

THE UNIVERSITY OF OKLAHOMA - TULSA

EMERGENCY RESPONSE PLAN

PREPARED BY:

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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.

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.

V. DIRECTION AND COORDINATION

A. EMERGENCY RESPONSE DIRECTOR

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

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response. In the absence of the Emergency Response Director or his/her designate, the on-duty Campus Security Officer shall assume operational control of the emergency until relieved.

B. EMERGENCY RESPONSE COORDINATOR

The Emergency Response Coordinator shall be responsible for the direct operational control of major campus emergencies. The Emergency Response Coordinator shall be trained as an "on-scene incident commander."

VI. INITIAL RESPONSE PROCEDURE

A. All Schusterman Center employees have been instructed to contact the Campus Security at 660-3333 in the event of a medical, fire, chemical, radiation or other type of emergency. Locations other than the Schusterman Center have been instructed to call 911 first then Campus Security for expediency.

B. The Campus Security Dispatcher at the Schusterman Center, upon receiving such a call, shall get as much information from the caller as possible without endangering the caller from the incident itself.

- C. The Dispatcher shall send Campus Security Officer(s) to the scene to evaluate the situation.
- D. The Dispatcher or responding Officer(s) may then contact the Emergency Response Director through the Emergency Response Coordinator, if the situation appears to require actions beyond routine Campus Security response procedures.
- E. The Emergency Response Director 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.

VII. DECLARATION OF CAMPUS STATE OF EMERGENCY

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

When this declaration is made, only students, faculty, staff and other personnel as requested by the Emergency Response Coordinator 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 Security 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 or issued an emergency pass by Campus Security will be allowed to enter the immediate disaster site.

VIII. DEFINITION OF AN EMERGENCY

- 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 Security at the Schusterman Center at 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 Control 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 causes 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 Security at 660-3333.

IX. EMERGENCY CONTROL CENTER

An Emergency Control Center (ECC) will be required in most situations when a major emergency or disaster has occurred. The purpose of the ECC is to coordinate all response actions from a central location and to collect data and records. Where outside assistance has been called (e.g., Fire Department or Hazardous Materials Team), the ECC should be located at or near their command post. In all cases, the ECC should be located upwind from the incident.

A. FIELD EMERGENCY CONTROL CENTER

If the emergency involves only one building or a small part of the campus, a Campus Security vehicle will be placed as near the emergency scene as is reasonably possible. At least one uniformed Campus Security Officer or the Campus Security Dispatcher will staff the Field Emergency Command Center at all times until the emergency ends.

B. GENERAL EMERGENCY CONTROL CENTER

If the emergency involves a large part of the campus, a General ECC is to be set as near to the emergency as feasible or desirable. If this is inadvisable, the General ECC shall be set up at the Security Control Area. At least one uniformed Campus Security Officer or Campus Security Dispatcher is to staff the General ECC at all times until the emergency situation ends. A marshaling area for outside and local agency assistance shall be established by the Campus Security 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.

C. RECOMMENDED ECC EQUIPMENT AND SUPPLIES

The following items should be available at every ECC, and should be transported from the Campus Security Guard Station 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. Material Safety Data Sheets (MSDSs)
9. Floor plans and maps
10. Binoculars
11. Tables and chairs
12. Telephone and/or mobile telephones
13. Lighting

X. EMERGENCY RESOURCE TEAM

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

OU-Tulsa Vice-President for Administration and Finance: Rick Koontz	660-3001
Emergency Response Director: Leeland Alexander	660-3080
Emergency Response Coordinator: Ray List	660-3179
Campus Security: Larry Reavis	660-3901
Operations: Joe Holderman	660-3600
Joe Kennedy	660-3113
Environmental Health and Safety Office - Tulsa: Bob Farringer	660-3878
Public Affairs: Tracy Kennedy	660-3306

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

XI. EMERGENCY RESOURCE TEAM RESPONSIBILITIES

A. OU-TULSA VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE

1. Notifies and conducts liaison activities with University administration, governmental agencies, Emergency Resource Team and others as necessary.

B. 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 University Emergency Response Plan

C. EMERGENCY RESPONSE COORDINATOR

1. Responsible for the overall coordination of the University Emergency Response Plan.
2. Determines the type and magnitude of the emergency and establishes the appropriate Emergency Control Center.
3. Initiates immediate contact with the President and begins assessment of the

University's condition.

4. Utilizes Campus Security 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.

D. CAMPUS SECURITY

1. Maintains the Campus Security Office in a state of constant readiness;
2. Notifies the Emergency Response Director and/or Coordinator 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. Provides and equips an alternative site for the Emergency Command Center; and
7. Maintains liaison with Martin Propp, Electronic Technician, 660-3065 for telecommunications support, as necessary.

E. 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.

F. ENVIRONMENTAL HEALTH AND SAFETY OFFICE

1. Provides technical assistance to the Emergency Response Coordinator regarding potential hazardous materials;
2. Provides MSDSs 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. Provides technical assistance to the Emergency Response Coordinator regarding potential radiological hazards at the site;
6. Contacts OU Risk Management Office as needed;
7. Contacts outside agencies with required notifications when needed (EPA, ODOL, etc.).

G. 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 the 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 or designee of all news concerning the extent of disaster; and

5. Prepares news releases for approval by the President for releases 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 Campus Security.

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 Security or the Area Coordinator. See Appendix F for a Decision Flow Chart of campus evacuation procedures.
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. 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 G for Schusterman Center Evacuation locations.
6. DO NOT return to an evacuated building unless told to do so by the Campus Security.
7. If requested, assist emergency crews as necessary.
8. A campus Emergency Command Center 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 Security as described in Section XIII., *General Evacuation Procedures*.
2. All persons are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

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 an actual fire or other emergency requiring evacuation is confirmed in corridors A, F, or D a **CODE RED** will be announced by Campus Security 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. **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 Security at 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. For situations that require immediate attention or have the potential to escalate to violence, Campus Security should be contacted as soon as possible and provided the following information:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
2. Assist the Officers when they arrive by supplying them with any additional information and ask others to cooperate.
3. Should gunfire or discharged explosives occur on or near the campus, take cover immediately using all available concealment. After the disturbance seek emergency first aid if necessary.

B. **HOSTAGE SITUATION**

1. If you are taken hostage, be patient. Time is on your side.
2. The initial 5 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could jeopardize your well-being.
3. Don't speak unless spoken to and then only when necessary. Don't talk down to the

captor who may be in an agitated and/or fearful state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare.

4. Don't make any quick or sudden moves. Ask for permission before moving, sitting, standing, etc.
5. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
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. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional criminal offenses.

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 Security of the situation by calling 660-3333. Clearly state that you need immediate assistance. Give your name, location and the area involved.

D. CIVIL DISTURBANCES (21 O.S.§ 1376: ORDERS TO LEAVE INSTITUTIONS OF LEARNING - GROUNDS)

1. The President or his/her 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, and 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 one hundred and eighty (180) days thereafter, without first obtaining written permission from the President, or his/her designee, shall be charged with a misdemeanor.
3. In the event a civil problem 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 Supervisor and all members of the Campus Security. (Example: "Attention, all Officers. We have a possible civil disturbance," and give the location. The Shift Supervisor and Officers responsible for the area will acknowledge via radio).
5. The first Officer on the scene will notify, via radio, the Campus Security of the circumstances at the scene.
6. The Shift Supervisor 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 Supervisor shall warn the individuals that they are 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 Supervisor 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 infiltrated 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 Security 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 Emergency Response Director.
 - a. Tulsa City Police 911
 - b. Tulsa Sheriff Department 911

- c. Tulsa Fire Department 911

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

E. HOSTILE PERSON ON CAMPUS

1. For the purposes of this plan, a hostile person is defined as someone who has made threatening remarks and/or gestures, has a visible weapon on his person, or has made reference to using a weapon against anyone on a OU-Tulsa Campus. 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.
2. If confronted by a hostile individual, an employee should call or have someone call Campus Security at 660-3333. In order to alert Campus Security that a confrontation is occurring, but not alert the hostile individual, the employee may code to Security in the following manner:
 - a. Identify the calling party's name and location, and
 - b. tell the Campus Security Officer, "I need a courier bag delivered right away."
 - (1) If the threat from the hostile person is serious, tell the officer to send a YELLOW bag.
 - (2) If the hostile person has a weapon, tell the officer to send a RED bag.
3. 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 a 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 Security at 660-3333 - if no answer call 911
4. When notified of or when observing a hostile person on campus, Campus Security should take the following actions.
 - a. The Campus Security Dispatcher should immediately:
 - (1) call the Tulsa Police Department via 911,
 - (2) dispatch the Operations department to the parking lot to direct emergency response vehicles, and
 - (3) dispatch all available Security Officers to adjacent areas of the hostile person to establish a hot zone.

- b. Campus Security Officers will establish a hot zone around the vicinity of the hostile person and not allow any unauthorized person to enter the hot zone until the situation has been resolved.
- c. After the hot zone has been established, the Campus Security Dispatcher will broadcast the message, **Dr. Farringer, please come to** (location of threatening person) over the campus emergency notification system, and monitor and coordinate all security operations until the situation is resolved.
- d. Upon hearing the message, **Dr. Farringer, please come to** (location of threatening person) broadcast over the campus emergency notification system, all faculty and staff members will do the following:
 - (1) lock all doors and open windows and close all blinds and curtains;
 - (2) stay in interior rooms, offices, or labs and out of the hallways;
 - (3) stay away from doors and windows;
 - (4) turn off all lights and all audio equipment;
 - (5) keep all room occupants together, and remain as calm as possible in your location until Campus Security or Tulsa Police arrive at your location.
- e. Campus Security Officers dispatched to the location of the hostile person should use any architectural features of the facility or electronic equipment available to them to monitor the situation without confronting the hostile person until Tulsa police arrive **unless**:
 - (6) the hostile person is unarmed and the introduction of the security officer will not inflame the confrontation;
 - (7) the security officer feels the hostile person is at the point where persons in the vicinity are at danger for bodily harm, or
 - (8) the hostile person has inflicted bodily harm on individuals on the OU-Tulsa Campus.
- f. Employees/students/Campus Security should **NOT** sound the fire alarm. A fire alarm would signal the building occupants to evacuate the building and could place more occupants in contact with the hostile person.

XV. **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 Security at 660-3333 after the effects of the explosion, crash, or fire have subsided. 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. Do not use the stairs. Evacuate if the alarm is sounded or when told to leave by Campus Security 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.

XVI. **EARTHQUAKE**

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

- A. IF INDOORS seek refuge in a doorway or 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. After the initial shock, evaluate the situation and if emergency help is necessary call Campus Security, at 660-3333. Protect yourself at all times and be prepared for after-shocks.
- E. Damaged facilities should be reported to Campus Security and Operations. Gas leaks and power failures create special hazards, see Section XXIII.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 Security or the Area Coordinator, follow the general evacuation procedures.

XVII. **SEVERE WEATHER**

A. **GENERAL**

- 1. Most employees will be made aware of severe weather warnings through commercial radio, weather radio, TV or Civil Defense Siren. Notification of Schusterman Center employees will be made by the Campus Security. Campus Security will monitor local weather advisories when any severe weather conditions exist. Please refer to the Decision Flow Chart in Appendix E.

2. Upon receiving information of severe weather, the Campus Security 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 Security will notify the President or his designate of the impending emergency. The President or his designate will then direct Campus Security to notify the affected campuses via public address system.
4. After normal working hours and on weekends and holidays, Campus Security 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 response to a 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 G *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 Security shift supervisor will be the incident commander until relieved by Emergency Response Coordinator (See Section *V. B. EMERGENCY RESPONSE COORDINATOR.*)
4. The Emergency Response Coordinator (ERC) will make the following initial decisions and take the following actions:
 - a. decide location of ECC;
 - b. appoint the security officer on duty at the South guard station to log time, and actions taken during the emergency conditions;
 - c. if after-hours, the ERC will order activation of the Emergency Call-out List (See Appendix H. *EMERGENCY CALL LIST*), and
 - d. instruct all emergency response team members to assemble by the ECC for assignments.
5. The ERC 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 ECC; and
 - d. sequence of search and rescue operation (See Appendix G. *OU-TULSA EMERGENCY RESPONSE TEAM*).
6. The ERC will determine when the emergency conditions have subsided sufficiently to announce the “All Clear” via public address system. The ERC will have a message broadcast via the public address system 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 EEC.
7. After all buildings have been evacuated the ERC will direct the Security Officers to secure the affected OU-Tulsa Campus to prevent entry to the campus with the exception of Emergency Rescue Services, and as may be approved by the ERC.

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 Security 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 Security has received reports that the City of Tulsa or Tulsa County have initiated the local emergency notification systems, Campus Security will notify the President or his designate of the situation. The President or his designate will then direct Campus Security as to the appropriate response to be taken.

XVIII. MEDICAL EMERGENCIES AND FIRST AID

- A. CALL CAMPUS SECURITY IF YOU NEED ASSISTANCE AT 660-3333.
- B. If serious injury or illness occurs on the Schusterman Center, immediately, dial 660-3333. All other locations, call 911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
- C. In case of minor injury or illness, provide basic first aid care. Use only sterile first aid materials if at all possible.
- D. In case of serious injury or illness, Red Cross trained personnel should administer care until medical help arrives.
- E. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- F. Ask victim, "Are you okay?" and "What is wrong?"
- G. Control serious bleeding by direct pressure on the wound. Never use a tourniquet.
- H. Continue to assist the victim until help arrives.

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-
- I. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

XIX. 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 Security at 660-3333. Campus Security, 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

1. Campus Security (660-3333) shall be contacted whenever:
 - a. the extent of the spill or the specific hazards associated with the spill go beyond the department's ability to promptly and safely manage the spill;
 - b. personal injury or a chemical exposure that requires medical attention has occurred;
 - c. a fire hazard exists;
 - d. a respirator is needed to handle the material involved;
 - e. a public area is involved or contaminated;
 - f. an airborne contamination has occurred that requires a local or building evacuation;
 - g. damage to university property has occurred;
 - h. prolonged or overnight cleanup is required;
 - i. an unknown substance is involved; or
 - j. the spill has entered the land or water.
2. See Appendix E for a Decision Flow Chart for procedures to be used during Chemical Incidents.

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. Don't 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 MSDS 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 be handled in-house or if an outside contractor should be utilized.
4. General procedures are as follows.
 - a. Notify 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* for more information.
2. If an untrained person encounters a blood spill, he/she should limit access to the area and immediately call Campus Security at 660-3333. Campus Security will notify the Tulsa Exposure Control Team.

E. **CHEMOTHERAPY SPILL PROCEDURE (CYTOTOXIC SUBSTANCES)**

1. Evacuate and isolate the spill area immediately.
2. Contact Campus Security at 660-3333.
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:
 - h. Remove and bag all contaminated clothing.
 - i. 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.
 - j. 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 MSDS 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 large 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 a 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 Security 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. If it is determined that the campus is in the projected path of the regional chemical emergency, Campus Security will notify the President or his designate of the impending emergency. The president or his designate will then direct Campus Security to notify the affected campuses via public address system. See Appendix E for a Decision Flow Chart of campus shelter-in-place procedures.

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. Daub 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 Environmental Health and Safety Officer-Tulsa (918) 660-3878. Should a spill occur during off duty hours, notify the Campus Security 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 Environmental Health and Safety Officer-Tulsa (918) 660-3878. Should a spill occur during off duty hours, notify Campus Security 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 made to any person at anytime 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 Security at 660-3333, and relay any information about the bomb threat. See Appendix E for a Decision Flow Chart for Bomb Threats.
2. The Campus Security 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 Security. (Example, Attention all officers, a 10-36,

give the location. The Shift Commander and the Officers responsible for the area will acknowledge via radio).

3. The Shift Commander will immediately contact the Supervisor of Campus Security and/or Director of Operations 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 Security shift supervisor.
5. If a device or suspected device is located, ALL occupants of the Schusterman Center, and ALL Security Officers will move to a safe distance from the device. **THE DEVICE OR SUSPECTED DEVICE WILL NOT BE HANDLED.** The Shift Supervisor will advise the Dispatcher to notify 911 and request local emergency agencies.
6. The Dispatcher will advise the emergency response personnel that at this time a suspected device has been located, any other information about the device's origin, and who has ordered the telephone call to them.
7. A search of the building(s) will be conducted by Tulsa Police. Campus Security will provide assistance to Tulsa Police as directed by the Shift Supervisor of Campus Security.
8. The crime scene should be photographed **only** if advised by Tulsa Police that it is safe to do so. The crime scene should be processed in much the same manner as any other crime scene once any danger has been removed.
9. The Shift Supervisor of Campus Security 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 contains 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 tile 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 Security at 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 Security at 660-3333. Follow the instructions from Campus Security 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 Security or other Public Safety Responders.
 4. WHAT YOU SHOULD NOT DO:
 - a. DO NOT pass the letter or package to other 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.
 5. See Appendix E For a Decision Flow Chart of suspicious packages.

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 the Campus Security Officer(s) in the event of a fire. Each Officer has a specific task if they discover a fire, or advised of a fire somewhere on the Campus.
- C. Proper fire prevention lessens the possibility for a fire to occur, but 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. The Shift Commander will respond to the scene, take charge and inform command by radio of the exact fire conditions.
 3. The Campus Security Dispatcher, upon an order from the Shift Commander, will notify the Tulsa City Fire Department, Campus Security Chief, and Operations.
 4. Upon being notified of a fire, the Campus Security Dispatcher will go to the fire panel and report by radio the location of the fire as indicated on the panel to the Officers.
 5. The Dispatcher will advise the Shift Commander of the location and wait for further instructions.
 6. The second Officer(s) on the scene will respond to the scene and advise the Dispatcher and Shift Commander of the fire condition.
 7. The Shift Commander will respond to the scene, take charge, and inform command

of the exact fire condition.

8. Other Officer(s) will be assigned by the Shift Commander as the fire conditions demand.
9. If a fire condition exists, every member of Campus Security should turn their attention to the situation. This does not mean, as previously outlined, that everyone responds to the area. There could be a need for traffic control, additional communications, aid to the injured, assistance to the actual extinguishment of the fire, etc. A Decision Flow Chart for handling fires is found in Appendix F.
10. 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 Security 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 660-3555.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Security at 660-3333.
3. If an emergency exists, activate the building alarm. You must also report the emergency by telephone to 660-3333.
4. When the building alarm is sounded, or when told to leave by the Campus Security 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, as well as to the 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 a 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 Center for storage until electrical service is restored to the effected clinic(s).

- a. The clinic manager for the effected clinic shall contact the OU-Tulsa EHSO before attempting to transfer any vaccines;
- b. the clinic manager for the effected 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 Security.
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 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 Security at 660-3333.
4. Proceed to your Designated Evacuation Area.

F. STEAM LINE FAILURE

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

G. VENTILATION PROBLEM

If smoke or odors come from the ventilation system, immediately notify Campus Security at 660-3333 or Operations at 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. Four main generators currently supply emergency power. There is one 1400 kW, one 600 kW, one 520 kW, and one 200 kW generator.
- d. 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. CAMPUS SECURITY

Campus Security shall make available radio communications during interruption of telephone capabilities.

c. AREA COORDINATOR

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

APPENDIX A

OU-TULSA EMERGENCY CALL LIST

	Office	Home	Cellular
Gerry Clancy	660-3300		
Rick Koontz	660-3301		
Leeland Alexander	660-3080		
Barbara Abercrombie	660-3193		
Ray List	660-3179		
Bob Farringer	660-3878		
Media Relations			
Tracy Kennedy	660-3316		
Environmental Health and Safety Office			
Tulsa - Bob Farringer	660-3878		
OKC - Cheri Marcham	405-271-3000		
Radiation Safety Office			
George MacDurmon	405-271-6121		
Bob Farringer	660-3878		

APPENDIX B
AREA COORDINATORS

Name	Office Location	Area of Responsibility
Kathy Knight	1A35	1A and 1F
Karen Mitchell	1F18	1A and 1F
Cindy Wood	1B11	1B wing
Kim Michael	1B32	1B wing
Gail Roberts	1C100	HR, TV room, exercise facility
Melodie Frederick	1C100	HR, TV room, exercise facility
Julie Leighty	1G09	1G wing
N/A	1C18	1C Psychiatry Clinic
Freida Craig	1C20	1C Psychiatry Clinic
Kathy Seibold	1C53	Student Affairs, Student lounge, Student Serv, 2C65
Janyt May	1C54	Student Affairs, Student lounge, Student Serv, 2C65
Junie Janzen	1C78	Library
Yolonda Sampson	1C74N	Library
Classroom Instructor		1E wing
Classroom Instructor		1E wing
Debbie Harding	1H11	1H wing and 1D classrooms
Michelle Bickle	1D27	1H wing and 1D classrooms
Jennifer Tufts	1J01	1J wing
Beth Eukel-nutter	1J40	1J wing
Jennifer Austin	2A12	2A and 2F wings
Rhonda Wallace	2F05	2A and 2F wings
Sue Woods	2C16	2C wing
Alice Calkins	2C00	2C wing
Amanda Smith	2A37	2A wing
Nancy Beeson	2B10	2B and 2C wings
Jonathan Joiner	2B12	2B and 2C wings
Faye Biggs	2D25	2D wing

AREA COORDINATORS

Name	Office Location	Area of Responsibility
Jill Warnock	2D31	2D wing
Don Eberly	2G17	2G wing
Sharon Allen	2G08	2G wing
Kathyleen Pittman	2H13	2H wing
Carla Naylor	2H15	2H wing
Roberta Hovis	2J02	2J wing
Kathy Campbell	2J18	2J wing
Amoco	N/A	3A, 3D, 3F, 3F wings
LaDeana Bolton	3B32	3B wing
Patty Patterson	3B27	3B wing
Tina Kurtenbach	3C19	3C and 3G wings
Carol Butler	3C20	3C and 3G wings
Heather Bryson	3J14	3J wing
Angela Bartnik	3J31	3J wing
Classroom instructors		Building #3
Classroom instructors		Building #3
Pramode Verma	44405	TCOM Program building 4West 1 & 3
Bob Huck	4W4	TCOM Program building 4West 1 & 3
Joanna Blakley	4W204	4West 2 nd floor
Diane McSllarrow	4W221	4West 2 nd floor
Larry Reavis	5111	5West
Raymond Kirkes	5113	5West
Marsha Vanderpool	602	Building #6
Angie Childers	612	Building #6
Brenda Treseder	12207	Building #12
Cindy Fryer	12107	Building #12

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 5969488
- D. Information to be Provided for Spill Reporting

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

1. Hazardous material involved and its potential hazard (flammable, corrosive, etc.)
2. Amount spilled onto land, water, or air
3. Location and area affected by the spill
4. Areas affected by the spill
5. Time and duration of the spill
6. Source and cause of the spill
7. Methods used to control and cleanup the spill
8. Amounts of the spill recovered
9. Proper precautions, such as evacuation
10. Known or anticipated health effects
11. Contact person from our agency
12. Weather conditions

II.	Emergency Response	
A.	Caldwell Environmental Management	405/329-7167
B.	Civil Defense/Emergency Management	596-9890
C.	Tulsa City Fire Department	596-9977
		Emergency -911
D.	Local Ambulance Services - (EMSA)	911
E.	Tulsa County Health Department	582-9355
F.	State of Oklahoma Health Department	582-4973
III.	Local Hospitals	
A.	St. Francis Hospital	494-2200
B.	St. John Hospital	744-2345
C.	Hillcrest Hospital	579-1000
IV.	The American Red Cross	831-1100
V.	State Highway Department	367-6490
VI.	Oklahoma Department of Labor (OSHA)	405/528-1500
	For any fatality of 5 or more. Notification must be within 48 hours	800/269-5353 x 254
VII.	State National Guard	745-5100
VIII.	Department of Transportation (Resident Engineer)	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	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)	596-9488
G.	City of Tulsa (Sewer)	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	596-9890

XIV. Federal Bureau of Investigation - Oklahoma Office/Tulsa Office	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)	971-5387
B. KOTV (Channel 6)	732-6000
C. KTUL (Channel 8)	460-8000
D. KOED (Channel 11)	838-7611
E. KDOR (Channel 17)	250-0777
F. KOKI (Channel 23)	491-6141
G. KTFO (Channel 41)	491-0023
H. KTPX (Channel 44)	664-1044
I. KWHB (Channel 47)	250-9402
XVIII. Radio Stations	
A. KRMG (Newsline)	493-7111
B. KGTO	493-7400
C. KRTQ	493-3434
D. KWEN	494-9500
E. KRAV	491-9696
F. KBEZ	496-9336
G. KHTS	492-2020
H. KJMM	494-9886
I. KMYZ	665-3131
J. KNYD	455-2955
K. KVOO (Newsline)	743-6461
XIX. National Weather Service	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

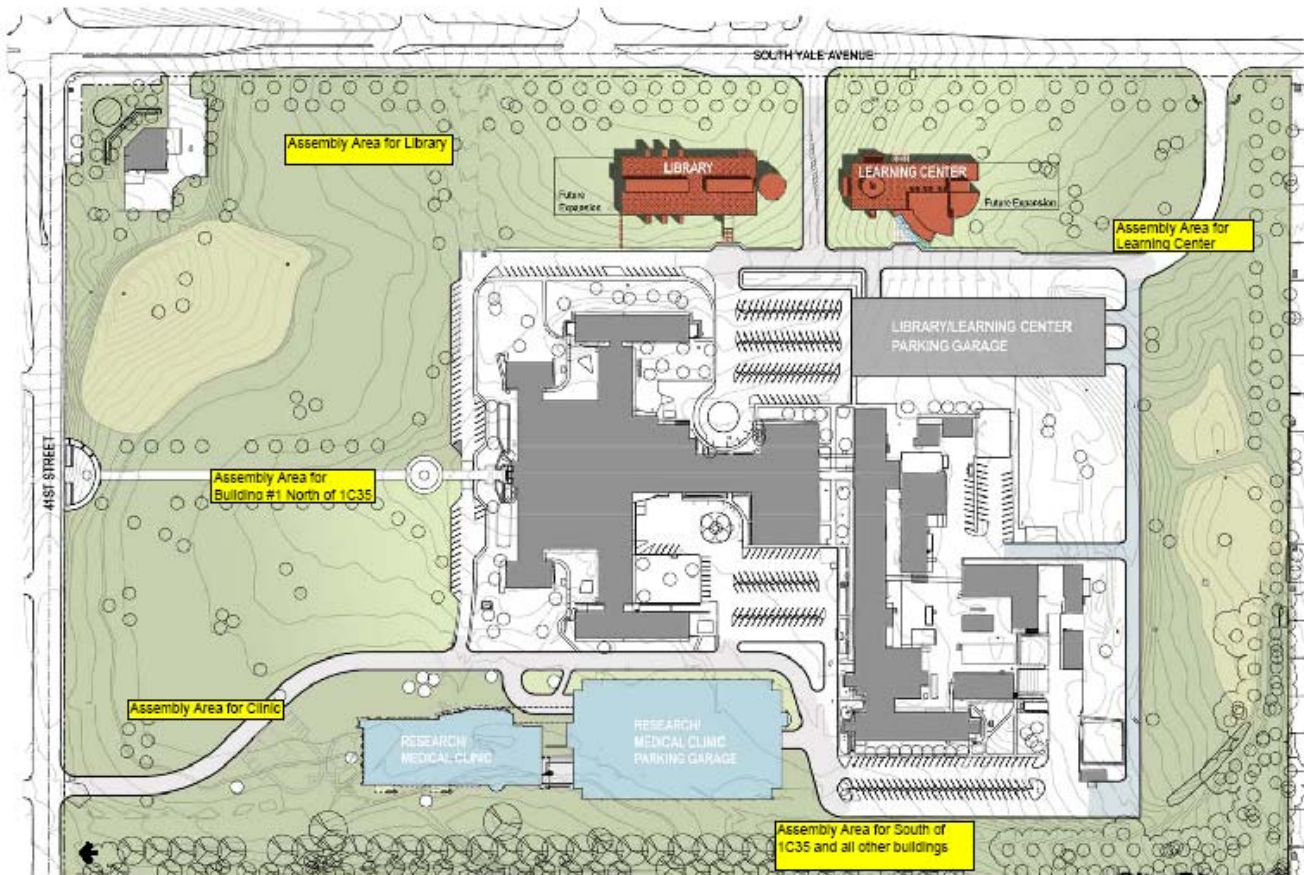
XII. Emergency Spill Response Supplies

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

APPENDIX E

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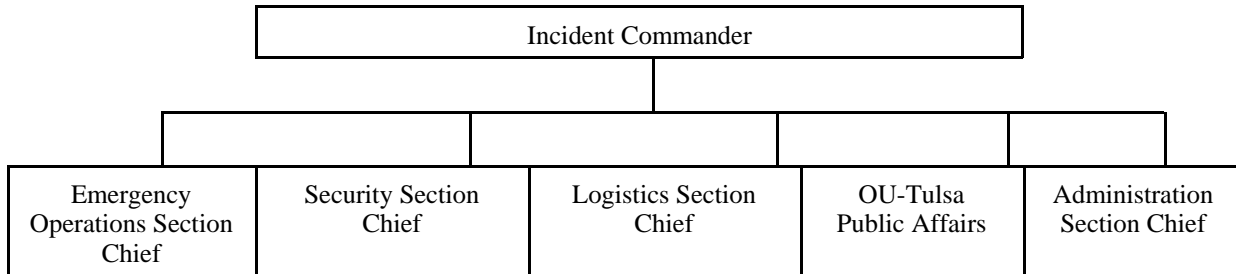
APPENDIX F Schusterman Center Emergency Evacuation Locations



**APPENDIX G
OU-TULSA EMERGENCY RESPONSE TEAM**

- I. 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 an 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.

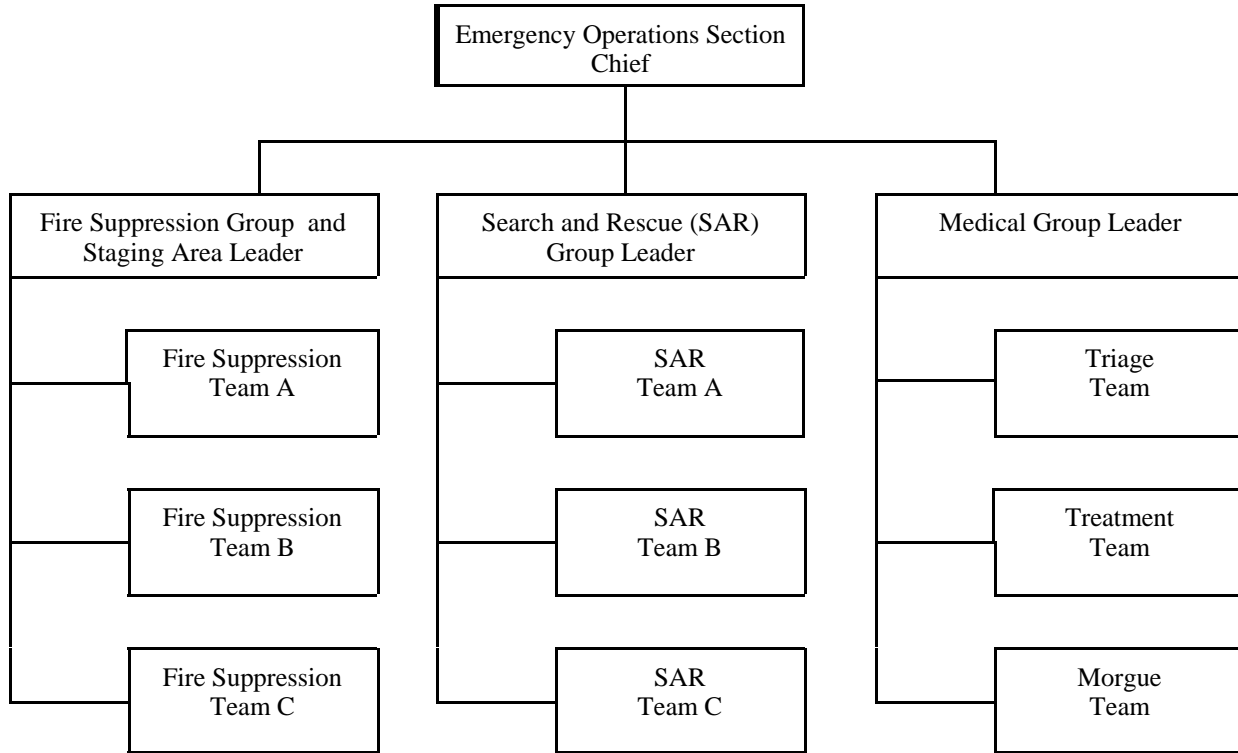
II. The Emergency Response Team will be organized on the incident commander reporting structure as follows:



- 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.

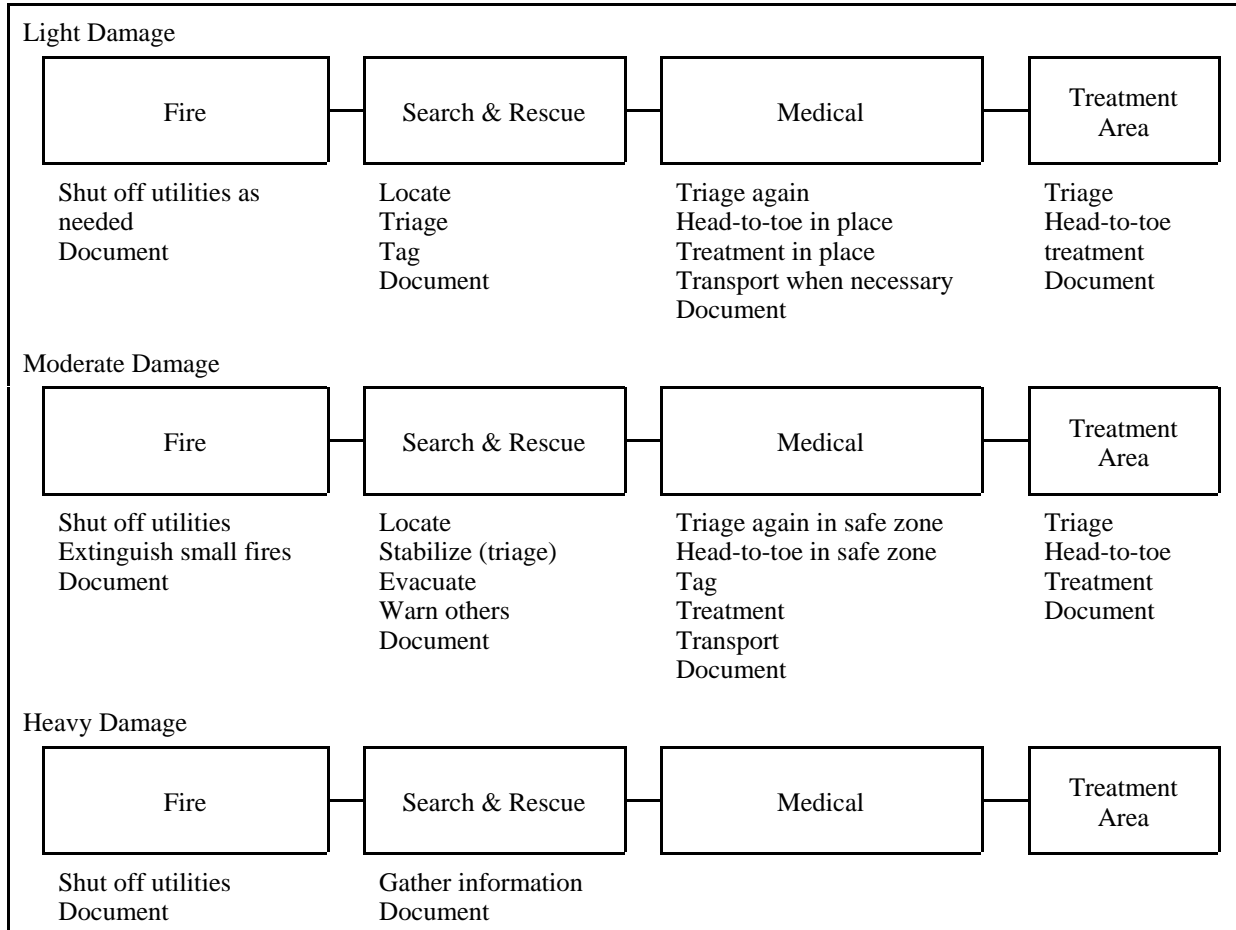
Degree of Damage	Should Rescue be Attempted?
Heavy	No. Too dangerous to enter. Warn people to stay away.
Moderate	Yes, but perform only quick and safe removals; limit onsite medical care to checking for breathing, stopping bleeding, and treating for shock. Minimize the number of rescuers inside the building.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

VI.

VII. 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. Establish "I" and "D" treatment areas. c. <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. d. Reassess structural stability and available for heavy rescue problems. e. 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. 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>
Heavy:	Secure the building perimeter and warn others about the danger of entering the building.



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

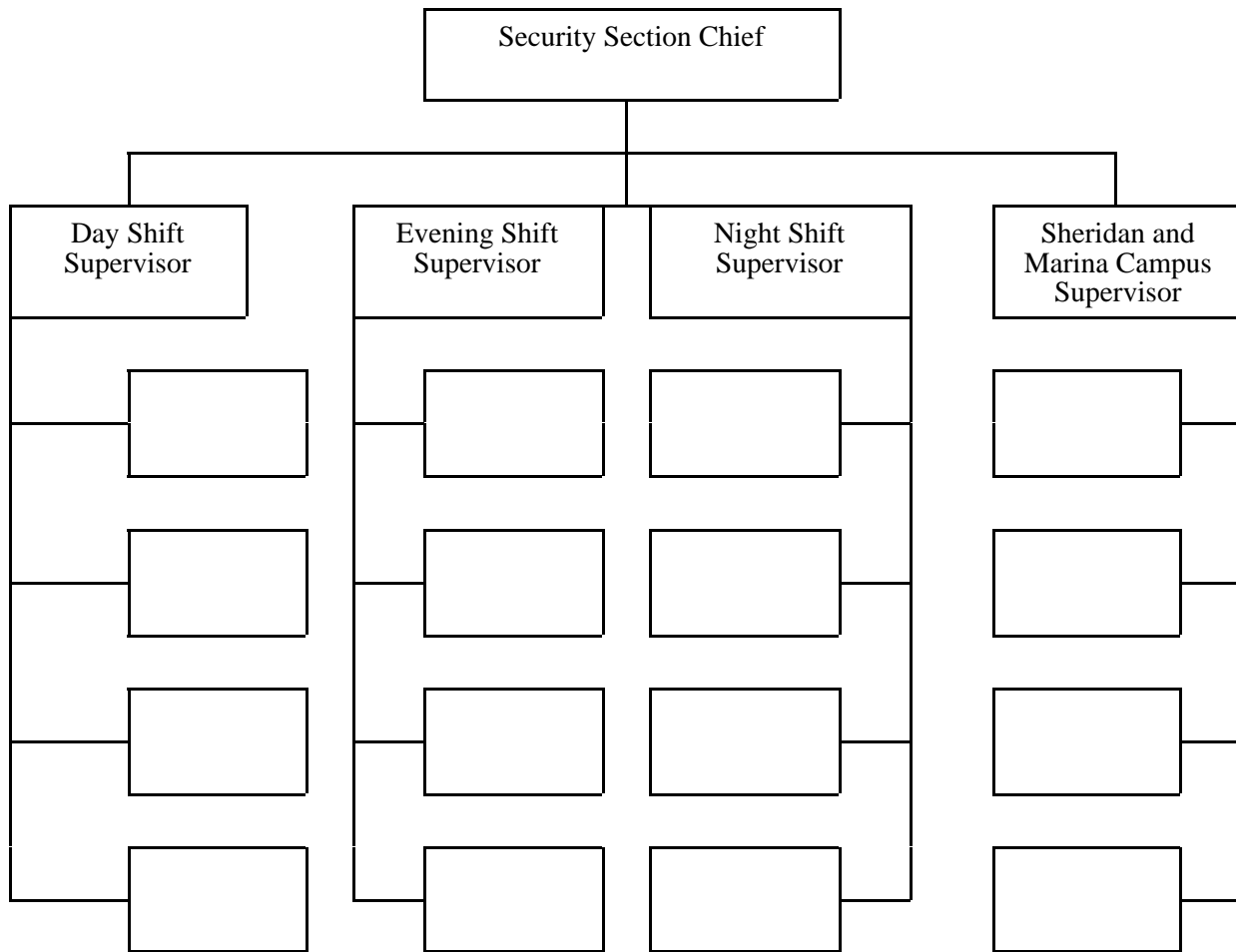
- A. Begin the search by calling out to the victims. Shout something like, “if anyone can hear my voice, come to the sound of my voice.” If any victims respond, give them further directions such as “stay where you are” or “wait outside.” Ask victims who respond for any information that they may have 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.

- IX. 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.
- X. 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.
- XI. 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.
- XII. 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.
- XIII. 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.

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



XV. The Logistics Section will consist of the section chief and one to four individuals as assigned by the administration section chief.

XVI. The Administration Section will be organized in the following manner:

