

THE UNIVERSITY OF OKLAHOMA - TULSA

EMERGENCY RESPONSE PLAN

Prepared by:

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

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THE UNIVERSITY OF OKLAHOMA - TULSA EMERGENCY RESPONSE PLAN

I. PURPOSE

This Emergency Response Plan applies to the University of Oklahoma - Tulsa (OU-Tulsa). The basic emergency procedures outlined in this plan are to protect life and property through the effective use of University and community resources. Whenever an emergency occurs that cannot be handled by routine measures, the President or his/her designee may declare a state of emergency, and this Emergency Response Plan will be implemented.

There are two general types of emergencies that may result in the implementation of this plan. These are: (1) any large-scale disorder, or (2) a large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible.

II. SCOPE

These procedures apply to all OU-Tulsa employees and students; buildings owned, leased, or operated by OU-Tulsa; and may include the peripheral areas adjoining these locations.

Effective Date: February 10, 2015

Updated: September 14, 2020

John Schumann, MD
President OU-Tulsa

III. TYPES OF EMERGENCIES

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

- A. Fire
- B. Earthquake
- C. Chemical or radiation incidents

- D. Explosions or downed aircraft
- E. Bomb threat or suspicious package
- F. Civil disturbances or demonstrations
- G. Utility or other building systems failure
- H. Violent or criminal behavior
- I. Medical emergencies and first aid
- J. Psychological crisis
- K. Severe weather

In addition, there are sections on how to report emergencies, conduct building evacuations, and administer first aid.

IV. **GENERAL INFORMATION**

This Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the University, therefore City, County and Federal emergency services may not be available. A delay in off-campus emergency services may be expected. A major emergency may be declared if information indicates that such a condition is developing or is probable.

OU-Tulsa will test the 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 Vice-President of Administration and Finance. The documentation will include information about each test

including but not limited to; date, time, type, location and duration.

V. **DIRECTION AND COORDINATION**

A. **EMERGENCY RESPONSE DIRECTOR**

The President for the OU-Tulsa Campus shall serve as or appoint an Emergency Response Director (ERD). The ERD may appoint an appropriate Incident Commander to organize and control emergency activities.

In the absence of the ERD or his/her designate, the on-duty OU-Tulsa Campus Police Officer shall assume operational control of the emergency until relieved by the ERD or his/her designee.

B. **INCIDENT COMMANDER**

The Incident Commander (IC) shall be responsible for the direct operational control of major campus emergencies. The IC shall report to the ERD. The IC shall be trained in the use of the National Incident Management System and the Incident Command System.

VI. **INITIAL RESPONSE PROCEDURE**

- A. **In the event of an emergency that the employees believes to be life threatening they should call 911 from any available telephone** (e.g., bomb threat, threatening person with weapon, fire).

If safe to do so, the employee should then contact the OU-Tulsa Campus Police at 918-660-3333.

- B. The Campus Police Dispatcher at the Schusterman Center, upon receiving a 911 call, 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.
- C. The Dispatcher shall send Campus Police personnel to the scene to respond to the situation.
- D. The Dispatcher will then contact the OU-Tulsa Chief of Police or designee if the situation appears to require actions beyond routine response procedures. The OU-Tulsa Chief of Police shall then contact the ERD.

- E. The ERD shall determine whether a state of emergency exists or if internal procedures are sufficient. The decision to declare a state of emergency depends on whether an imminent or actual incident could threaten human health or the environment.
- F. If the ERD has determined that a state of emergency exists he will notify the appropriate IC to immediately alert the Campus of the state of emergency on Campus.

VII. **DECLARATION OF CAMPUS STATE OF EMERGENCY**

During the period of any major campus emergency, the ERD may declare a state of emergency or disaster.

When this declaration is made, only students, faculty, staff and other personnel as approved by the IC may be authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card, or other I.D.) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest.

In the event of earthquakes, aftershocks, fires, storms, or any major disaster occurring in or about the campus, or which involves university property, Campus Police 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 will be allowed to enter the immediate disaster site.

VIII. **DEFINITION OF AN EMERGENCY**

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response.

- A. **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. These should be reported immediately to Campus Police at the Schusterman Center at 918-660-3333 or 911 at all other locations.
- B. **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services may be required, as well as major efforts from all campus support services.

- C. **DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services may be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed.
- D. A major emergency or disaster shall be declared in the following situation(s):
1. Fire and/or Explosion
 - a. A fire causing the release of toxic fumes;
 - b. A fire that spreads and could possibly ignite materials at another location on site;
 - c. A fire that could possibly spread off-site;
 - d. A fire that uses water or chemical fire suppressants that could result in contaminated run-off; or
 - e. Any explosion that could occur 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 which 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.
 - e. In addition, any incident which has the potential for adverse publicity

should be promptly reported to the Campus Police at 918-660-3333.

3. Bomb Threat or Person with a Weapon
 - a. Any OU-Tulsa employee receives a telephone call about a bomb or threatening to destroy any OU-Tulsa building;
 - b. A threat is received by phone to kill any OU-Tulsa employee or student;
 - c. A person with a visible weapon (other than licensed police or security officers);
 - d. A person acting in a violently threatening manner with or without a weapon visible.

IX. **EMERGENCY OPERATIONS CENTER**

An Emergency Operations Center (EOC) will be required in most situations when a major emergency or disaster has occurred. The physical location where the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary location or located in a more central or permanently established location.

A. **EOC**

The EOC shall be set up at the Founders Student Center conference room in 1C76-F. A marshaling area for outside and local agency assistance shall be established by the Campus Police for operations of the combined on-site Emergency Resource Team (see Section X., *Emergency Resource Team*).

A large conference room with facilities for emergency teams or media crews, which is designed to accommodate multiple telephone and/or electrical appliances is desirable.

B. **ALTERNATE EMERGENCY OPERATIONS CENTERS**

In the event the general EOC is unadvisable or unavailable for any reason four alternate locations for the EOC will be:

1. The Human Resources Conference room 2C19;

2. Learning Center Classroom 3 room 137, or
3. The conference room on the 2nd floor of Family Medicine Clinic.
4. The conference room on the 2nd floor of the Campus Police building.

C. RECOMMENDED EOC STAFFING

It is recommended if possible the following personnel to be summoned to the EOC to assist in the administration of a declared emergency. If these individuals are off campus and are unable to physically attend they have been provided with a pocket-card containing a toll free number and access code to teleconference into the EOC to provide their input.

OU-Tulsa President: John Schumann, MD	918-660-3300
Emergency Response Director: Rick Koontz	918- 660-3301
OU-Tulsa Vice-President: James Sluss, PhD alt: Krista Pettersen	918-660-3499 918-660-3491
COO OU Physicians Tulsa: Jonathan Joiner alt: Renee Engleking	918-660-0826 918-660-3629
Director of Operations: Open	Open
Director HR: Tricia Rahal	918-660-3191
OU-Tulsa Public Relations: Tracy Kennedy alt: Bonnie Rucker	918-660-3316 918-660-3317
Director Student Affairs: Josh Davis alt: Lee Lawson	918-660-3107 918-660-3105
Environmental Health and Safety Officer: Bob Farringer	918-660-3878
Campus Police Chief: Walter J. Evans alt: Joshua W. Lee	918-660-3909 918-660-3901

Director of Information Technology: Dana Saliba	918-660-3540
alt: Jarrett Galloway	918-660-3874

University Legal Counsel via telephone or video conference	405-325-4124
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D. RECOMMENDED EOC EQUIPMENT AND SUPPLIES

The following items should be available at every EOC, and should be transported from Campus Police Dispatch by the Shift Supervisor.

1. The OU-Tulsa Response Plan
2. Barricades and barrier tape, and signs for the scene
3. Two portable hand radios
4. Portable public address system
5. First aid kit
6. Campus telephone directory, and local telephone directory, including Yellow Pages
7. Chemical inventories
8. Safety Data Sheets (SDS)
9. Floor plans and maps
10. Binoculars

E. INCIDENT COMMAND POST

The location where the infield operations of the incident is performed. The Incident Command Post (ICS) may be located in the field near the incident or as a part of the EOC. The Incident Commander (IC) is in charge of the ICS.

X. EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Operations Center as necessary, Campus Police shall immediately begin contacting members of the Emergency Resource Team, which consists of the following personnel:

Emergency Response Director: Rick Koontz	918-660-3001
Campus Police: Walter J. Evans	918-660-3909
Joshua W. Lee	918-660-3901
Operations: Joe Holderman	918-660-3600
Joe Kennedy	918-660-3113
Travis Keith	918-660-3854
Environmental Health and Safety Office - Tulsa: Bob Farringer	918-660-3878
Public Affairs: Tracy Kennedy	918-660-3316

Team members shall congregate at the Emergency Operations Center immediately after being notified of a major emergency. Campus Police shall coordinate as necessary with the Emergency Response Director for implementation and coordination with the Campus Emergency Resource Team. Team members are to be kept in constant communication with the Emergency Operations Center.

XI. EMERGENCY RESOURCE TEAM RESPONSIBILITIES

A. EMERGENCY RESPONSE DIRECTOR

1. Declares and ends, when appropriate, the State of Emergency as provided for in the beginning of this manual.
2. Responsible for the overall direction of the OU-Tulsa Emergency Response Plan
3. Notifies and conducts liaison activities with University administration, governmental agencies, Emergency Resource Team and others as necessary.

B. INCIDENT COMMANDER

1. Responsible for the overall coordination of the OU-Tulsa Emergency Response

Plan.

2. Determines the type and magnitude of the emergency and establishes the appropriate Emergency Operations Center.
3. Initiates immediate contact with the President and the ERD and begins assessment of the University's condition.
4. Utilizes Campus Police and, if necessary, notifies other personnel in order to maintain safety and order.
5. Notifies the members of the Emergency Resource Team and others as necessary.
6. With the assistance of the EHSO, notifies and conducts liaison activities with appropriate outside organizations such as Fire, Security, Hazardous Materials Response Team(s), etc., through the appropriate Emergency Resource Team member.
7. Ensures that appropriate notification is made to off-campus staff when necessary.
8. In conjunction with the Emergency Resource Team Members prepares and submits a report to the President regarding the final outcome of the emergency.
9. Performs other related duties as may be directed by nature of the emergency.

C. CAMPUS POLICE CHIEF

1. Maintains the Campus Police Office in a state of constant readiness;
2. Notifies the President of OU-Tulsa and/or ERD of major emergencies;
3. Monitors campus emergency warning and evacuation systems;
4. Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary;
5. Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed;

6. In conjunction with OU-Tulsa Operations provides and equips an alternative site for the EOC;
7. Maintains liaison with the Operations Department 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 Emergency Resource Team for emergency use; and
7. Surveys habitable space and relocates essential services and functions.

E. ENVIRONMENTAL HEALTH AND SAFETY OFFICE

1. Provides technical assistance to the ERD and/or IC regarding potential hazardous materials;
2. Provides safety data sheets as needed for the emergency situation;
3. Assists in determining when outside response assistance is necessary;

4. Coordinates with Hazardous Materials Response Team(s);
5. Contacts OU Enterprise Risk Management Office as needed;
6. Contacts outside agencies with required notifications when needed (EPA, ODOL, etc.).

F. PUBLIC AFFAIRS

1. Establishes liaison with the news media for dissemination of information as requested by the President;
2. Establishes liaison with local radio and TV services for public announcements;
3. Arranges for photographic and audio-visual services that may be necessary to document the cause and/or outcome of the emergency;
4. Advises the President, Incident Commander and EOC of all news concerning the extent of disaster; and
5. Prepares news releases for approval by the President for release to the media concerning the emergency.

XII. OTHER EMPLOYEE RESPONSIBILITIES

A. AREA COORDINATORS

Area Coordinators are volunteers who serve to coordinate initial response activities. Appointments are coordinated by the EHSO, Human Resources, and the appropriate Vice President. Area Coordinators have the following responsibilities:

1. When an emergency alarm is sounded, ensure that everyone in their area is aware of the emergency;
2. Instruct ALL individuals in their area to proceed to their designated assembly points;

3. Recruit and instruct others, as needed, to assist any visitors, or anyone needing assistance in their area;
4. Walk their area as they leave, calling out to see if anyone is still present;
5. Close all doors in their assigned area as they evacuate and then proceed to the designated assembly point; and
6. Conduct a head count at the designated assembly area, and report any missing individuals to the IC.
7. During evenings and weekend classes the Information Technology (IT) support staff shall assume the Area Coordinators role in affected buildings.

B. FACULTY AND STAFF SUPERVISORS

Each faculty and staff supervisor, including Deans, Department Heads and Budget Unit Heads have the responsibility to:

1. Educate their employees and/or students concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
2. Inform employees and/or students of an emergency and initiate emergency procedures as outlined in this Plan.
3. Report all safety hazards to the EHSO. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Operations.
4. Inform all faculty, staff and students to conform to building evacuation guidelines during any emergency and to report to a designated assembly area outside the building.

C. EMPLOYEES

1. Each employee is responsible for reporting any and all emergency situations.
2. Employees are required to adhere to all Emergency Response Plan policies and procedures and the training they receive regarding emergencies.

3. Each employee must adhere to the instructions given by properly identified emergency response personnel.

XIII. **GENERAL EVACUATION PROCEDURES**

A. **BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by the Campus Police or the Area Coordinator
2. When the building evacuation alarm is activated during an emergency, all occupants should leave by the nearest marked exit and alert others to do the same.
3. USING REASONABLE SAFETY PRECAUTIONS ASSIST OTHERS IN EXITING THE BUILDING!
4. DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.
5. Once outside proceed to an assembly area that is at least 300 feet away from the affected building. Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points. See Appendix E for Campus Assembly locations.
6. **DO NOT return to an evacuated building unless told to do so by the Campus Police.**
7. If requested, assist emergency crews as necessary.
8. A campus EOC or IC may be set up near the disaster site. Keep clear of this area unless you have official business.

B. **CAMPUS OR SITE EVACUATION**

1. Evacuation of all or part of the Campus grounds will be announced by the Campus Police as described in Section XIV, *General Evacuation Procedures*.

2. All persons are to immediately vacate the site in question. See Appendix F Schusterman Campus Evacuation Plan.
3. 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. In the event of a confirmed fire or other emergency requiring evacuation in corridors F, or D a **CODE RED** will be announced by Campus Police on the public address system. At that time, the BP Pipeline Control Center will transfer operators to other locations and the operators will evacuate the building.

XIV. **PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

A. **GENERAL**

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

B. **CIVIL UNREST**

1. Most campus demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. A campus demonstration will generally not be disrupted unless the demonstration:
 - a. Interferes with the normal campus operations;
 - b. Prevents access to offices, classrooms, buildings or other facilities on campus;
 - c. Disrupts the teaching, patient care and treatment, and learning activities on campus;
 - d. Threatens the health and/or safety of individual(s);
 - e. Includes activities that may damage campus facilities.
 - f. A building that may be threatened by civil unrest may be locked down to ensure safety and security of university students, employees, buildings and property.
2. The decision to interrupt a campus demonstration will reside with the OU-Tulsa President or designee. An appropriate liaison will be appointed by the OU-Tulsa President or designee. The liaison will coordinate communication with the demonstrators. In congruence with normal operating procedures, Campus Police has

the authority to take immediate action to prevent harm to individuals in the event an immediate threat to health or safety exists.

3. In the event that 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:
 - a. The appointed liaison and key personnel may meet with demonstrators to discuss the situation and attempt to persuade the demonstrators to desist;
 - b. 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;
 - c. The campus Chief of Police may call in outside resources as necessary to respond or assist them as needed;
 - d. The OU-Tulsa President or designee may also determine if and when to involve the civil authorities.

XV. VIOLENT OR CRIMINAL BEHAVIOR

A. GENERAL

1. OU-Tulsa 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. This notification may be done by contacting Campus Police at 918-660-3333 or submitting a Workplace Incident Report form to Human Resources. The Workplace Incident Report form maybe completed on-line or printed from the OU-Tulsa home page under the Human Resources department.
2. Immediately contact Campus Police for situations that require immediate attention, have the potential to escalate to violence, and provide the following information:
 - a. Nature of incident
 - b. Location of incident
 - c. Description of person(s) involved
 - d. Description of property involved
 - e. Subject's last known location
 - f. Time lapse

- g. Direction of travel
- h. Vehicle description

3. Assist Officers with any additional information.
4. Take cover or find concealment if there is gunfire or discharged explosives. After the disturbance seek emergency first aid if necessary and contact Campus Police. If possible provide direction and distance to the sound of the explosion or gunfire.

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
 - b. Location
 - c. Description of person(s) involved
 - d. Description of property involved

- e. Subject's last known location
- f. Time lapse
- g. Direction of travel
- h. Vehicle description

C. PSYCHOLOGICAL CRISIS

1. A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. 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 that you feel may become dangerous.
3. Notify Campus Police of the situation by calling 660-3333. Clearly state that you need immediate assistance. Give your name, location and the area involved.

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

1. The President or designee, shall maintain order at OU-Tulsa campuses and has the authority and power to direct any person to leave an OU-Tulsa campus who is not a member of the faculty, staff or student body who:
 - a. interferes with the peaceful conduct of activities at an institution of learning;
 - b. commits an act which interferes with the peaceful conduct of activities at the OU-Tulsa campus; or
 - c. enters the OU-Tulsa campus for the purpose of committing an act which may interfere with the peaceful conduct of activities.
2. Any person to whom this section applies, who fails to leave the OU-Tulsa campus as directed or returns within 180 days thereafter, without first obtaining written permission from the OU-Tulsa President shall be charged with a misdemeanor.
3. In the event a civil disturbance occurs, this procedure provides general guidelines

to follow when dealing with a disturbance involving employees, students and the general public.

4. The Dispatcher, upon notification of a civil disturbance, will inform the shift commander and all members of the Campus Police. (Example: "Attention, all Officers. We have a possible civil disturbance," and give the location. The shift commander and Officers responsible for the area will acknowledge via radio).
5. The first Officer on the scene will notify, via radio, the Campus Police of the circumstances at the scene.
6. The shift commander will assess the situation and advise command of the intent of group; whether the group has a permit; the time frame the group intends to demonstrate; and the name of the spokesperson for the group.
7. The shift commander shall warn the individuals that they may be in violation of state law and University policy. At that time, the Officer may take appropriate actions if the violation continues. Because a show of force usually only agitates the situation, a low-key approach should be maintained, if at all possible.
8. 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 that building should be locked down by computer or mechanical means.
9. 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.
10. Officers should not engage in any discussion relating to the reason for the demonstration or disturbance.
11. If the media is present, refer them to Public Affairs. Under no circumstances will Campus Police Officers make a statement to the media.
12. If additional Officers are needed, the Shift Supervisor will contact the agencies listed below as needed as directed by the Chief of Police.

- | | | |
|----|---|-----------|
| a. | Tulsa Police Department | 911/radio |
| b. | Tulsa County Sheriff's Office | 911/radio |
| c. | Tulsa Fire Department | 911/radio |
| d. | Emergency Medical Services Authority (EMSA) | 911/radio |

13. The Emergency Response Coordinator will notify the proper Department Heads.

E. HOSTILE PERSON ON CAMPUS

1. A person who has a visible weapon on their person, made reference to using a weapon or, actively engaging in harming a person on an OU-Tulsa Campus.
2. If you witness or are aware of a hostile person or hostile plans that include any OU-Tulsa Campus, you should call Campus Police at 918-660-3333 immediately. Be prepared to give details of the suspect(s), locations and/or plans that you are calling to report.
3. No member of the faculty or staff of OU-Tulsa should attempt to confront a hostile person unless they have been properly trained and can do so without putting themselves or others at risk of injury. If confronted by a hostile individual, you should call or have someone call Campus Police at 918-660-3333.
4. Faculty, staff and students who are not immediately confronted by a hostile individual but who are aware of a hostile situation should:
 - a. if not in an interior area, as quickly as possible get to a interior office, classroom, or lab and lock the door (**DO NOT** remain in a hallway); and
 - b. immediately contact Campus Police at 918-660-3333 if no answer call 911
5. Upon receiving the message, Security threat on Campus broadcast over the campus emergency notification system, all faculty and staff members will do the following:
 - a. lock all doors and windows and close all blinds and curtains;
 - b. barricade the door from the inside with tables, chairs or anything available if possible;
 - c. stay in interior rooms, offices, or labs and out of the hallways;
 - d. stay away from doors and windows;
 - e. turn off all lights and all audio equipment;

- f. keep all room occupants together, and remain as calm as possible in your location until Campus Police or Tulsa Police arrive at your location.
- 6. If a Fire Alarm sounds during a known attack on campus, individuals on campus will need to make a personal decision for themselves. They need to determine if they see visible smoke and/or fire and if they need to risk leaving where they are locked down to evacuate. This decision must be made quickly and there is a risk that the perpetrator(s) may have set off the fire alarms in order to drive additional victims to the attackers.

XVI. EXPLOSION OR DOWNED AIRCRAFT

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, the following actions shall be taken:

- A. All personnel shall take immediate cover under tables, desks and other objects which will give protection against falling glass or debris.
- B. Notify Campus Police at 918-660-3333 as soon as you are safely able to do so. Give your name and describe the location and nature of the emergency.
- C. If necessary, or when directed to do so, activate the building alarm.
- D. Seek and assist injured persons, if able to do so. Do not use the elevators. Evacuate if the alarm is sounded or when told to leave by Campus Police or the Area Coordinator.
- E. Once outside, move to the Designated Assembly Area. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

XVII. EARTHQUAKE

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

- A. IF INDOORS seek refuge under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- B. IF OUTDOORS, move quickly away from buildings, utility poles and other structures.

Caution: Always avoid power or utility lines as they may be energized. Know your Designated Assembly area.

- C. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- D. If emergency help is necessary call Campus Police, at 918-660-3333. Protect yourself at all times and be prepared for after-shocks.
- E. Damaged facilities should be reported to Campus Police and Operations. Gas leaks and power failures create special hazards, see Section XXII.A., *Utility Failures*.
- F. If an emergency exists, activate the building alarm.
- G. When the building evacuation alarm is sounded, or when told to leave by Campus Police or the Area Coordinator, follow the general evacuation procedures.

XVIII. SEVERE WEATHER

A. GENERAL

1. Most employees will be made aware of severe weather warnings through commercial radio, weather radio, TV or Tornado Siren. Campus Police will monitor local weather advisories when any severe weather conditions exist. Notification of Schusterman Center employees will be made by the Campus Police, or the Emergency Communications System (ECS).
2. Upon receiving information of severe weather, the Campus Police Dispatch will advise a member of the "OU-Tulsa Emergency Call List" list of the situation. In the event the Campus is in the path of severe weather, notification procedures will begin.
3. If it is determined that the campus is in the projected path of a tornado, Campus Police will notify the President or designee of the impending emergency. The President or designee will then direct Campus Police to notify the affected campuses via public address system.
4. After normal working hours and on weekends and holidays, Campus Police will

make notification utilizing the "OU-Tulsa Emergency Call List" found in Appendix A.

5. The following tips may be helpful during thunderstorms or other severe weather warnings:
 - a. If outside, move indoors as soon as possible.
 - b. Move to an interior hallway, basement or tunnel. Remain there until the immediate danger has passed.
 - c. Avoid staying in exposed, exterior walkways.
 - d. Avoid upper floors, large glassed areas and windows.
 - e. Stay out of parking decks, gymnasiums and auditoriums.
 - f. Stay away from electrical appliances.
 - g. Use the telephone only for emergency calls.
 - h. Stay calm and stay alert.
 - i. Severe weather can strike without time for notification. Take appropriate action when severe weather conditions are threatening.

B. TORNADO OR WINDS DAMAGING OU-TULSA FACILITIES

The following actions will be taken by OU-Tulsa in the event tornadic or straight winds have damaged an OU-Tulsa facility and a declaration of a state of emergency has been declared by the ERD (See Section V. A. EMERGENCY RESPONSE DIRECTOR). OU-Tulsa, at the direction of the ERD, shall be closed and secured until a complete search and rescue and damage assessment has been conducted of the affected campus. The City of Tulsa Emergency agencies will be the emergency rescue agencies to respond to an event affecting OU-Tulsa.

1. If the emergency situation impacting OU-Tulsa facilities and the immediate response by city emergency response agencies to any OU-Tulsa campus may be delayed for an extended period of time the ERD may elect to activate the OU-Tulsa Emergency Response Team (See Appendix F *OU-TULSA EMERGENCY RESPONSE TEAM*).
2. Depending on the direction of the severe storm cells, differing areas or buildings may be more damaged than others. Those areas where there are reported injuries will receive the primary rescue efforts.
3. The Campus Police shift commander will be the IC until relieved by Emergency

Response Director or designee (See Section V. A. EMERGENCY RESPONSE DIRECTOR.)

4. The IC will make the following initial decisions and take the following actions:
 - a. decide location of EOC;
 - b. direct the police dispatch;
 - c. if after-hours, the IC will order activation of the Emergency Call-out List (See Appendix A. *EMERGENCY CALL LIST*), and
 - d. instruct all emergency response team members to assemble by the EOC for assignments.
5. The ERD will monitor the emergency as it unfolds and make the following decisions and assignments to emergency response team members:
 - a. occupant assembly areas;
 - b. location of first aid station;
 - c. location of security barricade to secure the Incident Command Post, and
 - d. sequence of search and rescue operation (See Appendix F. *OU-TULSA EMERGENCY RESPONSE TEAM*).
6. The ERD will determine when the emergency conditions have subsided sufficiently to announce the “All Clear” via public address system and the ECS. The ERD will have a message broadcast via the public address system and the ECS which will:
 - a. announce assembly areas;
 - b. announce the campus is on “lock-down” until a damage assessment has been made, and
 - c. instruct area coordinators to look for damage and/or injured individuals as they exit the buildings and to report to the EOC.
7. After all buildings have been evacuated the ERD will direct the Chief of Police to secure the affected OU-Tulsa Campus to prevent entry to the campus with the exception of first responders or other authorized personnel.

C. TORNADO OR WINDS NOT DAMAGING OU-TULSA FACILITIES

The following actions will be taken by OU-Tulsa in the event tornadic or straight winds have been reported in the City of Tulsa or Tulsa County, but the track of the severe weather shows the OU-Tulsa facilities to be unaffected by the severe weather.

1. Upon receiving information of severe weather, the Campus Police Dispatch will activate the "OU-Tulsa Emergency Call List" list found in Appendix A.
2. If it is determined that the campus is **not** the projected path of a tornado, and Campus Police has received reports that the City of Tulsa or Tulsa County have initiated the local emergency notification systems, Campus Police will notify the President or his designate of the situation. The President or designate will then direct Campus Police as to the appropriate response to be taken.

XIX. MEDICAL EMERGENCIES AND FIRST AID

- A. If serious injury or illness occurs on any OU-Tulsa Campus, immediately, dial 911 then call Campus police if practical, 918-660-3333
- B. In case of minor injury or illness, provide basic first aid care. Use only sterile first aid materials if at all possible.
- C. In case of serious injury or illness, Red Cross trained personnel should administer care until medical help arrives.
- D. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- E. Ask victim, "Are you okay?" and "What is wrong?"
- F. Control serious bleeding by direct pressure on the wound. Never use a tourniquet.
- G. Continue to assist the victim until help arrives.
- H. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

XX. CHEMICAL/BIOLOGICAL/RADIATION INCIDENT

Responsibility for hazardous materials spill cleanup lies with the individual department responsible for the materials involved in the spill. This includes, but is not limited to, provision of cleanup personnel and equipment. 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 Campus Police at (918) 660-3333. Campus Police, in turn, will contact the appropriate persons, including the EHSO or Radiation Safety. When reporting the spill, be specific about the nature of the involved material's exact location.

A. CHEMICAL SPILLS - GENERAL

Campus Police 918-660-3333 shall be contacted whenever:

1. 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;
2. personal injury or a chemical exposure that requires medical attention has occurred;
3. a fire hazard exists;
4. a respirator is needed to handle the material involved;
5. a public area is involved or contaminated;
6. an airborne contamination has occurred that requires a local or building evacuation;
7. damage to university property has occurred;
8. prolonged or overnight cleanup is required;
9. an unknown substance is involved; or
10. the spill has entered the land or water.

B. 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 4 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 because of lack of smell.
 - 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. Such procedures generally follow these steps.
- 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.

C. 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 1 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 Campus Police and evacuate all persons in the area immediately 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.
- g. Assist response personnel by providing requested information, including identification and quantification of material spilled.

D. BLOOD SPILLS

- 1. Cleaning of blood spills should be limited to only those persons who are trained for the task. Universal precautions must always be observed. Refer to the OUHSC/OU-Tulsa *Infectious Diseases Policy* on line at <http://www.ouhsc.edu/ehso/> for more information.
- 2. If an untrained person encounters a blood spill, he/she should limit access to the area and immediately call Campus Police at 660-3333. Campus Police will notify the EHSO.

E. CHEMOTHERAPY SPILL PROCEDURE (CYTOTOXIC SUBSTANCES)

- 1. Evacuate and isolate the spill area immediately.
- 2. Contact Campus Police at 918-660-3333. Campus Police will notify the EHSO.
- 3. Establish a safe perimeter and secure the spill area from unauthorized access until Security arrive.
- 4. Decontaminate any personnel contaminated by the spill utilizing the following procedure:
 - a. Remove and bag all contaminated clothing.
 - b. Wash the affected skin area with soap and water, as soon as possible. Repeat this procedure three (3) times. **DO NOT** use a germicidal cleaner.
 - c. Flush exposed eyes immediately with water or isotonic eyewash for at least five (5) minutes.
- 5. Identify the specific chemical/pharmaceutical and obtain the appropriate SDS to present to Campus Security. Spill clean-up procedures may be performed only by trained personnel who are approved by the EHSO.

F. MERCURY SPILLS

1. A number of sources of metallic mercury are present in several of the OU-Tulsa buildings, ranging from thermometers to blood pressure monitors that are found in some clinics as well as containers located in various laboratories at the Schusterman Center.
2. If mercury is spilled or if a mercury spill is discovered, isolate the area, do not allow re-entry, and contact the EHSO immediately for assistance, regardless of the apparent size of the spill.

G. REGIONAL CHEMICAL EMERGENCY

In the event a mishap occurs to a non-university facility which may potentially impact an OU-Tulsa Campus, such as a large industrial accident or chemical release, the following actions should be taken:

1. Upon receiving information of a regional chemical emergency, the Campus Police Dispatch will advise a member of the “OU-Tulsa Emergency Call List” of the situation. In the event the campus is in the projected path of the regional chemical emergency, notification procedures will begin.
2. The Campus Police will immediately notify the Boiler house staff to begin shutting down the HVAC systems and to the extent possible without endangering themselves closing the outdoor air intake dampers.
3. Campus Police will notify the President or designate of the impending emergency. The president or designate will then direct Campus Police to notify the affected campuses via public address system.

H. 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 Campus Police 918-660-3333.

I. 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. Vacate 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 Campus Police 918-660-3333.
5. DECONTAMINATE PERSONNEL. Contaminated clothing and articles should be removed immediately and in the event of contamination skin or clothing notify the Radiation Safety Officer. Flush contaminated areas thoroughly with water, then

wash repeatedly with mild soap and warm, not hot, water.

XXI. **BOMB THREAT OR SUSPICIOUS PACKAGE**

A. **BOMB THREAT**

1. A bomb threat may be made to any person at any time for any reason. The person receiving the call should make every attempt to remain calm, be courteous, do not interrupt the caller. Immediately after the call the individual receiving the call should contact Campus Police at 918-660-3333, and relay any information about the bomb threat.
2. The Campus Police Dispatcher, upon receiving a bomb threat or being informed a threat has been made against a particular area, will inform the Shift Commander and all members of Campus Police.
3. The Shift Commander will immediately contact the chief police and advise of the location and time the bomb threat was received and any other available information.
4. Initiate evacuation of the affected building(s) upon instruction from a member of the "OU-Tulsa Emergency Call List" or as instructed by the Campus Police shift commander. Prepare for an emergency evacuation on order from the president or designee.
5. If a device or suspected device is located, ALL occupants of the Schusterman Center, and ALL Campus Police or security officers will move to a safe distance from the device. **THE DEVICE OR SUSPECTED DEVICE WILL NOT BE HANDLED.** The shift commander will advise the dispatcher to notify 911 and request emergency assistance from the ERD and Tulsa Police Department (TPD) as required.
6. The police dispatcher will advise the emergency response personnel that at this time a suspected device has been located and, any other information about the device(s) origin.
7. The chief of police in collaboration with TPD will determine the manner of the building search.

8. The shift commander of Campus Police should notify a member of the “OU-Emergency Call List” when the search of the building(s) has been completed by appropriate emergency agencies.

B. SUSPICIOUS PACKAGE

1. There are a few simple ways to recognize a suspicious package or mail. Employees should be aware of any package which includes any of the listed appearances:
 - 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, or
 - h. Oily stains, discolorations or crystallization on wrapper.
2. If employees 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. DO NOT OPEN THE LETTER OR PACKAGE. Contact Campus Police at 918-660-3333.
3. If the package is already opened:
 - a. Immediately set the item down gently at the location where it was opened. Move away slowly.
 - b. Contact Campus Police at 918-660-3333. Follow the instructions from Campus Police or other recognized authority.
 - c. Do not operate any power switches.
 - d. Do not activate the fire alarm.
 - e. Do not allow others into the area. If anyone enters the area they should stay in the area until instructed to leave by Campus Police or other Public Safety Responders.

4. WHAT YOU SHOULD **NOT** DO:

- a. DO NOT pass the letter or package to others to look at.
- b. DO NOT disturb any contents in the letter or package.
- c. DO NOT ignore the threat, it **must** be treated as real until properly evaluated.

XXII. **FIRE**

- A. It is important to remember fire prevention begins with each of us. Report any situation or circumstances that appear unsafe or hazardous that might cause a fire. This could be:
 - 1. the improper handling of liquids and gases;
 - 2. storage of materials too high or in such a manner that would restrict the effectiveness of the sprinkler system;
 - 3. smoke barrier doors blocked open that would not close automatically as they should in the event of a fire;
 - 4. poor housekeeping habits such as leaving waste materials in various areas;
 - 5. dumping of cigarette ash trays in waste baskets; or
 - 6. misuse of electrical outlets (several appliances plugged in a wall outlet) and appliances.
- B. Everyone is a Fire Inspector and your job is to serve and protect. The purpose of this procedure is to provide guidelines for Campus Police in the event of a fire. Each officer has a specific task if they discover a fire, or are advised of a fire somewhere on the Campus.
- C. In the event a fire is reported, the officer(s) will do the following:
 - 1. The officer(s) upon being notified of a fire condition or discovering a fire (smoke or flame) will respond immediately to the scene, and report by radio the conditions at the scene (give the location and/or address, i.e., house or building number).

2. Upon being notified of a fire, the Campus Police Dispatcher will go to the fire panel and dispatch the location of the fire as indicated on the panel to the responders.
3. The shift commander will respond to the scene, take charge and inform command by radio of the exact fire conditions.
4. The Campus Police Dispatcher, upon an order from the shift commander, will notify 911, campus Chief of Police, and Operations.
5. The Dispatcher will advise the shift commander of the location and wait for further instructions.
6. The responding officer will take charge and inform the shift commander of the changing conditions.
7. 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. In the event of a fire is confirmed in corridors A, F, or D, a **CODE RED** is announced by Campus Police on the public address system. At that time the Control Center will transfer operators to other locations and the operators will evacuate the building.

XXIII. MAJOR BUILDING SYSTEMS FAILURE

A. UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., 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 Campus Police 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 the building alarm is sounded, or when told to leave by the Campus Police or the Area Coordinator, follow the general evacuation procedures in Section XIII., *General Evacuation Procedures*.

B. ELECTRICAL/LIGHT FAILURE

1. In the event of electrical failure, campus emergency generators will provide emergency lighting in the hallways, stairwells, and emergency exit signs.
2. Additionally, the campus is equipped with Uninterrupted Power Supply (UPS) systems for critical equipment, these are also powered by the emergency generators.
3. In the event of an electrical failure which effects any clinic in the OU-Tulsa region with a loss of electrical power for a period of time exceeding 48 hours in duration, all vaccines which must be refrigerated (maintained at 35° ~ 46° F) or frozen (maintained at 5° F or colder) shall be transferred to the Schusterman Campus for storage until electrical service is restored to the effected clinic(s).
 - a. The clinic manager for the affected clinic shall contact the OU-Tulsa EHSO before attempting to transfer any vaccines;
 - b. the clinic manager for the affected clinic shall be responsible for transferring the stocks of vaccine from and to their clinic;
 - c. room 2E17 has been identified as the repository during this time period, and
 - d. ice packs and storage containers may be obtained from the OU-Tulsa EHSO.

C. ELEVATOR FAILURE

1. If you are trapped in the elevator, use the emergency phone to notify Campus Police.
2. If the elevator emergency phone is unanswered, turn on the emergency alarm (located on the front panel) which will signal for help. Depress the alarm for at least 30 seconds.

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. REMEMBER electrical arcing can trigger an explosion!

3. Notify Campus Police at 918-660-3333.

a. Campus Police will notify:

- (1) 911 and all on-duty Campus Police personnel;
- (2) Chief of Police or designee
- (3) a member of the Emergency Response Team (See *Appendix A*);
- (4) the EHSO, and
- (5) secure the area allowing no entry except authorized emergency responders.

a. The EHSO will monitor the air for explosive vapors.

- (1) If the concentration of explosive gases exceeds 10% of the Lower Explosive Limit the EHSO will have the area evacuated.
- (2) Should the EHSO be unavailable this responsibility would be assumed by the Tulsa Fire Department.

F. STEAM LINE FAILURE

Immediately notify Operations at (918) 660-3555 or the Boiler Operator at 918-660-3213 and vacate the area.

G. VENTILATION PROBLEM

If smoke or odors come from the ventilation system, immediately notify Campus Police at 918-660-3333 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 ten seconds (normally 5-8 seconds) or less after failure of normal power. The emergency power source shall be included in the OU-Tulsa maintenance program, with inspections, performance, exercising period, and repairs recorded by written records.
- b. 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 and heating systems and elevators.
- c. Red electrical wall outlets and plugs indicate that they are on emergency power.

2. RESPONSIBILITIES

a. OPERATIONS shall:

- (1) conduct weekly inspections of the major power generators;
- (2) exercise equipment under load and operating temperature conditions for at least 30 minutes at intervals of not more than 30 days;
- (3) prepare appropriate records of inspections, performances, exercising periods, and repairs;
- (4) maintain a list of diagrams depicting areas and functions supplied emergency power, along with demands and capacity;
- (5) coordinate addition or deletion of equipment;
- (6) plan expansion of existing sources as necessary; and
- (7) provide in-house coverage by qualified electrician(s).

b. AREA COORDINATOR

Each Area Coordinator may consider maintaining an adequate supply of flashlights in their work area.

XXIV. COMMUNITY HEALTH CRISIS

Due to the transiency of the campus population, a variety of medical and health emergencies can affect the campus community. These include clusters of communicable disease, including, but not limited to, pandemic influenza, influenza-like illness, gastrointestinal illness, meningitis, tuberculosis, or any other reportable communicable disease.

1. The Tulsa City-County Health Department is responsible for assessment, surveillance and clinical triage. In addition, Campus Environmental Health and Safety and/or other appropriate University office, depending on the nature of the specific crisis, will act as a liaison with public health agencies.
2. In managing a large scale emergency, OU-Tulsa will cooperate with and take direction from University administration, local, state and/or federal public health agencies.
3. Medical: Anyone can report a medical emergency directly to 911. First responder first aid/AED services are available from Campus Police. The on-campus first responder can request additional emergency medical resources through Campus Police Dispatcher.
4. Health-Related Exposure: Anyone can report a potential health-related exposure to the OU-Tulsa Environmental Health and Safety office. An exposure may include, but is not limited to, direct contact with hazardous agents, ingestion of contaminated food, or suspected release of biological agents in the geographical area of any campus. Beyond initial reporting, OU-Tulsa will rely primarily on the expertise of local, state and/or federal public health agencies for large-scale medical emergencies.
5. Mental Health Monitoring: If university officials determine that the nature of the incident may result in mental health issues for responders, staff or students, then it can request mental health monitoring or crisis counseling utilizing internal and external resources. OU-Tulsa personnel may work with local resources such as the American Red Cross to create and implement a mental health monitoring plan.

APPENDIX A

OU-TULSA EMERGENCY CALL LIST

Campus Emergencies

	Office	Home	Cellular
John Schumann, MD	918-660-3300	N/A	918-859-5621
Rick Koontz	918-660-3301	918-995-2831	918-629-0483
Jonathan Joiner	918-660-3081	918-296-0826	918-645-0239
James Sluss, PhD	918-660-3499	918-294-0202	405-420-2923
James Herman, MD	918-660-3610	N/A	717-982-3708
Tricia Rahal	918-660-3191	N/A	918-231-0701
Bob Farringer	918-660-3878	N/A	918-629-1421
Walter J. Evans	918-660-3909	918-872-9433	918-760-6761
Renee Engleking	918-660-3629	N/A	918-340-0005
Krista Pettersen	918-660-3491	N/A	918-808-5635
Josh Davis	918-660-3107	N/A	918-859-4226

Media Relations

Tracy Kennedy	918-660-3316	918-398-6124	918-691-7174
Bonnie Rucker	918-660-3317	N/A	405-642-1265
Jocobi Campbell	918-660-3306	N/A	918-402-9934

Emergency Communication System

	Office	Home	Cellular
Tracy Kennedy	918-660-3316	918-398-6124	918-691-7174
Bonnie Rucker	918-660-3317	N/A	405-642-1265
Jocobi Campbell	918-660-3306	N/A	918-402-9934
Bob Farringer	918-660-3878	N/A	918-629-1421

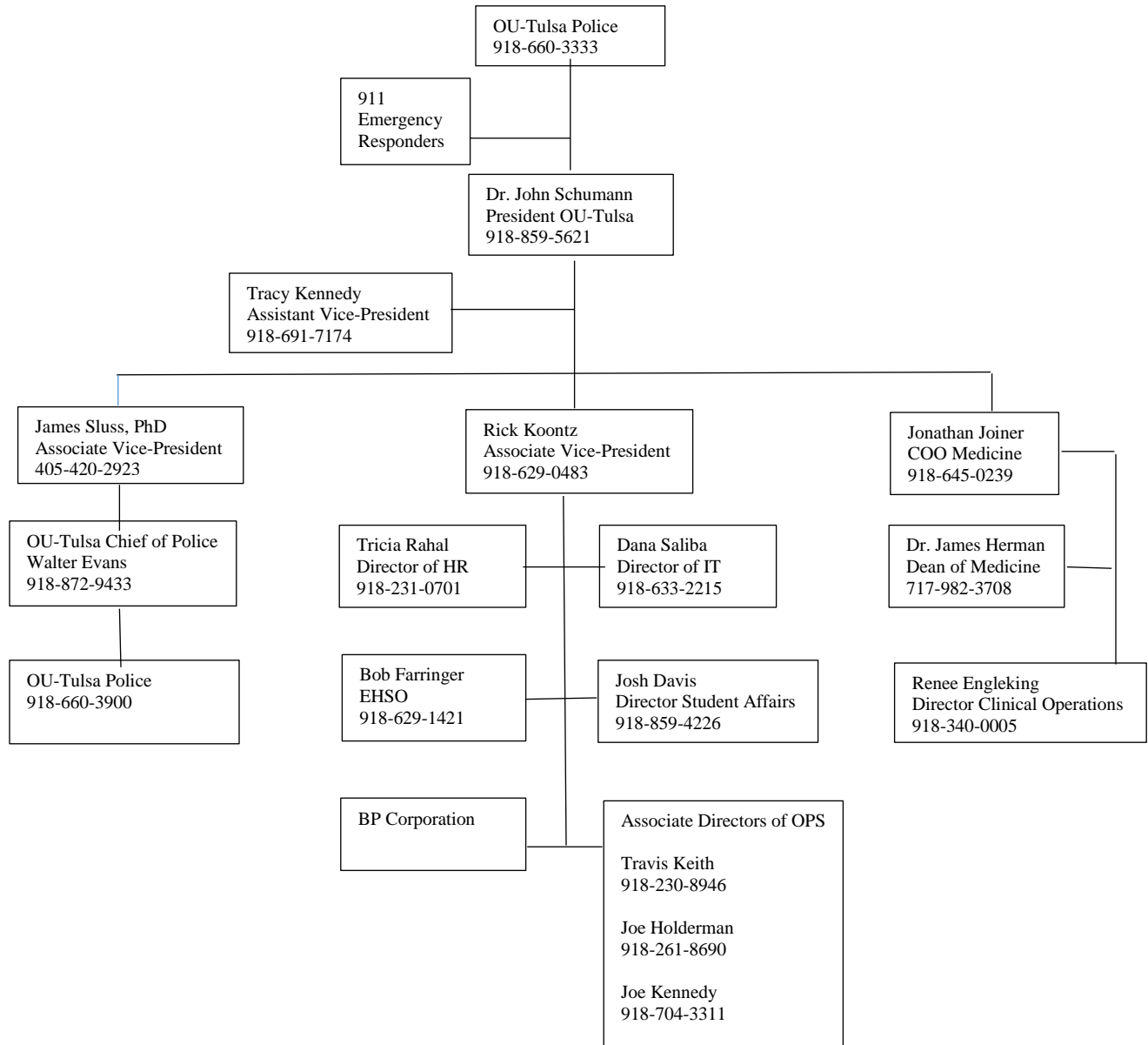
Environmental Health and Safety Office

Tulsa - Bob Farringer	918-660-3878	N/A	918-629-1421
OKC - Trent Brown	405-271-3000	N/A	405-823-5120

Radiation Safety Office

OKC -George MacDurmon	405-271-6121	N/A	405-650-5807
OKC - Casey Schmitz	405-271-6121	N/A	405-659-9594

OU-TULSA EMERGENCY CALL TREE



APPENDIX B
AREA COORDINATORS
Schusterman Center Academic Buildings

Name	Office Location	Area of Responsibility
Dianne Estes	1F03	1A and 1F wings
Karen Mitchell	1F18	1a and 1F wings
Cindy Wood	1B09	1B and 1G wings
Aubrey Brands	1B11	1B and 1G wings
Ben Tuttle	1D08	1D Classrooms
Rodney Nguyen	1D08	1D Classrooms
Crystal Peterson	1C19	1C wing and PA Program
Ashley Gregg	1C08	1C wing and PA Program
Meredith Talley	1C54	Student Affairs, Student Services
Angela Surratt	1C54D	Student Affairs, Student Services
Josh Davis	1C76B	Student Lounge, Fitness Center
Lee Lawson	1C76C	Student Lounge, Fitness Center
Kristin Rodrigues	Tandy 115	1E wing, Tandy Building
Sarah White	Tandy 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 and 2D wings
Esthela Casale	2D27	2F and 2D wings
Lorri Craig	2E13	2E wing
Angie Childers	2E09	2C and 2E wings
Kim Little	2F06	2F wing
Tandy Gourd	2F04	2F wing
Don Eberly	2G09	2G wing

Rick Bryant	2G04	2G wing
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AREA COORDINATORS
Schusterman Center Academic Buildings

Name	Office Location	Area of Responsibility
Morgan Biaggi-Frische	2H05	2H wing
Courtney Graham	2H06	2H wing
Amanda Smith	2J20	2J wing
Carolyn Wright	2J12	2J wing
Taffani Mabe	2J22	2J wing
BP	N/A	3D, 3F and 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
Bob Farringer	3G08	3G wing
Danielle Faisel	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		Learning Center and Building 3 Classrooms
Janet St. Clair	4320	3 rd Floor Building 4
Kim Copeland	4320	3 rd Floor Building 4
Denise Davis	4403	4WB and 4-West 4 th floor
Cliff Chan	4409	4WB and 4-West 4 th floor
Vickie Lake	4W115	4-West 1 st floor
Amy Gainer	4W110	4-West 1 st floor
Julie Langston	4W204	4-West 2 nd floor
Susan Bergman	4W215	4-West 2 nd floor
Ron Nealis	4W305	4-West 3 rd floor
Dana Saliba	4W310	4-West 3 rd floor
Raymond Kirkes	5111	Building 5-West
Keri Jackson	614	Building 6
Joe Kennedy	618	Building 6
Jim Perkin	12112	Building 12

Melissa Action	12208	Building 12
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AREA COORDINATORS

Schusterman Clinic

Name	Office Location	Area of Responsibility
Cathy Colburn	1613	1300 - 1600
Sharnella Goudeau	1612	1300 - 1600
Cindy Morrison	1801	Ultrasound – X-ray
Ahmad Dirawi	1801	Ultrasound – X-ray
Lorie Brown	1081	Surgery Center
Dawn Goetz	1081	Surgery Center
Adam Smoot	1081	Surgery Center
Visenta Balderaz	2802	2802 Immunization areas
Rebecca Carrasco	2304	2300 Hall
Chris Loney	2000	2100 - 2916
Kristen Ollie	2611	2400 - 2600
Sarah Johnson	2709	2700 – 2900
Franca Jackson	2005	2100 - 2916
Kathy Williams	2004	2400 - 2916
Melissa Wienke	2113	2100 – 2200
Yvonne Osgood	2081A	2020 – 2081B
Cindy Hickl	3100	Impact Areas
LuCinda Unger	3306	3200 - 3500
Helen Wood	3306	3101 - 3500
Arnold Green	3701	3500 - 3900
Vickie Minton	3904	3500 - 3900
Lindy Sullins	3800	3500 - 3900

AREA COORDINATORS

Family Medicine Clinic

Name	Office Location	Area of Responsibility
Betsy Honnold	Red Bud	1 st Floor
Denise White	Blue Sky	1 st Floor
Vicki Jones	Procedures	1 st Floor
Kaci Caldwell	Green Country	1 st Floor
Missie Stommes	1006	1 st Floor
Penny Abell	Front Lobby	Front Lobby
Missie Stommes	1006	2 nd Floor
Richard Waresback	3056	3 rd Floor
Cameron Metzger	3041	3 rd Floor

AREA COORDINATORS

Tisdale Specialty Clinic

Name	Office Location	Area of Responsibility
Laura Morrow	1306	1 st Floor
Laura Zuniga	1304	1 st Floor
Julie Honeycutt	2129	2 nd Floor
LaJeanna Weaver	2301	2 nd Floor

APPENDIX C

EMERGENCY RESPONSE RESOURCES

I. Hazardous Materials Spill Reporting

A. FEDERAL (Based on reportable quantity standard of substance)

1. National Response Center and CERCLA (Superfund Spill Cleanup) 800/424-8802
2. EPA Region 6 - Office of Pesticides and Toxic Substances 800-887-6063

B. STATE

1. Spills of any Hazardous Material
Oklahoma Department of Environmental Quality 800-522-0206
2. Spills Involving Oil, Oil Wastes on Land or Water
Oklahoma Corporation Commission 405-521-2242 (8:00 a.m. - 4:30 p.m.)
405-271-4468 (24 hour)
Oklahoma Department of Environmental Quality 1-800-522-0206 (24 hour)
3. Spills/Chemical Releases Involving Excess Air Emissions
Oklahoma State Department of Environmental Quality Air Quality Service
800-522-0206

C. CITY OF TULSA

1. Local Emergency Planning Commission (LEPC) 911
2. City Water Department 918-596-9488

D. Information to be Provided for Spill Reporting

Depending on agency receiving report, be prepared to provide the following information.

1. If known, the hazardous material involved and its potential hazard (flammable, corrosive, etc.)

2. Estimated amount spilled onto land, water, or air
3. Location and area affected by the spill
4. Time and duration of the spill
5. Source and cause of the spill
6. Methods used to control and cleanup the spill
7. Amounts of the spill recovered
8. Proper precautions, such as evacuation
9. Known or anticipated health effects
10. Contact person from OU-Tulsa
11. Weather conditions

II. Emergency Response

A.	Caldwell Environmental Management	405/329-7167
B.	Civil Defense/Emergency Management	918-596-9890
C.	Tulsa City Fire Department	918-596-9977
	Emergency -	911
	Local Ambulance Services - (EMSA)	911
D.	Tulsa County Health Department	918-582-9355
E.	State of Oklahoma Health Department	918-582-4973

III. Local Hospitals

A.	St. Francis Hospital	918-494-2200
B.	St. John Hospital	918-744-2345
C.	Hillcrest Hospital	918-579-1000

IV. The American Red Cross 918-831-1100

V. Oklahoma Department of Transportation 918-367-6490

VI. Oklahoma Department of Labor (**OSHA**) 405/528-1500
For any fatality of 5 or more. Notification must be within 48 hours 800/269-535 x 254

VII. State National Guard 918-745-5100

VIII. Department of Transportation (Resident Engineer) 918-836-7116

IX. Utility Companies

A.	Public Service Co. of Oklahoma (Service)	888-216-3523
B.	Public Service Co of Oklahoma (Outage)	888-213-3919
C.	Oklahoma Natural Gas	918-834-8000
D.	Southwestern Bell Telephone (Repairs)	800-286-8313
E.	Southwestern Bell Telephone (Digging and Drilling)	800-522-6543
F.	City of Tulsa (Water)	918-596-9488
G.	City of Tulsa (Sewer)	918-669-6100
H.	Locate underground lines (Call OKIE)	800-522-6543
X.	Environmental Protection Agency RCRA Hotline	1-800-424-9346
XI.	The Federal Emergency Management Administration (FEMA)	301/447-6771
XII.	Oklahoma Department of Civil Emergency Management	405/521-2481
XIII.	State Risk Management Office	918-596-9890
XIV.	Federal Bureau of Investigation - Tulsa Office/ Oklahoma Office	918-664-3300 405/290-7770
XV.	Chemical Referral Center (Chemtrek)	800-262-8200
XVI.	Environmental Protection Agency Small Business Hotline	1-800-368-5888
XVII.	Television Stations	
A.	KJRH (Channel 2)	918-971-5387
B.	KOTV (Channel 6)	918-732-6000
C.	KTUL (Channel 8)	918-460-8000
D.	KOED (Channel 11)	918-838-7611
E.	KDOR (Channel 17)	918-250-0777
F.	KOKI (Channel 23)	918-491-6141
G.	KTFO (Channel 41)	918-491-0023
H.	KTPX (Channel 44)	918-664-1044
I.	KWHB (Channel 47)	918-250-9402
XVIII.	Radio Stations	

A.	KRMG (Newsline)	918-493-7111
B.	KGTO	918-493-7400
C.	KRTQ	918-493-3434
D.	KWEN	918-494-9500
E.	KRAV	918-491-9696
F.	KBEZ	918-496-9336
G.	KHTS	918-492-2020
H.	KJMM	918-494-9886
I.	KMYZ	918-665-3131
J.	KNYD	918-455-2955
K.	KVOO (Newsline)	918-743-6461
XIX.	National Weather Service	918-743-3311

APPENDIX D
AVAILABLE RESOURCES NOT OTHERWISE LISTED

- I. Chemtrec (Chemical Transportation Emergency Center) 800/424-9300

Operated as a public service by the chemical manufactures association. Identification of unknown chemicals, advice on proper initial response methods and procedures for specific chemicals , advice on proper initial response methods and procedures for specific chemicals and situations, assistance in establishing contact with shippers/ carriers/manufacturers/special product response teams such as "chlorep" or the pesticide safety team network as necessary and appropriate.

- II. Bureau of Explosives, Association of American Railroads 719/584-0550

Assistance for hazardous materials incidents involving railroads; often contacted through Chemtrec.

- III. Department of Transportation Hotline 800/467-4922

Provides information assistance pertaining to the Federal Regulations for transportation of hazardous materials, CFR-49.

- IV. U. S. Coast Guard/D.O.T. National Response Center 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.

- V. Oregon State University Pesticide Hotline 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.

- VI. National Animal Poison Control Center of the University of Illinois 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 toxicants and chemical contaminants.

VII. EPA RCRA Hotline 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.

VIII. EPA Small Business Hotline 800-368-5888

To respond with advice and information to problems encountered by small quantity generators of hazardous waste.

IX. Consumer Product Safety Commission 800-638-2772

X. Technical Associations

American Welding Society	800-443-9353
Compressed Gas Association	703-788-2700

XI. Chemical Manufacturers

Aldrich Chemical	800-325-3010
American Scientific Products (Mallinckrodt)	800-323-5039
Fisher	
Scientific 800-722-6733	
LF- Nemours Dupont	800-441-7515
J.T. Baker Chemical Company	800-582-2537
	908-859-2151
Kodak Chemical Co.	423-229-2000
Merck Chemical Co.	866-448-7590

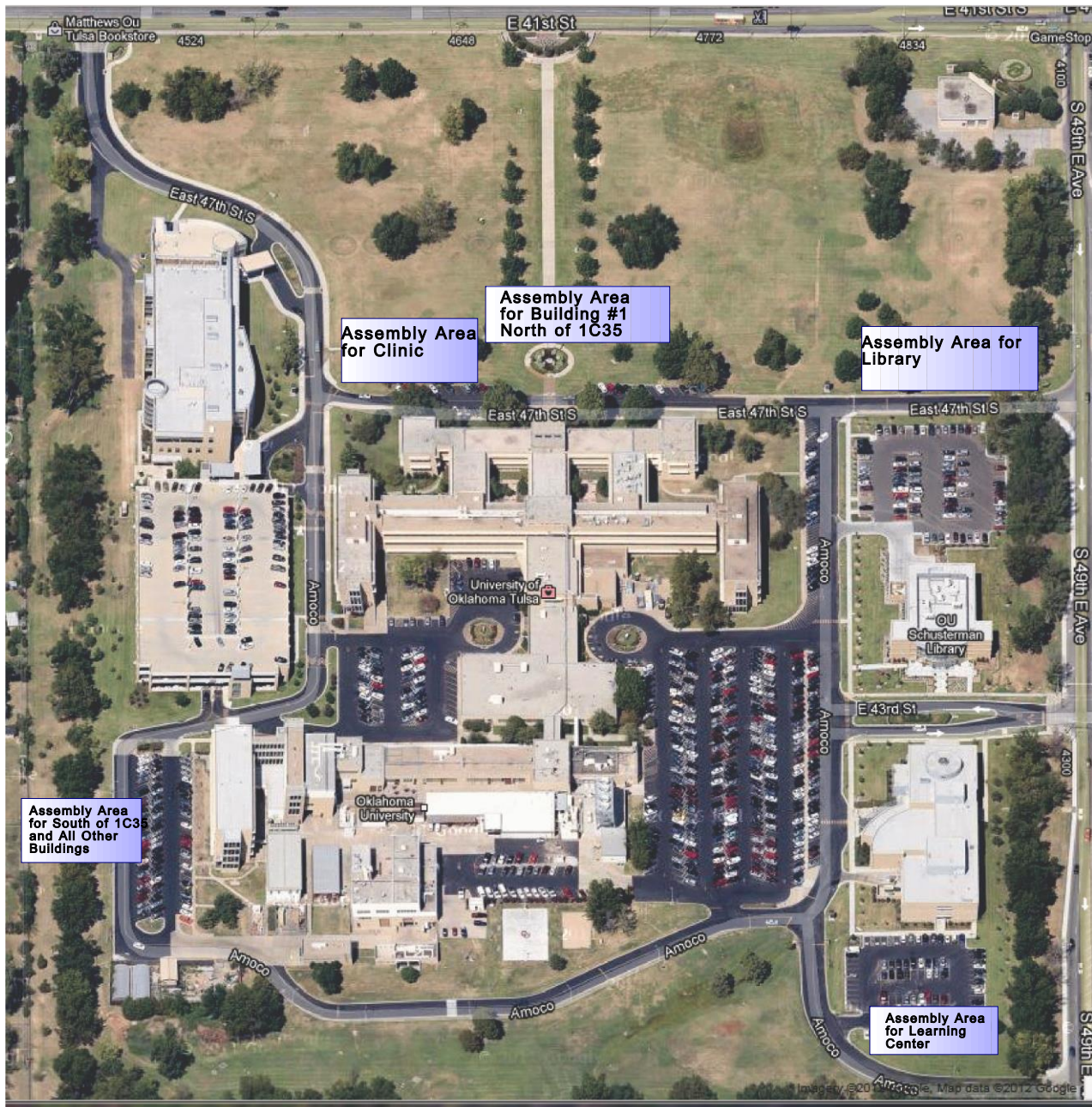
XII. Emergency Spill Response Supplies

Boren Safety Inc.(Safety Supplies)	918-446-4582
C-K &W (Safety Supplies)	918-583-9151
Environmental Products Unlimited (Safety Supplies)	918-446-9187

XIII. Oklahoma Poison Control Center

800-222-1222

APPENDIX E Schusterman Center Emergency Assembly Locations

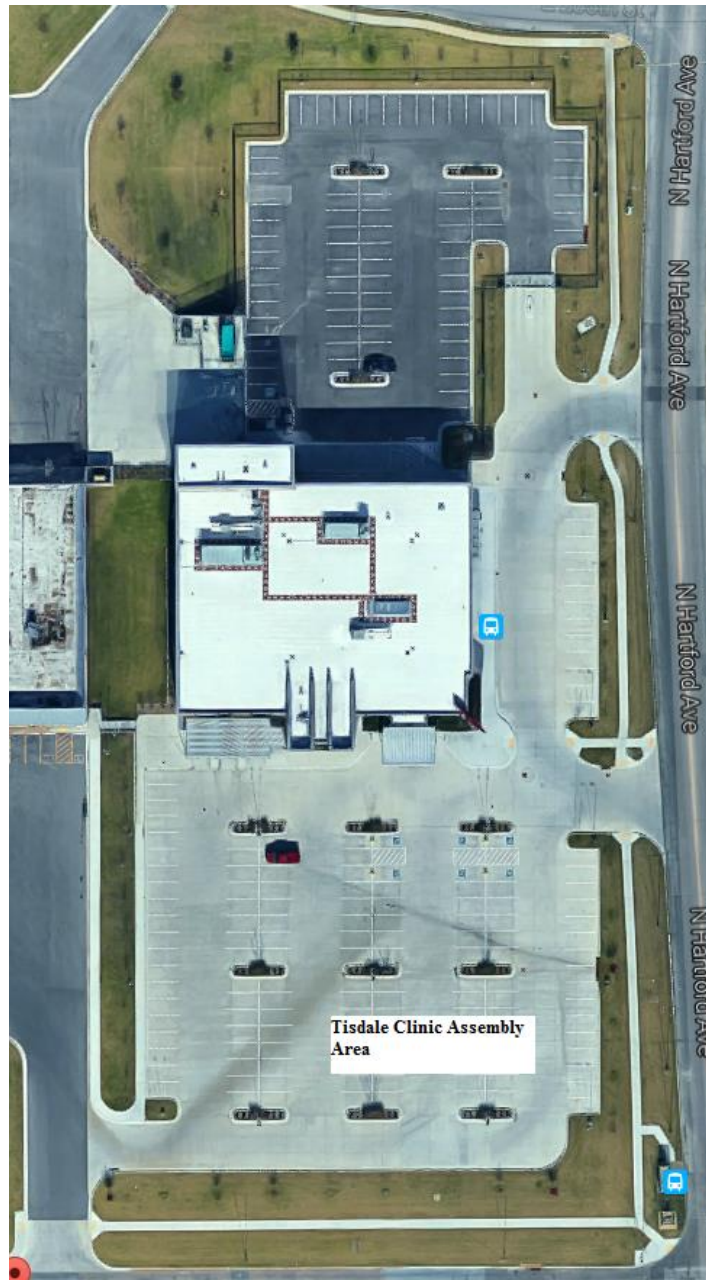


APPENDIX E

Family Medicine Emergency Assembly Location



APPENDIX E
Wayman Tisdale Clinic Emergency Assembly Location



APPENDIX E
South Memorial Clinic Emergency Assembly Location

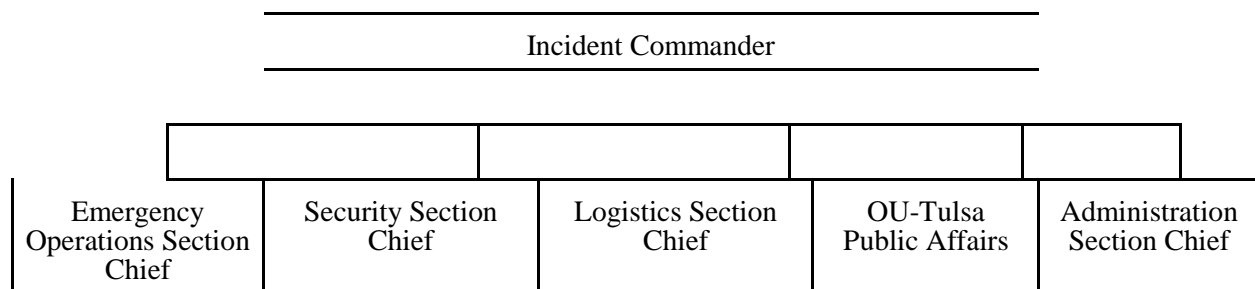


APPENDIX F OU-TULSA EMERGENCY RESPONSE TEAM GUIDELINES

XIII. Search and rescue will be conducted by OU-Tulsa faculty and/or staff personnel only on OU-Tulsa facilities and only when the following conditions are met:

- A. A declaration of a state of emergency has been declared by the Emergency Response Director (ERD) (See Section V. A. *EMERGENCY RESPONSE DIRECTOR*) or his designee.
- B. The ERD has determined the emergency situation which impacts OU-Tulsa facilities exists on a city, county or regional basis and the immediate response by city emergency response agencies to any OU-Tulsa campus may be delayed for a extended period of time.
- C. Only faculty and staff members which have previously been identified, are properly equipped and trained in:
 - 1. basic fire fighting;
 - 2. basic damage assessment;
 - 3. performing light search and rescue, and
 - 4. rendering basic medical treatment will be allowed to participate in the OU-Tulsa Emergency Response Team (ERT) operations.

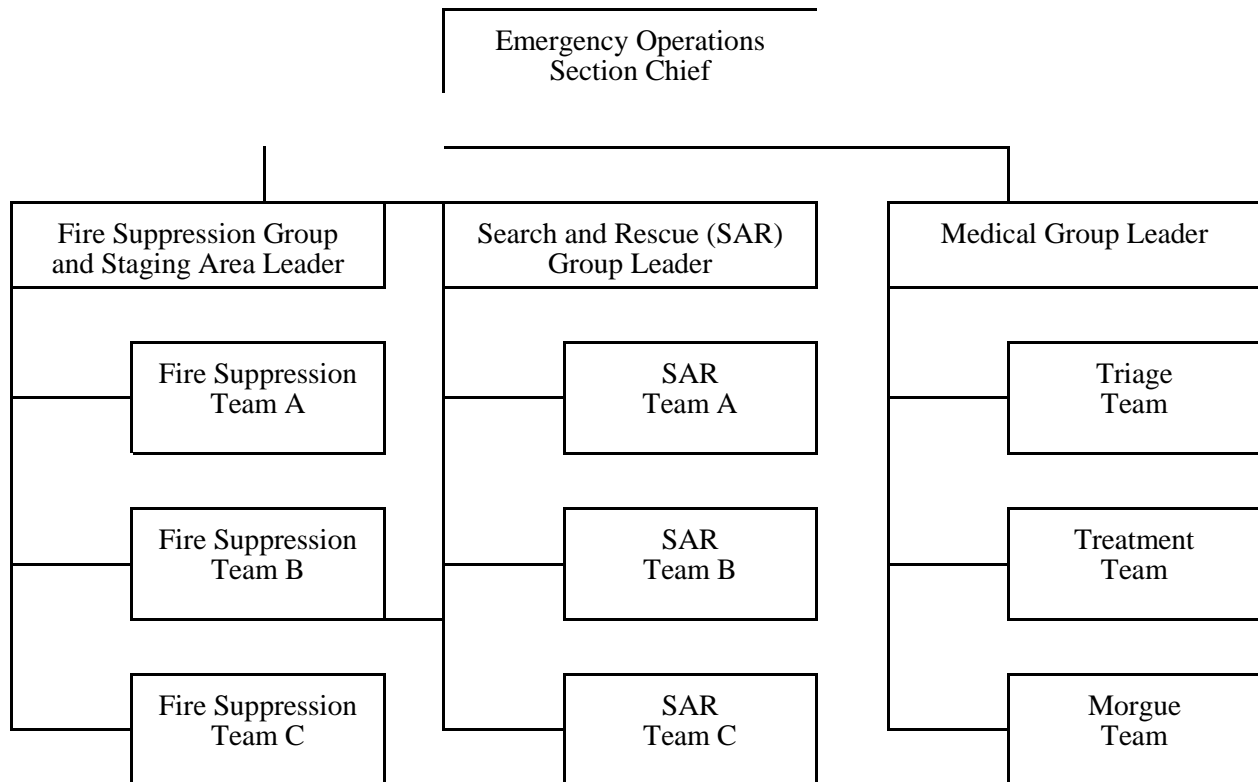
II. The Emergency Response Team will be organized on the incident commander reporting structure as follows:



III. It is vital to document and communicate information about the disaster situation and resource from the section chiefs to the Incident Commander.

- A. The Incident Command post is responsible for documenting the situational status, including:
 - 1. incident locations;
 - 2. access route;

3. identified hazards, and
 4. support locations.
- B. The Section Chiefs are responsible for providing the Incident Command Post with ongoing information about damage assessment, group status, and ongoing needs.
- IV. The Emergency Operations Section will be organized and operate in the in the following manner:



- V. The extent of involvement of the various Emergency Operational functional teams varies depending on the level of damage encountered.

Degree of Damage	Should Rescue be Attempted?
Heavy	No. Too dangerous to enter. Warn people to stay away.
Moderate	Yes, but perform only quick and safe removals; limit onsite medical care to checking for breathing, stopping bleeding, and treating for shock. Minimize the number of rescuers inside the building.
Light	Yes. Locate, triage, and prioritize removal of victims to the designated treatment area.

- VI. The strategies for assessing the damage to structures will be as follows:

Light	Moderate	Heavy
Superficial damage, broken windows, fallen plaster, major damage is to contents of building.	Visible signs of minor structural damage; decorative work that is damaged or fallen; many visible cracks in plaster; building still attached to foundation; major damage is to contents of building.	Partial or total collapse of walls and/or ceilings; obvious structural instability; tilting; off foundation; heavy smoke or fire; gas leaks; hazardous materials inside; rising or moving water
<ul style="list-style-type: none"> a. Secure building utilities (as needed). b. Establish and coordinate search and rescue teams with medical triage personnel. c. Establish "I" and "D" treatment areas. d. <u>Primary Mission:</u> Locate, triage, and prioritize removal of victims to designated treatment area. Continue evacuation process until all victims have been removed and accounted for. e. Reassess structural stability and available for heavy rescue problems. Communicate and document location of trapped and/or missing persons to emergency personnel. 	<ul style="list-style-type: none"> a. Secure building utilities (gas, electrical, water). b. Gather information (victim locations). c. Establish control person at exit and entry points. d. Establish and coordinate two- to four-person rescue teams. e. <u>Primary Mission:</u> Locate, stabilize, and immediately evacuate victims to a safe area while minimizing the number of rescuers inside the building. Perform triage and other medical care in a safe area. f. Continue rescuing lightly trapped victims until complete or no longer safe. g. Communicate and document the location of heavily trapped or deceased victims. 	<ul style="list-style-type: none"> a. Communicate the location and extent of damage to emergency services personnel. b. Secure building perimeter and do not allow entry into building except by emergency services personnel. c. If possible and safe to do so, shut off gas to the affected buildings, if not safe to shut off for individual buildings, shut off gas to campus. d. Gather available information from survivors or witnesses for professional rescue agencies.

If Structural Damage is ..	Then the ERT Mission is ...
Light:	Locate, triage, and prioritize removal of victims to designated treatment area by the medical operation teams.
Moderate:	Locate, stabilize, and immediately evacuate victims to a safe area while <u>minimizing the number of rescuers inside the building.</u>
	Secure the building perimeter and warn others

Heavy:	about the danger of entering the building.
--------	--

Light Damage				
Fire	Search & Rescue	Medical	Treatment Area	
Shut off utilities as needed Document	Locate Triage Tag Document	Triage again Head-to-toe in place Treatment in place Transport when necessary Document	Triage Head-to-toe treatment Document	
Moderate Damage				
Fire	Search & Rescue	Medical	Treatment Area	
Shut off utilities Extinguish small fires Document	Locate Stabilize (triage) Evacuate Warn others Document	Triage again in safe zone Head-to-toe in safe zone Tag Treatment Transport Document	Triage Head-to-toe Treatment Document	
Heavy Damage				
Fire	Search & Rescue	Medical	Treatment Area	
Shut off utilities Document	Gather information Document			

VII. Search and Rescue (SAR) teams conducting a search shall utilize the following search methods:

- A. Begin the search by calling out to the victims. Shout something like, “if anyone can hear my voice, come to the sound of my voice.” If any victims respond, give them further directions such as “stay where you are” or “wait outside.” Ask victims who respond for any information that they may have about the building or others who may be trapped.
- B. Use a systematic search pattern. Ensure that all areas of the building are covered. Examples of systematic search patterns to use include bottom-floor to top-floor always checking the room to your right as you work down the hallway and back to your starting point.
- C. Stop frequently to listen. Listen for tapping, movement, or voices.

- D. Mark search areas to document results. Make a single diagonal slash next to the door just before entering a structure. Make an opposite slash (creating an “X”) when all occupants have been removed and search and rescue efforts have been completed. The “X” signals to other potential searchers that the area has already been searched. This method indicates rescuer location, and prevents duplication of effort.
 - E. Report results. Keep complete records both of removed victims and of victims who remain trapped or are dead. Report this information to emergency services personnel when they reach the campus.
- VIII. There are four major sub-functions of disaster medical operations, they are:
- A. Triage: The initial assessment and sorting of victims for treatment based on the severity of their injuries.
 - B. Treatment: The area in which disaster medical services are provided to victims.
 - C. Transport: The movement of victims from the triage area to the treatment area.
 - D. Morgue: The temporary holding area for victims who have died as a result of their injuries.
- IX. Because time is critical during a disaster, medical operations personnel will need to select a site and set up a treatment area as soon as injured victims are confirmed. The treatment area is the location where the most advanced medical care possible will be given to victims. The site selected should be:
- A. In a safe area, free of hazards and debris;
 - B. close to, but upwind and uphill from, the hazard zone(s);
 - C. accessible by transportation vehicles (ambulances, trucks, helicopters, etc.), and expandable.
 - D. The treatment area must be protected and clearly delineated using a ground cover or tarp, and signs should identify the subdivisions of the area:
 - 1. “I” for Immediate care, the victim has life-threatening (airway, bleeding or shock) injuries that demand immediate attention to save their life; rapid, life-saving treatment is urgent.
 - 2. “D” for Delayed care, the injuries do not jeopardize the victim’s life. The victim may require professional care, but treatment can be delayed.
 - 3. “DEAD” for the morgue, If a victim has no respiration after two attempts to open the airway. Because CPR is one-on-one care and is labor-intensive, CPR is not performed when there are many more victims than rescuers.
- X. The Fire Suppression teams will abide by the following safety rules at all times:
- A. Uses safety equipment at all times, (See Section XI. For complete list of recommended

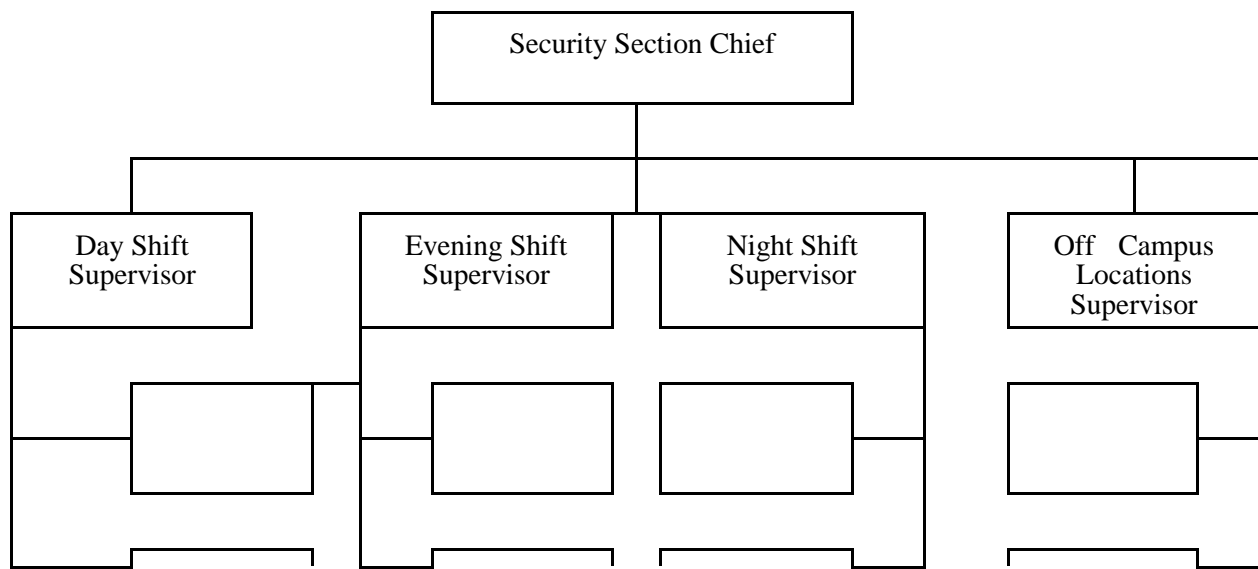
safety equipment).

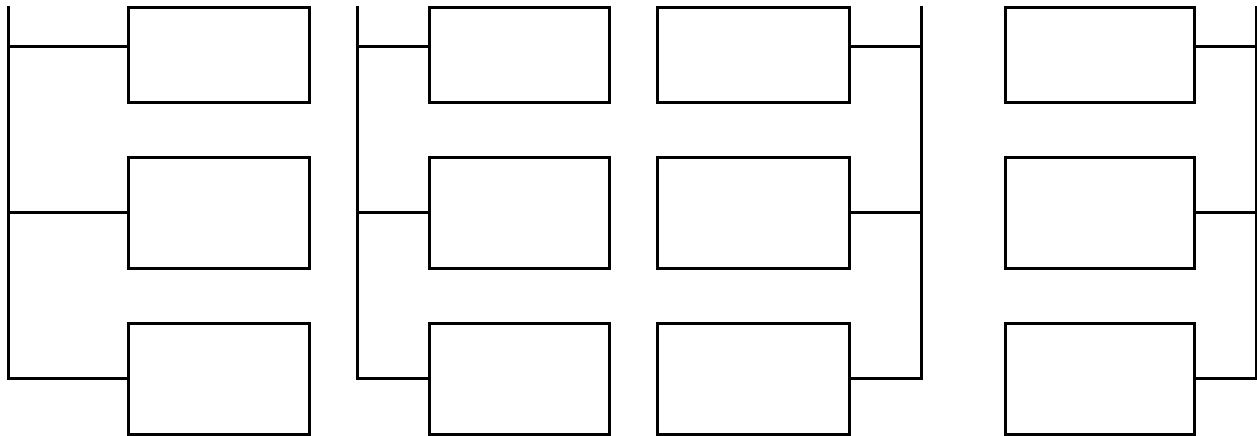
- B. Each fire suppression team will be constructed of two or more people. No one is allowed to fight a fire alone.
 - C. Whenever possible a backup team for the team engaged in the fire fighting is preferable. A backup team can support the active team if help is needed.
 - D. Always have two ways to exit the fire area. Always have a backup escape plan in case the main escape route becomes blocked.
 - E. Never enter a smoke-filled area. A smoke-filled area will be beyond the capabilities of the OU-Tulsa ERT's.
 - F. Feel closed doors with the back of the hand, working from the bottom of the door up. Do not touch the door handle before feeling the door. If the door is hot, there is fire behind it. Do not enter! Opening the door will feed oxygen to the fire.
- XI. The following equipment and supplies are recommended as a minimum supply cache for all OU-Tulsa ERT team members:
- A. Nylon/canvas bag with shoulder strap;
 - B. reflective vests;
 - C. Two-way radio
 - D. work gloves (leather);
 - E. goggles or safety glasses;
 - F. hard hat;
 - G. N-95 respirator mask;
 - H. flashlight or miner's lamp;
 - I. batteries and extra bulbs
 - J. secondary flashlight or light sticks;
 - K. utility knife
 - L. note pads;
 - M. markers (thick and thin point);
 - N. duct tape, and
 - O. scissors.
- XII. The SAR and Medical teams medical kits are recommended to contain material for basic life

support for first aid situations. As a minimum they should be supplied with the following items:

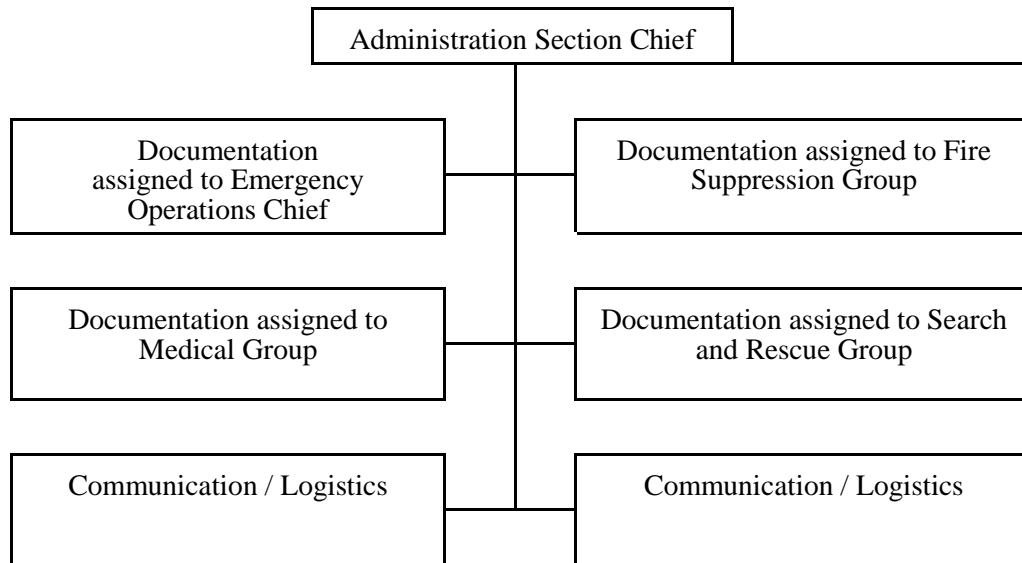
- A. nitrile/latex gloves;
- B. triangular bandages
- C. multi-trauma dressing;
- D. gauze bandages
- E. sterile dressings;
- F. elastic bandages;
- G. cleansing towelettes;
- H. alcohol prep pads;
- I. clear/cloth tape;
- J. econo shears;
- K. microshield;
- L. emergency blanket; and
- M. nylon/canvas bag with shoulder strap.

XIII. The Security Section will be organized in the following manner:





- XIV. The Logistics Section will consist of the section chief and one to four individuals as assigned by the administration section chief.
- XV. The Administration Section will be organized in the following manner:



APPENDIX G

EMERGENCY COMMUNICATION MESSAGES

- I.** In the event an emergency situation has been declared for OU-Tulsa the President of OU-Tulsa or the Emergency Response Director will instruct the Emergency Response Coordinator or another designee to notify the campus of the emergency situation utilizing the Emergency Response System.
- II.** A list of pre-written templets have been created that can be crafted to fit the emergency situation. Those templets are listed below:
1. Threat

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)*.

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.

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

This is *(Name)* with the OU-Tulsa Emergency Communication System. There has been a incident with a person at *(location)*. At this time, please do not go to *(location)*.

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

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)*.

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

This is *(name)* with the University of Oklahoma. Today is *(date)*. Due to the anticipated overnight inclement weather OU-Tulsa will be closed tomorrow, *(date)*. Please call 660-3999 or visit the OU-Tulsa website at Tulsa.ou.edu for future campus status.

To repeat the University of Oklahoma - Tulsa will be closed due to weather *(day of the week)*.
 5. Fire

This is *(Name)* with the OU-Tulsa Emergency Communication System. There has been a fire at *(location)*. At this time, the Tulsa Fire Department has the fire under control. Due to limited damage at *(location)* will be closed until *(date)*. Please do not come to *(location)* at this time.

All classes/clinic operations are cancelled 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

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)*.

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.

7. Hostage

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 your current location until further notice.

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

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.

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

This is *(Name)* with the OU-Tulsa Emergency Communication System. Today is *(date)*. This is a test of the OU-Tulsa Emergency Communication System.

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)*.

In an actual emergency this will be a method of communication with you.

To repeat, this is only a test.

III. A series of pre-recorded **messages** have been created that are crafted to fit the emergency situation. Those message texts are listed below:

1. Fire

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

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

3. Severe weather

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

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

5. Security Threat on Campus

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

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

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 belongings. If you see something suspicious, report it immediately to security at 918-660-3333.

8. Chemical Release

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

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