

# **THE UNIVERSITY OF OKLAHOMA-TULSA EMERGENCY RESPONSE PLAN**

*Effective Date: February 10, 2015*

*Updated: September 14, 2021*

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## KEY TERMS, PHRASES & DEFINITIONS

- 1. THE UNIVERSITY OF OKLAHOMA MAIN CAMPUS ADMINISTRATION (MCA)** — The OU-Tulsa campus is a hybrid location housing OU-Norman and OU-Health Sciences Center personnel. OU-Tulsa administration is subordinate to administrators based in Norman. For the purposes of this document, OU-Norman administration is referred to as Main Campus Administration (MCA).
- 2. UNIVERSITY** — *University* refers to the University of Oklahoma-Tulsa facilities, campuses and locations at which the OU-Tulsa Police Department is the primary law enforcement respondent. Locations the University rents (i.e., office spaces, storage, etc.) are bound by each individual site’s policy and procedure with regard to an emergency response plan.
- 3. UNIVERSITY OF OKLAHOMA-TULSA POLICE DEPARTMENT (OUTPD)** — The OUTPD consists of personnel who are sworn peace officers, non-sworn security officers and civilians.
- 4. EMERGENCY** — Any incident, whether natural, technological or human-caused, which necessitates responsive action to protect life or property.
- 5. EMERGENCY COMMUNICATIONS SYSTEM (ECS)** — The electronic systems employed for mass communications to University stakeholders (e.g., public address system, texts and OU-Tulsa specific email notifications and automated prerecorded phone messages).
- 6. EMERGENCY OPERATIONS CENTER (EOC)** — The physical location where coordination of information and resources to support on-scene incident management activities. An EOC may be a temporary facility or located in a more central or permanently established facility (fema.gov, 2021).
- 7. EMERGENCY RESPONSE PLAN (ERP)** — The University’s plan containing localized, basic guidelines for extra-normal (e.g., large-scale disorder and natural or man-made disasters) emergency response procedures.
- 8. EMERGENCY RESPONSE DIRECTOR (ERD)** — The ERD is the University president or their designee who determines whether an imminent or actual incident could threaten human health or the environment.
- 9. EMERGENCY RESOURCE TEAM (ERT)** — The ERT consists of the following: associate VP for Finance and Administration, assistant VP for Marketing and Communications, all Operations associate directors, the Environmental Health and Safety Officer, and OUTPD chief and field captain.
- 10. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** — Guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents (fema.gov, 2021). The NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System.
- 11. INCIDENT COMMAND SYSTEM (ICS)** — A standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can be. The ICS is the combination of procedures, personnel, facilities, equipment, and communications operating within a common organizational structure,

designed to aid in the management of on-scene resources during incidents. It is used for all kinds of incidents and is applicable to small, as well as large and complex, incidents, including planned events (fema.gov, 2021).

- 12. INCIDENT COMMANDER (IC)** — The IC reports to the ERD and shall be certified in NIMS and Incident Command System (ICS) procedures. The IC is responsible for direct operational control of major emergencies affecting University facilities.

## **PURPOSE**

- A. The University of Oklahoma-Tulsa (University) Emergency Response Plan (ERP) outlines basic emergency procedures to protect life and property by efficiently using University and community resources. The University president or their designee may declare a state of emergency and implement the ERP in any instance requiring extra-normal response to manage an emergent incident.

## **SCOPE**

- A. The localized guidelines included in this ERP apply to University: personnel and students; leased, owned or operated buildings, and possibly adjacent peripheral locations.

## **TYPES OF EMERGENCIES**

Types of emergencies covered by this ERP include, but are not limited to:

- |   |   |
|---|---|
| 1. Bomb threat or suspicious package    | 7. Medical emergencies and first aid          |
| 2. Chemical or radiation incidents      | 8. Psychological crisis                       |
| 3. Civil disturbances or demonstrations | 9. Severe weather                             |
| 4. Earthquake                           | 10. Utility or other building systems failure |
| 5. Explosions or downed aircraft        | 11. Violent or criminal behavior              |
| 6. Fire                                 |   |

## **GUIDELINES**

- A. In general, this ERP establishes procedures based on National Incident Management (NIMS) strategies to manage civil or criminal disorder, man-made or natural disasters and emergent incidents requiring flexible public safety response.
- B. All OUTPD patrol personnel are authorized to contact external public safety agencies for assistance in exigent circumstances.
  - 1. Tulsa Police Department 911/radio
  - 2. Tulsa County Sheriff's Office 911/radio
  - 3. Tulsa Fire Department 911/radio
  - 4. Emergency Medical Services Authority (EMSA) 911/radio

## **GENERAL INFORMATION**

- A. The ERP is predicated on realistic approaches to problems likely encountered on the main campus (Schusterman Center) and University facilities during major emergencies or disasters.
- B. Events in an emergency are not predictable: hence, published support and operational plans serve only as a guide and checklist. University personnel may modify filed operations, within University policy and applicable law, to resolve an emergency.
- C. If a disaster affects residents in the geographical location near University facilities, city, county and federal emergency services may be immediately unavailable. It is prudent to expect a delay in response from community resources, and in such situations, the ERD may implement the ERP.
- D. The University will test its evacuation and emergency response procedures outlined in this plan on a semi-annual basis. Each test will be announced ahead of time and documented to the OU-Tulsa Associate VP of Administration and Finance. Documentation will include information about each test including but not limited to; date, time, type, location and duration.

## INITIAL RESPONSE PROCEDURE

- A. In the event of an emergency employees believe to be life-threatening, they should call 911 from any available telephone (e.g., bomb threat, threatening person with weapon, fire).
- B. The employee should then contact the OUTPD at 918-660-3333.
- C. The OUTPD Dispatch Center is located at the Schusterman Center. Upon receiving a 911 call, the dispatcher shall call the phone number of the 911 call to get as much information from the caller as possible without endangering the caller from the incident itself.
- D. The dispatcher will assign OUTPD personnel to the scene.
- E. The dispatcher will contact the OUTPD police chief or designee if the situation appears to require actions beyond routine response procedures. The chief will then contact the ERD.
- F. If the ERD determines a state of emergency exists, they will notify the appropriate IC to immediately alert the University facility of the state of emergency.

## UNIVERSITY DECLARATION OF STATE OF EMERGENCY

- A. During the period of any major campus emergency, the ERD may declare a state of emergency or disaster.
- B. When that declaration is made, only students, faculty, staff and other personnel approved by the IC are authorized to be present at the University facility. Those who cannot present proper identification (registration, employee identification card, or other ID) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest.
- C. In the event of earthquakes, aftershocks, fires, storms or any major disaster occurring in or about the campus, or which involves university property, OUTPD officers and other authorized personnel will be dispatched to determine the extent of any damage to university property. In addition, only those faculty and staff who have been assigned to the Emergency Response Team (ERT) will be allowed to enter the immediate disaster site.

## DEFINITION OF AN EMERGENCY

- A. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response.
  - 1. **MINOR EMERGENCY** — Any incident –potential or actual–which will not seriously affect the overall functional capacity of the University. Those should be reported immediately to the OUTPD at 918-660-3333 or 911.
  - 2. **MAJOR EMERGENCY** — Any incident – potential or actual – affecting University facilities and which will disrupt its overall operations. Outside emergency services may be required, as well as major efforts from all University support services.
  - 3. **DISASTER** — Any event or occurrence that has taken place and seriously impaired or halted University operations. In some cases, mass personnel casualties and severe property damage may occur. A coordinated effort of all University-wide resources is required to effectively control the situation. In all cases of disaster, activate an Emergency Operations Center (EOC) and the

appropriate support and operational plans.

**B.** A major emergency or disaster shall be declared in the following:

**1.** Fire and/or Explosion:

- a. Causing the release of toxic fumes;
- b. Spreading and possibly igniting materials at another location on-site that could possibly spread off-site;
- c. Requiring water or chemicals for suppression, which could result in contaminated run-off; or
- d. Any explosion that could or has occurred.

**2.** Spills or Hazardous Material Releases:

- a. A spill resulting in the release of flammable liquids or vapors, thus causing a fire or gas explosion hazard;
- b. A spill causing the release of toxic liquids or fumes;
- c. A spill that can be contained on-site, but the potential exists for groundwater contamination; or
- d. A spill that cannot be contained on-site, resulting in off-site soil contamination and/or ground- or surface water-pollution.

**3.** Bomb Threat or Person with a Weapon:

- a. Any University personnel or student receiving information about a bomb or threat of destruction to any University facilities or property (i.e., vehicles or equipment);
- b. A threat is received to kill anyone within University facilities;
- c. Any person who has a visible weapon; and
- d. Any person acting violently or in a threatening manner, whether or not they have a weapon.

In addition, any incident that has the potential for adverse publicity should promptly be reported to the OUTPD at 918-660-3333.

## **EMERGENCY OPERATIONS CENTER**

**A.** An EOC may be used in conjunction with the ICS.

1. The EOC can be set up at the Schusterman Center Campus Administration Building (Bldg. 1) in the Founders Student Center conference room, No. 1C76-F.
2. The OUTPD will establish an on-site rally point for community public safety assets and the University ERT.

**B.** Alternate EOC locations:

1. Human Resources Conference room 2C19;
2. Learning Center Classroom No. 137;
3. Family Medicine Clinic second floor conference room; or
4. OUTPD Training room, No. 5215 (Bldg. 5).

**EOC STAFFING**

A. Recommended EOC staffing includes the following:

OU-Tulsa President: (Pending)	918-660-3300
VP for Finance and Administration: Rick Koontz	918- 660-3301
OU-Tulsa VP: James Sluss, PhD	918-660-3499
Alternate: Krista Pettersen	918-660-3491
COO OU Medicine-Tulsa: Jonathan Joiner	918-660-0826
Alternate: Renee Engleking	918-660-3629
Director of Operations: Danny Bolton	918-660-3113
Human Resources Director: Tandy Gourd III	918-660-3191
Asst. VP for Marketing & Communications (MarCom): Tracy Kennedy	918-660-3316
Alternate: Bonnie Rucker	918-660-3317
Director Student Affairs: Josh Davis	918-660-3107
Alternate: Lauren Condry	918-660-3105
Environmental Health and Safety Officer (EHSO): Tyler Steele	918-660-3878
OUTPD Chief: Walter J. Evans	918-660-3909
Alternate: Joshua W. Lee	918-660-3901
Director of Information Technology: Dana Saliba	918-660-3540
Alternate: Ron Nealis	918-660-3537
University Legal Counsel via telephone or video conference	405-325-4124

**RECOMMENDED EOC EQUIPMENT AND SUPPLIES**

A. The following items should be available at each EOC and should be transported from OUTPD dispatch by the shift supervisor:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. The University ERP;</li> <li>2. Barricades and barrier tape, and signs for the scene;</li> <li>3. Two portable hand radios;</li> <li>4. Portable public address system;</li> <li>5. First aid kit;</li> </ol> | <ol style="list-style-type: none"> <li>6. Campus and local telephone directories;</li> <li>7. Chemical inventories;</li> <li>8. Safety Data Sheets (SDS);</li> <li>9. Floor plans and maps; and</li> <li>10. Binoculars.</li> </ol> |
|---|---|

**INCIDENT COMMAND POST (ICP)**

The IC is in charge of the incident command post (ICP) and may locate the ICP near the incident or as a part of the EOC.

**A. EMERGENCY RESOURCE TEAM (ERT)**

The OUTPD will coordinate with the ERD for implementing, coordinating and contacting ERT members to respond in-person or via telecommunication apparatus to the EOC. Members include the following:

VP for Finance & Administration (ERD): Rick Koontz	918-660-3001
OUTPD Police Chief : Walter J. Evans	918-660-3909
OUTPD Operations Capt.: Joshua W. Lee	918-660-3901
Operations Department: Joe Holderman	918-660-3600
Danny Bolton	918-660-3113
Travis Keith	918-660-3854
EHSO: Tyler Steele	918-660-3878
MarCom: Tracy Kennedy	918-660-3316

## **EMERGENCY RESOURCE TEAM RESPONSIBILITIES**

### **A. ERD**

1. Declares and ends the state of emergency as provided for in the beginning of this manual;
2. Responsible for the overall direction of the University ERP and contacting ERT members;
3. Notifies and conducts liaison activities with OU-Norman, OU-HSC and OU-Tulsa administration; and
4. State, local and federal governmental agencies as necessary.

### **B. IC**

1. Responsible for the overall coordination of the University ERP;
2. Determines the type and magnitude of the emergency and establishes an EOC;
3. Initiates immediate contact with the OUTPD, University president, ERD, ERT and begins assessing campus conditions and the incident;
4. Ensures that appropriate notification is made to off-campus staff when necessary; and
5. In conjunction with ERT members prepares and submits a report to the University president on the final outcome of the emergency.

### **C. OUTPD CHIEF**

1. Maintains personnel in a constant state of readiness;
2. Notifies the University president and ERD of major emergencies;
3. Monitors campus emergency warning and evacuation systems;
4. Takes appropriate action to protect life, property and safeguard records;
5. Provides traffic and access control, perimeter and internal security;
6. In conjunction with Operations provides and equips an alternative site for an EOC;
7. Maintains liaison with the Operations electronics technician, (918-660- 3329) for telecommunications support, as necessary; and
8. Creates, revises and distributes the annual ERP.

#### **D. OPERATIONS**

1. Provides limited equipment and personnel to perform shutdown and start-up procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection;
2. Obtains the assistance of utility companies as required for emergency operations;
3. Furnishes emergency power and lighting systems as required;
4. Provides facilities for emergency generator fuel during actual emergency or disaster periods;
5. Provides vehicles, equipment and operators for movement of personnel and supplies;
6. Assigns vehicles as required to the ERT for emergency use; and
7. Surveys habitable space and relocates essential services and functions.

#### **E. EHSO**

1. The EHSO notifies and conducts liaison activities with appropriate outside organizations (i.e., Tulsa Fire Department, hazardous materials response teams);
2. Provides technical assistance to the ERD and/or IC with regard to potentially hazardous materials;
3. Provides SDS during the emergency;
4. Contacts OU Enterprise Risk Management Office;
5. Contacts outside agencies with required notifications (i.e., EPA, Oklahoma Department of Labor, etc.).

#### **F. MarCom**

1. Establishes a liaison to media for disseminating information and announcements;
2. Secures equipment necessary to document and memorialize the cause and/or outcome of the emergency;
3. Makes all official announcements concerning the extent of disaster; and
4. Prepares approved news releases to media concerning the emergency.

### **ADDITIONAL EMPLOYEES AND RESPONSIBILITIES**

#### **A. AREA COORDINATORS**

1. Area coordinators (ACs) are University employees who volunteer for appointment within their departments to serve as coordinators during an ERP activation.
2. Generally, ACs have the following responsibilities:
  - a. When an emergency alarm is sounded, ensure everyone in their area of responsibility is aware of the emergency and ERP activation;
  - b. Instruct ALL individuals in their area to proceed to their designated assembly points;
  - c. Recruit and instruct others to help anyone in their area needing assistance;
  - d. Walk their area as they leave, calling out to see if anyone is still present;

- e. Close all doors in their assigned area as they evacuate and then proceed to the designated assembly point; and
- f. Conduct a headcount at the designated assembly area, and report any missing individuals to the IC.
- g. During evenings and weekend classes, the Information Technology (IT) support staff shall assume AC roles in affected buildings.

#### **B. FACULTY AND STAFF SUPERVISORS**

1. Each faculty and staff supervisor, including deans, department heads and Budget Unit heads have the responsibility to:
  - a. Educate their employees and/or students concerning University emergency and evacuation procedures for their building and/or activity;
  - b. Inform employees and/or students of an emergency, initiate the ERP and report to their designated assembly point; and
  - c. Report all safety hazards to the EHSO and promptly submit work orders to Operations to mitigate the hazard.

#### **C. EMPLOYEES**

1. Each employee is responsible for reporting emergency situations;
2. Employees are required to follow ERP policies and procedures and training received with regard to emergencies; and
3. Each employee must follow instructions from properly identified emergency response personnel.

### **GENERAL EVACUATION PROCEDURES**

#### **A. BUILDING EVACUATION**

1. Building evacuations occur when an alarm sounds and/or upon notification by the OUTPD or an AC;
2. During a building evacuation all occupants should leave by the nearest marked exit and alert others to do the same;
3. Use reasonable safety precautions assisting others exiting a building;
4. Do not use elevators during a fire and/or earthquake;
5. Once outside, proceed to an assembly area that is at least 300 feet away from the affected building;
6. Keep streets, fire lanes, hydrant areas and walkways clear; and
7. Know your area assembly points (see *Appendix E: Campus Assembly Locations*).

#### **B. Do not return to an evacuated building unless told to do so by authorized personnel.**

1. If requested, assist emergency crews. A campus EOC or IC may be set up near the disaster site, but remain clear of that area unless you have official business.

### **CAMPUS OR SITE EVACUATION**

- A. The OUTPD will give the order to evacuate all or part of University facilities, and once ordered, all persons are to immediately vacate the site (see *Appendix F: Schusterman Campus Evacuation Plan*).

1. Because BP Pipeline Control Center is a critical operations center, it will remain in operation even in the event a general fire alarm is sounded.
2. In the event of a confirmed fire or other emergency requiring evacuation in corridors F or D, the OUTPD will use the public address system to announce a *Code Red*.
3. At that time, the BP Pipeline Control Center will transfer operators to other locations and the operators will evacuate the building.

## PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

### A. GENERAL

1. Demonstrations of a peaceful nature shall not be interrupted;
2. Demonstrators should not be obstructed or provoked and all efforts should be made to conduct campus business as normal;
3. If demonstrators are asked to leave but refuse to leave by regular facility closing time, arrangements will be made with OUTPD personnel to monitor the situation during non-business hours, possibly treating the demonstration as civil unrest.

### B. CIVIL UNREST

1. Most campus demonstrations (e.g., marches, meetings, picketing and rallies) are peaceful and non-obstructive.
  - a. A campus demonstration will generally not be disrupted unless the demonstration:
    - b. Interferes with the normal campus operations;
    - c. Prevents access to offices, classrooms, buildings or other facilities on campus;
    - d. Disrupts the teaching, patient care and treatment, and learning activities on campus;
    - e. Threatens the health and/or safety of individual(s);
    - f. Includes activities that may damage campus facilities.
  - g. Buildings being threatened by civil unrest may be locked down to ensure safety and security of university students, employees, buildings and property.

### C. The decision to interrupt a campus demonstration resides with the University president or designee.

1. The University president or designee will appoint a liaison to coordinate communication with the demonstrators.
2. The OUTPD has authority to take immediate action if immediate threats exist to health or safety.

### D. In the event a demonstration blocks access to campus facilities or interferes with campus operation but does not cause an immediate threat to the health or safety of individuals:

1. The appointed liaison and key personnel may meet with demonstrators to discuss the situation and attempt to persuade the demonstrators to desist;
2. If the demonstrators persist in the disruptive activity (civil unrest) they will be apprised that failure to discontinue the specified action within a specified period of time may result in disciplinary action and/or intervention by civil authorities, which may lead to individual arrests;
3. The OUTPD may call in outside resources to respond for assistance; and

4. The University president or designee also may determine if and when to involve civil authorities.

## **VIOLENT OR CRIMINAL BEHAVIOR**

### **A. GENERAL**

1. University personnel are advised to be alert to suspicious situations and promptly report any situation, incident or potential incident including suspicious persons, activities, threats, threatening behavior, potential acts of violence or unsafe conditions such as poor lighting in parking areas.
2. Notification may be done by contacting OUTPD at 918-660-3333 or submitting a *Workplace Incident Report* form to Human Resources.
  - a. The *Workplace Incident Report* form may be completed on-line or printed from the OU-Tulsa home page under the Human Resources department.
3. Take cover or find concealment if there is gunfire or discharged explosives.
  - a. If possible, provide direction and distance to the sound of the explosion or gunfire.
4. Contact the OUTPD for situations requiring immediate attention or having the potential to escalate to violence and provide the following information:

A. Incident nature and location	E. Weapons involved
B. Parties involved	F. Injuries
C. Victim's description	G. Time lapse
D. Suspect's description, location or last known location	H. Direction of travel
	I. Vehicle description

### **B. HOSTAGE SITUATION**

1. If you are taken hostage, be patient.
2. Follow instructions, be alert and stay alive. Do not make mistakes that could jeopardize your well-being.
3. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated and/or fearful state. Avoid appearing hostile.
4. Do not make any quick or sudden moves. Ask for permission before moving, sitting, standing, etc.
5. Comply with instructions as best you can. Avoid arguments.
6. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
7. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so.
8. When police arrive and properly identify themselves, follow all instructions to the letter when directed to exit and provide:

A. Nature of incident	E. Subject's last known location
B. Location	F. Time lapse
C. Description of person(s) involved	G. Direction of travel
D. Description of property involved	H. Vehicle description

**C. PSYCHOLOGICAL CRISIS**

1. A psychological crisis exists when an individual is threatening harm to themselves or others, or is out of touch with reality due to severe drug reactions or a psychotic break.
  - a. A psychotic break may be manifested by hallucinations, uncontrollable behavior or the person could be a hospital patient walk-away.
2. Never try to handle a situation on your own you think may become dangerous.
3. Call the OUTPD and clearly state you need immediate assistance.
  - a. Give your name, location and the area involved.

**D. ORDERS TO LEAVE INSTITUTIONS OF LEARNING – GROUNDS (21 O.S.§ 1376 )**

1. The University president or designee maintains order at University facilities and is authorized to direct anyone who is not faculty, staff or an enrolled student to leave University facilities when they:
  - a. Interfere with the peaceful conduct of activities at an institution of learning;
  - b. Commits an act which interferes with the peaceful conduct of activities at University facilities; or
  - c. Enters University facilities for the purpose of committing an act which may interfere with the peaceful conduct of activities.
2. Any person to whom this section is applicable, who fails to leave University facilities as directed or returns within 180 days thereafter, without first obtaining written permission from the University president, can be charged with a misdemeanor.

**E. CIVIL DISTURBANCES**

1. General guidelines when dealing with a civil disturbance (i.e., protests or demonstrations) involving University employees, students or the general public include the following:
  - a. The OUTPD dispatcher, upon notification of a civil disturbance, will inform the shift commander and all department personnel and dispatch personnel.
  - b. Responding OUTPD personnel will assess the situation and determine the next course of action based on OUTPD policy, to include advising the shift commander;
  - c. The shift commander will advise the OUTPD chief or designee and determine whether the group has a permit to demonstrate;
  - d. The time frame the group intends to demonstrate; and
  - e. The name of the group's spokesperson.
2. Specific actions may include the following:
  - a. The shift commander should communicate with individuals, and if the demonstration is unauthorized, explain it may be in violation of state law and/or University policy.
  - b. If the incident occurs during normal working hours and the shift commander has reason to believe the persons involved in the incident may attempt to enter a particular building, lock down that building by computer or mechanical means.

- c. Officers should be stationed inside the building at the entrance areas that cannot be locked. Officers should check the identification of all persons entering the building to ensure the building is not entered by unauthorized persons.
- d. If media is present, refer them to MarCom for an official statement and refrain from making comments.
- e. The ERD and OUTPD personnel will determine whether to progress to further emergency management stages.

#### F. HOSTILE OR ARMED PERSON AT UNIVERSITY FACILITIES

- 1. For this ERP, a hostile or armed person is: A person who has a visible weapon on their person (e.g., firearm, edged weapon, etc.), makes reference to using a weapon or actively engages in physically harming a person while at University facilities.
- 2. Basic guidelines to follow on learning a hostile person is active or plans to commit criminal acts at University facilities:
  - a. Call OUTPD immediately and provide as much detail as possible (i.e., suspect's location, description, planned actions of which you are aware);
  - b. Avoid confronting a hostile person; and
  - c. Faculty, staff and students who are not immediately confronted by a hostile individual but who are aware of a hostile situation should get to a safe distance or location (i.e., interior office, classroom or lab, and lock the door) and immediately contact OUTPD or 911.

#### G. SECURITY THREAT AT UNIVERSITY FACILITIES

- 1. After "Security threat on campus," is broadcast over the ECS, faculty and staff members should do the following:
  - a. Lock access doors and windows, and close blinds and curtains;
  - b. Barricade doors from the inside using tables, chairs or anything available;
  - c. Remain in interior rooms, offices or labs and out of hallways;
  - d. Stay away from doors and windows;
  - e. Turn off lights and any equipment that could emit sound, and remain as silent as possible;
  - f. Keep room occupants together, and remain as calm as possible until uniformed security and/or sworn law enforcement personnel arrive at your location.

#### H. FIRE ALARMS AS A DIVERSION

- 1. Personal choice
  - a. If a fire alarm sounds during a known attack at University facilities, individuals will need to make personal determinations on the alarm's legitimacy.
  - b. You will need to determine if you see visible smoke and/or fire and if you need to risk leaving your location to evacuate.
  - c. You must quickly decide whether the hostile person may have set off fire alarms, presumably to funnel building occupants to locations the hostile person can exploit.

## EXPLOSION OR DOWNED AIRCRAFT

- A. The following are basic guidelines in the event of an explosion or aircraft crash at University facilities:
  - 1. Take immediate cover under tables, desks and other objects that will provide protection against falling glass or debris;
  - 2. Notify the OUTPD when safe to do so and provide your name, location and as much detail as possible;
  - 3. If necessary or when directed to do so, activate the building alarm;
  - 4. Follow instructions from your AC and assist other persons;
  - 5. When evacuating, do not use elevators; and
  - 6. Once outside, if safe to do so, move to your designated assembly area.
- B. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

## EARTHQUAKE

- A. The following are basic guidelines to employ during an earthquake:
  - 1. Remain calm;
  - 2. If indoors, seek refuge under a desk or table;
  - 3. Stay away from glass windows, shelves and heavy equipment.
  - 4. If outdoors, move quickly away from buildings, utility poles and other structures.
  - 5. Caution: Always avoid power or utility lines as they may be energized.
  - 6. If in an automobile, stop in the safest place available as quickly as possible, preferably away from power lines and trees. Remain in your vehicle if it offers safety and shelter.
  - 7. Call the OUTPD and protect yourself at all times and be prepared for after-shocks.
  - 8. Report damaged facilities to the OUTPD and Operations.
  - 9. Gas leaks and power failures create special hazards (see Section XXII: Utility Failures).
  - 10. If an emergency exists, activate the building alarm and follow general evacuation procedures and direction from your AC and OUTPD personnel.

## SEVERE WEATHER

- A. Generally:
  - 1. Employees may likely become aware of severe weather warnings through media or early warning system sirens (i.e., NOAA and municipal).
  - 2. The EHSO and OUTPD will monitor local weather advisories during severe weather conditions.
  - 3. Upon receiving information severe weather will affect University facilities, personnel will begin notification procedures using the *OU-Tulsa Emergency Call List* (see *Appendix A*).
  - 4. If it is determined facilities are in the projected path of a tornado, OUTPD will notify the president or designee.

5. The OUTPD will notify the affected facilities via the ECS.
6. After normal working hours, weekends and holidays, the OUTPD will make notification utilizing the *OU-Tulsa Emergency Call List*.

**B. TORNADO OR WINDS DAMAGING OU-TULSA FACILITIES**

1. Procedures in the event tornadic or straight winds damage University facilities and the ERD declares a state include the following guidelines:
2. The ERD or OUTPD will close the affected University facility, secure the property, complete search and rescue operations and assess damage.
3. Depending on the direction of the severe storm cells, differing areas or buildings may sustain varying levels of damage and occupants may suffer casualties.
4. Areas where there are reported injuries will receive the primary rescue efforts.
5. City of Tulsa public safety agencies will respond to University facilities and help conduct search and rescue operations.
6. If response by Tulsa agencies to University facilities is delayed for an extended period of time, the ERD may elect to activate the ERT (see *Appendix F: OU-TULSA EMERGENCY RESPONSE TEAM*).

**C. The IC will make the following initial decisions and take the following actions:**

1. Direct OUTPD dispatch;
2. Decide EOC location;
3. If after-hours, the IC will activate the Emergency Call-Out List; and
4. Instruct ERD members to assemble in the EOC for assignment.
5. The ERD will monitor the emergency as it unfolds.

**D. The IC will make the following decisions and assignments to ERT members:**

1. The ICS location;
2. Occupant assembly areas;
3. First aid station location; and
4. Sequence of search and rescue operation.
5. Direct a message broadcast via the ECS that will:
  - a. Announce assembly areas;
  - b. Announce the facility is on lock-down until a damage assessment has been made; and
6. Instruct ACs to search for damage and casualties while exiting buildings and report to the EOC.

**E. After all buildings have been evacuated, the IC will direct OUTPD and other public safety personnel to secure affected University facilities preventing unauthorized entry.**

1. The ERD will determine when emergency conditions have sufficiently subsided to announce “All clear” via the ECS.

## F. TORNADO OR WINDS NOT DAMAGING UNIVERSITY FACILITIES

1. University guidelines in the event tornadic or straight winds are being reported in the city of Tulsa or Tulsa County, but the severe weather track will not affect University facilities include the following:
2. Upon receiving information of severe weather, OUTPD dispatch will activate the *OU-Tulsa Emergency Call List*.
3. If data based on government forecasts indicate University facilities are not in the projected weather path and Tulsa or Tulsa County have initiated early warning systems, the OUTPD will notify the president or his designee. The president or designee will then direct the OUTPD to take appropriate action.

## MEDICAL EMERGENCIES AND FIRST AID

- A. If serious injury or illness occurs at any University facility, call 911 or the OUTPD at 918-660-3333.
  1. In case of minor injury or illness, provide basic first aid care;
    - a. Use only sterile first aid materials if at all possible.
  2. In case of serious injury or illness, Red Cross trained personnel should administer care until medical help arrives.
    - a. Keep the victim still and comfortable.
    - b. Ask victim, “Are you okay?” and “What is wrong?”
  3. Control serious bleeding by direct pressure on the wound;
  4. Continue to assist the victim until help arrives; and
  5. Look for emergency medical ID, question witnesses and give all information to the paramedics.

## CHEMICAL/BIOLOGICAL/RADIATION INCIDENT

- A. Responsibility for hazardous materials spill cleanup lies with the individual department responsible for the materials involved in the spill. That includes, but is not limited to, provision of cleanup personnel and equipment.
  1. Where the extent of the spill or the specific hazards associated with the spill go beyond the department’s ability to promptly and safely manage the spill, the department shall contact the OUTPD at 918-660-3333.
  2. The OUTPD, in turn, will contact the appropriate persons, including the EHSO or Radiation Safety.
  3. When reporting the spill, be specific about the nature of the involved material’s exact location.

## B. CHEMICAL SPILLS – GENERAL

1. The OUTPD 918-660-3333 shall be contacted whenever:
  - a. The extent of the spill or the specific hazards associated with the spill go beyond the department’s ability to promptly and safely manage the spill;
  - b. Personal injury or a chemical exposure that requires medical attention has occurred;

- c. A fire hazard exists;
- d. A respirator is needed to handle the material involved;
- e. A public area is involved or contaminated;
- f. An airborne contamination has occurred that requires a local or building evacuation;
- g. Damage to university property has occurred;
- h. Prolonged or overnight cleanup is required;
- i. An unknown substance is involved; or
- j. The spill has entered the land or water.

### C. MINOR CHEMICAL SPILLS

1. Minor spills are defined as small chemical leaks that usually are detected early and present no immediate danger to personnel or the environment. As a general rule, spills of four liters or less will be considered a minor spill, depending on the chemical(s) involved.
2. Spills of highly toxic, reactive, highly volatile or corrosive materials less than 1 liter should generally be considered a minor spill. These spills can be safely corrected with the advice of knowledgeable laboratory or supervisory personnel.
3. General procedures are as follows:
  - a. Do not panic, but react quickly. Spills must be addressed immediately.
  - b. Never assume gases or vapors do not exist or are harmless in absence of an odor.
  - c. Do not touch the spill without protective clothing.
  - d. Notify nearby persons and evacuate as necessary. Protect yourself, then remove injured person(s) to a safe place, if safe to do so.
  - e. Know the locations of the emergency shower and eyewash ahead of time.
  - f. If personnel are contaminated, remove contaminated clothing. Flush skin/eyes with water at least 15 minutes (up to 30 minutes is highly recommended); use soap for intermediate and final cleaning on skin areas. Forcibly hold eyelids open to ensure effective wash under eyelids.
  - g. Make sure chemicals have not accumulated in shoes.
  - h. Obtain medical attention for the victim.
    - i. Identify or characterize the substance(s) involved. Refer to the SDS for spill clean-up procedures.
    - j. Where the spill does not present immediate personal danger, try to control the spread or volume of the spill. This could mean shutting a door, moving nearby equipment to prevent further contamination, repositioning an overturned container or one that has a hole in the bottom or side, or creating a dike by putting an absorbent around the spill.
    - k. If the vapors are non-toxic, increase the ventilation. Open fume hood sashes to the 12 inch or full open position. Exterior doors may be opened to ventilate nontoxic vapors.
      - l. If flammable vapors are involved, turn off ignition and heat sources if safe to do so. Do not operate electrical switches unless to turn off motorized equipment.
    - m. Close doors to the affected area.

- n. Once the spill is identified, if clean-up procedures can be handled safely by departmental personnel, proceed with spill clean-up procedures and clean-up kits designated on the MSDS or in departmental standard operating procedures.
- o. Contain the spill by slowly sprinkling absorbent, starting at the edges, surrounding the spilled material, and move toward the center of the spill.
- p. Collect residue, place in container, and contact the appropriate EHSO for proper disposal.
- q. Clean the spill area with soap and water.

#### D. MAJOR CHEMICAL SPILLS

1. Major chemical spills are defined as: Accidental chemical discharges that present an immediate danger to personnel and/or the environment.
2. General spills of greater than four liters or spills of highly toxic, reactive, highly volatile or corrosive materials over one liter should be considered a major spill. Under these circumstances, leave the spill site immediately and send for help.
3. Management of these spills is the responsibility of specially trained and equipped personnel. The EHSO will assess the situation and determine if the situation will be handled in-house or if an outside contractor should be utilized.
4. General procedures are as follows:
  - a. Notify the OUTPD and immediately evacuate all persons in the area and obtain emergency assistance;
  - b. Know the locations of the emergency shower and eye wash ahead of time.
  - c. Remove injured persons, if safe to do so. Remove contaminated clothing.
  - d. Flush skin/eyes with water at least 15 minutes (up to 30 minutes is highly recommended); use soap for intermediate and final cleaning on skin areas. Forcibly hold eyelids open to ensure effective wash under eyelids. Make sure chemicals have not accumulated in shoes. Obtain medical attention for the victim.
  - e. If the spilled material is flammable, turn off ignition and heat sources, if safe to do so.
  - f. Close doors to the affected area. Do not allow re-entry; and
  - g. Assist response personnel by providing requested information, including identification and quantification of material spilled.

#### E. BLOOD SPILLS

1. Only trained persons should clean up blood spills and always observe Universal Precautions when cleaning. For more information, refer to the *OUHSC/OU-Tulsa Infectious Diseases Policy* at <http://www.ouhsc.edu/ehso/>.
2. If you are untrained in dealing with blood spills, you should limit access to the area and immediately call the OUTPD at 918-660-3333 and its personnel will notify the EHSO.

#### F. CHEMOTHERAPY SPILL PROCEDURE (CYTOTOXIC SUBSTANCES)

1. Evacuate and isolate the spill area immediately:
2. Contact the OUTPD at 918-660-3333 and its personnel will notify the EHSO:

3. Establish a safe perimeter and secure the spill area from unauthorized access until public safety personnel arrive.
4. Decontaminate personnel utilizing the following procedures:
5. Remove and bag all contaminated clothing;
  - a. Wash affected skin areas with soap and water and repeat that procedure three times;
  - b. **DO NOT** use a germicidal cleaner;
  - c. Flush exposed eyes immediately with water or isotonic eyewash for at least five minutes;
  - d. Identify the specific chemical/pharmaceutical and obtain the appropriate SDS to present to public safety personnel; and
  - e. EHSO approved persons or certified, licensed public safety personnel are the only authorized individuals who may clean up cytotoxic substances.

#### G. MERCURY SPILLS

1. A number of metallic mercury sources are present in University facilities, ranging from thermometers to blood pressure monitors. Those sources are found in clinics and laboratories at Schusterman Center.
2. If mercury is spilled or a mercury spill is discovered — without regard to the spill size — isolate the area, do not allow re-entry and immediately contact the EHSO for assistance.

#### H. REGIONAL CHEMICAL EMERGENCY

1. The following guidelines are in place in the event a mishap occurs to a non-University facility, but may impact OU facilities:
  - a. Upon receiving information of a regional chemical emergency, OUTPD personnel will contact members from the *OU-Tulsa Emergency Call List*.
  - b. In the event University facilities are in the projected path of the regional chemical emergency:
  - c. The OUTPD will immediately notify boiler house staff to begin shutting down the HVAC systems, and to the extent possible without endangering themselves, closing the outdoor air intake dampers.
  - d. OUTPD personnel will notify the president or designee of the impending emergency.
    01. The president or designee will then direct OUTPD to notify the affected University facilities via the ECS.

#### I. MINOR RADIATION SPILL

1. **NOTIFY** — Notify persons in the area that a spill has occurred.
2. **PREVENT THE SPREAD** — Cover the spill with absorbent paper and mark the contaminated area to prevent inadvertent spreading and to facilitate clean up.
3. **CLEAN-UP** — Clean up is of higher priority than continuation of work.
  - a. Put on protective clothing, gloves and if necessary, disposable boots.
  - b. Carefully fold the paper and insert into a plastic bag and dispose of it in the radioactive waste container.

- c. Blot spilled liquid, do not wipe as this spreads contamination.
  - d. Dab up spilled powder with damp paper.
  - e. Avoid spreading the contamination; always wipe from the periphery of your marked area toward the center.
  - f. Monitor the decontamination efforts with a Geiger counter and/or wipe smears counted in a appropriate counting instrument. If the spill involves tritium (H-3), it cannot be detected with a Geiger counter.
4. **SURVEY** — Check the area with a survey meter and wipe smears. Check hands and shoes as well as work surfaces and floors.
  5. **REPORT** — Report the incident to the Radiation Safety Officer at 405-271-6121 and the EHSO at 918-660-3878. Should a spill occur during off-duty hours, notify the OUTPD 918-660-3333.

#### J. MAJOR RADIATION SPILL

1. **CLEAR THE AREA** — Notify all persons not involved in the spill to vacate the room. If airborne contamination is a concern, turn off ventilation systems. Leave contaminated clothing and articles in the room.
2. **PREVENT THE SPREAD** — Cover the spill with absorbent pads, but do not attempt to clean up. Confine the movement and actions of all personnel who may be contaminated, to prevent spreading of radioactive material.
3. **CLOSE THE ROOM** — Evacuate and lock the room. Leave contaminated clothing and articles in the room. Avoid contaminating objects and areas outside the room.
4. **CALL FOR HELP** — Notify the approved user. Report the incident to the Radiation Safety Officer at 405-271-6121 and the EHSO 918-660-3878. Should a spill occur during off-duty hours, notify the OUTPD 918-660-3333.
5. **DECONTAMINATE PERSONNEL** — Contaminated clothing and articles should be removed immediately and in the event of skin contamination or clothing, notify the Radiation Safety Officer. Flush contaminated areas thoroughly with water, then wash repeatedly with mild soap and warm-, not hot-water.

### BOMB THREAT OR SUSPICIOUS PACKAGE

#### A. BOMB THREAT

1. A bomb threat may be made to any person at any time for any reason.
  - a. The person receiving the call should make every attempt to remain calm, courteous and not interrupt the caller.
  - b. Immediately after receiving the call, contact the OUTPD at 918-660-3333 and relay all information about the bomb threat and caller.
2. The OUTPD dispatcher will inform all on-duty OUTPD personnel.
3. The on-duty OUTPD supervisor or officer will immediately contact the chief of police and advise the device's location, the time the bomb threat was received and any other available information.
4. Initiate evacuation of the affected building based on the most immediate data or as instructed by an

OUTPD shift commander, the police chief or authorized University personnel.

**B. IF A DEVICE OR SUSPECTED DEVICE IS LOCATED**

1. Do not handle or in any way physically disturb or approach the device.
2. All occupants of the affected facility and on-scene public safety personnel will move away from the device to a safe distance.
3. The OUTPD dispatcher will:
  - a. Notify the TPD via 911 and request emergency assistance;
  - b. Activate the ECS public address system at the affected facility advising occupants to evacuate their location because a suspected device has been located; and
  - c. Notify members from the *OU-Tulsa Emergency Call List*.
4. The OUTPD police chief in collaboration with the TPD or federal authorities will determine the manner of building search and site security.
  - a. In real-time to the building search, OUTPD personnel and the Operations electronics technician II assigned to the PD will review security camera footage and provide OUTPD command staff any usable data.
5. When the facility search is completed and the emergency is concluded, OUTPD command staff or the ERD will determine whether to resume normal operations or take additional action.

**C. SUSPICIOUS PACKAGE**

1. There are a few simple ways to recognize suspicious packages or mail. University personnel should be aware packages that have the following:
  - a. Lopsided or bulky;
  - b. Strange odor;
  - c. Badly typed or written;
  - d. Excessive postage or mailed from a foreign country;
  - e. No return address, or return address to addressees;
  - f. Excessive wrapping tape or string;
  - g. Addressed to title only, or incorrect title; and/or
  - h. Oily stains, discolorations or crystallization on wrapper.
2. If University personnel find a suspicious letter, box, package or container:
  - a. Relax and remain calm. Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a hoax.
  - b. Treat the threat as real until the item is properly evaluated.
  - c. Do not open the letter or package and contact the OUTPD.
3. If the package is already opened:
  - a. Immediately set the item down gently at the location where it was opened and slowly move away to a safe location.

- b. Contact the OUTPD, follow instructions from its personnel or other recognized authority.
- c. Do not:
  - 01. Operate any power switches.
  - 02. Activate the fire alarm.
  - 03. Allow others into the area.
- 4. What you should not do:
  - a. Pass the letter or package to others; and
  - b. Disturb any contents in the letter or package.

## **FIRE**

- A. It is important to remember fire prevention begins with each of us.
- B. Report situations or circumstances appearing unsafe or hazardous that might cause a fire including:
  - a. The improper handling of liquids and gases;
  - b. Storage of materials too high or in such a manner that would restrict the effectiveness of the sprinkler system;
  - c. Smoke barrier doors blocked open that would not close automatically as they should in the event of a fire;
  - d. Poor housekeeping habits such as leaving waste materials in various areas;
  - e. Dumping of cigarette ash trays in waste baskets; or
  - f. Misuse of electrical outlets (several appliances plugged in a wall outlet) and appliances.
- C. Everyone is a fire inspector and your job is to serve and protect. The purpose of this procedure is to provide guidelines for OUTPD personnel in the event of a fire. Each person has specific tasks once they discover a fire or are advised of a fire somewhere at University facilities.
- D. The following are guidelines in the event a fire is discovered in person or reported:
  - 1. Upon being notified of a fire condition (smoke or flame), you should immediately respond to the scene and report conditions to include giving the location and/or address.
  - 2. The OUTPD dispatcher will locate the fire as indicated on the fire control panel and relay that information to public safety responders — 911 — and dispatch OUTPD supervisory personnel to the scene who will update the exact fire conditions.
  - 3. The OUTPD dispatcher will notify the OUTPD police chief and Operations.
- E. British Petroleum Pipeline Control Center
  - 1. Because BP Pipeline Control Center is a critical operations center it will remain in operation even in the event a general fire alarm is sounded.
  - 2. In the event of a fire is confirmed in corridors A, F, or D:
    - a. The OUTPD will activate the ECS public address system announcing: “Code Red.”
    - b. At that time, BP operators will evacuate their facilities and transfer to other locations.

## MAJOR BUILDING SYSTEMS FAILURE

### A. UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8 am through 5 pm, Monday through Friday), immediately notify Operations at 918-660-3555.
2. If there is potential danger to building occupants, or if the utility failure occurs after-hours, weekends or holidays, notify the OUTPD at 918-660-3333.
3. If an emergency exists, activate the building alarm. You must also report the emergency by telephone to 918-660-3333.
4. When a building alarm is sounded, or when told to leave by OUTPD personnel or an AC, follow the general evacuation procedures in *Section XIII: General Evacuation Procedures*.

### B. ELECTRICAL/LIGHT FAILURE

1. In the event of electrical failure, backup generators will provide emergency power for lighting in hallways, stairwells and emergency exit signs.
2. Additionally, several University facilities are equipped with uninterrupted power-supply systems for critical equipment that are also powered by backup generators.
3. In the event an electrical failure affects any clinic in the OU-Tulsa region with a loss of electrical power for a period exceeding 48 hours in duration, all vaccines that must be refrigerated (e.g., maintained at 35 to 46 degrees Fahrenheit) or frozen (e.g., maintained at 5 degrees F or colder) shall be transferred to Schusterman Campus for storage until electrical service is restored to the affected facility.
  - a. The clinic manager for the affected clinic shall:
    01. Contact the EHSO before attempting to transfer any vaccines;
    02. Be responsible for transferring the stocks of vaccine to Schusterman Center and returning them to their clinic.
  - b. Room 2E17 has been identified as the repository during the failure period, and
  - c. Ice packs and storage containers may be obtained from the EHSO.

### C. ELEVATOR FAILURE

1. If you are trapped in an elevator, use the elevator's emergency phone to notify the OUTPD.
2. If the elevator emergency phone is unanswered, depress the alarm located on the front panel — for at least 30 seconds— which will signal for help.

### D. PLUMBING FAILURE/FLOODING

1. Cease using all electrical equipment.
2. Notify Operations at 918-660-3555.
3. If necessary, vacate the area.

### E. GAS LEAK

1. Cease all operations.
2. Do not switch on lights or any electrical equipment, keeping in mind electrical arcing can trigger an explosion.

3. Notify the OUTPD.
4. The OUTPD dispatcher will notify:
  - a. Public safety responders via 911 and all on-duty OUTPD personnel;
  - b. The OUTPD police chief or designee;
  - c. The EHSO and a member of the ERT; and
  - d. Secure the area allowing no entry except by authorized emergency responders.
5. The EHSO will monitor the air for explosive vapors.
  - a. If the concentration of explosive gases exceeds 10 percent of the *Lower Explosive Limit*, the EHSO will have the area evacuated.
    01. Should the EHSO be unavailable, the TFD should assume that responsibility.

#### F. STEAM LINE FAILURE

1. Immediately notify Operations at 918-660-3555 or the boiler operator at 918-660-3213 and vacate the area.

#### G. VENTILATION PROBLEM

1. If smoke or odors come from the ventilation system, immediately notify the OUTPD or Operations at 918-660-3555 and, if necessary, cease all operations and vacate the area.

#### H. EMERGENCY ELECTRIC POWER

##### 1. GENERAL INFORMATION

- a. Emergency power sources must automatically energize within 10 seconds or less (normally 5 to 8 seconds) after a power failure.
- b. Emergency power source shall be included in the University facilities maintenance program with inspections, performance, exercising period and repairs each memorialized by written documentation that is maintained by the EHSO.
- c. Emergency power sources are provided for stairways and landings, corridors, exit signs, doors and directional signs, alarms, selected task and service areas, designated essential equipment, OU-Tulsa communication systems, air handling, heating systems and elevators.
- d. Electrical wall-toggle switches, outlets and plugs illuminating a red light indicate they are on emergency power.

#### I. RESPONSIBILITIES

##### 1. Operations shall:

- a. Conduct weekly inspections of the major power generators;
- b. Exercise equipment under load and operating temperature conditions for at least 30 minutes at intervals of not more than 30 days;
- c. Prepare appropriate records of inspections, performances, exercising periods and repairs;
- d. Maintain a list of diagrams depicting areas and functions supplied emergency power, along with demands and capacity;
- e. Coordinate addition or deletion of equipment;

- f. Plan expansion of existing sources as necessary; and
  - g. Provide in-house coverage by qualified electrician(s).
2. Area coordinator
- a. Each AC may consider maintaining an adequate supply of flashlights in their work area.

## COMMUNITY HEALTH CRISIS

- A. Due to the transiency of the campus population, a variety of medical and health emergencies can affect the campus community.
  - 1. The crises could be clusters of communicable disease, including but not limited to: pandemic influenza; influenza-like or gastrointestinal illness; meningitis, tuberculosis or any other reportable communicable disease.
- B. The Tulsa City-County Health Department is responsible for assessment, surveillance and clinical triage.
  - 1. In addition, depending on the nature of the specific crisis, Campus Environmental Health and Safety and/or other appropriate University office will act as a liaison with public health agencies.
- C. In managing a large-scale emergency, the University (OU-Tulsa) will cooperate with and take direction from the MCA (OU-Norman), local, state and/or federal public health agencies.

### 1. MEDICAL

- a. Anyone can report a medical emergency directly to 911.
  - 01. Each OUTPD police officer carries an individual first aid kit (IFAK) on their person while on duty.
  - 02. Each IFAK has a variety of items for first aid. Additionally, an AED is located in the OUTPD dispatch office.
  - 03. The on-campus first responder may request additional emergency medical resources through the OUTPD dispatcher.

## D. HEALTH-RELATED EXPOSURE

- 1. Anyone can report a potential health-related exposure to the EHSO. An exposure may include, but is not limited to;
  - a. Direct contact with hazardous agents;
  - b. Ingestion of contaminated food; or
  - c. Suspected release of biological agents in the geographical area of any campus.
  - d. Beyond initial reporting, the University will primarily rely on the expertise of local, state and federal public health agencies for large-scale medical emergencies.
- 2. Mental Health Monitoring
  - a. If University officials determine the nature of an incident may result in mental health issues for public safety responders, staff or students, then it can request mental health monitoring or crisis counseling utilizing internal and external resources. University personnel may work with local resources to create and implement a mental health monitoring plan.

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## APPENDIX B

<b>AREA COORDINATORS</b>		
<b>Schusterman Center Academic Buildings</b>		
<b>Name</b>	<b>Office Location</b>	<b>Area of Responsibility</b>
Dianne Estes	1F03	1A & 1F Wings
Patty Mitchell	1F18	1a & 1F Wings
Cindy Wood	1B09	1B & 1G Wings
Aubrey Br&s	1B11	1B & 1G Wings
Ellen Haliburton	1D08	1D Classrooms
Rodney Nguyen	1D08	1D Classrooms
Crystal Peterson	1C19	1C Wing & PA Program
Ashley Gregg	1C08	1C Wing & PA Program
Meredith Talley	1C54	Student Affairs/ Services
Angela Surratt	1C54D	Student Affairs/ Services
Josh Davis	1C76B	Student Lounge, Fitness Center
Lauren Cowdry	1C76C	Student Lounge, Fitness Center
Kristin Rodrigues	T&y 115	1E Wing, Tandy Building
Sarah White	T&y 135	1E Wing, Tandy Building
Megan Gray	1H13	1H Wing
Alisa Douglas	1H19	1H Wing
Jennifer Austin	1J03	1J Wing
Rhonda Wallace	1J06	1J Wing
Brian Crawford	2A33	2A Wing
Kira Reyes	2A01	2A Wing
Kathy Frost	2B10	2B Wing
Elenoa Paysnoe	2B32	2B Wing
Angela Majed	2B32	2B Wing
Kathy Campbell	2D25	2F & 2D Wings
Esthela Casale	2D27	2F & 2D Wings
Lorri Craig	2E13	2E Wing
Angie Childers	2E09	2C & 2E Wings
Drew Freeman	2F06	2F Wing
T&y Gourd	2F04	2F Wing
Don Eberly	2G09	2G Wing
Rick Bryant	2G04	2G Wing
Morgan Biaggi-Frische	2H05	2H Wing
Courtney Graham	2H06	2H Wing

<b>Name</b>	<b>Office Location</b>	<b>Area of Responsibility</b>
Am&a Smith	2J20	2J Wing
Carolyn Wright	2J12	2J Wing
Taffani Mabe	2J22	2J Wing
BP	N/A	3D, 3F & 3H Wings
Cyndi Sumter	3A05	3A Wing
Angela Heiny	3A07	3A Wing
LaDeanna Bolton	3B22	3B Wing
Khahn Luong	3B25	3B Wing
Tracy Kennedy	3B12	3C Wing
Tyler Steele	3G08	3G Wing
Danielle Fousel	3G14	3G Wing
Brenda Davis	3E26	3E Wing
Ashlee Rempel	3E28	3E Wing
Carole Hammell	3J40	3J Wing
Jan Wilmont	3J01	3J Wing
IT Support Staff		LC & Bldg 3 Classrooms
Janet St. Clair	4320	3 <sup>rd</sup> Floor Building 4
Kim Copel&	4320	3 <sup>rd</sup> Floor Building 4
Denise Davis	4403	4WB & 4-West 4 <sup>th</sup> floor
Cliff Chan	4409	4WB & 4-West 4 <sup>th</sup> floor
Vickie Lake	4W115	4-West 1 <sup>st</sup> floor
Phil Salon	4W110	4-West 1 <sup>st</sup> floor
Julie Langston	4W204	4-West 2 <sup>nd</sup> floor
Cynthia Bergman	4W215	4-West 2 <sup>nd</sup> floor
Jarret Galloway	4W305	4-West 3 <sup>rd</sup> floor
Dana Saliba	4W310	4-West 3 <sup>rd</sup> floor
Raymond Kirkes	5113	Building 5-West
Keri Jackson	614	Building 6
Danny Bolton	618	Building 6
Eric Lopez	12112	Building 12
Melissa Action	12208	Building 12

<b>Schusterman Clinic</b>		
<b>Name</b>	<b>Office Location</b>	<b>Area of Responsibility</b>
Cathy Colburn	1613	1300 - 1600
Sharnella Goudeau	1612	1300 - 1600
Ahmad Dirawi	1202	Ultrasound – X-ray
Rachel Lezama		St. John Burn Center

<b>Name</b>	<b>Office Location</b>	<b>Area of Responsibility</b>
Adam Smoot	1003	Surgery Center
Visenta Balderaz	2802	2802 Immunization areas
Rebecca Carrasco	2304	2300 Hall
Chris Loney	2001A	2100 - 2916
Kristen Ollie	2611	2400 - 2600
Sarah Johnson	2709	2700 – 2900
Franca Jackson	2005	2100 - 2916
Stephanie Herron	2004	2400 - 2916
Melissa Wienke	2210	2100 – 2200
Yvonne Osgood	2081A	2020 – 2081B
Cindy Hickl		Impact Areas
LuCinda Unger	3319	3200 - 3500
Helen Wood	3316	3101 - 3500
Arnold Green	3701	3500 - 3900
Vickie Minton	3904	3500 - 3900
Lindy Sullins	3807	3500 - 3900

**Family Medicine Clinic**

<b>Name</b>	<b>Office Location</b>	<b>Area of Responsibility</b>
Betsy Honnold	Red Bud	1 <sup>st</sup> Floor
Denise White	Blue Sky	1 <sup>st</sup> Floor
Vicki Jones	Procedures	1 <sup>st</sup> Floor
Kaci Caldwell	Green Country	1 <sup>st</sup> Floor
Missie Stommes	1006	1 <sup>st</sup> Floor
Penny Abell	Front Lobby	Front Lobby
Missie Stommes	1006	2 <sup>nd</sup> Floor
Richard Waresback	3015	3 <sup>rd</sup> Floor
Mary Wilson	3018	3 <sup>rd</sup> Floor

**Wayman Tisdale Specialty Clinic**

<b>Name</b>	<b>Office Location</b>	<b>Area of Responsibility</b>
Laura Morrow	1305	1 <sup>st</sup> Floor
Celeste Hern&ez	1304	1 <sup>st</sup> Floor
Julie Honeycutt	2129	2 <sup>nd</sup> Floor
Marina Day	2156	2 <sup>nd</sup> Floor

## APPENDIX D

### AVAILABLE RESOURCES NOT OTHERWISE LISTED

**A. Chemical Transportation Emergency Center (ChemTrec) 800-424-9300**

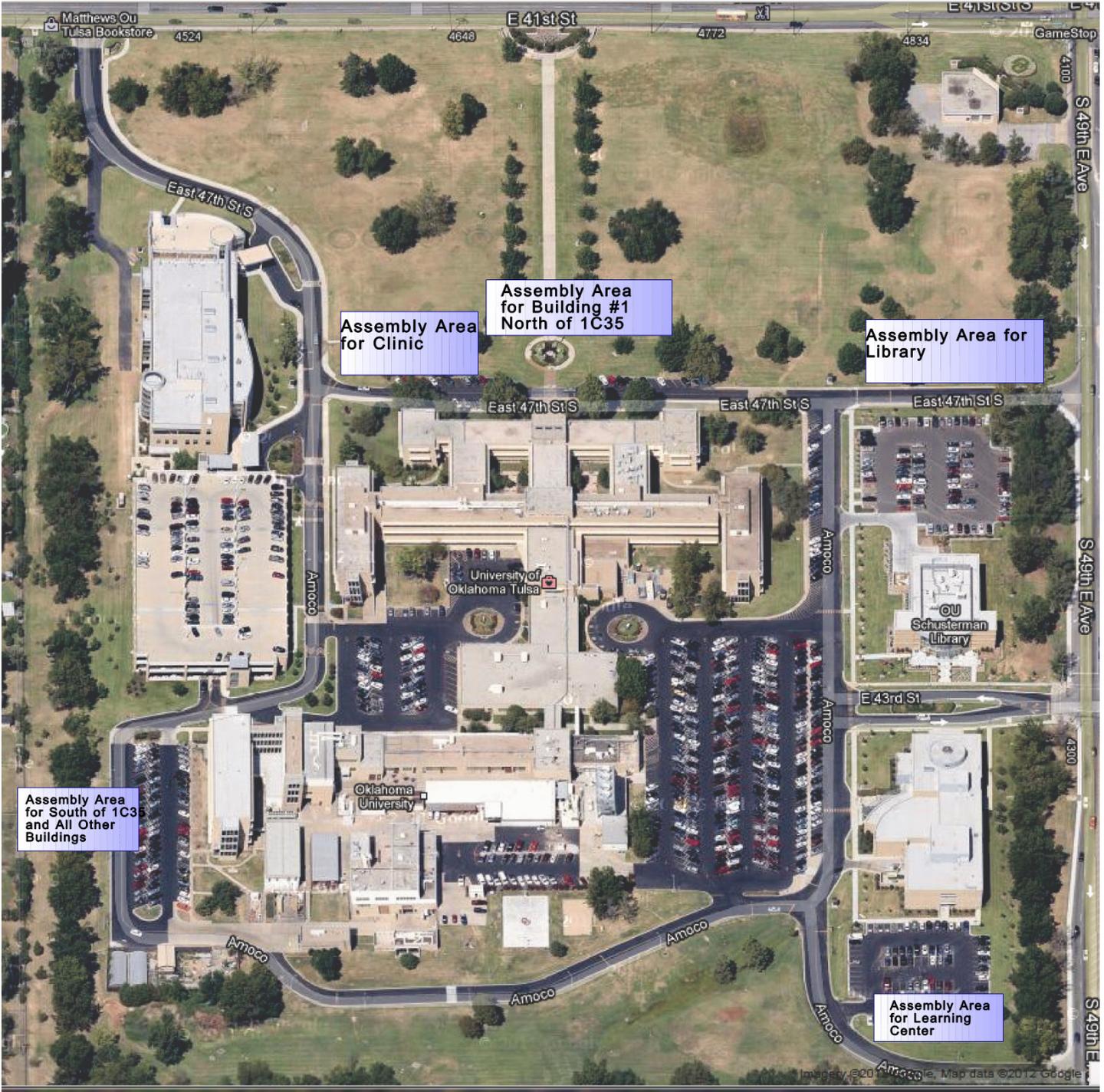
1. ChemTrec is a public service association the chemical manufacturers operate that provides identification of unknown chemicals and gives advice on proper:
  - a. Initial response methods and procedures for specific chemicals;
  - b. Initial response methods and procedures for specific chemicals and situations;
  - c. Assistance in establishing contact with shippers, carriers, manufacturers, special product response teams (i.e., Chlorine Emergency Response Plan (CHLOREP)); and
  - d. The pesticide safety team network.

<b>Bureau of Explosives, Association of American Railroads</b>	719-584-0550
Assistance for hazardous materials incidents involving railroads; often contacted through ChemTrec	
<b>Department of Transportation Hotline</b>	800-467-4922
Provides information assistance pertaining to the Federal Regulations for transportation of hazardous materials, CFR-49	
<b>U.S. Coast Guard — DOT National Response Center</b>	800-424-8802
For required reporting of incidents in transportation where hazardous materials are responsible for death, serious injury, property damage in excess of \$50,000 or continuing danger to life and property	
<b>Oregon State University Pesticide Hotline</b>	800-858-7378
The national pesticide telecommunications network provides information on pesticide-related health/toxicity/minor clean up to physicians, veterinarians, fire departments, government agency personnel, and the general public	
<b>National Animal Poison Control Center of the University of Illinois</b>	888/426-4435
Consultation in diagnosis and treatment of suspected or actual animal poisonings or chemical contamination, staffs an emergency response team to rapidly investigate such incidents in North American and performs laboratory analysis of feed/animal specimens/ environmental materials for intoxicants and chemical contaminants	
<b>EPA RCRA Hotline</b>	800-424-9346
To respond to any citizen's request for specific information, and to clear up confusion, regarding RCRA and "superfund" regulations; also, to respond to requests for certain documents printed in the Federal Register for which this telephone number is given as a contact point. In addition, in response to policy questions from the regulated communities and state/local governments, personnel will attempt to seek out correct person to provide guidance	

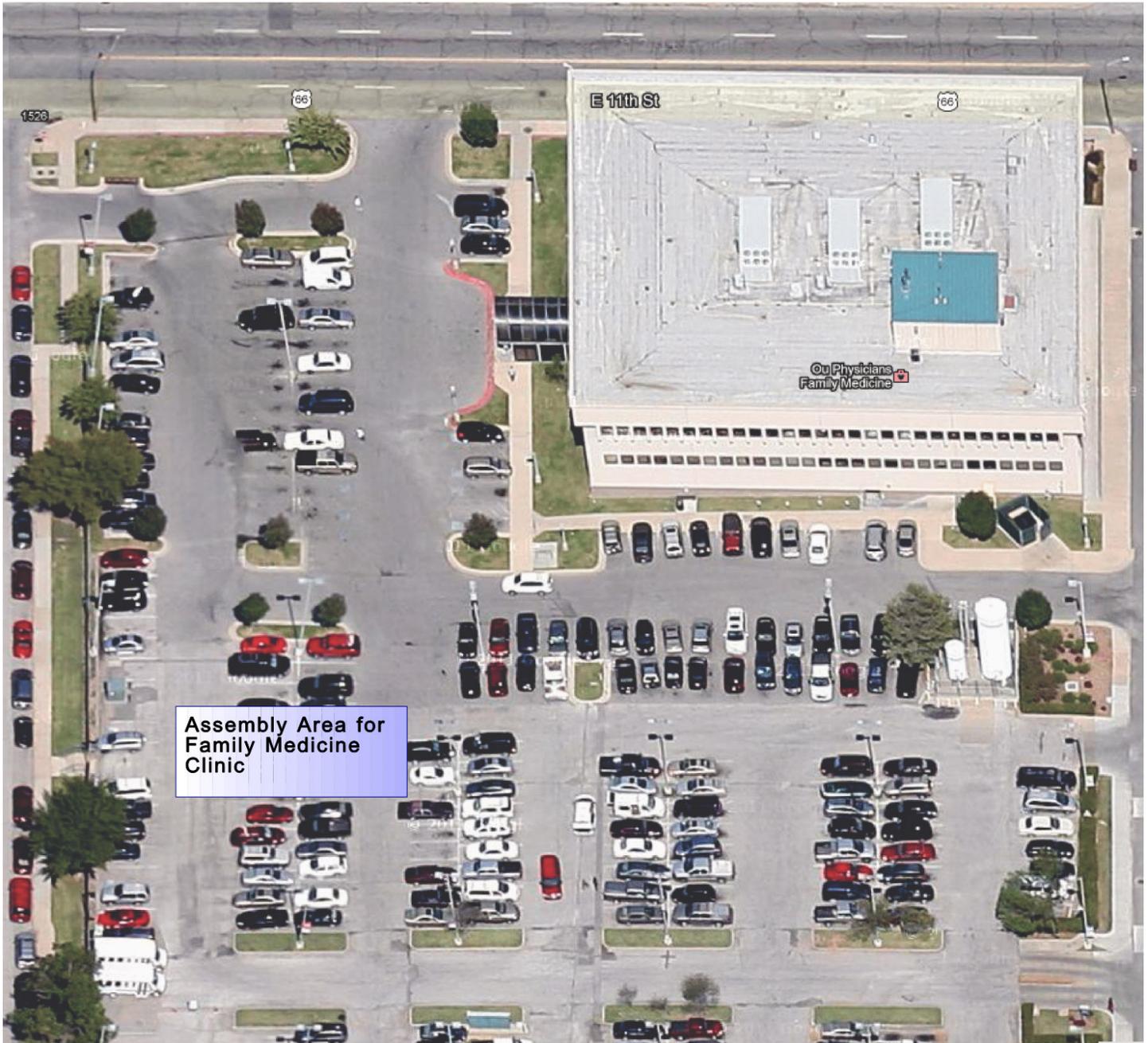
<b>EPA Small Business Hotline</b> To respond with advice and information to problems encountered by small quantity generators of hazardous waste	800-368-5888
<b>Consumer Product Safety Commission</b>	800-6382772
<b>TECHNICAL ASSOCIATIONS</b>	
American Welding Society	800-443-9353
Compressed Gas Association	703-788-2700
<b>CHEMICAL MANUFACTURERS</b>	
Aldrich Chemical	800-325-3010
American Scientific Products (Mallinckrodt)	800-323-5039
Fisher Scientific	800-722-6733
LFNemours Dupont	800-4417515
J.T. Baker Chemical Company	800-582-2537 908-859-2151
Kodak Chemical Co.	423-229-2000
Merck Chemical Co.	866-448-7590
Emergency Spill Response Supplies	
Boren Safety Inc. (Safety Supplies)	918-446-4582
CK & W (Safety Supplies)	918-583-9151
Environmental Products Unlimited (Safety Supplies)	918-446-9187
<b>OKLAHOMA POISON CONTROL CENTER</b>	800-222-1222

# APPENDIX E

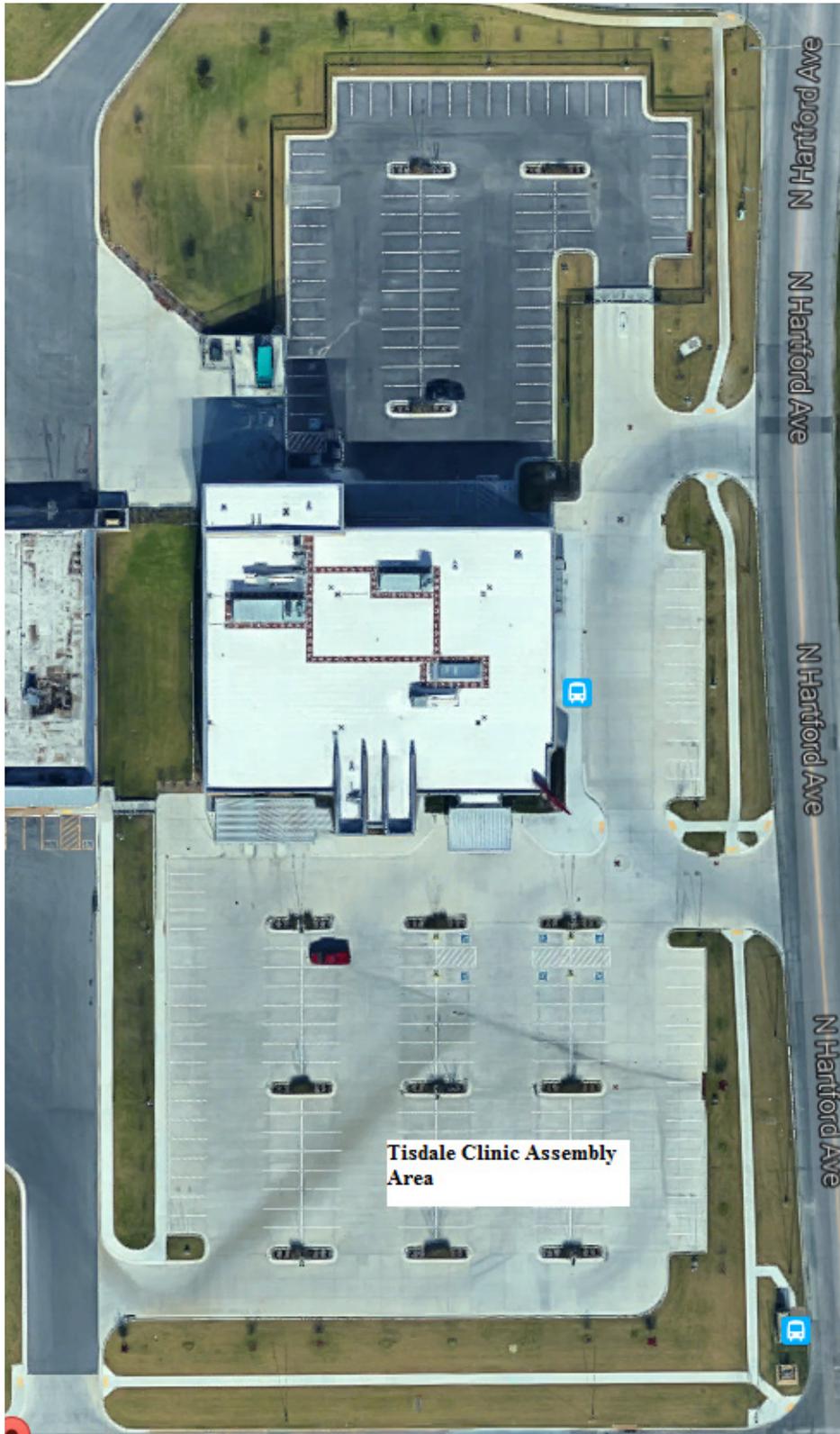
## SCHUSTERMAN CAMPUS EMERGENCY ASSEMBLY AREAS



## FAMILY MEDICINE EMERGENCY ASSEMBLY AREAS



# WAYMAN TISDALE CLINIC EMERGENCY ASSEMBLY AREAS



## SOUTH MEMORIAL CLINIC EMERGENCY ASSEMBLY AREAS



## APPENDIX F

### OU-TULSA EMERGENCY INCIDENT MANAGEMENT

#### A. INCIDENT MANAGEMENT

##### 1. OVERALL PRIORITIES

- a. Incident management priorities include saving lives, stabilizing the incident, protecting property and the environment. To achieve those priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization and unity of effort (NIMS, 3rd ed., 2017).

##### 2. GUIDELINES FOR STANDARD ICS

- a. In most circumstances, trained personnel will effect search and rescue at the direction of the IC.
- b. The IC will determine the structure of any University response teams based on the *ICS Organizational Structure and Elements* chart.

##### 3. GUIDELINES FOR UNIFIED COMMAND

- a. **Unified Command:** The individuals designated by their jurisdictional or organizational authorities (or by departments within a single jurisdiction) jointly determine priorities and objectives, allocate resources, and work together to ensure the execution of integrated incident operations and maximize the use of assigned resources (NIMS, 3rd ed., 2017).
- b. Unified Command is modeled after the *Unified Command Structure* chart, within University policy.

#### B. SEARCH AND RESCUE (SAR)

##### 1. SYSTEMATIC SEARCH PATTERN

- a. Ensure all areas of a building are searched;
- b. Mark search areas to document results;
- c. Make a single diagonal slash next to the door just before entering a structure;
- d. Make an opposite slash (creating an “X”) when all occupant have been removed and search and rescue efforts have been completed; and
- e. The “X” signals to other potential searchers that the area has already been searched.

##### 2. REPORT RESULTS

- a. Keep complete records both of removed victims and of victims who remain trapped or are dead; and
- b. Report this information to emergency services personnel when they reach the campus.

##### 3. DISASTER MEDICAL OPERATIONS

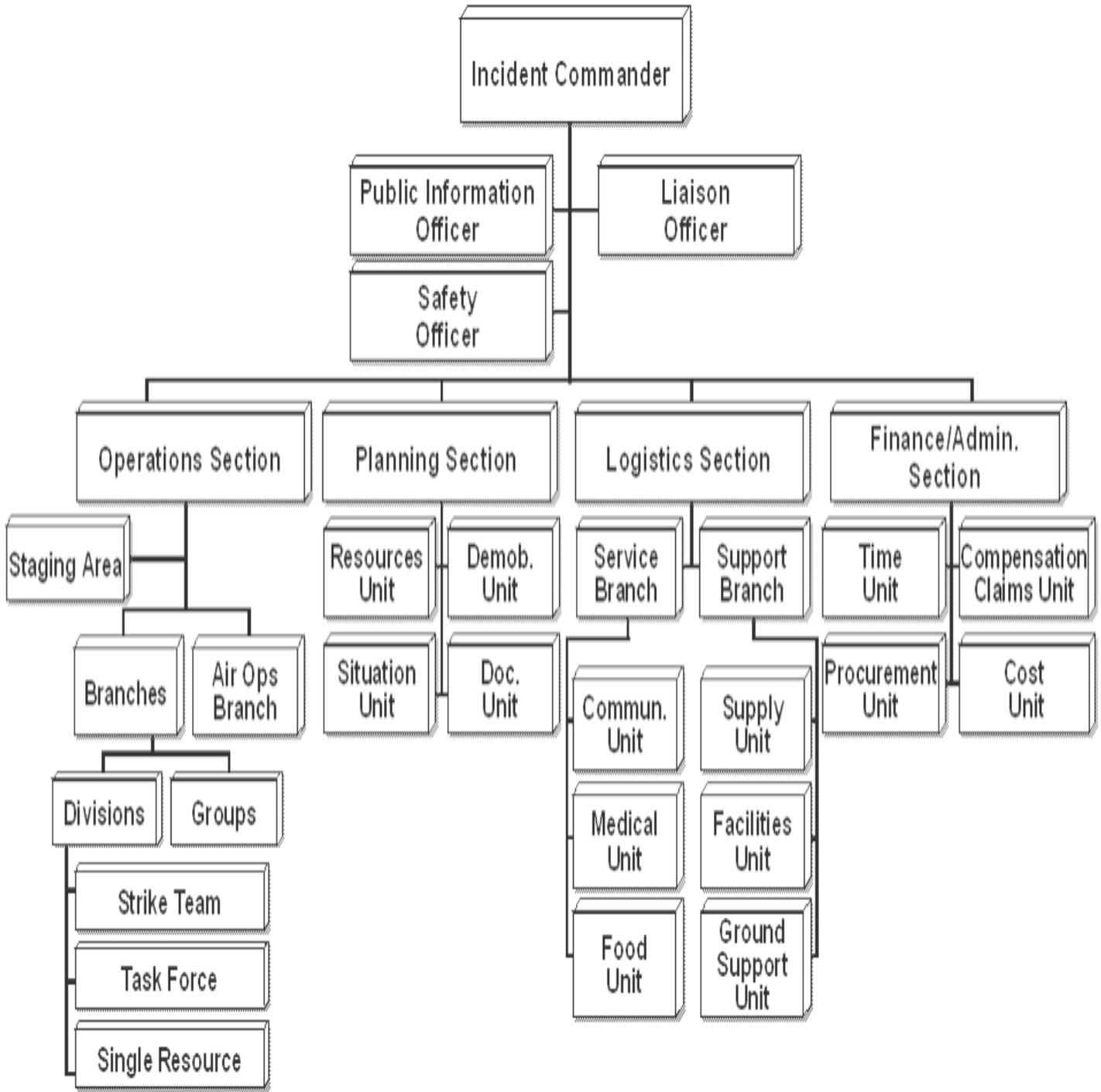
- a. Four major sub-functions of disaster medical operations are:
  01. **TRIAGE** — The initial assessment and sorting of victims for treatment based on the severity of their injuries.
  02. **TREATMENT** — The area in which disaster medical services are provided to victims.

- 03.** TRANSPORT — The movement of victims from the triage area to the treatment area.
  - 04.** MORGUE — The temporary holding area for victims who have died as a result of their injuries.
  - b.** Select a site and set up a treatment area as soon as injured victims are confirmed.
    - 01.** The treatment area is the location where the most advanced medical care possible will be given to victims. The site selected should be:
      - 02.** In a safe area, free of hazards and debris;
      - 03.** Close to, but upwind and uphill from, the hazard zone(s); and
      - 04.** Accessible by transportation vehicles and is expandable.
    - c.** The treatment area must be protected and clearly delineated using a ground cover or tarp, and signs should identify the subdivisions of the area:
      - 01.** I — Immediate care, the victim has life-threatening injuries that demand immediate attention to save their life;
      - 02.** D — Delayed care, the injuries do not jeopardize the victim's life; and
      - 03.** DEAD — Morgue
- 4. SMOKE-FILLED AREAS**
- a.** Never enter a smoke-filled area.
  - b.** Smoke-filled areas are beyond the capabilities of the OU-Tulsa ERT;
    - 01.** Feel closed doors with the back of the hand, working from the bottom of the door up;
    - 02.** Do not touch the door handle before feeling the door;
    - 03.** If the door is hot, there is fire behind it; and
    - 04.** Do not enter because opening the door will feed oxygen to the fire.

## INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Organization Chart</b>		
<pre> graph TD     IC[Incident Commander(s)] --- LO[Liaison Officer]     IC --- SO[Safety Officer]     IC --- PIO[Public Information Officer]     IC --- OSC[Operations Section Chief]     IC --- PSC[Planning Section Chief]     IC --- LSC[Logistics Section Chief]     IC --- FASC[Finance/Admin Section Chief]     OSC --- SAM[Staging Area Manager]     OSC --- U1[ ]     OSC --- U2[ ]     OSC --- U3[ ]     OSC --- U4[ ]     PSC --- RUL[Resources Unit Ldr.]     PSC --- SUL[Situation Unit Ldr.]     PSC --- DUL[Documentation Unit Ldr.]     PSC --- DUL2[Demobilization Unit Ldr.]     PSC --- U5[ ]     LSC --- SBD[Support Branch Dir.]     LSC --- SUL2[Supply Unit Ldr.]     LSC --- FUL[Facilities Unit Ldr.]     LSC --- GUL[Ground Spt. Unit Ldr.]     LSC --- SBD2[Service Branch Dir.]     LSC --- CUL[Comms Unit Ldr.]     LSC --- MUL[Medical Unit Ldr.]     LSC --- FUL2[Food Unit Ldr.]     FASC --- TUL[Time Unit Ldr.]     FASC --- PUL[Procurement Unit Ldr.]     FASC --- CUL2[Comp./Claims Unit Ldr.]     FASC --- CUL3[Cost Unit Ldr.]     FASC --- U6[ ]     </pre>		
ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

## ICS Organizational Structure and Elements



## APPENDIX G

### EMERGENCY COMMUNICATION MESSAGES

In the event an emergency situation has been declared for the University, the president or ERD will instruct emergency personnel to utilize the Emergency Response System informing the campus of the emergency.

#### A. EMERGENCY RESPONSE SYSTEM TEMPLATES

##### 1. THREAT

- a. This is (Name) with the OU-Tulsa Emergency Communication System. There has been a (general or specific) threat made against an OU (employee or student) at (place).
- b. The suspect has been identified and security officers are monitoring the entrances. The suspect is a (insert description). If you are at (place), please stay in your current location and lock any doors that you can without leaving your current location until further notice.
- c. All outside doors except main entrances at the (location) are locked. When the situation is over, you will be notified by the OU-Tulsa Emergency Communication System.

##### 2. INCIDENT

- a. This is (Name) with the OU-Tulsa Emergency Communication System. There has been an incident with a person at (location). At this time, please do not go to (location).
- b. If you are at (location) please leave by using the nearest emergency exit. When the situation is over, you will be notified by the OU-Tulsa Emergency Communication System.

##### 3. NATURAL DISASTER

- a. This is (Name) with the OU-Tulsa Emergency Communication System. There has been a (Type of disaster) which has damaged (location). At this time, OU-Tulsa administration is assessing the damage. Until a full assessment has been made, (location) will be closed until (date/time).
- b. Please do not come to (place) at this time. All classes/clinic operations are canceled until further notice. You will receive follow-up information from the OU-Tulsa Emergency Communication System when there is further information to report.

##### 4. INCLEMENT WEATHER

- a. This is (name) with the University of Oklahoma-Tulsa. Today is (date). Due to the anticipated overnight inclement weather OU-Tulsa will be closed tomorrow, (date). Please call 918-660-3999 or visit the OU-Tulsa website at [ou.edu/tulsa/](http://ou.edu/tulsa/) for future campus status.
- b. To repeat the University of Oklahoma-Tulsa will be closed due to weather (day of the week).

##### 5. FIRE

- a. This is (Name) with the OU-Tulsa Emergency Communication System. A fire occurred at (location). At this time, the Tulsa Fire Department has the fire under control. Due to limited damage, the (location) will be closed until (date). Please do not come to (location) at this time.
- b. All classes and clinic operations are canceled until further notice. You will receive follow-up information from the OU-Tulsa Emergency Communication System when there is further information to report.

## 6. TORNADO

- a. This is (Name) with the OU-Tulsa Emergency Communication System. There has been a (Type of disaster) which has damaged (location). At this time, OU-Tulsa administration is assessing the damage. Until a full assessment has been made, the (location) will be closed until (date and time).
- b. Please do not come to (place) at this time. All classes and clinic operations are canceled until further notice. You will receive follow-up information from the OU-Tulsa Emergency Communication System when there is further information to report.

## 7. HOSTAGE

- a. This is (Name) with the OU-Tulsa Emergency Communication System. There is a hostage situation at (location). If you are at (location), please stay in your current location and lock any doors that you can without leaving until further notice.
- b. Only emergency responders are currently being allowed to enter and exit (location). All outside doors at the (location) are locked. When the situation is over, you will be notified by the OU-Tulsa Emergency Communication System.

## 8. VIOLENT PERSON

- a. This is (Name) with the OU-Tulsa Emergency Communication System. There is a situation with a violent person at (location). If you are at (location), please stay in your current location and lock any doors that you can without leaving your current location until further notice.
- b. Only emergency responders are currently being allowed to enter and exit (location). All outside doors at the (location) are locked. When the situation is over, you will be notified by the OU-Tulsa Emergency Communication System.

## 9. TEST

- a. This is (Name) with the OU-Tulsa Emergency Communication System. Today is (date). This is a test of the OU-Tulsa Emergency Communication System.
- b. This test is intended for all Faculty, Staff and Students except the Schusterman and Family Medicine Clinics. At this time we are conducting a violent person drill at (location).
- c. In an actual emergency this will be a method of communication with you.
- d. To repeat, this is only a test.

## B. PRE-RECORDED MESSAGES

A series of pre-recorded messages have been created to address specific types of emergency situations. The message texts are listed below:

### 1. FIRE

- a. May I have your attention please? A fire has been reported in your area. Please leave by the nearest emergency exit. Do not use the elevators.

### 2. TORNADO

- a. May I have your attention please? Severe weather is approaching the facility. Please take shelter in the nearest assembly area.

**3. SEVERE WEATHER**

- a. May I have your attention please? Tulsa County has activated their emergency notification sirens. OU-Tulsa is currently not in the path of the severe weather. We will monitor the situation and keep you advised.

**4. ALL CLEAR**

- a. May I have your attention please? The emergency situation is over.

**5. SECURITY THREAT ON CAMPUS**

- a. May I have your attention please? There is an immediate security threat on Campus. At this time you must go to an interior room, lock all doors and windows. Barricade doors if necessary. Close all blinds and curtains. Turn off all lights and audio equipment. Silence cell phones. Wait for the all clear message.

**6. EARTHQUAKE**

- a. May I have your attention please? An earthquake has just occurred. Please report all injuries, damage and rescue requests to security at extension 3333.

**7. BOMB THREAT**

- a. May I have your attention please? A bomb threat for this location has been received. All non-emergency personnel are required to evacuate the Campus immediately. Remember to take your personnel belongs. If you see something suspicious, report it immediately to security at 918-660-3333.

**8. CHEMICAL RELEASE**

- a. May I have your attention please? A major chemical spill has occurred and will impact this location. Stay indoors and keep all windows and doors shut. Wait for the all clear message.

**9. CODE RED**

- a. May I have your attention please? A code red has been issued for the BP Control Center.