

UNIVERSITY OF OKLAHOMA – NORMAN CAMPUS

EMERGENCY RESPONSE PLAN

For

Ellsworth Collings Hall (ECH)

820 Van Vleet Oval

EFFECTIVE DATE: _February 2020

(to be updated annually or earlier if necessary)

Table of Contents

I. PLAN PURPOSE	3
Scope.....	3
Development of the Plan.....	3
National Incident Management System Compliance.....	3
Weather Procedures	4
Weather Refuge Area Locations	4
II. TORNADOS / SEVERE WEATHER	5
Tornado Sirens	6
General Building Evacuation	6
Primary Outside Emergency Assembly Area (for evacuation of building)	6
Alternate Outside Emergency Assembly Area (for evacuation of building)	6
III. FIRE	7
Upon Discovery of a Fire	8
IV. ARMED SUBJECTS	8
V. SUSPICIOUS PACKAGE – BOMB THREAT.....	10
VI. UTILITIES FAILURE–GAS LEAK–PERSONS STRANDED IN ELEVATOR	11
Power Outage:.....	11
Flooding or Steam Line Failure:	11
Gas Leak:	12
People Trapped in an Elevator:	12
VII. EARTHQUAKE-EXPLOSION-SEVERE BUILDING DAMAGE	12
VIII. CHEMICAL RELEASE/SPILL.....	Error! Bookmark not defined.
IX. NAME OF BUILDING/DEPARTMENT CONTACT LIST	14
X. NAME OF BUILDING/DEPARTMENT BUILDING SAFETY COORDINATORS	16

I. PLAN PURPOSE

This plan helps ensure the safety and well-being of individuals and establishes a foundation for emergency response within Ellsworth Collings Hall. The University of Oklahoma recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This Emergency Response Plan is designed to establish a framework to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and, most importantly, that individuals are informed, safely evacuated or sheltered and accounted for with reasonable accuracy.

Scope

This Emergency Response Plan applies to all building staff, students and visitors.

Development of the Plan

This Emergency Response Plan is developed by the designated building personnel in coordination with OU's Department of Campus Safety. The Plan is reviewed annually and revised as needed.

National Incident Management System Compliance

The building ERP complies with the National Incident Management System (NIMS), as required by Federal Emergency Management Association (FEMA). The NIMS provides a nationwide template enabling federal, state, local and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Use of the NIMS at OU facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance, OU will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property and the environment. For OU emergencies, an Incident Command Post will be set up at the scene of the emergency or disaster, which will be directed by an Incident Commander.

Minor Incident: any situation that can be handled in-house by building staff. Examples include minor policy violation incidents and minor emergency maintenance repairs.

Major Incident: any situation that requires the assistance of another campus entity such as OU Police Department or Facilities Management. Examples include major policy violations or a reduction in or prolonged disruption to facility services such as a water main break.

Emergency: any situation that requires assistance of an off campus entity such as the Norman Fire Department or Emergency Medical Services (EMS).

Catastrophic Event: one in which the entire campus community is affected, specifically the Ellsworth Collings Hall. This event could lead to multiple buildings being affected, including but not limited to, the crippling of a building's ability to function and/or loss of life. An event of this magnitude could disrupt the everyday operation of a department and have long-term negative effects.

Declaration of a State of Emergency: The authority to declare a State of Emergency rests with the President or designee upon consultation with the appropriate personnel. When a State of Emergency is declared, building staff may limit access to the facilities to critical staff.

Weather Procedures

The University of Oklahoma employs a University Meteorologist within the University of Operations, Department of Campus Safety to produce a daily weather threat assessment for the OU campus. This assessment is daily, or more frequently if there is an imminent weather threat to the campus. The product is available at the [OU Department of Campus Safety Weather](#). This product will outline both the nature and anticipated timing of any weather threat to campus.

Weather Refuge Area Locations

Every building on the OU campus has an identified severe weather refuge area should severe weather such as tornados occur with little or no warning (less than 15 minutes lead time). The locations of these severe weather refuge areas are posted on signage inside each building and on the OU Department of Campus Safety webpage under Severe Weather Refuge Location tab. All building faculty, staff and students should familiarize themselves with the locations of these severe weather refuge areas. Buildings without best available refuge areas have designated weather refuge areas for students, faculty, staff, and visitors to seek refuge when there is little to no time to seek refuge in one of the building listed below. If you need assistance finding or getting to the severe weather refuge areas, please discuss with the Building Safety Coordinator for your facility prior to an emergency event. The Building Safety Coordinator can direct you to services on campus that can help you make individual preparedness plans.

The building severe weather refuge area is located: in the basement which is accessible from the central Lobby, between the stairwell and the east doors. Overflow refuge will be the first floor main hallway.

In the event that strong to violent tornados (EF4/EF5) are anticipated, and longer lead time (greater than 30 minutes) is afforded, OU has determined that the following buildings have areas defined as best available refuge areas. Faculty, staff and students not working in or attending class in one of the following buildings may seek refuge in one of these buildings; but, must allow adequate time to move safely to the nearest location. Do not wait until the tornado sirens sound or you receive an emergency notification to seek shelter to move to a best available refuge area located in another building. You should NEVER go outdoors after receiving an OU Weather Alert.

The following buildings are designated as having best available refuge areas:

- Adams Center basement (reserved for students and staff living and working in Adams Center)
- Bizzell Memorial Library lower levels 1 and 2
- Carson Engineering Center sub-basement
- Coats Law Center first floor (below grade)
- Couch Center basement (reserved for students and staff living and working in Couch Center)
- Dale Hall basement
- Devon Energy Hall basement
- Fine Arts Center basement
- George Lynn Cross Hall basement

Gould Hall basement in west wing
Headington Hall (reserved for students and staff living and working in Headington Hall)
Huston Huffman Fitness Center basement
Lloyd Noble Center basement
Nielsen Hall phase I addition basement and phase II addition basement
Physical Sciences Center first through fourth floors
RAWL Engineering Practice Facility basement
Richards Hall basement
Walker Center basement (reserved for students and staff living and working in Walker Center)

II. TORNADOS / SEVERE WEATHER

The University Meteorologist will provide information to the campus via the web page at the [OU Department of Campus Safety website](#) before and during all-weather threats to the campus. Social media outlets such as the @OUEmergencyPrep Twitter feed, and the OU Emergency Management Facebook page will also be used during weather threats to provide continuous updates to the campus.

In addition, the National Weather Service (NWS) broadcasts continuous weather status and forecast information on a special frequency of 162.400 MHZ from the Norman office; this information is updated hourly. The NWS will broadcast special alert tones and messages for tornado warnings, flash flood warning, and similar impending weather emergencies. The weather radio receivers are located in The Ellsworth Collings Hall weather radio receivers are located one in: ILAC department office ECH 114, Dean's Office, ECH 100, Curriculum Library, ECH 150W, ELPS Department Office, ECH 227, and EDPY Department Office, ECH 321.

For days when sufficient advance warning of expected violent tornados (EF4/EF5) is available, designated best available refuge areas in select locations will be opened for use by students, faculty and staff who are on campus at the time at which they may need to seek refuge. In these situations, OU may also invoke an early closure of the OU Norman campus to allow people to proceed with their personal safety plans.

The best available refuge areas will be staffed with severe weather building coordinators and include:

Fine Arts Center
Physical Sciences Center
Bizzell Library
Richards Hall
George Lynn Cross Hall
Gould Hall
Dale Hall
Huston Huffman Fitness Center
Carson Engineering
RAWL Practice Facility
Devon Energy Center
Lloyd Noble Center
Coats Law Center

In the event of an OU Weather Alert, all building students, staff and visitors should immediately seek shelter in the severe weather refuge area identified on page 5 of the emergency response plan. Never leave one building to seek refuge in another building after the tornado sirens sound or you receive an emergency notification from OU to seek shelter. It is too late at that time. Once in the severe weather refuge area, check-in with the Building Safety Coordinator or your supervisor. All building students, staff and visitors remain in this location until danger has passed or the “All Clear” OU Weather Alert has been received.

Tornado Sirens

The City of Norman maintains a citywide outdoor warning siren network that provides coverage for the campus and is used to signal imminent danger from tornados. It is a familiar sound, as it is tested every Saturday at noon, including cloudy and rainy Saturdays. No test is conducted if there is a threat of severe weather in the area or when temperatures are substantially below freezing.

A steady siren for three to five minutes means imminent danger. Take shelter immediately in the severe weather refuge area in the building that you are in. Do not leave your building for another once the tornado sirens sound. An “All Clear” signal will NOT be given via the siren system. OU emergency notification system sends an “All Clear” when weather danger has passed.

General Building Evacuation

THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES IS BEFORE AN EMERGENCY!

Primary Outside Emergency Assembly Area (for evacuation of building)

- Persons exiting the building on the East side should report to the area of the Pitman Fountain, located near Collings in the middle of the South Oval.
- Those persons exiting the building on the West side should report to the farthest northeast corner of the parking lot under the trees and just to the West of the Golfcart Parking adjacent to Kaufman Hall.
- Any persons exiting Collings Hall from other exits should join one of the two groups in the areas listed above so that an accurate head count may be conducted to ascertain that everyone is accounted for. **Do not re-enter the building** until instructed to do so by properly identified emergency personnel.

Alternate Outside Emergency Assembly Area (for evacuation of building)

- Persons exiting the building on the East side should report to the area of the Pitman Fountain, located near Collings in the middle of the South Oval.
- Those persons exiting the building on the West side should report to the farthest northeast corner of the parking lot under the trees and just to the West of the Golfcart Parking adjacent to Kaufman Hall.
- Any persons exiting Collings Hall from other exits should join one of the two groups in the areas listed above so that an accurate head count may be conducted to ascertain that everyone is accounted for. **Do not re-enter the building** until instructed to do so by properly identified emergency personnel.

If a building evacuation occurs, every building should have a specific **Emergency Assembly Area** where students, staff and visitors should meet to check in with the supervisor. The OU Police Department or other emergency response personnel should be notified of missing persons so a search can be made.

General Evacuation Procedures:

- Fire alarms or verbal notice will USUALLY be used to sound the evacuation.
- Safely stop your work. Remain calm and orderly.
- If it is safe to do so and does not impede your evacuation quickly gather your personal belongings.
- If safe to do so, close doors and windows, but do not lock them.
- Never block stairwell doors open.
- Walk quickly, but do not run to the nearest safe exit via the stairway. NEVER USE ELEVATORS.
- Follow instructions from OU Police or other properly identified emergency personnel.
- Go to your pre-determined **Emergency Assembly Area** and report to your supervisor. If you don't know about your departmental emergency assembly area, ask your supervisor.
- Keep all roadways and walkways clear for emergency vehicles.
- NEVER RE-ENTER ANY BUILDING until instructed to do so by OU Police or other properly identified emergency personnel.
- If you are unable to use the stairs, multiple-story campus buildings have a "No Stair" list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the "No Stair" list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.

III. FIRE

The building is equipped with smoke detectors connected to the building's fire alarm system. The fire alarm system reports to OUPD and is monitored 24/7 at OUPD. In the event the fire alarm system is activated all:

- Building_students, staff and visitors should immediately leave the building and walk to the emergency assembly area identified on page 5 of the emergency response plan. Be familiar with at least two fire exits and know the locations of the Blue Emergency Phones in your area.
- Check in with Building Safety Coordinator or supervisor. If, for some reason, the primary emergency assembly area is unsafe or unavailable, go to the alternate emergency assembly area identified on page 6 of the emergency response plan.
- If you are unable to use the stairs, multiple-story campus buildings have a "No Stair" list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the "No Stair" list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to

report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.

Upon Discovery of a Fire

- Call 911 to reach the OUPD.
- Pull nearest fire alarm (if available in your building).
- Give a verbal alarm to others in the area if a fire alarm is not available.
- If it is safe to do so and does not impede your evacuation quickly gather your personal belongings.
- Exit using stairways – DO NOT USE ELEVATORS.
- If it is safe to do so on your way out, close all doors leading to the main hallways to prevent further spread of the fire. DO NOT prop stairwell doors open.
- Go to your building's Emergency Assembly Area.
- Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
- Wait for further instructions from OUPD or other emergency personnel.
- DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY OUPD OR PROPERLY IDENTIFIED EMERGENCY PERSONNEL.
- If you are unable to use the stairs, multiple-story campus buildings have a "No Stair" list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the "No Stair" list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.

If clothes are on fire, drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help.

IV. ARMED SUBJECTS

If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, or if gunshots are heard in or around a campus facility that precedes an order to "Shelter-in-Place" use a continuous assessment to decide upon appropriate survival action. If possible, immediately contact OUPD at 911.

- If an armed individual/active shooter is OUTSIDE the building:
 - Remain calm and quiet.
 - Turn off all lights; silence all sounds (e.g. cell phones, televisions, copy machines).
 - Close and lock all windows and doors; if locks are not an option attempt to obstruct the doorways with heavy objects.

- If safe to do so, move to core area of the building and remain there until an “all-clear” instruction is given by a properly identified first responder.
 - Stay away from doors and windows.
 - Unknown or unfamiliar voices may be misleading and designed to give false assurances; therefore, do not let anyone in the room or building in case that person is the armed individual or may be someone being held hostage by the armed individual.
 - Call OUPD at 911 and provide situation report for your area; DO NOT use phone if doing so will give away your location to the shooter.
- If an armed individual/active shooter is INSIDE the building:
 - Get Out. If it is possible to flee the area safely and avoid danger, do so.
 - Move quickly; do not wait for others to validate your decision.
 - Leave belongings behind and use route where the shooter cannot see you.
 - Listen continually for sounds of a threat and move away from it.
 - Move quickly and quietly to the nearest building exit. Once outside move away from the building as quickly as possible.
 - Be alert for instructions from authorities as you exit.
 - Call 911 and inform authorities as soon as safely possible.
- If an armed individual/active shooter is INSIDE the building and you cannot get out:
 - Hide Out. Move to area that can be locked or barricaded. *Collings Hall classrooms have doors that can be locked from inside the room.
 - Turn off lights and all noise producing devices.
 - Remain out of any line of sight from the doorway and do not stay directly in front of the door
 - If located with others quickly formulate your plans should the armed individual gain entry to your space. Spread out and look for improvised weapons. There may be more than one armed individual.
 - Get down on the floor or under a desk and remain silent.
 - Call 911 only if you can do so without giving away your location to the armed individual.
 - Stay in place without giving away your location until contacted by authorities.
 - Once contacted by police, do exactly as you are told.
- If an armed individual/active shooter is INSIDE the building and you cannot get out or hide out, then formulate a plan to take out the shooter.
 - Assume the active shooter will succeed in wounding or killing everyone unless he is stopped.
 - **TAKE OUT.** Coordinate with any others trapped in the situation to throw things to distract the shooter as you attack as a group from all directions.
 - Use group body weight to pin the armed individual and any weapons.
 - If possible, isolate the weapon, but DO NOT pick it up.
 - When you have the advantage, do not relinquish it until officers are on the scene and direct you to do so.
 - When contacted by police do exactly as you are told.
- If you are OUTSIDE and the shooter is in the same area:
 - Use a continuous assessment process get out of the area if possible.

- If getting out of the area is not possible, hide out behind a building, car or other large object.
- Listen continuously for sounds of a threat and move away from it, if possible.
- Remain calm and quiet and silence all sounds (e.g. cell phones) until you are in a safe location.
- possible, formulate a plan to take out the shooter.

V. SUSPICIOUS PACKAGE – BOMB THREAT

If you find or open a suspicious package, letter, box or container:

- Do not handle the package. Move away if you feel threatened and call OU Police Department at 911.
- If you have opened a suspicious package or letter:
 - Leave the package or envelope in place and move away slowly.
 - Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
- Do not operate any power switches.
- Do not activate the fire alarm.
- Evacuate to emergency assembly area and call the OU Police Department.
- Do not allow reentry into the area/location where the package is located.
- Follow the instructions you will receive from OU Police or other authorized emergency personnel.

If a bomb threat is received over the telephone, take the following actions:

- Stay calm. Try to pay close attention to all details. They may be important.
- Take notes. Attempt to get the following information from the caller:
 - Who are you?
 - Why are you doing this?
 - What time is the bomb set to explode?
 - What does it look like?
 - Who else have you told?
 - What is your organization?
 - Where is the bomb placed?
 - What type of bomb is it?
 - Where are you calling from?
- Have a co-worker or another person contact the OU Police Department at 405-325-1911 or 911, using another phone.
- Write information down as the caller says it and have the co-worker relay information to OU Police.
- Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help determine the origin of the call.
- Evacuate the building only upon the instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

If you are told to evacuate:

- Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
- Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.

- Leave doors and windows open.
- Do not turn on or off lights.
- Only use the stairs; **DO NOT USE ELEVATORS.**
- Move well away from the building to your departmental emergency assembly area and wait for further instructions from OU Police or other authorized emergency personnel.
- If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.

VI. UTILITIES FAILURE–GAS LEAK–PERSONS STRANDED IN ELEVATOR

Power Outage:

- Notify Facilities Management at 405-325-3060.
- After midnight, if phones are not working properly, deliver a message to the OU Police Department at 2775 Monitor Avenue.
- If evacuation of the building is required, exit using the stairways. **DO NOT USE ELEVATORS.**
- Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
- Proceed to the emergency assembly area. Check in with Building Safety Coordinator or supervisor.
- If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student, or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.

Flooding or Steam Line Failure:

- If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
- Notify Facilities Management of the problem by calling 405-325-3060 and give the specific location.
- If evacuation of the building is required, exit using the stairways. **DO NOT USE ELEVATORS.**

- Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
- Proceed to the emergency assembly area. Check in with Building Safety Coordinator or supervisor.
- In the event of a failure of a steam line, evacuate the area by taking exits that avoid the steam leak. Report the problem to Facilities Management at 405-325-3060.
- If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check pre-position.

Gas Leak:

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Do not switch lights on or off. Do not take time to open windows or close doors.
- Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
- Proceed to the emergency assembly area. Check in with Building Safety Coordinator or supervisor.
- Once safe away from the area call OU Police at 911 using a cellular phone or one of the Blue Emergency Phones to report the gas leak.
- Do not re-enter the building until cleared to do so by OU Police or other authorized emergency personnel.

People Trapped in an Elevator:

- If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call OU Police at 911 if a mobile phone is available in the elevator.
- If you discover trapped persons, talk to them and try to keep them calm until an officer or other help arrives.

VII. EARTHQUAKE-EXPLOSION-SEVERE BUILDING DAMAGE

In the event of an earthquake or explosion, take the following actions:

- If you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire and smoke.
- Once outside, move at least 300 feet away from the affected building. Proceed to the emergency assembly area for our group, if safe to do so. Check in with Building Safety Coordinator or supervisor.
- Check for injuries and give or seek first aid.

- Be alert for safety hazards (fires, electrical, gas leaks, etc.)
- Do not use telephones or use roadways unless absolutely necessary.
- Be prepared for aftershocks.
- Cooperate with emergency response personnel, keep informed, and remain calm.
- Do not enter the building until cleared to do so by OU Police or other authorized emergency personnel.

If indoors:

- Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
- Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
- After the effects have subsided, evacuate the immediate area and call OU Police at 911.
- If able seek and assist injured and persons with special needs to evacuate the building.
- Do not light matches and do not turn lights on or off.
- Exit via the stairway.
- DO NOT USE ELEVATORS.
- Proceed to the emergency assembly area for our group, if safe to do so. Check in with Building Safety Coordinator or supervisor.
- Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from OU Police or other authorized emergency personnel.
- Do not enter the building until cleared to do so by OU Police or other authorized emergency personnel.
- If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.

IX. NAME OF BUILDING/DEPARTMENT CONTACT LIST

NAME	LOCATION OF OFFICE	OFFICE PHONE	CELL PHONE	EMAIL
Barbi DeLong	ECH 150W	405.325.2357	405.210.3263	bdelong@ou.edu
Int. Dean Stacy Reeder	ECH 100	405.325-1081	405.630.5371	reeder@ou.edu
Kim Goodman	ECH 100	405.325-2221	405.605.9628	kgoodman@ou.edu
Int. Chair Kristy Brug ILAC Department	ECH 114	405.325-1498	248-703-6152	Kristy.a.brugar@ou.edu
Acting Chair Jeffrey Maiden ELPS Department	ECH 227	405.325.4202	405-831-6556	maiden@ou.edu
Int. Chair Teresa DeBacker EDPY Department	ECH 321	405.325.0624	405.401.0781	debacker@ou.edu

--	--	--	--	--

X. NAME OF BUILDING/DEPARTMENT BUILDING SAFETY COORDINATORS

The Building Safety Coordinator assists with coordinating emergency response, safety, and building issues. Additionally, BSCs act as the primary point of contact for the Emergency Management Department for the entire building or department/floor. The BSC retains a list of individuals in the building on a “No Stair” list. Individuals unable to use the stairs in a building evacuation, or who may need assistance in evacuating, should self-identify with the BSC by adding their name, location and days/times to the “No Stair” list for the building. The BSC provides the names and locations to first responders in an evacuation situation.

BSCs are assigned to notify everyone in their area of an emergency situation, while also staying safe.

BSCs should have at least one backup person to cover for them if they are unavailable.

In the event of an emergency, BSCs grab emergency bags and follow emergency procedure for the situation.

In evacuation proceed to the **Emergency Assembly Areas** directing others to follow and take a headcount.

The BSC and alternates for this building are listed below.

Name	Email	Office #	Cell Phone #	Home Phone #
Barbi DeLong	bdelong@ou.edu	ECH 150W	405-210-3263	n/a
Kim Goodman	kgoodman@ou.edu	ECH 100	405.605.9628	n/a

Name and Contact for Emergency Response Team

NAME	LOCATION	OFFICE	CELL	HOME

Norman Fire: Non-emergency number: 405-292-9780

Norman Police: Non-emergency number: 405-321-1600

Norman EMS: Non-emergency number: 405-307-1561