also develop answers to specific questions that may be asked by the media.
- Spokesperson will brief all personnel who are assigned to answer the phone. If necessary, a person will be assigned a national TV network

## Section-3

### *Emergency Operations*

(CBS, NBC, ABC, CNN, AP) and/or print publication to serve as the contact person for that network or publication. This will reduce the blitz of calls from a TV network to several staff members and reduce duplication of effort.

- Telephone hot line: A telephone in the Office of University Communications will be designated as a crisis hot-line phone with recorded messages of the latest information on the situation. The phone number will be made available to the media at the beginning of a crisis period for dissemination to the public. A staff member will be assigned to update the recorded messages for this phone. E-mail will also be used to send campus-wide advisories.
- Spokesperson will get basic information (type of emergency/disaster; time of disaster; actions taken; areas and number of people involved; fatalities, injuries and extent of damage) and prepare any official news release. All University Communications Office staff will be kept apprised of breaking news to enable them to answer media questions.
- Spokesperson will verify all sources of information.
- Spokesperson will clear press releases with the Office of the President as quickly as possible before releasing them to the media.
- In cases involving employee or student injuries or deaths, families will be notified by the appropriate personnel before the information is released to the public.
- Spokesperson will coordinate the release of factual information with local hospitals and other disaster agencies, providing as prompt, accurate and complete information as possible.

#### *Ongoing Period*

In a crisis, the Office of University Communications staff will:

- Provide--via the news media--the public and constituents with basic information about emergency or threatened emergency.
- Keep the public, media and constituents informed of the situation and provide advice on what they should or should not do to prevent further damage or loss of life, panic or interference with emergency response efforts.
- Keep the public, media and constituents informed of where to seek temporary housing, food, etc.
- Instruct the public on how to obtain further advice or information.

## Section-3

### *Emergency Operations*

#### *Recovery Period*

- The Office of University Communications will issue media updates as long as necessary. Upon termination of the crisis situation, the Director University Communications will schedule a meeting of all key players to review all actions taken and 'lessons learned.' These will be included in an after-action report to be forwarded to the President and any other appropriate University departments.

### Organization and Assignment of Responsibilities

#### Organization

- The Director of University Communications or a designee will supervise crisis communications with the media.
- University Communications will be called upon for assistance when necessary.

#### Responsibilities

- The Office of University Communications will provide official statements to print and broadcast media.
- **Press Conferences:** When a press conference is called, the Director of University Communications will attend, as well as a staff member who will phone information to the office as soon as it becomes available, enabling staff to pass along this information to the media as they call with their questions. The President will speak at a press conference when a major crisis needs to be announced or when he/she wishes to issue updates in the situation.
- **Site:** President's Conference Room or Welcome Center Conference Room
- **Contact Person:** Director of University Communications
- **Time:** Must be convenient to University personnel but also be early, if possible, enough for media to make their news headlines. This consideration is important for maintaining positive relationships with the media.
- **Parking:** Request the Department of Police and Safety be stationed at the parking lot south of the Administration Building to allow media with credentials to park in that lot.
- A brief statement should be given to the SE telephone operator and calls should be directed to the Office of University Communications.

#### Director of Residence Life

As Director over Residence Life, the Director has overall responsibility for resident hall damages and student necessities.



## Section-3

### *Emergency Operations*

#### **IT Executive Director**

As Executive Director over IT, The Executive Director has overall responsibility for the computer operations and telecommunications operations of the University.

#### **Media Relations**

##### **Interviews**

- Members of the crisis communication team will be available for interviews related to their specific areas and may be interviewed at their posts or some central location to be determined by the President and the Director of University Communications. When a reporter contacts a member of the crisis communication team directly, the designated spokesperson for that unit may respond to questions in his/her area of expertise and immediately inform the Office of University Communications.

##### **General Observations**

- Dealings with the media should always be honest and courteous to encourage the media's confidence in and respect for University personnel. Spokespersons' attitudes toward the media reflect on the image of the University. Withholding information from the media will generate suspicion and distrust.

#### **Crisis Communication Team**

- President
- Executive Assistant to the President
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Business Affairs
- Chief of Police or Safety
- Student Health Director
- Director of Residence Life
- University Communications Director
- Physical Plant Director
- IT Executive Director

The president shall coordinate efforts, if necessary, with the Board of Regents of Oklahoma Colleges, State Regents for Higher Education, Governor's Office, or any other necessary agencies.

## Section-3

### *Emergency Operations*

#### **Direction and Control**

- The Office of the President will direct and approve the work of the Office of University Communications.
- The Director of University Communications will direct the release of information to the media and to campus personnel.

#### **Student Health Services Director**

The Student Health Services Director shall assist the Chief of Police or Safety (or his designee) as follows:

- Provide triage and medical services to survivors and injured, the order based on degree injury.
- Coordinate with local area medical facilities and assist in getting qualified medical personnel to the scene, if needed.

#### **Emergency Operations Managers**

Dean of Instruction, with the assistance of Department Chairs, will appoint a specific person as Emergency Operations Manager (EOM) for each building or area in which his or her department has an activity. This person should attend a Community Emergency Response Team (CERT) class. The responsibilities of these persons are as follows:

- Maintains the first aid kits, flashlights and radios for the building or area.
- Completes training in CPR and first aid procedures.
- Completes training in emergency tactics, such as fire extinguisher usage and building evacuation plans and procedures.
- Keeps an up-to-date roll of all employees working in the building or area.
- Serves as the communication link or contact for the building or area with the Chief of Police or Safety (or his designee) in all matters concerning emergency preparedness.

#### **Emergency Duties of Emergency Operations Managers**

- After proper training and only when appropriate, takes immediate action to control emergency.
- When appropriate, informs all employees of emergency condition.
- When appropriate, distributes flashlights, first aid kits and radios.
- When a building is evacuated, takes roll to determine that all employees and students have exited the building.
- From the emergency site, maintains radio or telephone contact with the Chief of Police or Safety (or his designee).
- During events obtain the attendance number

## Section-3

### *Emergency Operations*

#### **Faculty Responsibilities**

It is the responsibility of all faculty members to know the emergency procedures in their respective areas, and to assist students in responding to evacuation procedures. Once at designated rally points Instructors will use their roll books to determine accountability and report to their EOM.

#### **Damage Assessment Team**

Damage assessment is part of the mitigation and recovery procedures. The timely inspection of the damage done to University property and business continuity is a key factor in planning for the recovery of resources critical to the operational success of Southeastern Oklahoma State University. The Damage Assessment Team is responsible for the preliminary damage assessment of SE's critical resources. The Damage Assessment Team (DAT) will report the emergency assessment to the President, the Vice President for Business Services, and the Chief of Police or Safety (or his designee) for determination of necessary resources to begin mitigation and recovery procedures.

A more detailed analysis should be done as soon as conditions allow. Outside agencies as well as the DAT will compile a more accurate assessment to determine actual damage to critical and essential functions. The following is a list of the Damage Assessment Team members and their responsibilities:

#### **Damage Assessment Team Leader**

##### **Director of Physical Plant**

- Directs Damage Assessment Team and compiles all damage reports to submit to the President, the Vice President for Business Affairs and the Chief of Police or Safety (or his designee) .
- Assists the President, the Vice President for Business Affairs and the EMTL in establishing the sequence of repairs and priorities for the recovery of resources critical to the continuity of the University.

The following page contains a preliminary structural damage assessment worksheet to be used by the DAT in determining immediate occupancy safety and property damage.

##### **Director of Residence Life**

- Initiates damage assessment of all residence halls
- Assist outside agencies in conducting an in-depth inspection of the residence hall facilities
- Reports all findings to the Damage Assessment Team Leader

## Section-3

### *Emergency Operations*

- Provides the DATL with emergency procedures for temporary housing of displaced students

#### Structural Damage Assessment

Date	Type of Disaster Tornado   Earthquake Flood   Fire Other _____ _____ _____			Assessment Team _____ _____ _____ _____ _____		
Time						
Building/Room Number	Damage Level			Description of Damage Comments	Academic	Other
	3	2	1			
Damage Level: 3 – Destroyed 2 – Major (not habitable) 1 – Minor (habitable)						

#### Chief of Police or Safety

- Advises the DATL on the need for security in critical areas of the University and then directs University law enforcement and outside agencies to those areas in need of protection.
- Initiates an inspection to determine which departments need immediate assistance.
- Coordinates with department heads to mitigate losses and recover services as soon as possible.

#### IT Executive Director

- Assist Emergency Management Team in coordinating resources from Information Technology during an emergency.
- Compiles reports of damage incurred to computer systems and submit them to the Emergency Management Team.

## Section-3

### *Emergency Operations*

#### **Telecommunications Director**

- Assesses damage done to telecommunication lines within departments and coordinate with outside agencies to develop a plan of action to restore services.

#### **Emergency Command Centers**

In the event of an emergency that requires the activation of the EPCMP, Morrison 111 will serve as the Emergency Command Center. The Chief of Police or Safety (or his designee) as needed may establish Field command posts. The emergency command center will serve as the hub for all emergency operations. All reports and information should be routed to the command center.

#### **Mutual Aid**

In the event that an emergency is so large that University resources prove to be inadequate, requests for assistance will be made from local agencies and businesses. Mutual aid may be described as assistance given in the form of equipment, supplies, personnel, or other available resources as determined by the President or the EMTL. All agreements will be entered into by authorized officials only and will be formalized in writing in a timely manner.

#### **Communications and Logistics**

It is important to have an established contact in times of an emergency. Effective communications will expedite response and insure the success of mitigation procedures. All emergencies should be reported to the University Police Department by dialing 745-2727 (off campus) or 2727 (on campus). From there, the Emergency Notification Network can be activated based on the level of the emergency. Isolated emergencies require the appropriate Vice President or most appropriate person to be notified. This type of emergency is excluded from the following model. In the case of a major critical emergency, all Emergency Operations Managers will be contacted by all available means when an emergency arises that may affect their building or area. All emergency personnel will have an Emergency Notification Phone List with office and home phone numbers in case of an emergency that occurs after hours. Below is a model of the chain of communication for the Emergency Notification Network:

#### **University Police department will contact as required:**

- University President
- Chief of Police or Safety (or his designee)
- Safety Officer
- Durant Police Department

## Section-3

### *Emergency Operations*

- Durant Fire Department
- Bryan County Emergency Management Agency

**Chief of Police or Safety (or his designee) will contact as required:**

- University President
- Emergency Management Team

Emergency Management Team members will contact the appropriate personnel based on their responsibilities as outlined in the previous section.

The following section of the Emergency Preparedness and Crisis Management Plan will identify the potential emergencies that may affect the campus of Southeastern. These events may be natural or human/technological in nature. Natural hazards are those things caused by nature and can be studied with maps and historical data. Human and/or Technological hazards are difficult to foresee and have the ability to cause widespread damage to life and property. The following pages contain a Crisis Response Matrix, which details six categories of crisis identification, and response. These categories are as follows:

#### *Crisis Categories*

- Crisis Events
- Specific Incident

These categories identify each event as being either technological or natural and define the specific incidents that can occur when these events take place.

- Primary Respondent(s)
- Emergency Management Team
- Senior SE Management

These categories list the University offices or outside agencies that would be involved and the levels of response necessary during a crisis event (i.e., Emergency Management Team and Senior SE Management).

## Section-4

### *Crisis Response Matrix*

## Section-4

### *Crisis Response Matrix*

<b>Crisis Categories</b>	<b>Crisis Events</b>	<b>Specific Incidents</b>	<b>Primary Respondent(s)</b>	<b>EMT</b>	<b>Senior Mgmt.</b>
Human and/or Technological Hazards	Violation of Federal or State Laws, Rules and/or Regulations	Accusations against University personnel about illegal or improper activities	University Administration BROC OSRHE Campus Police	n/a	X
	Financial Crisis		University Admin.	n/a	X
	Deaths of Senior Mgmt.	Death or Suicide	University Admin. Campus Police	n/a	X
	Disruption of Senior Mgmt.		University Admin.	n/a	X
	Deaths of Students	Suicide, Homicide, Natural Causes	Respective Divisions and University Admin. Campus Police	n/a	As needed
	Deaths of Faculty/Staff	Suicide, Homicide, Natural Causes	Respective Divisions and University Admin. Campus Police	n/a	As needed
	Transportation Accidents		Respective Divisions and University Admin. Campus Police	n/a	As needed
	War		Respective Divisions and University Admin. Campus Police	X	X
	Accidents with injuries		Respective Divisions Campus Police	As needed	As needed
	Off-Site SE Entity Event		Respective Divisions and University Admin.	As needed	As needed
	Bomb, Threat, Explosion		Campus Police Dept., Respective Divisions	X	As needed
	CMI Disturbance	Riots, Organized Lab Vandalism, Violent Demonstrations, Sniper	Campus Police Dept., Respective Divisions	X	X
	Violence	Kidnapping, Torture, Murder, Rape, Stalking, Mugging, Sexual Assault, Assault and Battery	Campus Police Dept., Respective Divisions	As needed	X
	Weapons on Campus	Threat, Hostage	Campus Police Dept., Respective Divisions	X	X
	Disease Threats or Outbreaks	Contagious Disease Outbreak, Serious Illness Outbreak	Student Health Services, CDC, Infectious Disease, Respective Divisions, Campus Police	As needed	As needed
	Water		Physical Plant,	As	As needed

## Section-4

### *Crisis Response Matrix*

	Contamination		Utility Company, Respective Divisions, Campus Police	needed	
	Job Actions	Strike, Major Layoffs	Human Resources, Respective Divisions, Campus Police	As needed	X
	Lab Explosion		Chemical Storage Room Manager, Respective Divisions, Campus police/safety	X	As needed
	Toxic Chemical Spills and Exposure		Chemical Storage Room Manager, Respective Divisions, Campus Police/Safety	As needed	As needed
	Electric Outage		Physical Plant, Utility Company, Respective Divisions Campus Police	As needed	As needed
	Water Outage		Physical Plant, Utility Company, Respective Divisions ,Campus Police	As needed	As needed
	HVAC		Physical Plant, Respective Divisions, Campus Police	As needed	As needed
	Natural Gas		Physical Plant, Utility Company, Respective Divisions, Campus Police	As needed	As needed
	Telephone Outage		Physical Plant, Utility Company, Respective Divisions, Campus Police	As needed	As needed
	Computing Outage	Mainframe, Software, Network	Computing, Respective Divisions, Campus Police	As needed	As needed
Natural Hazards	Earthquake	Structural Failure	Physical Plant, Utility Company, Fire Dept., Respective Divisions, Campus Police	X	As needed
	Fire		Physical Plant, Fire Dept., Respective Divisions, Campus Police	As needed	As needed
	Severe Winter Storm	Road and School Closings	University Admin.	As needed	As needed
	Tornadoes		University Admin., Respective Divisions, Campus Police	As needed	As needed



## Section-5

### *Analysis of Potential Emergencies*

## Section-5

### *Analysis of Potential Emergencies*

The emergencies outlined in this section are to identify general University procedures and serve as a guide for all departments when developing their specific plans. These potential emergencies are no more important than the other crisis events listed in the Crisis Response Matrix, however they are more likely to affect every department within the University structure. The Contingency Planning Committee may add additional crisis events based on their relevance for this basic plan.

### **Fire Risk Assessment**

The purpose of hazard analysis is to establish the probability of a fire occurring in a department or building. Once hazards have been identified, preventive actions can be taken to insure the safety of University students and employees. Emergency personnel to insure their operational capability during a fire emergency will conduct a visual inspection of all University fire extinguishers each month. University safety personnel will conduct



inspections and periodic evaluations of departments and buildings to assess their fire emergency readiness and prevention tactics. The Durant Fire Marshal shall conduct annual inspections and deficiencies found in a department or building will be noted. Each deficiency is prioritized based on severity in a pre-established time frame ranging from immediate to thirty days. Corrective orders will then be issued to the appropriate University personnel. Department Emergency Operations Managers in the affected area shall coordinate with their department head and other University personnel to insure that corrective actions are completed in a timely manner.

### **Prevention Tactics**

Positive fire prevention tactics can limit the probability of a fire emergency and thus, protect University students, employees, and business continuity. A list of fire prevention tactics for all departments is provided below to help reduce the risk of a fire. Specific fire prevention tactics may be addressed in each departmental plan.

## Section-5

### *Analysis of Potential Emergencies*

#### **Fire Prevention, things that you can do:**

- Evaluate and analyze your own areas.
- Be certain that all smoke detectors in your area are in working order; change the batteries once every semester.
- Practice good housekeeping.
- Do not store combustible materials such as paper, clothing or combustible liquids near an ignition source.
- Avoid overloading electrical outlets and limit the use of extension cords (never place an extension cord under a rug).

#### **Fire Safety Plan**

*Updated January 2006*

#### **Authority**

- a. Occupational Safety and Health Administration (OSHA), 29 CFR 1910.38.
- b. National Fire Protection Association (NFPA 101) Life Safety Code Chapter 4.
- c. Emergency Preparedness and Crisis Management Plan
- d. International Fire Code Chapter 4

#### **General Policy**

- a. Fire safety standards promulgated by OSHA are contained in 29 CFR 1910.38, Fire Prevention, and in Subpart L, 29 CFR 1910.155-165, Fire Detection, Alarms and Suppression. The standards mandate that Southeastern Oklahoma State University develop and implement a fire safety plan that includes:
  1. determining the response level to incipient stage fires;
  2. developing a plan based on selected response level; and,
  3. Maintaining fire detection, alarm, and suppression systems.
- b. This policy applies to University employees in all departments
- c. University employees are required to read and understand the contents of the University Fire Safety Plan and to take appropriate action in the event of a fire emergency in any university facility.

#### **Definitions**

- a. University employee. Any faculty, staff, or student employee who receives compensation from the University for his/her employment and who is covered under Oklahoma Bureau of Worker's Compensation.

## Section-5

### *Analysis of Potential Emergencies*

- b. Incipient stage fire. A fire in the initial or beginning stage that can be controlled by using a portable fire extinguisher and that does not require using protective equipment.
- a. Area of rescue assistance. Designated areas of protection on floors of a building above ground level where individuals who physically cannot use the stairways for evacuation are to wait for rescue assistance ... refer to section Emergency Action Plan: Employee Responsibilities g- 4, most of the hallways, in the buildings made of concrete blocks, are two (2) hour fire partition. If a building is fully sprinkled any point in the building is an area of refuge.
- b. Designated personnel. University employees who have received annual training on the proper use of portable fire extinguishers.

### Response Level

- a. OSHA provides three options for the response level to incipient stage fires.
  - 1. Option A. requires all employees to evacuate the workplace when a fire alarm sounds.
  - 2. Option B. Provides portable fire extinguishers and designates certain employees to use them to fight incipient stage fires.
  - 3. Option C. Provides portable fire extinguishers and permits all employees to fight incipient stage fires.
  - 4. The University has elected to exercise OSHA Option B whereby university personnel (on a voluntary basis) are designated to fight incipient stage fires. "Designated personnel" are employees of the Departments of Police and Safety, Transportation, Physical Plant, academic/research laboratory supervisors ; Residence Life and University employees in selected specialty work areas (CERT trained personnel).
  - 5. By electing to exercise OSHA Option B, the university has provided a copy of the University Fire Safety Plan to each employee and has instructed all employees not designated that they must take no action to fight an incipient stage fire and must evacuate a building immediately when a fire alarm sounds.

### Emergency Action Plan

- a. All University employees must be notified of the elements of the Emergency Action Plan contained in the University Fire Safety Plan. All University employees are required to fulfill those elements.

## Section-5

### *Analysis of Potential Emergencies*

- a. All employees are expected to read and understand the information presented in the Emergency Action Plan, particularly their responsibilities regarding identifying building exits and knowing when to activate a fire alarm and what action to take following activation of an alarm, i.e., identifying to the responding emergency response personnel the location of the alarm station activated and the location of the fire/smoke.
- b. All employees are required to notify the Campus Police Department 745-2727 of any class cancellation or of a Special event.

#### **Emergency Action Plan: Employee Responsibilities**

- a. Fighting incipient stage fires in university buildings. If a University employee is not a designated employee who has received the required training in using portable fire extinguishers, he/she is responsible for activating the nearest fire alarm and immediately exiting the building in the event of a suspected or observed fire. Under no circumstances should the employee attempt to extinguish the fire.
- b. Emergency procedures and escape route assignment. University employees are responsible for determining the location of the closest exit from the work area that leads to the outside of the building. This is the primary emergency exit. University employees also are responsible for determining the location of a secondary exit from the work area, in the event that the primary exit is not accessible. All outer doors will be marked as an EXIT. Evacuation route plans are posted. Alternated routes should be planned for encase primary route is blocked.
- c. Procedures to be followed by employees who remain in a building to conduct critical plant operations. Employees who are required and permitted by the responding fire department to remain in a building to conduct critical plant operations should perform their duties only if they are not in the smoke/fire area. Employees should never risk injury when performing work related duties.
- d. Procedures to account for all employees after an emergency evacuation has been completed. Supervisors or employees in lead positions are required to develop a procedure to account, to the maximum degree possible, for all employees, students, and visitors after an emergency evacuation has been completed. The procedure should designate an area outside the building to which employees, students, and visitors should report during an emergency evacuation.
- e. Rescue and medical duties. Rescue and medical treatment for injured employees will be provided by the responding fire department and

## Section-5

### *Analysis of Potential Emergencies*

ambulance services. On the SE Campus, Southeastern Oklahoma State University police officers will assist responding fire department personnel.

- f. Preferred means for reporting fires. The preferred means for reporting a fire is by using the fire alarm system in a building. As quickly as possible after activating a fire alarm pull station are located approximately 5 feet from the entrance to each exit, employees are responsible for meeting responding police officers and/or fire department personnel and identifying the location of the alarm activated and the location of smoke and/or fire.
- g. Safe and orderly evacuation of building occupants. The following procedures represent acceptable guidelines for ensuring the safe and orderly evacuation of building occupants. Fire evacuation route plans are posted in all building and in dorm rooms.
  1. Building occupants are not to use elevators.
  2. Building occupants are to use the primary emergency exit whenever accessible. When the primary emergency exit is not accessible, building occupants are to use the secondary emergency exit. Occupants evacuating the building should go immediately to the designated meeting point away from the building. Supervisors or employees in lead positions should account, to the maximum degree possible, for employees, students, and visitors.
  3. Building occupants are to assist individuals with disabilities (non-wheelchair) in exiting the building.
  4. Building occupants who use wheelchairs and are on floors above ground level are to go to the closest enclosed stairwell. A faculty or staff member should remain with building occupants who use wheelchairs until a rescue is completed or the emergency is terminated. Building occupants who use wheelchairs and are located in the basement of buildings are to use the tunnel system and go to the closest adjacent building not involved in the alarm situation. No individuals, regardless of physical limitations, are to stay in tunnels connected to the building in which the fire alarm has been activated.
  5. The responding fire department personnel or police officers are to be informed as soon as possible of the number and location of building occupants who use wheelchairs. Refer to Emergency Evacuation list.
  6. Building occupants are not to reenter affected building(s) until permitted to do so by local fire department personnel or by the responding law enforcement officers. Doors should be locked to

## Section-5

### *Analysis of Potential Emergencies*

keep personnel/students from reentering the building or faculty should be located at each door to stop individuals from entering buildings.

#### **Emergency Action Plan: Building Fire Alarm System**

- a. All University owned facilities of general occupancy are equipped with fire alarm systems. Personnel in the Communications Center are responsible for notifying the Durant Fire Department, which has jurisdiction for the SE Campus.
- b. Using a building fire alarm system normally is restricted to situations where smoke and/or fire has been observed. In situations where an odor (i.e., chemical, electrical, natural gas, etc.) is detected, employees are to observe the following procedures.
  1. Employees on the SE Campus are to notify the Campus Police at 745-2727. Campus police will notify Director of Residence Life 745-2948 or the R.A.'s on duty.
  2. Responding personnel will determine the necessary response and the immediate disposition of building occupants. Should evacuation be necessary, instructions will be given and supplemented by verbal directions from on-the-scene emergency response personnel.
  3. When fire and/or smoke are not evident, the emergency response personnel (University Police and Safety, and Physical Plant) will activate the fire alarm system when they determine that a fire is imminent and immediate evacuation is required and when they determine that the alarm can be activated without danger of causing an explosion. The Durant Fire Department will be notified.

The decision to activate a building fire alarm system when there is a detected odor but no visual sighting of fire and/or smoke will be made only at the discretion of emergency personnel.
  4. During normal work hours (8:00 am until 5:00 pm), University employees will notify the building manager, Police and Safety, and/or maintenance personnel of a detected odor (i.e., chemical, electrical, natural gas, etc.). The building manager, Police and Safety, and/or maintenance personnel are responsible for conducting a search of the building and for making the determination whether or not to notify the designated fire department and to activate the fire alarm system. If any questions arise as to the seriousness of the situation, the building manager, Police and/or Safety officer,

## Section-5

### *Analysis of Potential Emergencies*

and/or maintenance personnel are not to hesitate in ordering an immediate evacuation of the building. If there should be any concerns about an explosive mixture from chemical or natural gas concentrations in the air, the fire alarm is not to be activated.

5. Outside normal work hours, employees are responsible for notifying the SE Campus police and immediately evacuating the building.
  1. Upon hearing a building fire alarm, all occupants must evacuate the building immediately. Faculty members and instructors are required to cease instruction and assist students in exiting the building. The only exception for remaining in the building applies to "designated personnel" who are required to operate or shut down critical systems. Should smoke and/or fire be in the area of a critical system, "designated personnel" also shall immediately evacuate the building and report to their respective supervisors.
    - a. The individual(s) activating the fire alarm is responsible, after evacuating the building, for meeting responding fire department personnel and/or police officers and identifying the location of the smoke and/or fire.
    - b. University personnel are to notify the maintenance department or the Police and Safety office of any known areas within a building where the fire alarm appears not to be working or cannot be heard over ambient noise. Any system that is not operating properly is to be repaired immediately.
    - c. National and local fire codes require that all manually operated pull stations be unobstructed, conspicuous, and readily accessible.
    - d. It is the responsibility of a Police and Safety personnel to ensure that the fire alarm and public address systems are operational at all times. Any questions regarding maintenance or testing of those systems can be directed

## Section-5

### *Analysis of Potential Emergencies*

to the University Department of Police and Safety.

#### **Training**

The information contained meets the International Fire Code, Life Safety Code and OSHA requirements for training all employees not designated to remain in a building and fight incipient stage fires. The Department of Police and Safety will be the lead department in identifying designated personnel and in completing initial and refresher training in using portable fire extinguishers.

The responsibility of all building occupants is to safely and quickly evacuate the building and alert others of the emergency while exiting. Emergency Operations Managers should use the FIRE process, as stated below, to expedite the response and mitigation of the emergency.

**Find** - If you see or smell smoke, investigate. You should try to determine the extent of the fire (wastebasket, or entire wing or building, etc.), the type of fire (paper, grease, electrical, etc), and the location of the fire.

**Initiate** - Alert the people in the vicinity of the danger as quickly as possible. Pull the fire alarm station and ask other people to assist in the evacuation of the building.

**Report** - Call the University Police at ext. 2727. Be prepared to give the following information:

- Building name
- Floor
- Room Number
- Type of Emergency

The University Police will contact the Durant Fire Department and initiate the emergency notification network as required.

- NetNotify – computer
- SE Alert – cell phones
- Sirens – voice messages
- Lynx – network-based notification

Evacuate-If the fire cannot be extinguished safely by the appropriate personnel EVACUATE! Use stairways and proper escape routes to exit the



## Section-5

### *Analysis of Potential Emergencies*

building. Never use elevators in a fire emergency. As you exit the building, close as many doors as possible so that the fire can be confined.

#### **Evacuation Procedures**

When faced with a fire emergency, Southeastern Oklahoma State University's first concern is life safety. All employees and students are instructed to evacuate the building or area involved in the fire emergency. Each department and area has specific routes of egress and rally points once clear of danger. These specific routes and procedures are outlined in each individual departmental plan. When following these routes and procedures during an evacuation it is important to remember these guidelines:

- Know two ways out
- Use enclosed stairwells, if available
- Continue evacuating even if the alarm stops before you are out of the building.
- Completely leave the building; do not gather in the lobbies or entrances
- Avoid passing through smoke if there is an alternate route available

It is crucial that all employees and students proceed to the designated rally points so that Emergency Operations Managers can account for those in their building or area.

**\*\*Refer to the Southeastern Oklahoma State University Fire Plan.**

#### **Students with Disabilities**

In order to comply with the Americans with Disabilities Act, the University has developed a set of guidelines for emergency building evacuation for students with disabilities. These students, in some instances, may need assistance in evacuating a building, or to seek shelter in the event of a fire, tornado, or other emergency. All students with disabilities are given a copy of the guidelines at the time of their enrollment. The Coordinator for Student Disability Services will provide the Director of University Police and Safety with a list of students requiring special assistance in the event of an evacuation. See Attachment B for a copy of the guidelines.

#### **False Alarms**

Southeastern Oklahoma State University recognizes that not all fire alarms will be actual emergencies. Many alarms, especially in residence halls, are the result of a prank. In any case, all fire alarms should be treated as if they are the real thing. Many college students lose their lives because they failed

## Section-5

### *Analysis of Potential Emergencies*

to evacuate during an alarm. False alarms are a crime. They diminish the value of campus safety and put students' lives at risk. All false alarms on Southeastern's campus must be reported to the University Police for investigation. Southeastern Oklahoma State University will not tolerate malicious false alarms. Student offenders will be dealt with according to the University's [Student Code of Conduct](#) and Resident Student Handbook and prosecuted to the fullest extent of the law.

#### **Tornado Preparedness**

Tornadoes are violent, local storms with swirling winds that can reach 200-400 miles per hour. They can take many different shapes and sizes and travel at speeds up to 75 miles per hour for as long as 50 miles or more. Southeastern Oklahoma is a high impact area for these storms. According to the American Meteorological Society there have been over 28 tornadoes reported in Bryan County between 1950 and 1995. All employees and students should learn the procedures for tornado safety and the shelter locations for their department or area. All Emergency Operations Managers are responsible for educating the faculty and staff in their department on preparedness tactics.

#### **Warnings**

In the event of potentially severe weather capable of producing tornadoes, University Police will monitor local NOAA Weather Radio Bulletins and maintain contact with Bryan County Emergency Management personnel. The National Weather Service issues severe weather warnings for tornadoes using the following terms:

- Tornado Watch- the conditions in the areas specified are capable of producing tornadoes.
- Tornado Warning- a tornado is actually on the ground or funnel rotation has been indicated by radar.

Once shelter is determined necessary, warning will be disseminated by use of the Emergency Phone Tree, (see Section-7), to all SE buildings. There are two tornado sirens located on campus that will be activated by Bryan County Emergency Management personnel. This warning will be the signal for all SE employees, students and guests to go to the nearest shelter and remain there until the all clear is given.



## Section-5

### *Analysis of Potential Emergencies*

The “All Clear” for SE will be given over the voice recognition sirens by the Emergency Operations Center or by University Police or by Mass Media – **Radio, Internet, and TV.**

After normal working hours the University dispatch and officer on duty will contact dorms and any known activities.

#### **Response Procedures**

SE employees, students and guests will follow all directives given by emergency operations personnel and proceed with safety to the nearest shelter area. Everyone on campus has a responsibility during a tornado emergency. A list of these responsibilities is outlined below:



- Faculty will inform their class of the shelter location and lead them there. Once safely in the shelter the faculty member will take roll and note any unaccounted students.
- Staff and employees will be led by supervisors to shelter locations.
- Once safely in the shelter, the supervisor or a designated employee will take headcount and note any unaccounted for personnel.
- Visitors, students with no scheduled class, and employees not in assigned shelters will check into the nearest shelter location and report to any Emergency Operations Manager. EOMs will make note of the visitor, student or employee so that proper accountability can be maintained.

After the emergency is over, University Police or other emergency personnel will give an all-clear signal. Based on the damage sustained, university operations will resume or be suspended as determined by the University President, the Vice Presidents and the Chief of Police or Safety (or his designee).

#### **Inclement Weather & Severe Winter Storms**

##### **INCLEMENT WEATHER CLOSING PROGRAM**

The University will remain open during severe weather unless conditions are such that the majority of students, faculty, and staff are unable to traverse city streets and other thoroughfares leading to the campus.

## Section-5

### *Analysis of Potential Emergencies*

#### **Order of Responsibilities:**

The President, or his designee, based upon recommendations from the Vice President for Business Services and the Chief of Police or Safety will:

- a. make the decision whether the University will remain open or closed, determine adjusted class hours and/or work schedules, or if the employees have the option of excused absences as appropriate;
- a. inform the University Communications Director of the decision to remain open for classes or close due to severe weather conditions:
- b. inform all University Vice Presidents of the closing

The University Communications Director will immediately notify the news media, University switchboard, and the campus radio station of the university closing due to severe weather.

The Vice Presidents will notify their Deans, Directors/Chairpersons, etc., of the closure.

The Physical Plant Director will request assistance from the city for the removal of snow from University streets, driveways, and parking lot. Egresses from the buildings must be cleared of ice and snow.

Those notified above will be responsible for notifying employees within their respective areas of the University closing and any special conditions relative thereto.

#### **Critical Positions:**

Chief of Police or Safety  
Switchboard  
Residence Life and SODEXO Dining Services (all dorms)  
Essential Services Staff of the Physical Plant  
Other Essential Services determined by each Vice President

#### **Closure Announcements**

In the event of the University plans to close and/or suspend classes, area television and radio stations will be notified no later than 9 p.m. the previous evening and no later than 6 a.m. of the day in question.(If Southeastern Oklahoma State University is not on the news media's list of schools and businesses to be close, the University will be open for business as usual.) In the event inclement weather develops during the class day, the University

## Section-5

### *Analysis of Potential Emergencies*

will try to announce closing before 5 p.m. The time will, of course, depend on the conditions.

#### **Lightning**

According to the American Meteorological Society lightning kills over 200 hundred people per year in the United States. This is more than tornadoes and floods combined. A bolt of lightning at its strike point measures the size of a dime but reaches temperatures of over 50,000°F and produces thousands of volts of electricity. University Police will monitor thunderstorms on NOAA Weather Radios and take the appropriate action when lightning threatens life safety or University property. Any outdoor activity may be postponed or canceled based on the information from the University Police or other emergency personnel. All campus computer labs will be shut down and taken off-line in the event of severe lightning activity. University Police or other emergency personnel will notify computer services of approaching lightning activity. Computer Services will then issue the command for shutdown and restart based on the conditions reported. Other departments within the University structure may adapt this policy into their departmental program.



#### **Earthquake**

Durant, Oklahoma is located on the Gulf Coastal Plain, which consists of young sedimentary rock. According to the Oklahoma Geological Survey there were 39 earthquakes recorded in Oklahoma in 1999. The largest earthquake recorded in the state was in 2011 and measured 5.6 on the Richter scale. Each departmental plan will address the specific actions to be followed in the event of an earthquake.

#### **Response Procedures**

All employees and students should take immediate cover in the event of an earthquake.

- Position yourself under a desk or in a doorway and cover your head.
- Stay clear of windows, shelves and heavy objects.

## Section-5

### *Analysis of Potential Emergencies*

- If outdoors, move away from buildings, trees, utility poles, power lines and gas meters.
- Do not use elevators during evacuation after an earthquake.
- Once the tremor has passed immediately evacuate the building and proceed to the rally point established in your department evacuation plan.

Building design in this region is different from that in more earthquake prone areas. A small quake could easily produce heavy damage to the older buildings on campus.

#### **Rescue from Elevator following Earthquake**

There should not be movement of the elevator by emergency personnel unless it is done under the direct supervision of experienced elevator personnel. Refer ASME A17.4-1999.

#### **Mitigation and Recovery**

All available emergency personnel will begin evacuation of the injured and assist in rescue operations. All emergency personnel will be trained in proper first aid techniques and blood borne pathogen exposure control.

Accountability is a key factor in assuring the safety of those involved in an emergency. Emergency Operations Managers must account for the faculty, staff and students in their area, in order to save time and valuable resources during search and rescue operations. As soon as conditions allow, the Damage Assessment Team will make preliminary inspections of critical University structures to determine if they are safe for occupancy. All buildings will be considered off limits until cleared by emergency personnel.

#### **Electrical Failure**

An electrical outage can range from a transformer failure that may affect a small portion of the campus or a complete campus power outage caused by a tornado or severe thunderstorm. If a power failure involves only one building or the entire campus, Oklahoma Gas and Electric (OG&E) will be contacted by the appropriate Physical Plant personnel or University Police. In the event of a large-scale power failure, OG&E will coordinate with the Emergency Management Team to determine the University's priorities. Physical Plant personnel will provide available generators to these priority areas until they can be brought back online.

#### **Enclosed Rooms and Buildings**

All buildings and classrooms without windows to provide adequate lighting during a power failure will be equipped with emergency, battery-powered

## Section-5

### *Analysis of Potential Emergencies*

lighting. These systems will be inspected regularly to insure readiness for activation during an emergency.

#### **Critical University Resources**

Business continuity is the priority in the event of a power failure. Services critical to the University's operational continuity must develop and maintain emergency operations protocols so that the integrity of the University structure is protected during an emergency. Computer Services will coordinate with the Emergency Management Team to establish which critical areas will receive priority during recovery operations.

#### **Bomb Threat**

Bomb threats and other acts of violence are serious emergencies that require prompt attention. If you receive a bomb threat over the phone, remain calm and try to act courteous. If possible, get another person to listen on another extension. Take notes on the caller's threat, tone, voice, characteristics and background noise. Complete the bomb threat checklist upon receiving a threatening call.

#### **University Police Procedures**

The SE Police Department regards all bomb threats as serious. After learning of a bomb threat, University Police will notify outside law enforcement agencies and the appropriate Emergency Operations Manager in the threatened area. The EOM will initiate evacuation procedures and ensure that all faculty, staff and students are accounted for. University Police will coordinate with other law enforcement personnel and search the area for any suspicious material. The Oklahoma Highway Patrol has access to a bomb disposal unit and will be the authority while conducting disposal operations.

#### **Bomb Threat Response (actions)**

- Record, document and preserve threat
- Report threat to University police, administration and notify staff as appropriate
- Assemble Bomb Threat Response Team at Command Center
- Assess the threat and determine response (Search or Evacuate)

#### **Search**

- Assemble and deploy Search Teams per plan
- Teams search assigned areas; teachers and staff search own areas
- Hang indicator tags and record search results. If suspicious item found, initiate suspicious item protocol



## Section-5

### *Analysis of Potential Emergencies*

#### **Evacuate (if necessary)**

- Select Evacuation routes and assembly areas
- Notify other police departments, fire department and ambulance services, request assistance
- Search teams clear routes and assembly areas
- Notify staff/faculty to prepare for evacuation
- Give evacuation order. Faculty and staff check own areas, hang indicator tags on door knob. Faculty, staff and students gather belongings and evacuate
- Units supervise, track and report evacuation progress
- Evacuation Coordinator confirms that the building is empty
- Debrief emergency services and coordinate further actions
- Take attendance and report
- As appropriate, determine Reoccupy or Dismiss action. Reoccupy when suspicious item not found or when it has been cleared by law enforcement. Dismiss in consultation with administration
- Site Decision Maker remains on-scene until situation resolved or until relieved by another administrator

#### **If A Suspicious Item Is Found**

- DO NOT TOUCH THE ITEM: Notify Campus Police for bomb Recognition Officer
- Person or Search Team who found the item report it to the Site Decision Maker
- Notify Police, Fire, EMS, and Oklahoma Highway Patrol Bomb Squad
- Notify other search teams and continue search if necessary
- Secure area where item is located, DO NOT GUARD IT, (stay away from item). If possible and can be done on the way out of area, open doors and windows near item
- Hang indicator tag
- Notify faculty/staff of the situation and direct them to prepare for evacuation
- Select evacuation routes and assembly areas that are away from the suspicious item
- Redeploy search Teams to clear evacuation routes and assembly areas.
- Meet arriving emergency responders and brief them, letting them speak with person who found item and informing them where the item is located
- When evacuation routes and assembly areas are cleared, conduct evacuation as per evacuation protocol
- Incident Commander will assume command of the scene, manage evacuees, media, parents, and assign individuals to others as appropriate
- Continue with Reoccupy or Dismiss action, as appropriate.



## **Section-5**

### *Analysis of Potential Emergencies*

## Section-5

### *Analysis of Potential Emergencies*

#### Receiving a Threat

This form is to be immediately completed upon receiving a bomb threat.

Date: \_\_\_\_\_

Person Receiving Call: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

When receiving a threatening call, remain calm and take notes. Try to find out as much information as possible about the caller and the threat. Ask the following questions:

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb located? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

**EXACT WORDING OF THE THREAT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Caller's Identity:

☐ Male ☐ Female

Approximate Age: \_\_\_\_\_ Race: \_\_\_\_\_

Voice Characteristics:

☐ Calm ☐ Angry ☐ Excited ☐ Slow ☐ Rapid ☐ Soft

☐ Loud ☐ Crying ☐ Normal ☐ Distinct ☐ Cracking Voice

☐ Slurred ☐ Nasal ☐ Stutter ☐ Deep Laughter ☐ Whisper

Accent: \_\_\_\_\_

Familiar: \_\_\_\_\_

Language of Threat:

☐ Excellent Grammar ☐ Fair Grammar ☐ Poor Grammar

☐ Foul Grammar ☐ Message Read by Caller

Background Sounds:

☐ Street Noises ☐ Animal Noises ☐ Motor Noises

☐ Other Voices ☐ Music in Background

☐ Local Call ☐ Long Distance ☐ Clear Line ☐ Static Line

Other: \_\_\_\_\_

Report call immediately to University Police Department at 745-2727/ on campus Ext. 2727

## Section-5

### *Analysis of Potential Emergencies*

#### Acts of Aggression

Southeastern Oklahoma State University has many potential terrorist targets. An attack on any one of these vulnerable areas could cause major damage to University property and widespread casualty situations. Emergency personnel must be prepared for the possibility of an act of violence against SE's campus population or property. All SE employees and students are encouraged to report any suspicious behavior to the University Police for investigation.

#### BIT Team Activation Statement

#### Armed Assault at University

The key to effective response is knowing when to respond and how to respond to a situation. If faced with an armed individual on campus or at any University event, it is important to respond appropriately.

#### Program Goals

- Provide a safer and more secure environment for students and faculty
- To reduce the number of potential injuries and damage resulting from a situation involving a person with a gun
- Insure quick and efficient restoration of operations following an incident involving a person with a gun

#### Types of Armed Assault

- University Invasion by External Sources
- Internal Violence Initiated by Students or Faculty Member

#### Response to Armed Assault

General:

- Armed Assailants Within the University (Invasion)
  - Evacuate. Using any route that does not expose the students to the threat. Evacuate the facility to the closest safe area.
  - Shelter. If evacuation is not possible, shelter in classrooms or other work areas securing or blocking/locking doors and taking cover under or behind desks or other furnishings, keeping out of line of sight of any windows.
- Gunfire Within the University
  - Drop and Cover. Check immediate area for the threat and if the area is clear, evacuate to a secure location.

## Section-5

### *Analysis of Potential Emergencies*

- Gunfire Outside the University
  - If gunfire is heard at a distance, move in to a University building and initiate lockdown.
  - If gunfire is near, drop and cover. Check the area for the location of the threat. If clear, evacuate into a University building as stated above.

**WARNING: Do Not Attempt To Subdue Armed Assailants If Such Actions Could Result In Increased Danger Or Injury To Students or Other Personnel. Call Campus Police Immediately: (580) 745-2727 or 911.**

### **Terrorism**

The unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives is terrorism.

#### **Terrorist Goals:**

Mass casualties  
Loss of critical resources  
Disruption of vital services  
Individual and mass panic

#### **Terrorist Weapons (B-NICE):**

Biological  
Nuclear  
Incendiary  
Chemical  
Explosive

#### **Biological Weapons:**

Targets: People, animals, crops

#### **Routes of Exposure:**

Inhalation  
Ingestion  
Absorption

#### **Biological Agents**

May take days or weeks to be confirmed  
May spread far beyond initial contamination point  
Considered high risk

#### **Incendiary**

Used to initiate combustion

## Section-5

### *Analysis of Potential Emergencies*

Easy to make  
Easy to use  
Considered High Risk

#### Chemical Agents

Components readily available  
Onset of symptoms from immediate to 18 hours  
Considered moderate risk

##### Five Types:

Blister agents  
Blood agents  
Choking agents  
Nerve agents  
Riot-control agents

#### Explosives (Conventional)

Terrorist's weapons of choice can be:  
Military munitions  
Improvised explosive devices  
Considered High Risk

### **B-NICE Indicators**

#### Environmental Indicators

Sick or dead animals  
Unscheduled spraying  
Vapor clouds or mists  
Absence of crops, wildlife or insects  
Out of place and unattended packages, boxes or vehicles  
Packages that are leaking  
Unusual materials or equipment  
Small explosions that disperse liquids, mists or gases  
Unusual odors or tastes

#### Physical Indicators

Many casualties without signs of obvious trauma  
Victims who are exhibiting similar symptoms  
Large numbers seeking medical attention

### **Preparing for Terrorism**

Assemble a disaster supply kit

<http://www.fema.gov/pdf/library/fdisk.pdf>

Identify a safe room and meeting place outside of home or workplace

## Section-5

### *Analysis of Potential Emergencies*

Develop a family communication plan  
Learn shelter-in-place procedures

For a detail guide, refer to Emergency Response to Terrorism Job Aid located in SE Safety Office and SE Office of the President.

#### **Warning System**

University Police must contact all Emergency Operations Managers in the event of a terrorist act. The location and nature of the attack will determine evacuation procedures. All SE employees and students must obey the directives of the emergency personnel in their building or area. Each departmental EPCMP will address the primary and alternate means of response and evacuation during an act of aggression on Southeastern's campus.

#### **University Police Procedures**

The University Police Department will notify all outside law enforcement agencies and then take immediate action to control the danger. Protection of human life is the highest priority during a terrorist situation.

#### **Hazardous Materials Incidents**

From industrial, chemical and toxic waste to household detergents and air fresheners, hazardous materials is part of our everyday lives.

Hazardous Materials are substances that because of their chemical nature, pose a potential risk to life, health or property if they are released or used improperly.

Hazards can exist during:

- Production
- Storage
- Transportation
- Use
- Disposal

Potential Sources of hazardous materials can include:

- Chemical plants
- Local service stations, which store gas and diesel fuel
- Hospitals, which store a range of radioactive and flammable materials
- Hazardous materials waste sites, of which there are approximately 30,000 in the United States
- Transport vehicles, including trucks, planes and ships

## Section-5

### *Analysis of Potential Emergencies*

Hazardous materials incidents can range from a chemical spill on a highway to groundwater contamination by naturally occurring methane gas.

Hazardous materials incidents can occur anywhere. Contact your local emergency management office to find out if your community has Local Emergency Planning Committees (LEPCs) and the information they can provide.

#### **SPCC Plan**

The Oil Spill Prevention Regulations (40 CFR Part 112) are a part of the federal Clean Water Act. The regulations require that certain facilities prepare and implement a Spill Prevention, Control and Countermeasure (SPCC) Plan. Southeastern Oklahoma State University is required to have a plan since the main campus stores more than 1,000 gallons of fuel above ground and because it could reasonably be expected under a worst-case scenario that fuel/oil could discharge to a navigable water of the United States via the campus' storm drainage system. The guidelines specified in this Plan identify standards and procedures, responsibilities, control measures, resources and work practices that are necessary to minimize the possibility of a discharge and to ensure adequate response in the event of a release of oil into the navigable waters of the United States or adjoining shorelines. Copies of this Plan are at the following locations:

- Available SE Aviation Department
- The Offices of Safety
- Physical Plant

Made available to all applicable fire safety and facilities personnel at SE.

Requests for additional copies and questions regarding the SPCC Plan should be addressed to:

Southeastern Oklahoma State University  
Office of Safety  
301 University Blvd., Room 104  
Durant, Oklahoma 74701  
Telephone: 580-745-2868

#### **Faculty/Student Transportation**

Emergency situations and disasters occur every day. They can happen anywhere at any time. If a disaster occurs while transporting faculty/students we recommend that you follow the procedures given in this plan.

## Section-5

### *Analysis of Potential Emergencies*

#### Program Goals

- Provide a safer and more secure environment for students and faculty.
- To reduce the number of potential injuries and damage resulting from a major disaster situation
- Insure quick and efficient restoration of operations following a disaster.

#### Types of Disasters

- Thunderstorms
- Floods
- Tornadoes
- Winter Storms
- Earthquakes
- Fires
- Hazardous Materials
- Violence (gunfire)

#### Maintenance & Safety Checks

Performed by the operator of vehicle and SE motor pool employee. The maintenance and safety check should consist of, but not limited to the following:

- Tires
- Brakes
- Lights & Flashers
- Windows/Wipers & Doors
- Fire Extinguisher (athletic bus)
- First Aid Kit (athletic bus)
- Flares & Reflectors (athletic bus)
- Flashlight (personal)
- Cellular Phone (personal)

#### Specific Response Procedures

##### Thunderstorms

- Move the vehicle to the side of the road
- Turn on emergency flashers
- Report status and location to school or dispatcher

##### Tornadoes

- If tornado is far from the vehicle, move away from the path at a right angle to the movement of the funnel



## Section-5

### *Analysis of Potential Emergencies*

- If the funnel is close, stop the vehicle and seek immediate shelter in low areas, away from the vehicle.

#### **Floods**

- Upon encountering a flooded road or area of fast moving water, Do Not attempt to cross or move through the water. Backup and seek an alternative route.

#### **Winter Storms**

- Reduce vehicle speed as necessary to accommodate road conditions
- If unable to move; turn on “Emergency Flashers”
- Notify school of problem and location
- Keep students calm and warm

#### **Fire (in vehicle)**

- Move to the side of the road and stop
- Evacuate students from the vehicle using appropriate exit doors
- Assemble students “upward” and a safe distance away from vehicle in the event of secondary explosion.
- Notify school/fire dept. of problem and location

#### **Fire (along route)**

- Close exterior vents and have students close all windows
- Move the vehicle out of the fire/smoke area
- Notify school of situation. Hazardous Materials
- Close outside vents, turn off heat or air conditioning
- Students close all windows
- Move vehicle out of spill/cloud area
- Notify school of situation and actions

#### **Violence (gunfire)**

- Instruct students to get on the floor
- Move vehicle out of the line of fire by the most direct route
- Report incident as soon as possible upon reaching safe location and administer aid to any injured personnel

#### **Violence (in vehicle)**

- If no shots have been fired, take no action which might cause the assailant to initiate hostilities
- Keep students calm
- Try to talk the assailant into surrendering his weapon
- If no shots are fired, immediately stop the vehicle and open the exit door.

## Section-5

### *Analysis of Potential Emergencies*

- Tell the students to drop & cover
- Call for help

#### **Violence (SA/DV & Stalking) Victim Centered Care**

- Evaluate situation
- Report incident immediately: Call Office of Violence Prevention, DOS, Police
- Administer Aid to injured victim
- Do NOT tamper with crime scene
- Be mindful of victim's privacy
- Refer to Oklahoma State Statutes Title 21 & 22

#### **Earthquake**

- Stop the vehicle and turn on emergency flashers
- Instruct students to hold on to seat backs or other supports
- Wait until the quake passes then notify school of situation and location
- Proceed as directed by supervisor.

## Section-6

### *Supplemental Documents*

## Section-6

### *Supplemental Documents*

#### **Attachment A**

#### **Contact Names and Numbers**

Emergency Operations Office of the President: 745-2500

Chief of Police or Safety (or his designee): 745-2727

Physical Plant: 745-2839

University Police Department: 745-2727

Director of University Communications and Special Events: 745-2302

Durant Police Department: 924-3737 (911 for emergencies)

Durant Fire Department: 924-2358 (911 for emergencies)

Bryan County Emergency Management Agency: 924-3661

Oklahoma Highway Patrol: 924-2601

Director of Residence Life: 745-2948

Resident Life After Hours: 380-7460

After University Business Hours Contact University Police: 745- 2727

#### **Departments Requiring Emergency Preparedness and Crisis Management Plans**

##### **Academic**

##### **ARTS & SCIENCES**

Art

Communication & Theatre

English, Humanities & Languages

Biological Sciences

Computer Science & Technology

Music

Social Sciences

Mathematics

Occupational Safety & Health

Physical Science

##### **BUSINESS**

Accounting

Aerospace

Business Information Management

Center for Leadership, Entrepreneurship and Graduate Studies

Economics and Finance

Management and Marketing

##### **EDUCATION & BEHAVIORAL SCIENCES:**

Educational Instruction & Leadership

## Section-6

### *Supplemental Documents*

Health, Physical Education & Recreation  
Psychology & Counseling  
Sociology  
Teacher Education Services

#### **Non-Academic**

Academic Affairs	Academic Computing
Auxiliary Campus Dining	Auxiliary Maintenance
Auxiliary Services (Residence Life)	Bookstore
Business Office	Business Affairs
Campus Police	Information Technology
Continuing Education	Counseling
Equestrian Center	Financial Aid
Library	Multicultural Student Office
Oklahoma Small Business Development Center	Physical Plant
Placement	University Communications
/Alumni	
Purchasing	Registrar
Student Affairs	Student Life
Trio Programs	University Advancement
Office of the President	

## Section-6

### *Supplemental Documents*

## Attachment B

### Guidelines for Students with Disabilities

#### **BUILDING EVACUATION DUE TO FIRE, TORNADO, OR OTHER EMERGENCIES**

For Information Contact:

Director: Student Support Services  
(580) 745-2360

This brochure will acquaint you with procedures to follow during an emergency involving fire, tornadoes, or any other emergency requiring evacuation. Please take a few minutes to read and become familiar with these guidelines, for in an emergency there is no time to learn procedures or evacuation routes.

#### **FACULTY AND STAFF RESPONSIBILITIES:**

Faculty and staff are expected to direct the evacuation from their work area if possible. They are responsible for knowing the primary and alternative routes of egress. When the situation involves a student with disabilities, they will assist according to student's directions given in the beginning of each semester.

#### **STUDENTS RESPONSIBILITIES:**

In an emergency situation, it is critical to your health and safety that YOU are familiar with your needs during evacuation. You are expected to convey these needs to your residence hall director and instructors at the earliest possible date, preferably during the first week of each semester. The following guidelines are important to follow in an emergency:

#### **PRE-EMERGENCY PREPARATION:**

1. Be familiar with buildings and their exits.
2. Be familiar with the sound of the fire/tornado alarm signals.
3. Seek out volunteers who would be able to assist you in an emergency.
4. Know the safest method people could use to assist you in an emergency.
5. Be prepared to explain how and where a person(s) should support you. Practice instructions beforehand.
6. Place a sign on your wheelchair with above instructions if you have communications difficulties.
7. Carry a loud whistle, horn or similar device you can operate. You may need to use it to alert people of your location if you become trapped.

## Section-6

### *Supplemental Documents*

8. While attending class, position yourself near a doorway for easier exit. Do not block doorway.

#### **EMERGENCY PROCEDURES - GENERAL GUIDELINES**

1. Never use an elevator in a fire, tornado or earthquake emergency.
2. Treat every alarm as an actual emergency.
3. In a fire emergency, your first choice is evacuation.
4. Leave all material in room/class to avoid wasting time.
5. Follow signs to exits.
6. Be prepared to abandon your electric wheelchair.
7. Avoid smoky stairwells.
8. If helpers are not able to carry you safely, wait in a safe location for emergency personnel.

#### **FIRE EMERGENCIES:**

In the event of a fire or notification of a fire by building or voice alarm, it is important to follow these guidelines:

1. If fire is in the room that you are located, exit area immediately, closing door behind you.
2. Activate fire alarm closest to you.
3. Evacuate the building.
4. Report the fire to University Police at 745-2727 / 2727 if on campus, or the Durant Fire Department at 911.
5. Stay on the phone until emergency staff hangs up.

#### **RESIDENCE HALL FIRE EVACUATION**

Decide whether you must exit the building immediately OR remain in your room and be assisted in evacuating. Take your room key with you so that you may return if exits are blocked. Refer to University Fire Plan and Building Evacuation Plan for your building.

#### **SELF ROOM EVACUATION**

1. If way to exit is clear (not smoke filled) and you are able to self evacuate, do so immediately.
2. Go to nearest exit - enter if clear - and exit the building.
3. If nearest exit is smoke filled, go to alternate exit and evacuate immediately.
4. If primary and alternate exits are smoke filled, return to your room and wait for assistance from emergency personnel.
5. If room becomes smoke filled, seal the door with wet towels and get on the floor to escape the toxic gasses.

## Section-6

### *Supplemental Documents*

#### **ASSISTED ROOM EVACUATION**

1. If you need assistance to evacuate, stay in your room and wait for help to arrive.
2. Unlock door, if possible. Close window and door. OPEN (do not break) window if room becomes smoke filled. If smoke starts pouring in window close it.
3. When help arrives, evacuate immediately if means of egress are clear.
4. If help does not arrive in a reasonable amount of time, attempt to flag down emergency personnel by any available means.
5. If area becomes smoke filled, block doors and get on the floor to escape toxic gasses.

#### **OTHER BUILDING FIRE EVACUATION:**

The following procedures are for students with disabilities that are involved in a fire emergency in an academic building.

#### **SELF-BUILDING EVACUATION**

1. If way to exit is clear and you are able to evacuate, do so immediately.
2. If nearest exit is smoke filled (blocked), go to alternate exit and evacuate immediately.
3. If primary and alternate means of egress are blocked, distance yourself from smoke and flames and seek refuge in a safe area.
4. If area becomes smoke filled, get on the floor to escape toxic gasses.

#### **ASSISTED BUILDING EVACUATION**

1. Faculty, staff or emergency personnel will assist you in evacuating the building as soon as possible.
2. Remember to give instructions to those assisting you in evacuation.
3. If rescue personnel cannot reach you from inside the building, position yourself near a safe window and flag emergency personnel to alert them of your location.
4. If area becomes smoke filled, try to get on the floor to escape toxic gasses.

#### **TORNADO EMERGENCIES:**

In the event of a tornado or notification of tornado by voice or mechanical alarm, these guidelines are important to follow:

## Section-6

### *Supplemental Documents*

#### **RESIDENCE HALL, ACADEMIC AND OTHER BUILDING LOCATIONS:**

##### ***SELF-TORNADO RESPONSE***

1. If shelter is not available, go to an interior hallway on the lowest floor.
2. Get away from windows and other glass sources.
3. Avoid auditoriums/gymnasiums or other structures with wide, free span roofs.
4. Get under sturdy table or other structure.
5. Protect head and face.
6. Avoid South or West exposure.

##### ***ASSISTED TORNADO RESPONSE***

1. If shelter is not available, go to an interior hallway on the lowest floor.
2. Wait in the hall for assistance, if no help arrives follow SELF TORNADO RESPONSE.

Due to the unexpected manner in which emergencies arise, always be prepared to seek the safest alternative without assistance.



## Section-6

### *Supplemental Documents*

## Attachment C

### Residence Life Emergency Preparedness and Crisis Management Plan

#### Contacts

The Residence Life Senior Staff (includes Director of Residence Life, Residence Hall Directors, Assistant Hall Directors, Graduate Assistants and Residence Hall Facilities Supervisor, and will be referred to as RL Sr Staff,) on-call will serve as the immediate on-site Emergency Operations Manager for all residence halls. In the event of an emergency affecting all halls, all RL Sr Staff will report for duty as soon as can be arranged and Hall Directors will take over Emergency Operations Manager for their residence hall and will assign specific responsibilities to the Assistant Hall Director and/or Graduate Assistant. Each Hall Director will maintain an accurate housing roster at all times. The Director of Residence Life will be the general emergency operations manager for all residence halls and on-campus apartments. The Director of Residence Life will be contacted about emergencies in the residence halls. The Office for Residence Life maintains pertinent information about residents in housing, current rosters, and displaced housing information. All safety training will be documented and a copy forwarded to the Chief of Police or Safety (or his designee).

#### Preparedness

Each hall will maintain emergency equipment such as flashlights, radios and hazardous waste equipment in working and available condition, and will ensure that all student staff (RA's and desk clerks have training and access to these items.)

All RL Sr Staff will be knowledgeable in emergency procedures, such as fire extinguisher use, building evacuation procedures and have committed to memory the procedures for the specific emergency, i.e., fire tornado, electrical failure, etc.

Each Hall Director will maintain an up-to-date roster and a daily work schedule for resident assistants, desk clerks, etc.

The Director of Residence Life will serve as the communication link or contact for the residence hall with the Chief of Police or Safety (or his designee). When the Director of Residence Life is unavailable, the Vice President of Student Affairs (or designee) will serve as the contact. The Director of Residence Life (or VP SA) will communicate with the Hall Directors and other staff.

## Section-6

### *Supplemental Documents*

#### Emergency Situation

During an emergency, all RL Sr Staff will follow the procedures as formulated for the residence halls and the instructions of the Chief of Police or Safety (or his designee). Resident accountability is a key component to Life Safety during an emergency situation in a high occupancy building. For this reason, all RA's and EOM's shall take every step to account for each resident during an emergency.

#### Risk Identification

All RL Sr Staff will be familiar with the safety policies for the residence hall. They will continually evaluate the building for potential safety hazards and situations. The Residence Hall Facilities Supervisor serves as the departmental liaison in identifying and reporting potential safety hazards and situations. These hazards and situations will be reported in written form to the Director of Residence Life and the Chief of Police or Safety (or his designee).

#### University Housing (Residence Halls)

1. Choctaw Hall – co-ed high-rise (primarily freshmen)
  - Number of live-in staff: Varies by semester-currently 3 RAs & 1 Residence Hall Director
  - Emergency Operations Manager – DRL of RL Sr Staff On-Call until and unless Hall Director responds, then Hall Director
  - Hall Director Location – First floor Chickasaw Hall
  - Telephone: 745-2968 (Choc RHD Pager # 920-3233) (Sr. Staff On-Call Phone: 380-7460)
  - Number of Elevators: 2
  - Stairs: 2 – all residents will evacuate using the nearest stairwell.
  - Building-wide audio announcer in alarm system
2. Chickasaw Tower – co-ed high-rise (primarily upper class students)
  - Number of live-in staff: Varies by semester-currently 3 RA's & 1 Assistant Hall Director
  - Emergency Operations Manager – DRL or RL Sr Staff On-Call until and unless Hall Director responds, then Hall Director
  - Hall Director Location: First Floor Chickasaw Tower
  - Telephone: 745-2968 (Choc RHD Pager 920-3233) (Sr Staff On-Call Phone 380-7460)
  - Number of Elevators: 2
  - Stairs: 2 - all residents will evacuate using the nearest stairwell.
  - Building-wide audio announcer in alarm system
3. North Hall: Coed residence all three floors (primarily freshmen)

## Section-6

### *Supplemental Documents*

- Number of live-in staff: Varies by semester-currently 2 RA's & 1 Assistant Hall Director
  - Emergency Operations Manager: - DRL or RL Sr Staff On-Call until and unless Hall Director responds, then Hall Director
  - Hall Director Location: SHS 101
  - Telephone: 745-3041 (NH RHD Pager 920-3345) (Sr. Staff On-Call Phone 380-7460)
  - Stairs only: 2
  - Building-wide alarm system and wet standpipe sprinkler system
4. Shearer Hall & Suites: Co-ed residence hall all three floors
- Number of live-in staff: Varies by semester-currently 6 RA's, 1 Residence Hall Director and 1 Director of Residence Life
  - Emergency Operations Manager: - DRL or RL Sr Staff On-Call until and unless Hall Director responds, then Hall Director
  - Hall Director Location: SHS 101
  - Telephone: 745-3041 (SHS RHD Pager 920-3345) (Sr. Staff On-Call Phone 380-7460)
  - Number of elevators: 1 (located in the center of the building)
  - Stairs: 3 (locations: one in each wing and one in the center)
  - Building-wide audio announcer in alarm system and wet standpipe sprinkler system

All RL Sr Staff and Resident Assistants should be trained in established procedures for the following emergencies:

1. Fire
2. Tornado, high winds, etc.
3. Electrical Failures
4. Inclement Weather
5. Earthquakes
6. Bomb Threats
7. Acts of Aggression
8. Health

All Safety Training will be documented and a copy will be forwarded to the Director of Residence Life and the Chief of Police or Safety (or his designee) . One of the primary goals of prevention is to make sure that all residents have knowledge of the procedures for evacuations, etc., for given emergencies. To achieve this goal, each resident is given a student handbook and planner upon checking into the hall which includes Fire Alarm Instructions and Severe Weather instructions. In addition, a floor plan with evacuation routes will be posted on each floor and on the back of each residence hall room door. Floor meetings are held at the beginning of each semester during which the RA

## Section-6

### *Supplemental Documents*

reviews general emergency procedures. Emergency evacuation drills are held each semester and all drills are timed from beginning to end. If student response is deemed unacceptable (as determined by the Director of Residence Life and the Director of Police & Safety) then a second drill will be scheduled shortly thereafter.

All RL Senior Staff and Resident Assistants are given specific guidelines and instructions for procedures to follow in an emergency. These procedures are discussed during the RA Training sessions at the beginning of each semester.

If you see smoke, smell smoke or see flames, activate the alarm nearest to you, report immediately to Campus Police, X2727. If you cannot reach campus police, call 911. See page 48 for fire alarm and fire evacuation procedures. If there is a fire, residents are not to re-enter the building until the All clear is given by the Fire Department.

#### **TORNADOES, HIGH WINDS, ETC.**

In the event of severe weather, tornadoes, or general emergency situations, you will be notified by:

- Civil Defense Siren sounded
- Campus Police
- Information from local TV/radio stations confirmed by Residence Life staff

See page 49 for tornado and high wind evacuation procedures. In the event of an actual strike by a tornado, do not re-enter the building until the all clear is given by Campus Police or Emergency Leader.

#### **ELECTRICAL FAILURE**

1. Contact Campus Police and RL Sr Staff as soon as possible. Campus Police and/or the Director of Residence Life will contact maintenance.

NOTE: In hall with elevators (Chickasaw, Choctaw & Shearer Hall & Suites), check elevators for trapped individuals. Use normal procedures to get individual out of elevator. If such a position, that individual cannot be removed, notify campus police and give them information that it is an emergency. Remain or have someone remain in voice contact with the individual(s). Do not leave them alone and remain calm.

## Section-6

### *Supplemental Documents*

2. Emergency lighting in all stairwells, and other points should operate for 3 hours. Residence Hall Personnel use flashlights, etc., to escort residents down the stairs, when necessary.

#### **INCLEMENT WEATHER**

1. In winter, contact physical plant about entrances and exits to residence hall. Residence life will maintain a small supply of “salt” to use at entryways in the event that physical plant is unable to respond in a timely manner. When possible, residence life staff will post signs reminding student to proceed with caution at exits.
2. Check with Campus Police or special information number (580) 745-7272, in order to inform residents of University decisions concerning class cancellations.
3. Be alert for brown-outs (low-voltage).

#### **EARTHQUAKES**

1. In the event of an earthquake, all staff and residents should take immediate cover. Get under a desk or in a doorway and cover your head.
2. Stay clear of windows, shelves, and heavy objects.
3. Do not use elevators.
4. Once tremor has passed, evacuate the building immediately and proceed to designated rally points (same as fire alarm gathering points). Wait for an all-clear before re-entering.

#### **BOMB THREATS**

All Residence Life staff are to follow the checklist provided by Campus Police if the threat is received by telephone. Contact Campus Police immediately.

Follow police instructions.

Remain calm and alert.

If threat is received by mail, note, e-mail, etc., handle the paper items as little as possible. Leave e-mail on screen. Contact Campus Police immediately. Follow police instructions.

#### **ACTS OF AGGRESSION**

If possible, contact Campus Police immediately. Remain calm. Follow instructions of police.

Be alert for out-of-the ordinary behavior of an individual. Report suspicious behavior to Campus Police.

## Section-6

### *Supplemental Documents*

As soon as possible, contact the RL Sr Staff On-Call and advise them of the situation.

Terrorism (see also page 33 on terrorism)

Treat possible terrorist incidents as a stop sign!

1. Do not touch
2. Move Away
3. Report it (Campus Police 745-2727 or ext. 2727)

#### **HEALTH (DEATH, SUICIDE, SUICIDE ATTEMPT, SERIOUS INJURY)**

- Contact Campus Police and 911. Stay on phone until dispatcher has needed information.
- Remain calm.
- If trained, follow first aid procedures until medical personnel and/or Police arrive.
- Contact the RL Sr Staff On-Call, who will contact the Director of Residence Life. The Director of Residence Life will contact senior administration.
- If University faculty, contact the Vice President for Academic Affairs
- If a University staff member, contact the appropriate Vice President

The Director of Residence Life is to be contacted about all emergencies in the residence halls. The Residence Life Office has pertinent information about residents in residence halls, current rosters and displaced housing information. If students are unable to return to room(s), alternative arrangements will need to be made, at least for the short term. Short term emergency housing may be provided on campus in the new student union gym, the arena, or in selected areas of other residence halls. After damage reports and assessments, the need for longer-term alternative housing will be determined.

#### **FIRE ALARM AND EVACUATION PROCEDURES**

1. When the alarm sounds, all RA's present should evacuate the building using the nearest exit, and advise students to do the same.
2. The first RA to arrive at the fire alarm panel will act as fire alarm coordinator, until a Residence Life Senior Staff member, Campus Police Officer, or Fire Dept. arrives on the scene. The responsibilities of the fire alarm coordinator include:
  - a. Maintain record of the details related to the alarm, using the fire alarm report form. This information includes location of the alarm (as indicated on the panel), any information related to actual citing of fire or smoke, information related

## Section-6

### *Supplemental Documents*

- to any students who may need additional assistance and any problems that were encountered.
- b. Ensure that Campus Police (745-2727) is aware of the alarm.
  - c. Ensure that the Senior Staff member on-call is aware of the alarm.
  - d. Provide directions to other Residence Life staff (see number 3 below)
  - e. Communicates with Campus Police, Fire Dept. and RL Senior Staff.
  - f. Provide directions to emergency personnel regarding room locations, etc.
  - g. Please ensure that all communication goes through the fire alarm coordinator in order to prevent multiple directions and disorganization.
3. Any remaining RAs (or DC or RCL) who respond to the alarm will receive directions from the fire alarm coordinator. These include, but may not be limited to:
- a. Contacting campus police and/or Senior Staff member on-call.
  - b. Assist any known special needs students in vacating the building.
  - c. Check alarm panel to identify source of alarm. (Respond to the location of the alarm to investigate visible smoke, fire, pulled station, hanging smoke detector, etc.)
  - d. Stand at doorways in order to prevent re-entry.
  - e. Communicate with and provide directions to residents.
  - f. In the event of a verified fire, use the current roster to start to account for resident students.
  - g. Any other assistance requested by SE campus police or Senior Residence Life Staff members.
4. Upon arrival a Senior Staff member, the fire coordinator transfers responsibility to the senior staff member.
5. Gathering location for all halls is as follows (When RA/RL staff are available to provide directions to students outside of the building, they should provide directions to evacuating students, including the direction to stay off the street as much as possible.)
- SHS – walk north up the sidewalk in front of SHS (on 4th street). Cross 4th street near the student union. Gather near the back (ADA) elevator entrance to the student union.
  - NH – walk north up the sidewalk in front of North Hall (on 4th street). Gather near the back (ADA) elevator entrance to the student union.

## Section-6

### *Supplemental Documents*

- Choctaw Hall – Cross Montgomery Street and gather on the grass on the opposite side of the street. If an extended period, proceed west and cross towards the Russel building, gathering on the east side of the Russel building. (DO NOT STAND IN THE STREET.)
- Chickasaw Hall – Cross the cul-de-sac and gather in the grassy area/entry way of the Russel building.

NOTE: Some important reminders:

1. ONLY staff that has been trained in fire extinguisher use may remain in the building to assist in any capacity. All others must evacuate the building completely (and may assist on the exterior of the building). Also, only those who are performing a specific duty may remain in the building.
2. Report any problems, including individuals that fail to evacuate (using verbal communication at the scene, fire alarm report and incident reports to document problems encountered). Do not argue with any individual. Simply advise them that they must evacuate immediately. Record problems; pay attention to alarms, emergency doors, etc.
3. Remember that you are not expected to ever put yourself in harm's way. Always leave an escape route. Always err on the side of safety.
4. In the event of a real fire, the ladder truck will be stationed to the rear of the towers, near the dumpster, or in the fire lane, near the side door of Chickasaw/Choctaw Hall, 4th street for North Hall, and the SHS loop and/or 4th street (and possible University Blvd and the north parking lot) for SHS.

### **RESIDENCE HALL FIRE ALARM PROCEDURES**

Every alarm will be treated as if a fire exists. Residence Life staff will proceed with emergency evacuation responsibilities until notified otherwise by senior staff. Also, remember that Residence Life staff is never expected to place themselves in harm's way. Always leave an escape route. Always err on the side of safety. Also, be aware that in the event of a real fire, the ladder truck will be stationed to the rear of the towers, near the dumpster, or in the fire lane, near the side door of Chickasaw.

1. Evacuate the building and report to the fire alarm panel, alerting any residents you encounter along the way. Before opening any door, see if it is hot by placing the palm of your hand against it. Seek and assist persons in your area who are limited in their mobility or who may need additional assistance in evacuation.



## Section-6

### *Supplemental Documents*

2. Walk, do not run. Remain calm.
3. Do not stop to debate with anyone but try to note the name and/or room number of any individuals who refuse to evacuate.
4. **DO NOT** use the elevator. It may become inoperative and a trap.
5. At your earliest convenience contact campus police (580-745-2727) to report that the fire alarm is sounding. Make sure you provide correct information and answer all questions before hanging up. Following this, contact the RL senior staff member on-call (580-380-7460) to report that the fire alarm is sounding.
6. Should the area near the fire alarm panel be affected by a fire, the staff should report to:
  - a. Choctaw Hall: report to Chickasaw Hall entryway near the courtesy phone.
  - b. Chickasaw Hall: report to Choctaw Hall entryway near the courtesy phone.
  - c. SHS: report to North Hall near the courtesy phone.
  - d. NH: report to SHS near the courtesy phone/front office.
7. **The first RA/DC (trained & authorized staff only) to respond to an alarm is the initial lead** and is responsible for retrieving the hall's fire alarm clipboard with roster, ADA evacuation list, fire alarm procedures and fire alarm report form. The responsibilities of the initial lead are as follows:
  - a. Contact SEPD at 580-745-2727, if you have not already done so (or verified that another staff member has done so.)
  - b. Contact the Sr. RL Staff member on-call, if you have not already done so (or verified that another staff member has done so.) Once the Sr. RL Staff Member on-call (or the RHD/ARHD of the building) responds, management of the situation will be turned over to that individual.
  - c. Assign the emergency tasks to include:
    - i. ensuring that any student on ADA evacuation list has vacated their room (in the event that Residence Life staff are unable to do this, alert emergency personnel of the person and room location) door control, and crowd control, including directing students to designated gathering location
    - ii. If time and staff permit, take roll/attendance of students who evacuated. In the event of an actual emergency/fire, this task will be started ASAP after the building has been evacuated and emergency personnel have taken control of the scene.

## Section-6

### *Supplemental Documents*

- iii. Assisting emergency personnel as requested (by RL Sr. Staff and/or SEPD).
  - d. Act as primary coordinator/communicator between the emergency personnel (SEPD, fire department, etc.)
    - i. Report location that alarm originated.
    - ii. Report to emergency personnel any disabled persons in your building and their evacuation location.
    - iii. Act as liaison between RL staff and emergency personnel.
  - e. Complete the Fire Alarm Report Form.
    - i. Document any students who failed to evacuate and/or exhibited inappropriate behavior.
    - ii. Document any issues related to the facility (fire alarms that failed to sound, magnetic doors that failed to close, etc.)
    - iii. Document any procedural problems encountered.
    - iv. Document any additional relevant information.
  - f. Additional specific duties as identified by RL Sr. Staff Member on-call.
- 8. Additional RAs to respond to an alarm assists the leader.
  - a. Remember ONLY Residence Life staff who have completed training may remain in the building to assist.
  - b. Any other staff (including RCLs and DCs who have not been trained) may assist in outside tasks (crowd and door control, taking attendance, etc.)
- 9. RAs should remain at assigned stations until released by RL Sr. Staff Member On-Call (or the RHD of the building, if they have assumed leadership of the event.)
- 10. Random, targeted or entire building room checks may be conducted as deemed warranted by DRL and/or when conducted by responding fire department personnel in response to obvious safety concerns.
- 11. When directed by the RL Sr. Staff Member On-Call, RAs will supervise the orderly return of residents into the building. (Residents should not be instructed to return to the building when the alarm stops, but should wait for specific directions from the RL Sr. Staff Member. The RL Sr. Staff member will await an all-clear designation from SEPD.)
- 12. **At the end of the event, all staff will report back to the hall office (or location of fire alarm panel for buildings that do not have an office).** A brief review of the alarm report will be made to ensure that all information is recorded. RL Sr. Staff on-call (or RHD of the building, if present) may have additional tasks that will need to be completed.

## Section-6

### *Supplemental Documents*

#### RESIDENT EVACUATION LOCATIONS

Residents will proceed to the assembly areas outside of the building as designated on your posted evacuation maps.

1. Chickasaw Hall – walk towards the student union and gather in the vicinity of the front of the student union.
2. Choctaw Hall – walk across the street, paying attention to vehicular traffic. Gather on the grassy area across from Choctaw Hall.
3. North Hall – Proceed north on the sidewalk, and gather near rear elevator entryway for the student union.
4. Shearer Hall & Suites – Proceed north on the sidewalk (stay out of the street). Cross the road when you get to the driveway across from the student union. Gather near the rear elevator entryway for the student union.

#### Residence Hall Fire Safety Tips

When living in a Residence Hall, it is important to become familiar with your surroundings. The Southeastern Oklahoma State University Safety Office would like you to review the following safety tips to assist you in preparing for your stay at Southeastern Oklahoma State University.

#### PLAN AHEAD

Your room has been equipped with internally wired smoke detectors and in Shearer Hall & Suites and North Hall with fire sprinklers; please do not tamper with them.

Read the fire evacuation plan carefully. (These are the plans posted on the back of your door in Choctaw, Chickasaw and Shearer Hall and in the living room of the suites.) If one is not posted in your room/suite, request one from Residence Life.

- Be aware of at least two exit routes from your room, in the event of an emergency.
- Count the number of doors between your room and the exits. This will assist you in the event of an emergency evacuation.
- Locate the fire alarms pulls on your floor.
- Never smoke in the Residence Hall.
- Burning candles (or any open flame) is not permitted in residence hall rooms.

## Section-6

### *Supplemental Documents*

#### **LIFE SAFETY STEPS (in the event of a fire)**

- If the fire is in your room, get out quickly. Close the door, sound the alarm and notify the Campus Police & Safety Office at X2727.
- Remember to lock your door and to take your room key with you in case fire blocks your escape and you need to re-enter your room (and in order to maintain security for your personal items.)
- If the fire is not in your room, vacate your room, if it is safe to do so. Before vacating your room, remember to ensure that it is safe to exit your door. (Touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side.)
- If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off the fans and air conditioners. Call the Campus Police to give your location and signal from your window (using a towel or sheet).
- If you encounter smoke, crawl low to the nearest exit. The freshest air is near the floor.
- Always use a stairwell, and not the elevator. The elevator could stop at the floor of the fire.
- Gather at the designated location for your building.

Campus Police & Safety X2727

## Section-6

### *Supplemental Documents*

## EMERGENCY EVACUATION PROCEDURES FOR TORNADO, HIGH WINDS

### Definitions:

Tornado Watch - The conditions in the area specified are capable of producing Tornadoes.

Tornado Warning - A tornado is actually on the ground or funnel rotation has been indicated by radar.

### Notification:

- Siren will sound.
- Campus Police will notify you.
- Information from local TV/Radio stations confirmed by Campus Police.
- Residence Life Staff

When possible, Residence Life staff will post notices at the main entrances to each residence hall advising students that severe weather is predicted.

In the event that a tornado warning has been issued or safety personnel determine that evacuation is indicated:

1. When RL staff become aware of the risk of severe weather (usually via notification from campus police and safety or alternate methods), then severe weather signs will be posted at each of the exit doors in all of the residence halls.
2. When possible, an announcement will be made notifying residents that a warning has been issued and providing directions to students (C/C & SHS only).
3. All Residence Life personnel in building are to report for duty and assist in evacuation.
4. RA's should carry flashlights, floor rosters, and when possible a portable radio with them.
5. The RL Pro Staff On-Call will proceed to the designated university storm shelter in Morrison Hall basement (bringing a copy of the complete residence hall roster) and will assume administrative leadership within the shelter unless and until a more senior level administrator arrives. In this capacity, the RL Pro-Staff On-Call will establish contact with campus police and with the Director of Residence Life as soon as possible.
6. In the course of responding to the advice to evacuate, RA's will attempt to verbally communicate with residents (and visitors) to advise them of the situation. However, RA's should not waste time

## Section-6

### *Supplemental Documents*

trying to convince noncompliant individuals to evacuate. Report any problems (including non-compliance) on an incident report form.

7. Residents are to proceed to Morrison Hall (basement storm shelter) immediately. If time does not permit evacuation to Morrison Hall, Residents are to take shelter against interior walls on the lowest floor possible and away from windows. Do not use elevators. [Note that C/C basement are now listed as possible back-up evacuation locations, and may provide an alternate shelter location.]
8. All residence life staff should report to the senior staff member on-call at the storm shelter. If this individual is not a residence life staff member advise them that you are an RA and ask for directions. If the RA is the senior staff member, then establish communication with the campus police department and with the RL Pro-Staff On-Call as soon as possible.
9. ALWAYS REMAIN CALM, use common sense and reasonable judgment. Always err on the side of safety and DO NOT PUT YOURSELF IN HARM'S WAY

## Section-7

### *All Hazards Notification Matrix*

## Section-7

### *All Hazards Notification Matrix*

#### **Emergency Siren/PA System**

There are two siren poles located around campus. The unique design of the sirens gives the speakers the capability of broadcasting sound or voice information in a simultaneous 360 degree pattern. A siren alert means there is an emergency on campus, a potentially dangerous condition, or impending threat; listen for on formation and/or instructions.

\*\* The sirens will be tested monthly on the first Thursday at 2pm providing weather permits and there is not another emergency situation.

#### **Text Messaging**

The text messaging software allows administrators to send SMS emergency text messages and voice recordings to students, faculty, and staff. This supports campus safety efforts and other functions that require rapid communication to students.

#### **Network Alert System**

The Network Alert System will send pop up alert messages to all SE computer users with an alert message. The pop up message is forcibly visible on the user's computer screen for a minimum time duration specified by the administrator.

#### **Lynx System**

The Lynx System is a Facility-wide, Network based, Duress and Emergency Notification System. Emergency alarms can instantly alert PCs with "Pop-ups", voice messages to police radios, and LED displays, desktop panic buttons, USB panic button, and wireless panic buttons located in each parking lot.

#### **Net Notify**

An Internal computer generated emergency notification system.

#### **Call Boxes**

An external emergency notification system, located at various points on University grounds and parking lots.

#### **Information Hotline**

For inclement weather and university announcements call the information hotline at 745-7272.

## Section-8

### *Designated Storm Shelters*

## Section-8

### *Designated Storm Shelters*

#### **Tornado Watch**

The conditions in the area specified are capable of producing a tornado.

#### **Tornado Warning**

A tornado is actually on the ground or funnel rotation has been indicated by radar.

#### **Tornado Notification**

Civil Defense siren will sound, and/or Campus Police will notify you. Information from local TV/Radio Stations confirmed by Campus Police. When a Tornado Warning is Given Everyone will follow all directives given by emergency operations personnel and proceed with safety to the nearest shelter area. Everyone on campus has a responsibility during a tornado emergency. A list of these responsibilities is outlined below.

Faculty will inform their class of the shelter location and lead them there. Once safely in the shelter, the faculty member will take roll and note any unaccounted for students.

Staff and employees will be led by supervisors to shelter locations. Once safely in the shelter, the supervisor or a designated employee will take a headcount and note any unaccounted for personnel.

Visitors, students with no scheduled class and employees not in assigned shelters will check into the nearest shelter location and report to any Emergency Operations Manager. EOMs will make note of the visitor, student or employee.

#### **Tornado Shelters**

- Morrison Main Basement
- Morrison Custodial Breakroom Basement (North Side of Building)
- Fine Arts Basement
- Fine Arts – Little Theater – ADA Saferoom
- Biology Basement(Northeast Side of Building)
- Bloomer Arena – Dressing Rooms and North Hallways
- Paul Laird Field – West Bleachers – Residence Life Students Designated Shelter.
- Aviation – (2) 20 person in-ground shelters.



## Section-8

### *Designated Storm Shelters*

Before an emergency strikes, take time to identify your safest place at home, at work and at school. Many people have survived strong tornadoes in a closet or small interior room without windows. Usually the safest place will be on the lowest floor in center of building. No place is guaranteed to be 100% safe.

**Emergency Management Sirens are tested the FIRST Wednesday of the month, weather permitting.**

#### **Storm Shelters/Safe Areas : If Necessary**

If you cannot get to Morrison Basement, the listed areas may help you.

#### **Administration Building**

If time permits, go to Morrison Building basement; if not seek shelter in the innermost part of building on first floor away from doors and windows.

#### **Airport**

Innermost interior room such as the break room or restrooms.

#### **Big Five Daycare**

Evacuate to Morrison Building basement. If unable to evacuate, find an interior closet or hallway with no windows.

#### **Biological Sciences Building**

Basement (Northeast Side of Building)

Lowest floor in any interior room away from outer doors and windows.

#### **Bloomer Sullivan Arena**

Go to the tunnel hallways or interior dressing rooms/restrooms.

#### **Choctaw/Chickasaw Dormitories**

Evacuate to Paul Laird Field – West Bleachers

If unable to evacuate, gather on interior first floor away from outside walls and windows.

Basement area located at East side of Towers is an alternate location also.

#### **EOC/Talent Search**

## Section-8

### *Designated Storm Shelters*

Evacuate to Morrison Building basement. If unable to make to Morrison go to the nearest open building, going to interior hallways or restrooms, do not stay in these buildings.

#### **Equestrian Center**

Storm Cellar

#### **Fine Arts Building**

Interior hallways, bathrooms or any interior room.

If key is available, the basement of the building is good location.

Little Theater is the ADA Designated Shelter

#### **Gymnasium**

Any room/hallway away from exterior doors and windows.

#### **Library**

Best location is in Learning Center area (inner classrooms). Can also use Basement & First Floor halls and stairwells. Avoid bookshelves if possible.

#### **Massey Building (Downtown Ballroom)**

Any interior room on the lowest level away from outer doors and windows.

#### **Math Building**

Evacuate to the Morrison Building Basement. If unable to evacuate, find a closet, interior bathroom or other room with no windows or exterior doors.

#### **Morrison Building**

Can use hallways, bathrooms, and any classroom that does not contain windows

DO NOT gather in the hallway that runs East/West.

Men and Women restrooms in basement area.

#### **New Student Union**

Basement of Cafeteria, or lower level bathrooms or hallways away from exterior doors or windows.

DO NOT USE ATRIUM HALLWAY!

## Section-8

### *Designated Storm Shelters*

Men and Women locker rooms/restrooms. Do not stand out in the game lobby!

#### **New Theater Building (Old Activity Center)**

Evacuate to New Arena, do not stay in this building!

#### **North Hall**

First floor hallway away from windows and doors

DO NOT USE BASEMENT – EXTREME DANGER

#### **Old Student Union/Hallie McKinney**

Lower level area away from exterior doors and windows.

Hallways, interior bathrooms and closets.

Basement – enter at Loading Dock

#### **Physical Plant**

Any interior room away from outer doors and windows.

#### **Police Department**

Interior room without windows or exterior doors, or restrooms

#### **President's Home**

Small-sized room in basement area.

#### **Russell Building (John Massey School of Business)**

First Floor stairwell or first floor hallways away from windows or exterior doors

Interior bathrooms or interior closet

#### **Safety Building**

Classroom OSH-225, interior bathrooms or hallways

#### **Science Building**

First floor hallways away from exterior doors and windows and interior bathrooms.

#### **Shearer Hall & Suites**

## Section-8

### *Designated Storm Shelters*

Evacuate to the Paul Laird Field – West Bleachers.

Evacuate to the Morrison Shelter, Fine Arts basement as an alternate location.

If no time to evacuate, go to first floor interior hallways away from exterior doors and window or interior bathrooms.

#### **Small Business Development**

Interior rooms without windows or exterior doors, or restrooms.

#### **University Center**

Go to the interior hallway stretching perpendicular from the Continuing Education office.

#### **Visual Arts Building (old Industrial Technology Building)**

Center hallway away from exterior doors and windows or interior bathrooms.

#### **Visual & Performing Arts Center (VPAC)**

Any interior room/hallway away from outer doors and windows.

Stay away from large windows such as those in the Art Display Gallery

#### **Welcome Center**

Bathrooms or interior rooms away from exterior doors and windows.

**Morrison Building Basement, Fine Arts Little Theater is the ADA Designated Safe Room and Fine Arts Basement.**

DO NOT stand in the hallway running east to west go into the Behavioral Sciences hallway.

#### **Buildings with approved safe room basements are:**

- Morrison Main Basement
- Morrison Custodial Basement (North Side of Building)
- Fine Arts basement
- Fine Arts Little Theater – designated ADA Safe Room
- Paul Laird Field – West Bleachers
- Biology Basement
- Bloomer Arena – Lower Area Dressing Rooms

## Section-9

### *Emergency Operations Plan*

#### **Important Things to Remember**

- Avoid areas in buildings with wide span and glass overhead, such as Gymnasiums and Atriums.
- Do not stand in front of any glass windows.
- Most storms travel from Southwest to Northeast direction.

#### **Institute Evacuation Procedures (same as fire drill)**

- Tornado siren will be sounded by the Bryan Co. Emergency Management Office.
- All Housing personnel in building are to fall into duty, whether scheduled or not, and assist in evacuation.
- Notify each dorm.
- Make each resident, if possible, aware of situation. Do not waste time trying to convince a non-complying individual, but do note that they were warned.
- Residents are to go to Paul Laird Field – West Bleachers
- If time does not permit evacuation to Paul Laird Field, Residents are to take shelter against interior walls on the lowest floor possible and away from windows.
- DO NOT USE ELEVATORS!
- Alternate Shelters are Morrison Basements and Fine Arts Basements.

## **Section-9**

### *Emergency Operations Plan*

#### **Southeastern Airport: Eaker Field**

##### **General**

The prescribed procedures of the Southeastern Airport operation plan are explained in a manual that is maintained by the Director of Aviation.

The full text may be available upon request by calling the Director at 745-3271 or 745-3252.

##### **Purpose/Responsibilities**

The emergency operations plan document outlines prescribed procedures, to the extent Practical, to be used in the event of an aircraft accident, emergency, or potential emergency at the Southeastern Airport. This plan also fulfills the requirements of CFR 14 Part 139.325,

## Section-9

### *Emergency Operations Plan*

#### **Airport Emergency Plan**

The plan establishes the operational organization and assignment of responsibilities for aircraft accidents/incidents and other airport emergencies. All emergency conditions cannot be anticipated. If an emergency arises that is not covered by this plan, the Director of Aviation has the authority to modify the plan, as required.

The plan is available to all Bryan County Interjurisdictional Agencies, and revisions responsibility of the agency(s) having jurisdiction.

- Aviation in-ground Shelters located on the north side of Aviation complex.

## Section-9

### *Emergency Operations Plan*

#### Disaster Recovery Plan

#### Academic Affairs, Information Technology & Administrative Computing

##### General

The prescribe procedures of Southeastern Oklahoma State University's Academic Affairs Office, Office of Information Technology and Administrative Computing Office; Disaster Recovery Plan are explained in a manual that is maintained by the Director of the Departments. The full text of the manual may be available upon request.

##### Purpose

The Disaster Recovery Plan outlines prescribed procedures, to the extent practical, to be used in the event of failure in the Administrative Computer systems.

The plan establishes the operational organization and assignment of responsibilities for emergencies. All emergency conditions cannot be anticipated. If an emergency arises that is not covered by this plan, the Director(s) has the authority to modify the plan, as required.

This plan fulfills the requirements of Oklahoma Statute: Title 62 Chapter 1 Section 41.5e.

## Section-10

### *Americans with Disabilities Act (ADA)*

## Section-10

### *Americans with Disabilities Act (ADA)*

While the Americans with Disabilities Act of 1990 (ADA) does not require formal emergency plans, Titles I and III do require that policies and procedures of public accommodations be modified to include people with disabilities.

These include:

- Individuals with varying degrees of mobility impairments.
- Individuals who are visually impaired and may require special assistance.
- Individuals with hearing impairments.
- Individuals with temporary impairments.
- Individuals with medical conditions such as respiratory disorders or pregnancy.
- Individuals with mental impairments who may become confused.

Faculty and Staff should keep in mind that someone with a permanent or major impairment generally knows the best way to be assisted. A minute or so spent talking with the individual will give you crucial information. People providing assistance should be trained on how to help without causing injury to themselves or others. This is especially relevant if someone needs to be lifted or carried.

The emergency evacuation list identifies individuals, their class schedule, and locations in the Academic areas where the individuals in need of assistance are located. This is provided by the Office of Student Services.



## Section-11

### *Authorities and References*

## Section-11

### *Authorities and References*

#### **Bryan County Emergency Operations Plan**

James Dalton Director, Durant/Bryan County E.M.  
College Fire Safety Forum, Final Report, September 24, 1999.  
United States Fire Administration  
National Fire Protection Agency  
Massachusetts Institute of Technology  
Emergency Action Plan

#### **OSHA 2254 Training Requirements in OSHA Standards and Training Guidelines**

29 CFR 1910.157

#### **Oklahoma Geological Survey**

Charles J. Mankin, Director

#### **Texas A&M University Commerce**

Crisis Management Plan

#### **University of Central Oklahoma**

Emergency Plan, June, 1999.

#### **University of Maryland at College Park**

Alan Sector, Department of Environmental Safety

#### **University of Oklahoma Student Chapter of the American Meteorological Society**

Dr. Fred Carr, Director, School of Meteorology

#### **Johns Hopkins University**

Crisis Management Typology and Response

#### **New Mexico Tech**

Incident Response to Terrorist Bombing

#### **NIMS**

National Incident Management System

## Section-12

### *Record of Changes*

## Section-12

### *Record of Changes*

Change #	Date of Change	Change Entered By	Date Entered
1	12-16-04	Alan Burton, OPI	01-05-05
2	12-16-04	April Lehring, Nursing	01-05-05
3	12-16-04	President Johnson/Debbie Smarr	01-05-05
4	12-17-05	David Conway, Eaker Field	01-05-05
5	12-17-05	Jon Clouse, Police & Safety	01-05-05
6	02-01-05	Kelly D'Arcy, residence Life	02-18-05
7	02-01-05	George Brewster Section #9	02-01-05
8	02-08-05	George Brewster section 5/Table	02-08-05
9	02-14-07	Kelly D'Arcy residence Life Attach "c"	02-14-07
10	02-14-07	George Brewster Phone Tree update	02-20-07
11	09-11-09	Michele Claxton	10-01-09
12	11-29-09	Dan Moore	09-29-09
13	11-29-09	George Brewster Remove Phone Tree section 7 replaced with Matrix system	10-01-09

## Section-12

### *Record of Changes*

14	06-2009	Kelly D'Arcy residence Life, Update Attach "c"	10-01-09
15	10-23-09	April Lehrling_ Pandemic Influenza Action Plan Section 12	11-02-09
16	10-26-10	Michele Campbell, President's Statement	10-26-10
17	10-26-10	Steve Harman, Resources	10-26-10
18	10-26-10	Steve Harman, Bomb Threat	10-26-10
19	10-26-10	Steve Harman Designated Storm Shelters	10-26-10
20	10-26-10	Steve Harman, Authorities and References	10-26-10
21	10-26-10	Steve Harman, Bomb Threat Resources	10-26-10
22	10-26-10	Steve Harman, Authorities and References	10-26-10
23	11-10-10	Steve Harman Supplemental Documents	11-10-10
24	1-13-11	Steve Harman All Clear	1-13-11
25	10-18-11	Steve Harman Tornado Shelters	10-18-11
26	2-13-12	Steve Harman Misc. Book Revisions	2-13-12
27	3-16-12	Steve Harman & Michelle Campbell Misc. Revisions	3-16-2012
28	6-7-12	Steve Harman	6-7-12
29	6-11-12	Steve Harman	6-11-12

# Section-12

## Record of Changes

Change #	Date of Change	Change Entered By	Date Entered