

University of Oklahoma Health Sciences Center Emergency Response Plan

Revised: September 2009

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The University of Oklahoma H.S.C. Emergency Plan

Emergency planning and emergency response will be an evolutionary process adapting to the nature of the emergency at hand. The intent of this Emergency Plan is to set out a foundation from which the University's emergency response may evolve and an organization that may direct its evolution.

This plan was developed using information from a variety of emergency plans, particularly the Cornell University Emergency Plan.

Introduction

Response to and recovery from emergencies will be conducted within the framework of the University of Oklahoma Emergency Plan. The plan is designed to provide effective coordination of University and

community resources to protect life and property during and after emergencies. The plan lays the foundation for the University's response to emergencies. These emergencies may include prolonged power outages, extreme weather, fires, hazardous materials incidents, large-scale events, and protest actions.

Plan Purpose

The purpose of the University Emergency Plan is to protect lives, intellectual property and facilities. Through increased coordination and preparedness, the University hopes to minimize the impacts of emergencies and to maximize the effectiveness of the campus community in responding to and recovering from major emergencies and catastrophic occurrences. Importantly, the plan provides an organizational structure for the continuity of campus operations in pursuit of the University's academic mission.

Activation of the Emergency Plan/Emergency Organization

The Emergency Plan and the Emergency Organization established herein can be activated by any University employee witnessing an emergency/catastrophic event or having received credible reports of the emergency/catastrophic event at the University. The Plan can be activated by calling the OUHSC Police Department at 271-4911. The Police Department receives the report, considers/confirms its credibility and then utilizes the phone tree entitled "Executive Emergency Notification Procedures" (Appendix A) to begin the implementation of the University Emergency Plan. An Emergency Policy Executive may trigger consideration of an emergency by utilizing the phone tree "Executive Emergency Notification Procedures". The resulting notification system will allow the President and/or other available senior officers of the University to activate the University Emergency Plan. Once activated, the Emergency Organization outlined in this Emergency Plan will be implemented.

Upon Activation of the Plan / Establishing the Command Center

Upon receiving notification of an emergency, those officers listed among the Emergency Policy Executives should proceed to the Command Center in the Library Auditorium. Should the Library Building be affected by the disaster, the Emergency Policy Executives should report to the Service Center Building room 111. If one or both facilities listed above have been lost, or are similarly affected by the emergency, the Command Center location will be given via the phone tree entitled "Executive Emergency Notification Procedures".

The Emergency Management Team should report directly to the site of the emergency (or at a safe distance).

The Emergency Action Team should report to the Command Center. Notification of the Emergency Action team shall take place via a phone tree that will be included as an addendum to the phone tree entitled "Executive Emergency Notification Procedures".

Emergency Organization

The University of Oklahoma Emergency Plan Organization consists of three groups:

1. Emergency Policy Executives
2. Emergency Management Team
3. Emergency Action Team

Emergency Policy Executives

This group, lead by the University President, has the ultimate responsibility for leading and guiding the University's emergency response effort. During an emergency, the Emergency Policy Executives are kept updated by the Emergency Action Team. With information received from the Emergency Action Team, the Emergency Policy Executives make all emergency-related policy decisions.

Emergency Action Team

The University of Oklahoma Emergency Plan establishes an Emergency Action Team that assesses the scope of an incident/situation and advises the Emergency Policy Executives. The Emergency Action Team arrives at the emergency and implements preliminary University responses and tactics, and initiates the recovery process by whatever means are available on the scene. The Emergency Action Team Leader is selected by the team, on an ad-hoc basis, depending on the nature of the specific emergency situation. Depending on the duration of the emergency, it may also be necessary for the Emergency Action Team to establish a command post at the scene of the emergency.

The Emergency Action Team's initial responses and actions are guided by the University's desire to protect human lives first. Only after these efforts should the University's Emergency Action Team seek to protect research animals, plants, intellectual property, equipment and facilities.

Emergency Management Team

The Emergency Management Team consists of four University employees who will provide administrative support to the Emergency Policy Executives. One member of the Emergency Management Team should be from the President's staff. One member will be from the Provost's staff. Two members will be from the Department of Public Affairs.

These employees will be permanently assigned to this role on an ongoing basis and will understand that they will be called upon in the event of an emergency. The notification of these employees at the time of an emergency will take place via the phone tree attached to this Plan.

Emergency Occurrence During Non-working Hours

There is a significant chance an emergency may occur outside regular University office hours. While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and manpower until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible, the guidelines of the plan while simultaneously making an effort to notify OU Executive Officers of the situation so as to obtain verification or advice on their actions.

Public Information/News Media

The University of Oklahoma recognizes its responsibility to provide accurate and timely information to the campus community and the public during emergencies. The University also recognizes its responsibility to students, faculty and staff to respond to concerns about personal safety and security, and to follow University policies concerning the release of personal information. During emergencies, information will be provided to

the campus community through a variety of methods, including announcements in the news media, e-mail, postings on the University's web-site, telephone trees, and meetings held in affected buildings/locations.

Emergency Policy Executives

President: Responsible for establishing the basic policies that govern the campus Emergency Organization. Activates the Emergency Plan when necessary. The President is the highest level of authority during an emergency.

Provost: Responsible for all academic issues that surface during an emergency. Helps ensure that the Emergency Organization performs according to established procedures and advises the President. Further responsible for the relocation, suspension and resumption of classes.

Vice President for Administration and Finance: Responsible for all business and financial issues that surface during an emergency. Helps ensure that the Emergency Organization performs according to established procedures and advises the President.

Vice President and General Counsel: Counsels the Executive Policy Group regarding legal issues that arise during an emergency. Helps ensure that the Emergency Organization performs according to established procedures and advises the President.

Director, Architectural and Engineering Services: Identifies and contacts architectural and engineering professionals who may aid the Emergency Management Team in the assessment, inspection and closing of damaged campus buildings.

Associate Vice President and Chief Human Resources Officer: Responsible for all issues that relate to University employees. These include establishing a campus resource directory of employees with technical and specialized skills who could be called upon to provide assistance during an emergency.

Vice President for Student Affairs: Responsible for all activities relating to student life. This includes the identification and provision of temporary housing and food services. Works closely with Public Affairs and Legal Counsel as the liaison to families concerning the welfare of students.

Vice President for University Governance: Serves as the liaison between Emergency Policy Executives and the University Board of Regents, ensuring that the Regents are informed regarding the emergency and the University's emergency response. In applicable situations, notifies the OSRHE and provides appropriate information.

Associate Vice President for Administration and Finance and Chief Financial Officer: Responsible for emergency accounting and disbursement procedures. This includes the development of expenditure documentation procedures to fulfill requirements for potential disaster relief aid from state and federal governments.

Chief Information Officer and Vice President for Information Technology: Responsible for all matters related to the campus telephone system, campus data network and computer and information systems.

Vice President for Public Affairs: Responsible for emergency communications plan to collect accurate information and present it in an organized way to the campus community, government officials, the public and news media. This includes the establishment of information hot lines and other means of communicating emergency instructions and information to the University community and the public

Vice President for Research: Responsible for advising the Emergency Executive Policy Group particularly on matters that may involve efforts to preserve intellectual property as it relates to University research programs.

Vice President for Technology Development: Responsible for advising the Emergency Executive Policy Group particularly on matters that may involve efforts to preserve intellectual property as it relates to University research programs.

Emergency Management Team:

Chief of Police: Directs the campus emergency response undertaken by both internal and external public safety officials. Provides the Executive Policy Group with current information on the status of the emergency response. Assigns available public safety personnel to assist with the search and closing of damaged campus buildings and the evacuation of the campus community. Further assigns personnel to protect critical facilities and supplies and to provide traffic and crowd control in support of campus closure plans.

Director, Site Support: Responsible for the recovery process involving the University's physical assets. Prioritizes salvage operations. Establishes target date on which use of buildings/other physical assets will be restored. Establishes community mutual aid agreements with utilities and other organizations that may be able to assist the University in the above mentioned efforts. Coordinates the collection of information to determine the severity of damage caused by the emergency. Makes provisions for temporary utilities service. Assists OUPD with the search and closing of damaged campus buildings. Conducts inspection of campus facilities, emergency construction or repairs, and debris clearance from roadways. Provides for the delivery of two-way radios to the Command Center.

Director, Medical: Assists primary emergency medical services to minimize the loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical assistance. Facilitates medical assistance for rescue operations. Coordinates the State Medical Examiner Office.

Coordinator of Risk Management: Coordinates and provides campus liaison to insurance vendor response. Assists in identifying recovery resources. Provides assistance in completing insurance claim forms.

Director of Purchasing: Establishes a process and an emergency procurement organization to ensure the procurement of essential materials and services to support all the Emergency Representatives.

Emergency Responsibilities: Function Areas Listed Alphabetically

Cost Recovery from Insurance:

Department: Risk Management and Safety Services

Responsibilities: Coordinates and provides campus liaison to insurance vendor response. Assists in identifying recovery resources. Provides assistance in completing insurance claim forms.

Contact Information:

Personnel: Brian Burrough, Risk Management Coordinator

Telephone: 271-3287 office

Location: BRC 174

Counseling Services:

Department: Psychiatry And Behavioral Sciences
Responsibilities: Directs the provision of psychological assistance.

Contact Information:

EAP: Magellan Health Services
Telephone: 1-800-327-2513
Personnel: Suzanne Whittlesey, Professor
Telephone: 271-4219
Location: WP3056

Damage Assessment:

Department: Facilities Management/A&E Services/Site Support
Responsibilities: Directs building inspectors to check damage

Contact Information:

Personnel: Paul Manzelli, Assistant Vice President 271-5522 office
Don Cail, Director 271-2000
Mike Moorman, Director 325-6006 office
David Nordyke, Asst. Director
Bill Forester, Asst. Director

Documentation (Visual):

Department: Public Affairs
Responsibilities: Documentation for insurance claims

Contact Information:

Personnel: Catherine Bishop, Vice President
Telephone: 325-1543 office
Location: Whitehand Hall, Boyd Street

Emergency Manager:

Department: OU HSC Police Department
Responsibilities: Coordinates the development and implementation of a disaster preparedness program for jurisdictional employees and volunteers, specifically to their responsibilities during a emergency and/or disaster operations.

Contact Information:

Personnel: Lt. Bill Gebur, OCEM
Telephone: 271-6963 office

Emergency Medical Facilities:

Department: Family Medicine Clinic
Responsibilities: Establishes temporary emergency medical facilities for treatment of sick and injured individuals.

Contact Information:

Personnel: Dr. Steven Crawford
Telephone: 271-8000 Ext. 32123 office
Location: 900 N.E. 10th

Emergency Medical Services:

Department: OU Medical Center Emergency Room

Responsibilities: Primary emergency medical services are provided by local fire departments and ambulances.

Evacuation:

Department: OUHSC Police Department

Responsibilities: Evacuates people from hazardous high risk areas.

Contact Information:

Personnel: Ed Welch, Chief

Telephone: 271-4300 office

Location: CPD 103

Fire Control:

Department: Facilities Management

Responsibilities: Primary fire suppression is provided by local fire departments. The Fire Safety Officer coordinates University fire suppression efforts and supports fire department fire suppression efforts.

Contact Information:

Personnel: Allen Heilaman, Fire Marshal

Telephone: 271-5522 ,ext 5 office

Location: BRC-N 176

Hazardous Materials (Chemical, Radioactive, & Biological)

Department: Environmental Safety Services

Responsibilities: Evaluates the status and condition of hazardous materials. Directs University efforts to control hazardous materials and supports fire department efforts to control hazardous materials.

Contact Information:

Personnel: Cheri Marcham, Chemical

Telephone: 271-3000 office

Location: ROB 301

Personnel: George MacDurmon, Radioactive

Telephone: 271-6121 office

Location: BMSB 127

Personnel: Dr. Ronald Greenfield, Biological

Telephone: 271-6122 office

Location: WP 1170

Housing – Emergency

Department: Red Cross

Responsibilities: Sets up emergency shelters for evacuees and others who may be homeless following the emergency.

Contact Information:

Telephone: 228-9500

Location: 601 N.E. 6th street Oklahoma City

Housing – Students

Responsibilities: Handles relocation of students in campus apartments.

Contact Information:

Personnel: Tommy Klepper, Manager
Location: UVH B-40
Telephone: 271-0500 office

Law Enforcement:

Department: OUHSC Police Department

Responsibilities: Directs law enforcement resources for traffic, access and security control.

Contact Information:

Personnel: Ed Welch, Chief
Telephone: 271-4300
Location: CPD 103

Purchasing:

Department: Purchasing Department

Responsibilities: Handles emergency purchases, coordinates distribution of supplies.

Contact Information:

Personnel: Jean Wilson, Associate Director
Telephone: 325-6723 office
Location: 2750 Venture Drive, Norman OK

Public Information:

Department: Public Affairs

Responsibilities: Serves as a member of the central Emergency Policy Executive Team.

Contact Information:

Personnel: Catherine Bishop, Vice President
Telephone: 325-1543 office
Location: Whitehand Hall

Repairs:

Department: Site Support

Responsibilities: Directs crews to clear debris and make temporary restorations.

Contact Information:

Personnel: Don Cail, Director
Telephone: 271-2000 office
Location: SCB 147

Safety – Environmental

Department: Environmental Health and Safety Office

Responsibilities: Evaluates University facilities and properties for hazards and determines habitability. Evaluates the safety of emergency operations and determines the need to modify or suspend those operations.

Contact Information:

Personnel: Cheri Marcham, EHSO
Telephone: 271-3000 office
Location: ROB 301

Search and Rescue:

Department: OUHSC Police Department

Responsibilities: Primary search and rescue is provided by local fire departments. OUHSC Police Department coordinates University search and rescue efforts and supports fire department search and rescue efforts.

Contact Information:

Personnel: Ed Welch, Chief

Telephone: 271-4300

Location: CPD 103

Shelters – (see Housing)**Telephone Service**

Department: Telecommunications

Responsibilities: Coordinates the restoration of phone service

Contact Information:

Personnel: Craig Amburn, Manager

Telephone: 271-9720 office

Location: SCB 11

Transportation:

Department: Parking and Transit Services

Responsibilities: Provides emergency transportation. Adjusts existing transportation organization in order to serve post-emergency environment.

Contact Information:

Personnel: Doug Myers, Manager

Telephone: 271-3685 office

Location: SCB 100

Utilities:

Department: Steam and Chilled Water Plant

Responsibilities: Restores essential utilities.

Contact Information:

Personnel: Don Cail, Director 271-2000 office

Pete Ray, Assistant Director 271-2000 office

Location: SCB 147

Volunteer Force:

Department: Administrative Affairs

Responsibilities: Organizes volunteers for operational use.

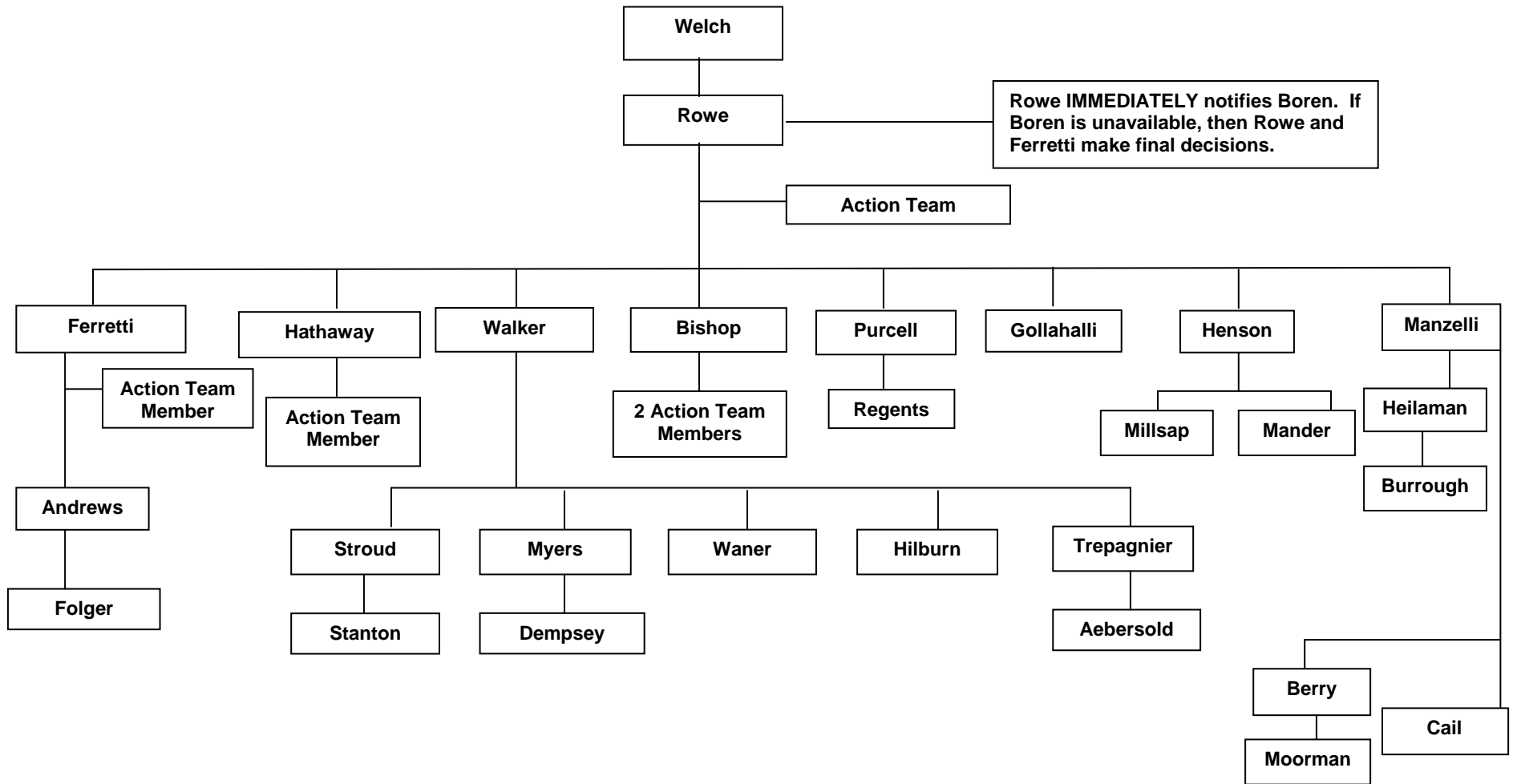
Contact Information:

Personnel: Kathy Walker, Director

271-2399 office

Appendix A: EXECUTIVE EMERGENCY NOTIFICATION PHONE TREE

09/01/2009



Appendix B: Tornados

Since Oklahoma weather can be severe and difficult to predict, it is important to keep abreast of the weather outside and the 24 hour forecast. The City of Oklahoma City maintains a citywide civil defense warning siren network. It is a familiar sound, as it is tested every other Friday at noon on sunny days between March and July and once each month as the weather permits from August through February.

A steady siren for three to five minutes means imminent danger. Take shelter immediately in the nearest suitable shelter location. You should seek shelter in interior spaces of buildings away from windows and exterior walls and preferably on the lowest floor possible. Your particular shelter location should be planned in advance. Once the sirens sound, it is too late to seek shelter at a remote location. However, if you are abreast of dangerous weather advancing toward your location prior to the sounding of the siren, you may choose to seek shelter elsewhere. It is important in these situations to base your decisions on public weather advisories and warnings disseminated by nearly all local media outlets.

National Weather Service (NWS) Terminology

Severe Thunderstorm: Wind gusts of 50 knots (58 mph) or greater and/or hail three quarters of an inch in diameter or larger

Damaging Wind: Sustained or gusty surface winds of 60 mph or greater.

Tornado: A violent local storm of short duration with very high-speed winds rotating about a vortex with a funnel extending from the base of the clouds to the ground.

Funnel Cloud: A tornadic-type funnel extending downward from the clouds but not touching the ground.

Tornado or Severe Thunderstorm Watch: Issued by the National Weather Service (NWS) when conditions for a tornado or severe thunderstorm are favorable in the named area.

Tornado or Severe Thunderstorm Warning: Issued by the NWS when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction, and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.

Tornado Warning Issued: When a tornado warning is issued for the Oklahoma City area by the NWS, the public broadcast media (KGOU-FM 106.3; KNOR-AM 1400; WWLS-AM 640 or any Oklahoma City television station), or the sounding of the sirens for three to five minutes.

- Proceed immediately to your shelter area
- To minimize danger from flying debris, close doors around your area
- Remain in the your shelter area until the storm front clears the area or an all-clear signal is provided by the public broadcast media. The OUHSC Police Department suggests you take a battery-operated radio or TV with you to your shelter.

Appendix C: Chemical, Radiological and Biological Terrorism

Primary University Contacts:

Chief Ed Welch, OUHSC Police Department - 271-4911 office

Cheri Marcham, Chemical - 271-3000 office

George McDurmon, Radioactive – 271-6121 office

Dr. Ronald Greenfield, Biological – 271-6122 office

These officials should immediately contact Ken Rowe (271-2399 office) or Anil Gollahalli (325-4124).

CDC Instructions:

According to the National Center for Disease Control, the recommended notification procedures for local leaders in the event of a bioterrorist incident reads as follows;

1) Inform your local health department.

2) Notify the FBI

Contact: FBI Terrorism Task Force
Telephone: 290-7770

3) Notify Local Law Enforcement

A) Agency: EMSA
Responsibilities: initial treatment and field decontamination of individuals
Telephone: 911

B) Agency: Oklahoma City Fire Department
Responsibilities: scene decontamination
Telephone: 911

4) Notify and Involve State Health Department Officials

Contact: Commissioner of the Oklahoma State Department of Health
Telephone: 271-4200 X 56029

5) The State Health Department notifies the national Center for Disease Control (CDC)

Appendix D: Emergency Utility Disaster Plan

In case of a disaster to any of the utility systems, this plan has been devised to assist University administration in recovery from emergency and return to normal of all utility systems. Utility systems covered by this emergency plan are the electrical, natural gas, steam, domestic water, and chiller systems. An emergency is defined as a loss of a major portion of any of the listed utilities. For individual building outages, Site Support should be notified 271-2121. In that case, Site Support will coordinate recovery operations.

For an emergency to any of the above systems, the first contact is Site Support at 271-2121. If after hours contact the on-call person for that area.

1. As soon as the situation is stable, if necessary the on-call person will contact their supervisor and inform them of the nature of the emergency, action taken, and expected duration until return to normal.
2. Site Support will coordinate recovery efforts.

Contact Numbers for Site Support:

Don Cail, Director	Office	271-2000
Pete Ray, Asst. Dir.	Office	271-2000
Mike Dunn, Asst. Dir.	Office	271-2121

In the event that many or all of the above management staff is unable to assist in the emergency, then the following contact persons, not directly associated with the University, could be called upon to assist. These contacts, outside of University staff, have the most knowledge of the University utility systems.

Utility Providers:

OG&E	Greg Nero	397-0350
ONG		551-4000
OERI	George Taubel	918-254-9630

Engineering Services:

Frankfort Short Bruza	Bill Frankfurt	840-2931
Guernsey Engineering	Bill Lowery	416-8100

Rental/Material Acquisition:

Aggreko Rental		330-1341
Southwest Electric	Steve White	634-4445
Schaver Electric	Greg Ramsey	525-9451
Trane Company		787-2237
York Company	Bert Akins	947-6502

Construction Assistance:

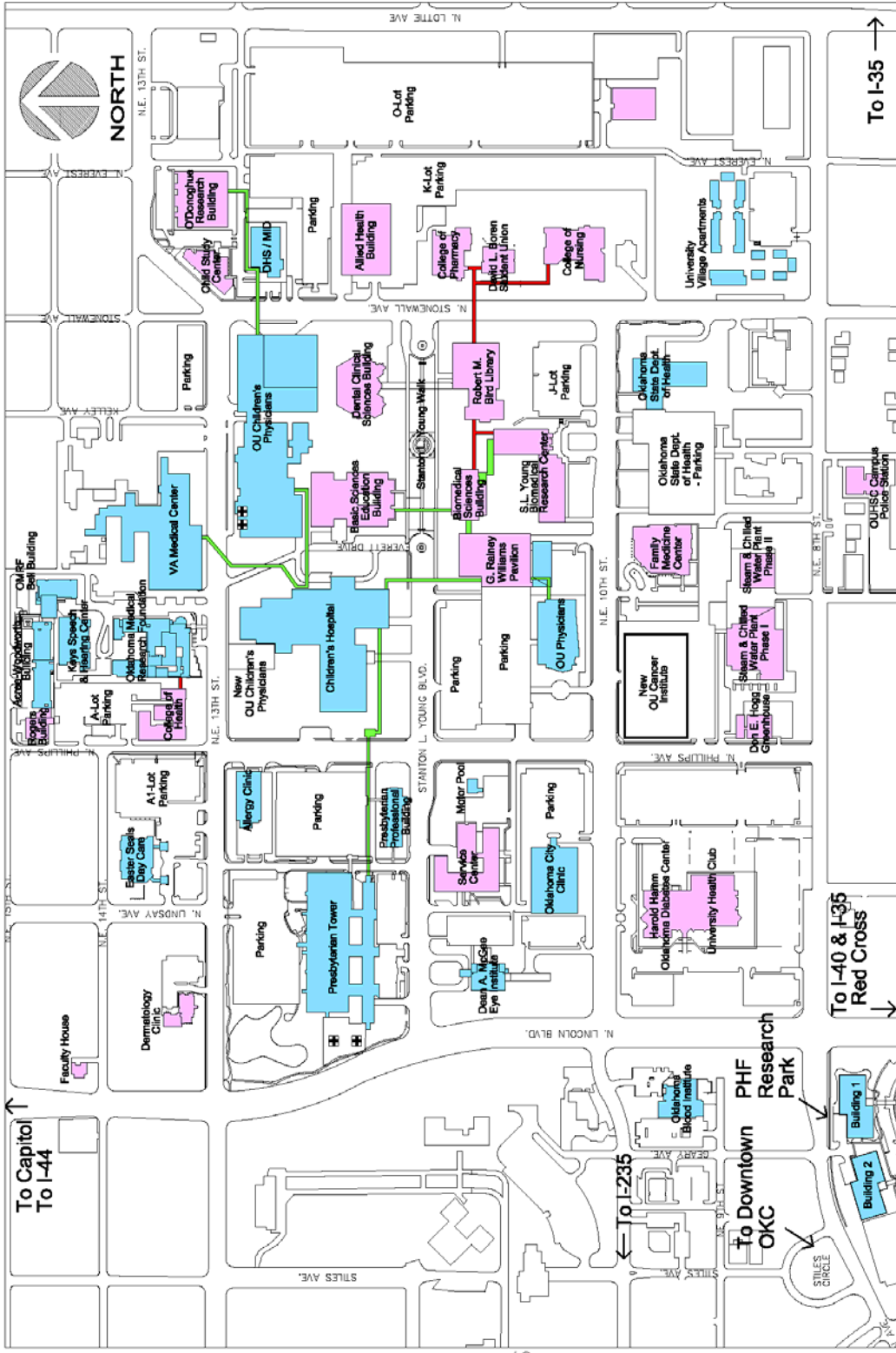
United Mechanical	Rod Rutherford	528-1234
Matherly Mechanical	David Munson	737-3488

Appendix E: Useful contact Telephone Numbers

<u>Agency</u>	<u>Telephone Number</u>
Oklahoma City Police Department	(405) 231-2121

Oklahoma City Fire Department	(405) 235-1313
OU Medical Center	(405) 271-4363
Oklahoma County Sheriff	(405) 236-1717
Oklahoma Highway Patrol	(405) 425-2285, 425-2881
Oklahoma Military Department	(405) 228-5000
Oklahoma Civil Emergency Management	(405) 521-2481, 521-2881
Governor's Office	(405) 521-2342

Appendix F: Campus Map



- Pedestrian Overhead Walkway
- Pedestrian Underground Tunnel
- OUHSC Buildings
- Other Health Care Buildings
- Parking

March 2009

Map provided by Facilities Management and Capital Planning, OUHSC