

**EASTERN OKLAHOMA STATE COLLEGE
EMERGENCY ACTION PLANS**

INTRODUCTION

The purpose of this plan is to establish clear guidelines detailing the appropriate response to disaster and crisis situations. The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of the College. The proper use of available resources and personnel is critical to the successful management of Emergency Operations, including, but not limited to:

- Provide maximum preparation to reduce the potential for injury or damage;
- Provide a coordinated, interdisciplinary, and comprehensive response to a critical situation;
- Maximize the effectiveness and immediacy of response to victims;
- Facilitate assistance to the primary, secondary, and tertiary victims;
- Reduce the severity and duration of the trauma to the campus community;
- Provide coordinated internal and external communications;
- Facilitate coordination with external agencies;
- Prepare for post-crisis support, evaluation, and condition;
- Reassure the public and local community;
- Guard the institution's image.

According to this plan, an emergency is defined as any unplanned or sudden serious event or condition that cannot be controlled by normal responses or measures. Eastern Oklahoma State College's President will have primary responsibility for convening the Emergency Operations Team and will manage the institutional response. In the President's absence, the Dean of Students, or designee, would assume these responsibilities. Once a state of emergency is declared, the plans guidelines are to be implemented by all faculty, staff and students. The procedures contained in this document are guides and should be used as a flexible tool to respond to a variety of circumstances. This plan applies to all College personnel and properties. The City of Wilburton has developed its own plan and the College plan will be incorporated into the overall City plan.

DEFINITIONS OF EMERGENCIES

Listed below are definitions that are to be used as guidelines to assist administrators in determining appropriate responses:

Level 1 Emergency – Any incident/accident that can typically be handled with in-house resources and the response is generally limited to a single building or area. All Level 1 Emergencies must be reported to Eastern Oklahoma State College Department of Public Safety and outside agencies if necessary.

Level 2 Emergency - Any incident/accident that typically requires external resources and the response covers a large area or is campus-wide. Level 2 emergencies may

disrupt the overall operations of the College and may require major policy considerations and decisions by the central administration.

Level 3 Emergency - Any event, natural or manmade, that will seriously impair or halt the operations of the College. Casualties and/or severe property loss may be expected. A coordinated team effort will be required of various campus services to effectively manage this contingency. Outside emergency support services will be required.

In all cases of a Level 2 or Level 3 Emergency, the Emergency Operations Team will convene, and this plan will be executed.

NOTE: ANY incident likely to create media interest must be promptly reported to the Official College Spokesperson or designee.

The Eastern Oklahoma State College Emergency Operations Plan has been developed to manage problems or emergencies in a realistic manner. Crises may affect residents in the geographic vicinity of the College; therefore, it is possible that City, County, State, and Federal agencies will not be available for immediate support.

EMERGENCY OPERATIONS TEAM

The Team will be defined by key functions as listed. Core Team members shall include:

| | |
|------------------------|--------------------------------------|
| Team Leadership: | President |
| Academics: | Vice President for Academic Affairs |
| Finance: | Vice President for Business Affairs |
| Students: | Vice President for Student Affairs |
| Communications: | Director of Public Information |
| Facilities Operations: | Director of Physical Plant |
| Safety & Security: | Director of Public Safety & Security |

Additional Team members shall be included as circumstances warrant:

| | |
|-------------------|-----------------------------|
| Employees: | Director of Human Resources |
| Science Safety: | Science Faculty |
| Medical: | Nursing Division Chair |
| Student Services: | Dean of Students |

ACTIVATION

In the event of a life-threatening emergency, the first response shall be to contact 911, and the Eastern Oklahoma State College Department of Public Safety. Faculty and staff will notify their immediate supervisor or the Department of Public Safety. Students will notify Dorm Staff and/or Campus Police Officers. The appropriate supervisor will assess the situation to determine the degree in which the emergency should be handled.

In the case of a Level 2 or Level 3 Emergency, the appropriate Eastern Oklahoma State College Police Department personnel will immediately notify the President, who will

determine and coordinate the plan of action to be taken by the College. In the case of a crisis occurring locally, off campus, the Latimer County Emergency Management Agency will contact the College with suggested response procedures.

DECLARATION OF CAMPUS STATE OF EMERGENCY

A Campus State of Emergency will be put into effect in the case of Level 2 or Level 3 Emergencies.

The President or his/her designated representative has the authority to declare a Campus State of Emergency. Once a State of Emergency has been declared, the responsible units, as described in this plan, shall implement the necessary procedures outlined herein to control the emergency.

COMMAND STRUCTURE

This section provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Eastern Campus. This system is designed to smoothly integrate with the Incident Command System used by the Latimer County Emergency Management Agency, the Wilburton Fire and Police Departments, Oklahoma Highway Patrol, and other emergency services.

The primary objective in responding to any incident should be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-Being

INCIDENT COMMAND SYSTEM

The Incident Command System consists of four sectors: Command, Operations, Logistics, and Planning. The initial command/response center will be located at the Field House. Upon assessing the situation, the Incident Command Center may be relocated to any position on the campus at the discretion of the President.

COMMAND: The Incident Commander (IC) operates in the Command Center and is responsible for the implementation of College policy, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.

Position Assigned To: The highest ranking official of the College will assume the role of IC until such time that the President or his/her designee relieves the initial or subsequent IC. When the IC is relieved it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations.

Authority: Full authority to make emergency expenditures, personnel assignments, and decision to evacuate and relocate to preserve life and property.

Immediate Actions:

- Activate Crisis Response Team by setting up the Command Center
- Select planned or alternate location
- Determine who from the Team needs to be involved in incident
- Assess current situation and decide on priority actions
- Determine if outside governmental assistance will be needed

Ongoing Actions:

- Monitor situation
- Set new priorities as needed
- Authorize expenditures and personnel work schedules, as needed

OPERATIONS: The Operations Officer will be the Senior Emergency Services Official based on the type of incident. The Operations Officer is responsible for protecting the health and safety of the Eastern community by execution of the policies and course of actions as directed by the IC. The Operations Officer is responsible for all activities within the affected or impacted area(s) of the emergency.

Position Assigned to: Director of Public Safety or designee. The highest-ranking official from an outside agency may assume a dual role of Operations with the Director of Public Safety.

Authority: Under supervision of the Incident Commander, directs actions taken by the Operations section and supervises the staff.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Confirms correct emergency services have been notified
- Attends to life threats as needed

Ongoing Actions:

- Monitor situation
- Coordinate emergency services operations as needed
- Coordination of traffic control
- Coordination of crowd control
- Accountability of College community members

LOGISTICS: The Logistics Officer is responsible for obtaining personnel, supplies, and equipment; determining what is needed for fuel, food, water, alternate light/power sources, ordering and arranging for distribution or pickup of needed items; monitoring longer term needs as directed by the IC.

Position Assigned to: Director of Facilities or designee

Authority: Under supervision of the Incident Commander, directs actions taken by the Logistics section, supervises staff, and makes expenditures within authority granted by Incident Commander.

Immediate Actions:

- Establishment of Command Center site
- Attends briefing with the Incident Commander on current situation
- Establishment of resource staging areas

Ongoing Actions:

- Monitor supply needs
- Monitor personnel needs
- Track resources and personnel as they are requested, obtained and used
- Site Management
- Coordinate feeding, sleeping, rehab, sanitation and other worker needs

PLANNING: The Planning Officer is responsible for providing short-term and long-term planning and information to assist the IC in decision-making. The Planning Officer will also track and document activities.

Position Assigned to: Vice-President or designee.

Authority: Under supervision of the Incident Commander, directs action taken by the Planning section and supervises section staff.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Formulates operational plan

Ongoing Actions:

- Insures that financial commitments are consistent with College policy
- Maintain logs, work sheets, and journals documenting planning financial operations
- Maintains and documents information from Operations and section on regular basis
- Maintains and documents information from Logistics section on a regular basis
- Displays changes in the situation and resources on the Status Board
- Generates periodic written Situation Reports and Resource Status Reports for the Incident Commander and Section Officer

DEAN OF STUDENTS RESPONSE

The Dean of Students will work with the Incident Command System on all matters dealing with student services during a crisis. Areas that fall under this role include: Student Life, Residential Staff, mental health, and students.

INFORMATION DISSEMINATION POINTS

The following sites will be equipped with cable television. Students and employees will be instructed that the sites are available for receiving updates on the crisis.

Miller Hall
Johnston Hall
Salmon Hall

Telephone and data port access are available at various locations throughout campus.

RESIDENCE HALL DORM STAFF

Each building has dorm staff. The Department of Public Safety shall maintain a list of Dorm Staff who are designated in writing as Building Coordinators for each dorm. The Building Coordinator shall be responsible for certain actions that are detailed in this document. The Building Coordinators shall also be in charge of the Emergency Go Kit, which should include, but not be limited to, the following items:

- ◆ Flashlight(s) with extra batteries
- ◆ Battery operated radio, with extra batteries
- ◆ First-Aid Kit
- ◆ ABC fire extinguisher
- ◆ Several blankets
- ◆ Copy of the Emergency Operations Plan
- ◆ Laminated Emergency Call List

Building Coordinators may appoint Building Assistants to help perform their responsibilities.

MANAGING COMMUNICATION IN AN EMERGENCY

The **Overall Communication Objective** in a crisis is to quickly adjust the College community position from one of response and reaction to one of relative control and an ability to take proactive steps toward a return to normal business operations and to learning.

The President has primary authority over all communications regarding emergencies and will address these issues in conjunction with the Vice President and the Official College Spokesperson.

The College has several pre-established methods of communication within the College and with local communities in the event of an emergency. These include the use of e-mail, web site announcements, bulletin boards, announcements on local radio stations, building dissemination points, and written correspondence. The use of amateur (HAM) radio may be employed in the event that other means of communication are not possible.

During an emergency, the Vice President will prepare or review all public and internally-disseminated communications to ensure that they are up to date, complete, concise, and factual, prior to such dissemination.

Consistent with existing communications policies, no individual should provide statements to members of the media during emergencies without first discussing them with the Vice President.

TRAINING

It is critical for the safety of the Eastern Community that all personnel on campus have an understanding of the Emergency Operations Plan. This shall be accomplished by holding several different types of training during the year. All training will be performed by and documentation held by the Director of Public Safety.

Orientation

Upon approval of the plan, a formal orientation will be scheduled for employees of Eastern Oklahoma State College to review the Plan and answer questions. After this initial orientation, all new employees will review the plan with Human Resources during the in-processing phase.

Employee Training

General areas of training are to include:

- ◆ Individual roles and responsibilities
- ◆ Information about threats, hazards and protective actions
- ◆ Notification, warning and communication procedures
- ◆ Emergency response procedures
- ◆ Evacuation, shelter and accountability
- ◆ Location and use of common emergency equipment

Tabletop Exercises

The Emergency Operations Team will meet annually to discuss their responsibilities and how they would react to a critical incident. This exercise will identify areas that need improvement as well as areas that overlap.

Walk-through Drills

The Emergency Operations Team and local emergency service providers shall conduct annual walk-through drills. These drills will be designed to allow each member to learn what the others do during an emergency as well as identify what areas need improving. A formal evaluation will be conducted at the end of the drill.

Full-Scale Exercise

A real-life emergency is simulated as closely as possible annually. This exercise involves emergency services as needed. A formal evaluation will be conducted with all personnel involved.

Emergency Situation:

REPORT AN EMERGENCY: When a student, faculty, staff, or a visitor wants to report an emergency they should do the following.

In a life threatening situation dial **911 (the dispatcher will then notify Eastern Public Safety, fire, and/or ambulance as needed).**

If the situation is not life threatening, then dial Ext: **718** or **448-2365**,

Remember if in doubt dial 911!

ABDUCTION

TYPICAL PROBLEM: Unauthorized removal of a student, staff, or Faculty member from the Eastern College Campus without consent from the individual, parent(s), or college official.

POINT PEOPLE: Department of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Student Affairs
Vice President for Academic Affairs
Vice President for Business Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

1. Verify person is missing.
2. Contact Department of Public Safety and President's Office.
3. Contact parent(s).
4. Check student file for restraining orders and background information.
5. Gather facts about abduction; description of abductor and vehicle.
6. Contact counselors.
7. Convene Emergency Response Team.
8. Prepare a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.
9. Director of Public Information may contact media with predetermined message that has been coordinated with Law Enforcement.
10. Initiate grief counseling as needed.
11. Provide victim assistance services.
12. Debrief with Emergency Response Team.

ACCIDENT

TYPICAL PROBLEM: An accident involving bus and/or automobile crashes involving students and staff while traveling to and from the college campus.

POINT PEOPLE: Department of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Student Affairs
Vice President for Academic Affairs
Vice President for Business Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

1. Secure vehicle, position flares well away from crash scene and display other appropriate warning devices.
2. Direct someone to call 911 and the Department of Public Safety.
3. Ensure students remain in vehicle if safe from fire or other road hazards; if danger exists, move passengers to a safe place away from highway.
4. Administer first aid, if properly trained.
5. Direct responsible person to flag down oncoming motorists for additional assistance.
6. Get names and addresses of any witnesses and report to law enforcement personnel.
7. Make no statements to bystanders or media.
8. Convene Emergency Operations Team at the College to decide what additional resources and support will be needed – contact President's Office.
9. President, or designee, verifies accident report with law enforcement and attempts to determine who has been injured, extent of injuries and hospital where victims have been taken.
10. Prepare phone list identifying names of students, staff, and parents who need to be notified.
11. President, or designee, immediately contacts emergency notification contact person of crash victims.
12. Director of Public Information prepares a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.
13. Director of Public Information may contact media with predetermined message that has been coordinated with law enforcement.
14. Initiate grief counseling as determined by need and severity of the situation.
15. Debrief with Emergency Response Team.

ASSAULTS (Domestic, Physical, Sexual):

TYPICAL PROBLEM: Actual or threat of physical or psychological harm against a member of the Eastern College community.

POINT PEOPLE: Department of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Business Affairs
Vice President for Student Affairs
Vice President for Academic Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

Relocate the victim to a safe environment and treat injuries, if trained to do so.

1. Contact the Department of Public Safety.
2. If sexual assault, advise the victim not to take a shower. If victim has already showered, have clothing worn at the time of assault placed into a paper bag to be turned over to law enforcement.
3. Contact counselors to meet with victim.
4. Obtain a description from victim and witnesses of suspect.
5. Convene Emergency Response Team to decide if additional resources and support will be needed – contact President's Office.
6. President, or designee, immediately contacts emergency notification contact person of victim.
7. Director of Public Information prepares a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.
8. Director of Public Information may contact media with predetermined message that has been coordinated with law enforcement.
9. Initiate grief counseling as determined by need and severity of the situation.
10. Debrief with Emergency Response Team.

BOMB THREAT

TYPICAL PROBLEM: A bomb threat is received affecting the Eastern College Campus.

POINT PEOPLE: Department of Public Safety
Director of Physical Plant

TYPICAL TEAM MEMBERS: President
Vice President for Business Affairs
Vice President for Academic Affairs
Vice President for Student Affairs
Dean of Students
Director of Public Safety
Director of Physical Plant
Director of Public Information

BOMB THREAT BY PHONE:

1. Record exactly what the caller says.
2. Ask the caller:
 - Time bomb set to detonate
 - Is it visible or hidden
 - Type of bomb
 - How it got in college
 - Where it's located
 - What it looks like
 - Why placed in college or on grounds
3. Note any caller accent, age, sex, background noise, mental state, etc.
4. Whenever possible activate *69 *Call Tracing*.

ANY BOMB THREAT:

1. Call 911 and convene the Emergency Response Team – contact the President's Office.
2. Fire and Police will combine to form the Incident Command.
3. All faculty and staff scan work area for unusual objects while evacuating the building. Report suspicious objects to the Team once evacuation procedures are complete.
4. Team orders college evacuation based on information obtained about the bomb.
5. The Department of Public Safety will work with local law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering campus.
6. The Team decides appropriateness of moving students and staff to relocation sites during extended evacuation.
7. Do not touch or attempt to move device. If device is located, the Oklahoma Highway Patrol will then take over the situation.
8. Upon approval from local law enforcement and fire department authorities, buildings will be reoccupied.

BUILDING EVACUATION

PURPOSE: For reasons of community safety, a building on campus needs to be evacuated.

POINT PEOPLE: Department of Public Safety
Director of Physical Plant

TYPICAL TEAM MEMBERS: President
Vice President for Business Affairs
Vice President for Student Affairs
Vice President for Academic Affairs
Dean of Students
Director of Public Safety
Director of Physical Plant

During a building evacuation, all occupants of a building must properly leave the building.

SINGLE BUILDING EVACUATION:

Events that might cause a single building evacuation include:

- ◆ Fire
- ◆ Animal Issue
- ◆ Chemical
- ◆ Electrical
- ◆ Sanitation
- ◆ Medical

Upon the sound of the fire alarm **or** a voice command of a faculty or staff member, all students, faculty and staff should leave the building in accordance with the plan already in place for fire drills. Once outside and at the designated meeting place, students, faculty and staff will be advised on where they need to relocate, if necessary.

If building evacuation for an extended period of time is necessary, more than one hour, then students should be instructed to go to other dorms, or leave campus, as long as such action does not interfere with duties being performed by Emergency Services.

If building evacuation will extend overnight, sleeping arrangements, in other available dorms or off campus, will be made for the students. An employee from either Physical Plant or Campus Public Safety will be assigned to the dorms with extra students for the purpose of fire watch while the building is occupied with extra students. If a fire watch is set up, Wilburton Fire Department should be notified.

If building evacuation is necessary for overnight or into the next business day, information should be posted on the Eastern College website and on employee e-mail.

MULTIPLE BUILDING EVACUATION

Events that might cause a Multiple Building Evacuation include but are not limited to:

- ◆ Fire
- ◆ Animal Issue
- ◆ Chemical
- ◆ Electrical
- ◆ Sanitation
- ◆ Medical
- ◆ Bomb Threat
- ◆ Hostage Situation

Upon the sound of the fire alarm **or** a voice command of a faculty or staff member, all students, faculty, and staff should leave the buildings in accordance with the plan already in place for fire drills of that building. Once outside and at the designated meeting place the students, faculty, and staff will be advised where they need to relocate, if necessary.

If building evacuation for an extended period of time is necessary, **or** if the situation poses a continuing threat to surrounding buildings, students may be requested to move to another area, or leave campus, as long as such actions do not interfere with duties being performed by Emergency Services.

If building evacuation will extend overnight, off-campus sleeping arrangements will be made for the students.

CAMPUS EVACUATION

TYPICAL PROBLEM: For reasons of community safety a partial or complete campus evacuation is needed.

POINT PEOPLE: Director of Public Safety
Director of Physical Plant

TYPICAL TEAM MEMBERS: President
Vice President for Business Affairs
Vice President for Student Affairs
Vice President for Academic Affairs
Dean of Students
Director of Public Safety
Director of Physical Plant
Dean of Students

Any number of reasons could result in the entire Eastern College Campus being evacuated. Some of the most common reasons include, but are not limited to:

- ◆ Weather Related
- ◆ Fire
- ◆ Chemical Spill
- ◆ Electrical Failure
- ◆ Life-threatening Emergency

The following steps should be taken:

1. Upon notification of an immediate life-threatening situation, the President or the President's Designee will communicate the decision to the Critical Incident Management Team.
2. The Eastern Police should, with the help of the Physical Plant:
 - ◆ Contact all Building Coordinators and advise them to implement evacuation procedures. Contact can be via phone or in person.
 - ◆ Patrol areas outside of buildings announcing to all personnel of evacuation implementation and the proper evacuation route.
 - ◆ Direct vehicle and pedestrian traffic away from hazard.
 - ◆ Post personnel at campus entrances to prohibit incoming traffic.
 - ◆ Post personnel at building entrances, as necessary, to prevent entry.
3. The Building Coordinator should:
 - ◆ Notify the designated Building Assistant on each floor to evacuate all personnel from the identified area.
 - ◆ Position him/her on a ground level floor near the door closest to the designated assembly point for the affected building.

| BUILDING COORDINATORS | | | |
|------------------------------|------------------------------|---------------|-------------------|
| <i>Updated:</i> | | | |
| Building | Building Coordinators | Office | Phone Ext. |
| Johnston Hall | Dorm Staff | | 835 |
| Johnston Hall | Cindy Waldrop | J115 | 825 |
| Miller Hall | Dorm Staff | | 833 |
| Miller Hall | Betty Eason | | 801 |
| Salmon Hall | Dorm Staff | | 885 |
| Salmon Hall | Geraldine Turnage | | 801 |
| Admin/Library | Gail Richey | L104 | 776 |
| Admin/Library | London White | L102 | 767 |
| Sullivan Hall | Pat Turner | S211 | 702 |
| Sullivan Hall | Maurice Hawthorne | S105 | 816 |
| Mitchell Hall | Diamond Mills | M102 | 819 |
| Mitchell Hall | Jeanne' Sutton | M106 | 805 |
| Student Union | Dana Lewis | SU118 | 818 |
| Student Union | Rhoda Watkins | Cafeteria | 712 |
| Choctaw Hall | Tammy Boling | CH125 | 408 |
| Choctaw Hall | Lenora Jordan | CH132 | 402 |
| Field House | Erica Karstens | | 801 |
| Field House | | | |
| Pool | Michelle Bambeck | | 801 |
| Pool | Loma Messex | SC117 | 731 |
| Pratt Hall | Paul Enis | P108B | 790 |
| Pratt Hall | Paula Ogden | | 801 |
| Gunning | Anne Hester | | 794 |
| Gunning | Kathy Couch | G001 | 754 |
| GEAR UP | Helen Scott | B104A | 874 |
| GEAR UP | Linda Morgan | B104B | 722 |
| Baker Hall | Rhonda Quinn | B100 | 724 |
| Baker Hall | Carolyn Prock | | 801 |
| Physical Plant | Sheryl Marmon | | 801 |
| Physical Plant | Mark Hill | | 717 |

Evacuation Procedures

In a disaster or major emergency, evacuation of a specific building may be necessary. Classes, departments and offices in every building should know in advance the locations of the college's **Emergency Assembly Points (EAPs)**, where information and assistance will be provided. A building evacuation will occur when a fire alarm sounds or upon notification by EOSCPD, emergency personnel or the building coordinators.

- Be aware of all marked exits from your area and building. Know the routes from your work area.
- If necessary or if directed to do so by EOSCPD or emergency personnel, activate the building fire alarm.

Caution: Building fire alarms may stop ringing; even if they stop, continue the evacuation.

- When the evacuation/fire alarm sounds or you are told to leave by emergency personnel, walk quickly to the nearest marked exit and alert others to do the same. **Do not** use elevators unless directed.
- Assist persons with disabilities in exiting the building. Elevators may be used to evacuate persons with disabilities **only** after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, walkers, crutches) with the person, if possible.
- Once outside, move to the nearest or most convenient Emergency Assembly Point (EAP). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist emergency personnel.
- An emergency Incident Command Post (ICP) may be set up near the emergency site. Keep clear of the ICP unless you have important information to report.
- **Do not** return to an evacuated building unless directed to do so by EO SCPD/emergency personnel.

If buildings are damaged in an earthquake or other emergency, they will be inspected as soon as possible and posted with a red "Closed" or green "Open" sign. Do not re-enter a building that has not been inspected or does not display a sign.

Evacuation of Persons with Disabilities

- Persons with mobility impairments or using wheelchairs should prepare for emergencies ahead of time by instructing classmates or faculty on how to assist her/him in case of emergency. Persons with visual and hearing impairments should carry a note or tag identifying their disability. Persons with hearing impairments should carry a pen and/or pencil and note pad.
- In the case of fire or earthquake when the elevators should not be used, persons using wheelchairs or with mobility impairments should move toward the nearest staircase and request assistance from others in the area.
- If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- **Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons.**

The following guidelines should be considered in evacuating persons with disabilities:

- Communicate the nature of the emergency to the person.
- Ask the person how you can assist.
- If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.

Visual Impairments

Describe the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow and escort him or her, advising of any obstacles, such

as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where you are and ask if further assistance is needed.

Hearing Impairments

Many buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists. Communicate with the person by writing a note or using simple hand gestures.

Persons using wheelchairs

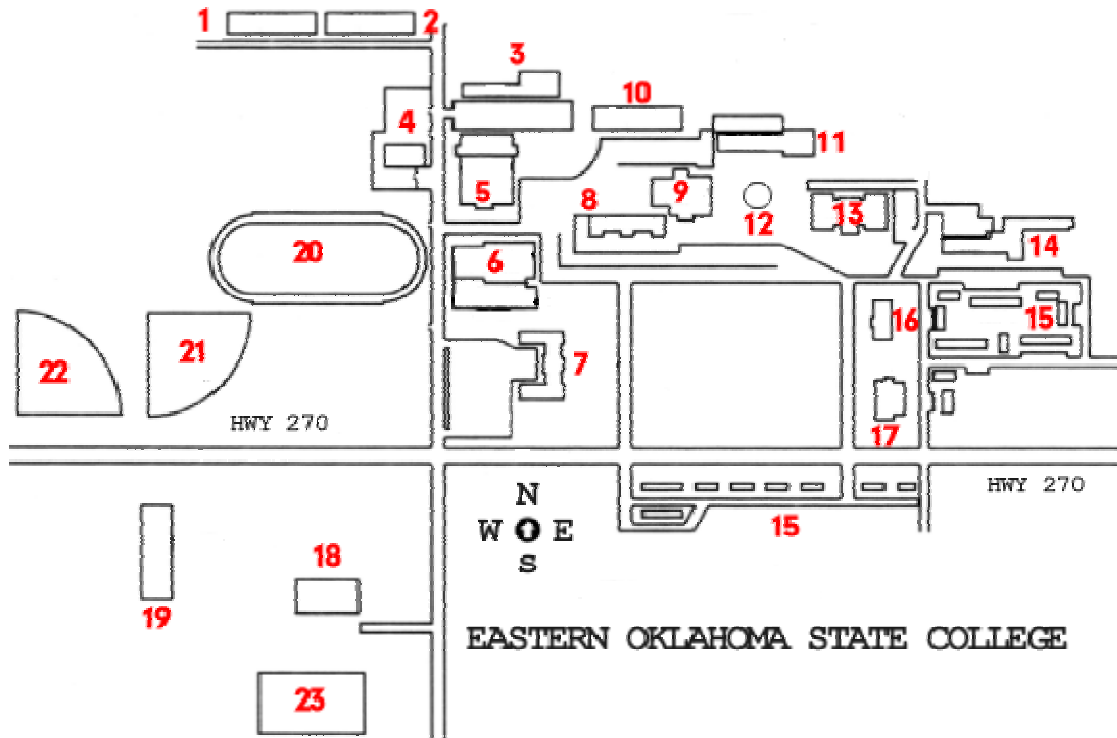
Ask the person what method of assistance he/she prefers. Some people have minimal ability to move, and lifting them may be dangerous to them. Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately. If the disabled person wants to be moved in his or her wheelchair, keep the following considerations in mind:

| With their wheelchair | Without their wheelchair |
|---|--|
| Do not attempt to move a person in a wheelchair by yourself; seek help. | Ask how to remove them from the wheelchair. |
| Ask if they want to move forward or backward down the stairs. | Ask whether to move their extremities or not. |
| Wheelchairs have many movable or weak parts. | Ask whether they want to be moved down the stairs forward or backward. |
| Some persons have no upper trunk or neck strength. | Ask whether the seat cushion or pad should be brought. |
| Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the chair retrieved later. | Ask what is necessary for after-care. |

Emergency Assembly Points

Emergency Assembly Points are located all across the campus in case of an Emergency. The current assembly points are the open field south of student union (8,9,10,11,12,13,14, 15, 16 17), the open field west of Choctaw Hall (3, 4, 5, 6, 7).

CAMPUS MAP



| | | | | | |
|----|-----|--|----|-----|---|
| 1 | TC | Agronomy Lab | 14 | MH | Miller Hall (Women's Dorm/Honors Dorm) |
| 2 | ML | Meats Lab | 15 | CA | College Apartments |
| 3 | SH | Salmon Hall (Men's Dormitory) | 16 | GUN | Gunning Hall |
| 4 | MB | Maintenance Building | 17 | PRT | Pratt Hall |
| 5 | BAK | Baker Hall (Agriculture/Miner Training) | 18 | BB | Beef Barn |
| 6 | FH | Field House (Hyper Center) & Gene | 19 | AC | Agriculture Complex (Goddard Show Barn) |
| 7 | GS | Stipe Physical Education Center | 20 | | Football Field/All-Weather Track |
| 8 | CH | Choctaw Hall (Dept. of Corrections) | 21 | | Softball Complex |
| 9 | JH | Johnson Hall (Dormitory) | 22 | | Baseball Complex |
| 10 | SU | Student Union | 23 | | Horse Barn & Rodeo Arena |
| 11 | SUL | Sullivan Hall (Sciences) | | | |
| 12 | LIB | Library & Administration (Bill H. Hill Library Building) | | | |
| 13 | CY | Courtyard & Clock Tower | | | |
| | MIT | Mitchell Hall | | | |

1. Campus Evacuation Routes:

Every situation poses a different way in which to handle evacuating campus. The guidelines are established as a foundation and will be modified to the situation at-hand.

2. Upon termination of evacuation, Eastern Oklahoma State College will contact students, faculty, and staff.

DEATH

TYPICAL PROBLEM: A death has occurred either on campus or off campus involving a student, staff, or faculty member.

POINT PEOPLE: Director of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Student Affairs
Vice President for Academic Affairs
Vice President for Business Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant

Upon finding a person down, immediately appoint someone to call 911, and administer First Aid/CPR if qualified.

1. Notify Department of Public Safety – notify President’s Office.
2. Department of Public Safety secures area until arrival of Emergency Services.
3. Convene Emergency Response Team and ensure family members of deceased are notified through pre-established method.
4. Hold faculty and staff meeting as soon as possible to communicate next steps.
5. Prepare a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.
6. President assesses faculty and staff needs and brings in outside assistance as needed.
7. Director of Public Information may contact media with a predetermined message that had been coordinated with Law Enforcement.
8. Prepare to hold community support meeting(s) if needed.
9. Initiate grief counseling as determined by need and severity of the situation.
10. Relay information about wakes(s) and funeral(s) to students, staff, and faculty as it becomes available.
11. Plan long-term response and follow-up counseling.
12. Debrief with Emergency Response Team.

EXPLOSION

TYPICAL PROBLEM: An explosion has occurred on campus.

POINT PEOPLE: Director of Public Safety
Director of Physical Plant

TYPICAL TEAM MEMBERS: President
Vice President for Student Affairs
Vice President for Academic Affairs
Vice President for Business Affairs
Dean of Students
Director of Public Safety
Director of Physical Plant

The person witnessing/hearing the explosion should contact emergency services (911), Department of Public Safety and Physical Plant:

1. The Building Coordinators should evacuate the building, and surrounding buildings to a minimum of 500 feet, upwind of the explosion.
2. Campus Police and Facilities personnel should provide access control to the area of the explosion and to campus. Readings should be made with the campus radiological emergency equipment, and the M-9 paper shall be used for response vehicles and personnel.
3. Police secures treatment for any injured persons while waiting for EMS personnel.
4. Activate the Emergency Response Team and assess situation – contact the President’s Office.
5. The Wilburton Fire chief, or his designee, assumes control of the incident.
6. Vice President prepares a written statement for faculty to read to students and send to parent(s) describing the facts known at the time and procedures for accessing support if needed.
7. If criminal behavior is suspected, Law Enforcement takes charge of incident.
8. Director of Public Information may contact media with predetermined message that has been coordinated with Law Enforcement.
9. Initiate grief counseling as determined by need and severity of the situation.
10. When cleared from local authorities, buildings may be reoccupied.
11. Debrief with Emergency Response Team.

FIRE

| | |
|-----------------------|--|
| TYPICAL PROBLEM: | A fire alarm or actual fire is occurring on campus. |
| POINT PEOPLE: | Director of Public Safety Director of Physical Plant |
| TYPICAL TEAM MEMBERS: | President Vice President for Student Affairs Vice President for Academic Affairs Vice President for Business Affairs Dean of Students Director of Public Safety Director of Physical Plant Director of Public Information |

Upon detection, the person discovering the fire is to notify the Wilburton Fire Department by dialing 911 and the Campus Police. Building occupants may apply hand-held fire extinguishers, if trained to do so, but this should be performed after notifying the Wilburton Fire Department.

1. Occupants of the building should proceed to a meeting point a minimum of 200 feet from the building. Each Building Coordinator should have established a safe meeting point of all occupants of the building. Once the situation is evaluated, occupants will be advised where else on campus they may go.
2. The Department of Public Safety and Physical Plant personnel will be posted on the outside of the affected building to ensure that no one reenters the building.
3. The Department of Public Safety will block off the entrance that will be used by Wilburton Fire Department to prevent the flow of traffic.
4. Upon approval from the commanding officer of the Wilburton Fire Department, occupants will return to the building.

HAZARDOUS MATERIAL

TYPICAL PROBLEM: A spill of hazardous materials has occurred on campus.

POINT PEOPLE: Department of Public Safety
Science Faculty

TYPICAL TEAM MEMBERS: President
Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Business Affairs
Dean of Students
Director of Public Safety
Director of Physical Plant
Director of Public Information
Science Faculty

Notify the Department of Public Safety who will contact the President of Eastern Oklahoma State College.

1. Call the Wilburton Fire Department and County Emergency Management Coordinator, and request a dispatch of the HAZMAT team.
2. Convene the Emergency Operations Team.
3. The Department of Public Safety, Physical Plant and Science Faculty will determine location, quantity and danger potential of hazardous materials.
4. Wilburton County Emergency Management Agency Coordinator, or designee, becomes Incident Commander and works with Eastern's Police to evacuate area.
5. The Campus Public Safety Office seal off area and keep students and staff away from the hazardous material.
6. Law Enforcement will keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering college grounds.
7. Prepare a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.
8. Director of Public Information may contact media with predetermined message that has been coordinated with Law Enforcement.
9. Initiate grief counseling as determined by need and severity of the situation.
10. Debrief with Emergency Response Team.

HOSTAGE

TYPICAL PROBLEM: An individual(s) has taken members of the community hostage.

POINT PEOPLE: Director of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Student Affairs
Vice President for Academic Affairs
Vice President for Business Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Public Information
Director of Physical Plant

- 1. DO NOT INTERVENE IN THE HOSTAGE/BARRICADE SITUATION.**
2. Notify the Campus Police and call 911.
3. Activate the Emergency Operations Team – notify the President’s Office.
4. Senior Campus Police authority becomes team leader who directs procedure for lockdown or evacuation.
5. Physical Plant staff will lock all exterior doors – however, no doors should be blocked or so locked that would prevent rapid evacuation.
6. Faculty, staff, and students remain quiet in designated lockdown area, on the floor, away from windows and doors and with all lights turned off.
7. Remain in lockdown mode until commanded otherwise by the on-scene Law Enforcement Commander.
8. President notifies parent(s) of students involved.
9. Vice President prepares a written statement for faculty to read to students and send to parents describing the facts as known at the time and procedures for accessing support as needed.
10. Director of Public Information may contact media with predetermined message that has been coordinated with Law Enforcement.
11. Initiate grief counseling as determined by need and severity of the situation.
12. Provide victim assistance services.
13. Debrief with Emergency Response Team.

IF TAKEN HOSTAGE

- 1. Follow instruction of hostage taker.**
2. Remain calm and do not panic. Reassure students, if they are present, that everything will be okay.
3. Treat the hostage-taker with respect and act as normal as possible.
4. Ask permission to speak and do not argue or make suggestions.
5. Do not intervene; allow Law Enforcement to negotiate.

INFECTIOUS DISEASE

TYPICAL PROBLEM: Outbreak among students, staff or faculty of any disease which could cause an epidemic.

POINT PEOPLE: Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Business Affairs
Vice President for Academic Affairs
Vice President for Student Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

0. Convene Emergency Response Team – contact President’s Office.
1. Begin preventative measures to prevent spread of the disease.
2. If deemed necessary to quarantine, Department of Public Safety will secure the area. Authorized personnel only will be allowed to enter.
3. Campus personnel will coordinate with outside agencies for specimen collection, testing, immunization, and treatment.
4. Notify family members of victims.
5. Prepare a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.
6. Director of Public Information may contact media with predetermined message.
7. Initiate grief counseling as needed.
8. Provide victim assistance services.
9. Debrief with Emergency Response Team.

PANDEMIC OUTBREAK

TYPICAL PROBLEM: Pandemic outbreak on campus.

POINT PEOPLE: Director of Nursing
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Student Affairs
Vice President for Academic Affairs
Vice President for Business Affairs
Dean of Students (students)
Director of HR (employees)
Director of Public Safety
Director of Physical Plant
Direct of Public Information
Chief Technical Officer

1. Workforce Planning: Human Resources will identify essential employees vital to operations of campus. Disseminate information to employees about the campus's preparedness and response plans. Prepare to replace key individuals should they be unable to work.
2. Academic Contingency Planning: The President will determine adjustments in the academic calendar. Consider postponing and/or canceling classes, programs, and activities. Research: The President will identify essential requirements of animals and projects that may need special provisions during emergency conditions. Determine campus buildings that may remain open for essential operations. The President may determine opportunities for online teaching and/or alternate teaching sites.
3. Supplies/Equipment: Director of Physical Plant will provide available infection control supplies (e.g. hand hygiene products, tissues and receptacles for their disposal) in all occupied areas of campus. Disburse adequate supply of cleaning and disinfecting products. Employ equipment for use of cleaning and disinfecting, e.g. power sprayers, disposable towels and plan for waste disposal. Prepare to intensify environmental hygiene during an infectious disease emergency. Monitor heating, ventilation and air conditioning (HVAC) prepare for shut down.
4. Communication: The Director of Public Information will establish various communication and public relations strategies that will be used to update and disseminate information.
5. Health Care: The college nursing program will establish limited-staff 24 hour campus-based healthcare operation. The college shall communicate with public health officials and other local healthcare professionals regarding the colleges' needs and situation.

6. Counseling: The college counselor may establish 24 hour counseling services for students and employees.
7. Quarantine: The Dean of Students (student population) and Director of Human Resources (employees) will enforce necessary and appropriate quarantine restrictions and will consult with legal authorities and report back to the Incident Management Team.
8. Residential Life: The Dean of Students, in consultation with the Housing manager, will identify accommodations for students who are unable to return to primary and/or permanent residences. Adequate equipment/supplies including items that help minimize the spread of infectious diseases should be available to keep students and employees in residence for a prolonged period of time.
9. International Students: The Dean of Students will develop and implement travel recommendations based on assessment risks to travelers and/or Center for Disease Prevention and Control (CDC) international travel guidelines. Attempts shall be made to contact students abroad providing them with updated information as appropriate. The World Health Organization (WHO) will issue a Phase 5 Pandemic Alert which generally signals that an influenza pandemic is imminent. International students in the United States will be contacted and updated as appropriate. The Dean of Students will identify accommodations for students unable to return home or have to remain in the United States.
10. Food Service: The Vice President for Business Affairs will work with the Director of Food Service regarding additional services required beyond contracted agreements. A meal delivery system should be established for those who may be quarantined. Food Services should maintain a ten-day supply of food on location and be prepared for additional food deliveries as necessary
11. Financial: Vice President for Business Affairs will develop a system for rapid procurement and reimbursement for needed supplies/ equipment and services from vendors. A financial reserve should be available in case of disruption/cancellation of college operation during a semester and the necessity of implementing a business recovery plan that includes resumption of billing/payroll functions.
12. Liability Insurance: Vice President for Business Affairs will identify college insurance concerns, coverage or special requirements in the liability insurance policy. VP will consult with legal authority and report recommendations to the Incident Management Team.
13. Local Government: Plan for local government to become inundated with external logistical needs and disease containment measures. Maintain an open line of communication with local, county, state and federal agencies and health agencies. Latimer County General Hospital will see all patients and will redirect patients to area hospitals when necessary. Isolation of patients may

not occur at LCGH. The State Health Department and Emergency Management Agency will determine isolation locations.

14. Prepare for return of standard operations: Once government officials announce returning to some form of normalcy, the Incident Management Team will meet to plan a systematic recovery of operations. Priorities will be established in preparation for normal operation.
15. Debrief with Emergency Response Team.

INTRUDER

TYPICAL PROBLEM: An unauthorized individual has entered the campus grounds.

POINT PEOPLE: Director of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Business Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

Ask unauthorized visitor to identify him/herself.

1. If visitor is uncooperative, contact the Department of Public Safety.
2. Campus Public Safety Officer asks unauthorized visitor about purpose for being on campus.
3. If no legitimate reason, Campus Public Safety Officer asks unauthorized visitor to leave.
4. If unauthorized visitor remains uncooperative, Campus Public Safety Officer arrests him/her.
5. If unauthorized visitor leaves before Law Enforcement arrives, witnesses should write down individual's physical description, type and color of automobile, registration number and any other identifiable information.

LOCKDOWN

TYPICAL PROBLEM: An event has occurred where the Eastern community would be safer staying in their assigned workspace/classroom.

POINT PEOPLE: Director of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Business Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

1. President, after consulting with the Emergency Response Team whenever possible, gives the directive for a partial or entire college lockdown.
2. Faculty/staff should lock all room and exterior doors – however, no doors should be barricaded or so locked that would prevent rapid evacuation.
3. During a gun incident, instruct students to “*drop to the ground*”.
4. If the fire alarm is activated during a lockdown that involves a hostage or weapons, faculty/staff should direct students to use alternate evacuation routes from the perpetrator(s).
5. Faculty, staff, visitors, and students remain quiet in designated lockdown area, on the floor, away from windows and doors, and with all lights turned off.
6. Remain in lockdown mode until the “all clear” command is given by the President or Law Enforcement Commander.

MEDICAL EMERGENCY

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| TYPICAL PROBLEM: | A life-threatening medical or trauma situation has occurred. |
| POINT PEOPLE: | Director of Public Safety Dean of Students (students) Director of Human Resources (employees) |
| TYPICAL TEAM MEMBERS: | President Vice President for Academic Affairs Vice President for Student Affairs Vice President for Business Affairs Dean of Students (students) Director of Human Resources (employees) Director of Public Safety Director of Physical Plant Director of Public Information |

Examples of life-threatening situations include, but are not limited to:

- ◆ Choking
 - ◆ Uncontrolled bleeding
 - ◆ Loss of consciousness
 - ◆ Severe chest pain
 - ◆ Difficulty breathing
 - ◆ Seizures
 - ◆ Immobilizing injuries
1. If there is any indication of a life-threatening situation, immediately dial 911 and call the Department of Public Safety.
 2. Send a bystander to await the ambulance and direct emergency response personnel to the scene.
 3. Give your name; describe the nature and severity of the medical problem and the exact location of the victim.
 4. Provide appropriate care, if trained.
 - ◆ DO NOT MOVE THE VICTIM unless an immediate life-threatening emergency situation dictates.
 - ◆ Immobilize victim if potential head, neck or back injury.
 - ◆ Help prevent shock by keeping victim warm, dry, and calm.
 - ◆ Check for medical alert tags.
 - ◆ Explain to the victim who you are and that you are there to help.
 - ◆ Ask the victim “Are you okay? What is wrong?”
 - ◆ Check breathing and start CPR if necessary and trained to do so.
 - ◆ Control bleeding by applying direct pressure and elevation.
 - ◆ Ask bystanders what happened.
 5. Personal safety is your first priority. Use personal protective equipment (i.e. gloves) when in contact with body fluids.
 6. Ask a bystander to keep everyone else away from the victim.
 7. President, or designee, contacts parent(s).

8. Prepare a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.
9. Director of Public Information may contact media with predetermined message that has been coordinated with Law Enforcement.
10. Initiate grief counseling as determined by need and severity of the situation.
11. Debrief Emergency Response Team.

MISSING PERSON

TYPICAL PROBLEM: A community member has been reported as missing.

POINT PERSON(S): Director of Public Safety
Dean of Students (students)
Director of Human Resources (employees)

TYPICAL TEAM MEMBERS: President
Vice President for Business Affairs
Vice President for Academic Affairs
Vice President for Student Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

1. Contact the Department of Public Safety.
2. Gather information:
 - ◆ Where s/he was last seen
 - ◆ What s/he was doing at the time of disappearance
 - ◆ What s/he was planning on doing after
 - ◆ What time s/he was expected to return
 - ◆ Who was s/he last seen with
 - ◆ Description of clothing, vehicle, etc,
3. Attempt to locate person from information obtained.
4. President, or designee, notifies family members.
5. Contact counselors.
6. Convene Emergency Response Team.
7. Prepare a written statement for faculty to read to students and send to parents describing the facts known at the time and procedure for accessing support as needed.
8. Director of Public Information may contact media with predetermined message that has been coordinated with Law Enforcement.
9. Initiate grief counseling as needed.
10. Provide victim assistance services.
11. Debrief with Emergency Response Team.

RADIOLOGICAL INCIDENTS

TYPICAL PROBLEM: A radiological emergency has been declared.

POINT PEOPLE: Director of Public Safety
Director of Physical Plant

TYPICAL TEAM MEMBERS: President
Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Business Affairs
Dean of Students
Director of Public Safety
Director of Physical Plant
Director of Public Information

Evacuate – If instructed to evacuate; all staff, faculty, and students should be advised to take the minimally necessary belongings and travel in an initial direction away from the contaminated area.

Lockdown – Follow guidelines already set.

SUICIDE

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| TYPICAL PROBLEM: | A community member has attempted, threatened, or committed suicide. |
| POINT PEOPLE: | Director of Public Safety Dean of Students (students) Director of Human Resources (employees) |
| TYPICAL TEAM MEMBERS: | President Vice President for Business Affairs Vice President for Academic Affairs Vice President for Student Affairs Dean of Students (students) Director of Human Resources (employees) Director of Public Safety Director of Physical Plant Director of Public Information |

ATTEMPT

1. Take the threat seriously.
2. Contact the Department of Public Safety – notify President's Office.
3. Intervene as appropriate to prevent completion of suicide.
4. Obtain assurance from the person that h/she will not harm (further harm if self-destructive actions have already taken place) him/herself and direct someone else to seek medical help or professional assistance – do not leave student alone.
5. Secure area and prevent non-essential people from accessing scene.
6. Prevent other students from witnessing a traumatic event.
7. President, or designee, contact parent(s) and counselor.
8. Engage support from peer intervention.
9. President convenes Emergency Operations Team to:
 - ◆ Inform staff who, in turn, will communicate information to student body;
 - ◆ Prepare strategy in case other students attempt or complete suicide.
10. Remain calm and assure other students everything will be okay.
11. Debrief with Emergency Operations Team.

COMPLETION

1. President will convene Emergency Response Team and:
 - ◆ Ensure family of deceased is notified through pre-established method;
 - ◆ Inform staff who, in turn, will communicate information to student body;
 - ◆ Prepare strategy in case other students attempt or complete suicide.
2. Hold faculty and staff meeting as soon as possible to communicate next steps.
3. Engage support of counselors and any peer intervention or student assistance personnel.
4. Do not give out the student's name.
5. Initiate grief counseling as determined by need and severity of the situation.
6. Relay information about wake(s) and funeral(s) to students, faculty, and staff as it becomes available.
7. Debrief with Emergency Response Team.

ACTIVE SHOOTER

POINT PEOPLE:

Director of Public Safety
Dean of Students (students)

TYPICAL TEAM MEMBERS:

President
Vice President for Business Affairs
Vice President for Academic Affairs
Vice President for Student Affairs
Dean of Students (students)
Director of Human Resources (employees)
Director of Public Safety
Director of Physical Plant
Director of Public Information

I. PURPOSE: The goal of police intervention in active shooter incidents is to neutralize the threat(s) by preventing access to potential victims, rescuing injured persons and potential victims, or a movement to neutralize the shooter(s). This goal can be achieved by various means, up to and including, the use of deadly physical force.

II. DEFINITIONS:

ACTIVE SHOOTER: An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

IMMEDIATE ACTION RAPID DEPLOYMENT: The swift and immediate deployment of law enforcement personnel and resources to ongoing, life threatening situation where delayed deployment of personnel could otherwise result in death or great bodily injury to innocent persons. Immediate Action Rapid Deployment tactics are not a substitute for conventional response tactics to a barricaded gunman.

III. POLICY: It is the policy of the Eastern Police Department, based on training and experience, to allow initial responding officers the authority and responsibility to take immediate action to contain and if necessary, neutralize active shooter incidents.

IV. PROCEDURE:

A. INTRODUCTION:

It is not unusual for a tactical team to arrive at the scene of a barricaded incident and find that patrol personnel have contained the suspect within a secure perimeter. There is generally time for the tactical team to deploy their personnel without serious concern of the suspect(s) escaping. Once the incident has been isolated, time enables patrol and/or tactical personnel to formulate a structured and deliberate plan. However, there are scenarios that require immediate action and rapid deployment of patrol personnel prior to the arrival of the tactical team. In these cases delayed deployment could have catastrophic consequences. These scenarios often involve an ongoing "shots fired or downed officer/citizen rescue." It may also necessitate the immediate and rapid deployment of law enforcement personnel to contain and prevent the escape of an armed and dangerous person(s).

Over the past several years our nation has experienced a growing trend of mass violence committed by individuals. These episodes have come to be termed "active shooter" incidents and are unique in that the behavior of the suspects is very different from that typically associated with other violent behaviors. Suspect(s) generally begin to shoot at numbers of people without warning. The motives for these behaviors can range from rage, vengeance, or mental dysfunction.

The incidents experienced across the country suggest that the typical police response involving containment, isolation, and negotiation may not be adequate. Unlike most criminals, active shooters are likely to continue to use deadly physical force until intervention occurs or until the shooter decides to stop.

The active shooter concept represents a shift in patrol response tactics, equipment needs, and command protocol. These situations require the initial police responders arriving on the scene to have the authority and the capability to take action without waiting for command staff or for the arrival of specialty units such as SWAT or Crisis Negotiators. With the remote geographic location of the Eastern Campus, response times of tactical assets will, most certainly, be delayed.

B. CHARACTERISTICS OF AN ACTIVE SHOOTER:

The following is a list of characteristics commonly associated with active shooter suspects.

The list is compiled from descriptions of past active shooters and not meant to be a comprehensive list describing all active shooters: Each active shooter situation is unique.

1. Active shooters usually focus on assaulting persons with whom they come into contact. Their intention is usually an expression of hatred or rage rather than the commission of a crime.
2. An active shooter is likely to engage more than one target. Active shooters may be intent on killing a number of people as quickly as possible.
3. Generally, the first indication of the presence of an active shooter is when he or she begins to assault victims.
4. Active shooters often go to locations where potential victims are close at hand, such as schools, theaters, concerts or shopping malls. Active shooters may act in the manner of a sniper, assaulting victims from a distance. Active shooters may also engage multiple targets while remaining constantly mobile.
5. Tactics such as containment and negotiation, normally associated with standoff incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.
6. Active shooters are often better armed than the police, sometimes making use of explosives, booby traps and body armor. Active shooters are not limited to the use of firearms in accomplishing their attacks on victims. They may use bladed weapons, vehicles, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.
7. Active shooters may have a planned attack and be prepared for a sustained confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission of their attacks. Escape from the police is usually not a priority of the active shooter

8. Active shooters may employ some type of diversion before they commit their main attacks.
9. Active shooters may be indiscriminate in their violence or they may seek specific victims.
10. Active shooters may be suicidal, deciding to die in the course of their actions either at the hand of others or by self-inflicted wound.
11. Active shooters usually have some degree of familiarity with the building or location they choose to occupy.
12. Active shooter events are dynamic and may go in and out of an "active" status; a static incident may turn into an active shooter event or an active shooter may go "inactive" by going to a barricaded status without access to victims.

C. RESPONSE GUIDELINES:

The following seven (7) tenets set general response guidelines for active shooter incidents. Again, these incidents are sufficiently unique such that their effective handling cannot be totally reduced to procedures. These procedures are not meant to limit conventional police tactics, which are appropriate to a crisis situation. The significant factors regarding these tactics are that they represent a means of intervention available to officers and there is the potential of elevated risk to bystanders and officers. The risk is acceptable in light of the potential these tactics have for saving lives. Another significant aspect of the active shooter tactical doctrine is that officers arriving at the scene of an active shooter incident are authorized to intervene prior to the arrival of command personnel and special units.

1. Goal: The overall purpose of these tactics is to save lives and prevent serious injuries. The goal for police response at an active shooter event is neutralization by denying access to additional victims, rescuing injured victims and/or rescuing potential victims.
2. Assume Tactical Responsibility: One initial officer must take charge of the active shooter incident. Assumption of tactical responsibility may be based on rank, expertise or seniority. However, it must be made immediately clear to both the Communications Centers and other responding officers and deputies, who are in charge. An officer of superior rank who is on scene and fully briefed may ultimately assume incident command. Any change in incident command will be made known to Dispatch and other officers / deputies.
3. Situational Analysis: The officer taking charge must, based on all information available, make a situation analysis. The analysis will be continuous, taking into account new information from Dispatch and observations from officers and citizens. The analysis must lead to a decision as to whether the situation is an active shooter event, whether an opportunity exists for immediate intervention leading to accomplishment of one of the goals listed above, and how responding resources should be employed at the scene.
4. Incident Command: No action will be taken that is unplanned or without controls. The first officer arriving on scene will initiate incident command. He/she will initiate the situation analysis and determine initial deployment of responding resources. At least one person possessing all available information on tactical plans will remain at the command post to brief arriving personnel

Command personnel en route to the incident will monitor the radio to gain information, but shall not obstruct ongoing intervention. Command personnel must be on scene and fully briefed before assuming incident command.

5. First Responder Tactical Intervention: When responding to active shooter incidents, the EOSCPD endorses the concept of first responder tactical intervention. It is critical that all officers and supervisors are familiar with the definition of an active shooter as well as the tactics deemed appropriate for active shooter response. The traditional uniform responses of contain, isolate, evacuate, and wait for SWAT and Crisis Negotiators may not be adequate in an active shooter incident.

The first officer on scene will need to consider the following:

a) Rescue/Contact Team: First responder intervention will be based on opportunity. Rescue teams will be in the form of officers with an identified element leader. Team movement will be in a controlled and disciplined tactical action under the control and direction of the element leader.

b) Containment: Dedicated security elements should always be a component of intervention teams. Individual action is discouraged, as it is usually counterproductive to a coordinated, focused response to an active shooter event. Site containment will be left to the discretion of the first officer on scene that assumes incident responsibility and initiates the situation assessment. Containment of an active shooter incident may take the form of officers serving in an "observe and report" capacity.

6. Active Shooter Site Security: No location associated with an active shooter will be considered secure until the SWAT commander declares it is so. Officers assigned to security functions will maintain positions until properly relieved.

7. Special Weapons and Tactics (SWAT): When SWAT units are prepared to deploy, the initial responding officers may be relieved or redeployed by SWAT.

D. DEVELOPMENT OF INTERVENTION TACTICS:

The Eastern Public Safety Office will develop tactics to deal with the active shooter incidents and will provide appropriate training to personnel of all ranks. These tactics will be developed under the following guidelines:

1. Personnel will be trained to conduct immediate assessment.
2. Tactics will conform to and capitalize upon existing skills.
3. Tactics and training will be basic and flexible.

All sworn personnel will attend active shooter training. Active shooter training will be conducted in three phases:

- a) Phase 1: Knowledge/Conceptual
- b) Phase 2: Skill Development
- c) Phase 3: Mandatory Refresher Training.

TORNADO

Tornados are violent storms, with whirling winds that can reach 200-400 miles per hour. The width of tornado paths ranges generally from 200 yards to one mile. It is virtually impossible to outrun a tornado. The National Weather Service issues severe weather warnings using the following terms:

- A “tornado watch” means that tornados could develop in the designated area.
- A “tornado warning” means that a tornado has actually been sighted in the area or is indicated by radar.
- A “severe thunderstorm watch” indicates the possibility of thunderstorms, frequent lightening and/or damaging winds, hail, and heavy rain.
- A “severe thunderstorm warning” means that a severe thunderstorm has actually been sighted in the area or is indicated by radar. Micro-bursts are sudden and destructive winds common in this area and usually occur during a severe thunderstorm. Due to the nature of tornados there is very little advanced warning.

The following steps should be taken if one should occur:

- If in a building, one should move away from outside rooms and go to the center hallway.
- An interior area at the bottom level of the building is preferable.
- Avoid the gym, auditorium, or any large space with free span roofs.
- If caught outside, go quickly to the bottom level in the nearest building. If not possible, get as close to a building or structure and lie flat on your stomach with your arms covering your head area.

If in an automobile, get out immediately and follow the same rules as above.

Public Safety Department

Upon receiving a National Weather Service advisory for a tornado watch or tornado warning, the Eastern Oklahoma State College Public Safety Department will do the following:

- Notify the Emergency Response Team (ERT)
- Continue to update ERT with updated information.
- Have the Campus Public Safety alert the resident students via P.A. system in campus-wide.

Facilities Department

Upon receiving information from the Emergency Response Team, the facilities director will be responsible for the following:

- Maintain liaison with the utility companies and be prepared to disconnect utilities to affected buildings.
- Provide assistance to the Campus Public Safety Department in communicating possible threat of a tornado to the occupants of campus buildings.

All Campus Personnel and Students

All campus personnel will follow the directions of the Building Monitors. Building Monitors will be identified by brightly colored vests.

- Take shelter within a building by moving to the center hallways, avoiding the gym and the auditorium.

Emergency Response Team

- Notify team members of tornado watch or warning. Activate the phone tree.
- Monitor the situation and provide assistance as necessary.

Aftermath

- After the threat is over, members of ERT and/or official emergency personnel will do assessment of injuries and damaged property.
- Emergency Team Leader or designee will immediately report findings to the President.
- President will give the “All Clear” signal to ERT.
- Building Monitors will be notified and will allow normal operations to resume.

Shelter-In-Place

Some emergencies may require that Eastern students, faculty, staff and visitors take shelter inside the building. Incidents such as severe weather, violent intruders, or hazardous material release are examples where it may be safer to shelter in place.

In these incidents, occupants may be directed to remain in place until further notice. Information concerning the event will be distributed through police, building monitors, broadcast emails, text messaging, and the Eastern web site. The following initial actions should be taken:

- All students, faculty, staff and visitors should move into or stay inside a nearby campus building.
- Close and move away from all windows and doors. Lock doors if possible.
- Remain in place notified by emergency personnel or building monitors.