

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SAYRE CAMPUS

**EMERGENCY
PROCEDURES
GUIDE**

EMERGENCY 9-911 DEAN OF SAYRE CAMPUS x107

Cut along dotted lines and staple across top

ADMINISTRATION

Decisions that affect the Sayre Campus will be made by the Dean.

UNIVERSITY TELEPHONE
Dean of Sayre Campus
580-928-5533 x107

Administration of the Weatherford Campus is as follows:

President of SWOSU	774-3766
Vice President for Administration & Finance	774-3000
Provost	774-3771
Associate Provost for Academic and Student Affairs	774-7172

ADMINISTRATION

AFTER HOURS BUILDING EMERGENCY

DEFINITION: An after hours emergency is an emergency occurring before or after the regular class schedule in a particular building for the day/night.

STEPS OF ACTION:

1. Contact the City of Sayre Police 9-911 or 928-2122.
2. If group is present in the building, assign roles as necessary.
3. Record names and administer first aid.
4. Summarize in writing the events and give to the Dean.

AFTER HOURS BUILDING EMERGENCY

SWOSU-SAYRE CAMPUS EMERGENCY NUMBERS

Emergency (police, fire & ambulance)	9-911
Sayre Campus Security or Safety (contact through Dean's Office)	x107
SWOSU Department of Public Safety (Campus Police)	8-3111
SWOSU Nurse	8-3776
Sayre Civil Defense (Sayre Police Dept.)	928-2122
Physical Plant	8-3788
Sheriff (Beckham County)	928-2121
Oklahoma Highway Patrol (Clinton)	323-2424
Hospital (Sayre Memorial - Sayre)	928-5541
Animal Control	928-2122
Oklahoma State Department of Education	405-521-3812
Oklahoma State Department of Transportation	405-521-2554
Safety & Hazards Office	405-521-3025
American Red Cross (601 NE 6th OKC)	405-232-7121

EMERGENCY TELEPHONE NUMBERS

DESIGNATED PEOPLE

BUILDING/DESIGNATED PEOPLE

ALEXANDER BUILDING.....Terry Billey, Kim Seymour, Tommye Davis
CONNER BUILDING.....Kathy Brooks, Roxanne Clifton
PATTERSON FIELD HOUSE.....Earl Bales, Alan Shockey, Carl Bound
MACKEY HALL.....Janice Hodge, Bill Swartwood,
Debbie Carpenter, Judy Haught, Judy Goodwin
CAPPS LEARNING CENTER.....Dayna Coker
STUDENT CENTER.....Cafe Manager & Staff

BUILDING DESIGNATED PEOPLE

OBJECTIVES OF THIS GUIDE

Universities have evolved into one of the most important social agencies in a community. University Personnel represent a large body of professionally trained, caring staff members who are oftentimes the natural helpers that students come to when needs arise. In order for university personnel to be prepared to handle extra-ordinary events, however, an outline of emergency procedures is necessary.

Southwestern Oklahoma State University recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Even in the face of emergency, SWOSU will strive to maintain a safe and orderly environment.

Designated people have been identified in each building to be activated in case of a crisis. If individuals are a threat to themselves, the University has trained people available to identify and respond to a crises particularly in the area of Suicide Intervention. These individuals, along with administrators/staff will be responsible for a coordinated response to emergencies.

OBJECTIVES OF THIS GUIDE

1. To provide a standardized minimum emergency procedure plan that will assist university officials to meet both ethical and legal responsibilities to their students, peers and community in times of emergency.
2. To provide suggestions for meeting minor emergencies, as well as recommendations for action during major natural disasters or man-made disasters.
3. To provide suggested forms to be used; to keep emergency plans current.
4. To provide an emergency procedure guide for distribution to all employees.

OBJECTIVES OF THIS GUIDE

FIRE/EVACUATION

SIGNAL: Continuous ringing of fire alarm.
In case of a loss of electrical power, the signal will be voice directions of a staff member.

STEPS OF ACTION:

1. Report fire by calling 9-911 if fire or smoke is visible / pull alarm for visible fire only.
2. Take class lists of students.
3. Close all windows and doors to confine fire.
4. Evacuate building to at least 500 feet from the building.
5. In case of blocked exit, find closest other exit.
6. Faculty will double-check room or office to ensure total evacuation.
7. Restrooms, hallways and unoccupied rooms will be checked by Custodian or Campus Security and Safety.
8. Pre-plan for evacuation of persons in wheelchairs or on crutches.

PERSONNEL ROLES

STAFF & FACULTY: Supervise evacuation and check for injuries. Assign roles to auxiliary persons as needed. Check restrooms and labs.
Call 9-911 for visible fire or smoke.

FIRE / EVACUATION

ACCIDENT/SERIOUS INJURY/ILLNESS

DEFINITION: Emergency where one or many are sick or injured.
Immediate concern is to aid the injured or sick person(s).

STEPS OF ACTION:

1. Contact Dean's Office (x107) and stay with injured/sick person.
2. In case of serious accident call 9-911
Then call Dean's Office (x107).
3. Office staff to contact Campus Security or Safety or emergency services if necessary.
4. If a person trained in first aid is available, use as appropriate.

PERSONNEL ROLES

FIRST RESPONDER: Administer First Aid.

SECRETARY: Contact emergency services if directed to by Officer on the scene.

FACULTY: Assign someone to stay with students, assess first aid needs, take roll.

ACCIDENT/SERIOUS INJURY/ILLNESS

TORNADO

DEFINITION: “WATCH” Conditions are favorable for tornado or severe weather. Monitor.
“WARNING” Conditions aTornado may be imminent. Take shelter. Weather reports should be monitored continuously.

Most tornadoes come from a southwest direction.

SIGNALS:

1. Tornado watch and warnings will be monitored at the SWOSU-Sayre Dean’s Office or by Campus Security.
2. Under a “watch” all buildings on the Sayre campus are notified that the area is under a watch. Buildings will be advised of upgrades to “warnings”. Under a “warning” all individuals are directed to designated safe areas by the building designated people, faculty and staff.

STEPS OF ACTION: In the event the sirens sound you should:

1. Go to the lowest level inside wall and assume a kneeling position, head down, with hands covering heads.
2. Students in unsafe locations at the time will go to assigned locations at the direction of the faculty.
3. **Faculty** are to close classroom doors.
4. **Faculty** should keep their class rosters with them and remain with their classes to be sure students are following the Tornado Evacuation procedure and to verify student count.
5. Wait for all clear signal before returning to classroom.
6. Avoid all large clear-span buildings during a tornado.
7. In an outside office, blinds are to be closed on windows and office personnel are to use telephones in an inner office.
8. The radio should be located within hearing distance of office personnel if at all possible.

TORNADO

SUICIDE INTERVENTION

- 1) Students who are believed to be suicidal or unsafe to be left alone should be referred to the the Sayre Memorial Hospital Emergency Room or Red Rock Crisis Unit.
- 2) Sayre Contacts:
 1. Ron Kistler, MS, LPC , 928-5533,
home 580-486-3459
 2. Mike Spieker, RN LPC, 928-554-1322Weatherford Contacts:
 1. Kim Liebscher, 774-3776
 2. Tamra Misak, LPC, 774-3233,
cell 405-820-3211
 3. Dr. Foust, 774-7172
 4. Cindy Dougherty, 774-3057
 5. Rick Bolar, 774-3111
- 3) Check the birth date of the student, if they are under 18, then contact the parents and they can be included in the decision making process.
- 4) If it is determined to use Red Rock give them a call (580) 323-6021 let them know that we are sending a SWOSU student. Ask for the Crisis Unit and the counselor will visit with you about the situation and instruct you as to what to do.
- 5) A student can also be taken to the hospital emergency room and they can perform the assessment and determine what is best for the student. The student will be charged emergency room fees.
- 6) If the hospital request transportation assistance, contact campus security via the Dean's office (x107) or SWOSU Public Safety (774-3111) or Rick Bolar (580-650-9222). Do not personally provide transportation for the student.
- 7) The student cannot be allowed to be alone, if they want to take some personal belongings to the Crisis Unit, this is allowed but someone must be with them at all times. Often R.A.'s or student employees or a friend can wait with the student until the officer arrives.
- 8) If going to the Crisis Unit, they should take comfortable clothing such as sweats, t-shirts, slippers and toiletries. Belts, shoe strings or draw strings are not allowed in the Crisis Unit. Towels, bedding, soap, and shampoo are provided.
- 9) Students who go to the Crisis Unit can expect to be there 2-3 days. They are allowed visits and phone calls during appropriate times.
- 10) The Dean's office should be contacted and will send out an email to the student's instructors regarding the situation. The status of the absence (excused or unexcused) is at the discretion of the instructor. Confidentiality shall be maintained throughout these procedures.

SUICIDE INTERVENTION

UNWANTED INTRUDER

The goal is to maintain calm and order and not disrupt the classroom or office area any more than necessary. Students will not be alerted unless necessary.

GENERAL PROCEDURES - Faculty/Staff should stop any stranger and inquire as to his/her business in the building. If not there on “normal” school business the Campus Security should be called while the individual is detained.

If in a classroom, call Campus Security for help. If shots are fired, evacuate students to safest position away from the intruder and notify Campus Security or 9-911 immediately.

SIGNALS: Call Campus Security (x107) and advise “the intruder is in Room #_____”. Update with a new location if the intruder moves.

STEPS OF ACTION: Depending on the situation, Campus Security will take appropriate action.

1. When calling Campus Security advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc.
2. Take students into protected classrooms.
3. Check restrooms and vacant rooms.
4. Lock classroom door with keys, if possible.
5. Move students away from doors and glass.

PERSONNEL ROLES:

Faculty - If necessary help evacuate students. Ensure all doors are locked. Stay with and protect students, provide first aid, and take roll.

Secretary/Faculty - Call Campus Security or 9-911.

Auxiliary Staff - Provide first aid and assist with evacuation, if necessary.
Building Designated Persons lock outside doors.

LOCK DOWN PROCEDURES: The following are guidelines to be used for emergency lock down.

A. Building Designated Persons with a door lock down responsibility will go immediately to the doors and take the needed steps to assure that it is secure.

B. Students who are outside will be directed to go to the nearest building by a staff member who can see them. They are to remain there until an “All Clear” signal is given.

UNWANTED INTRUDER

GENERAL RESPONSIBILITIES FOR FACULTY/STAFF

FACULTY/STAFF:

1. Every **Faculty** will become familiar with the various locations of alarm signals (pull stations, etc.) and react immediately, calmly, and appropriately. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
2. Every **Faculty** will have their class rosters with them at all times during an emergency. The rosters will include a listing of all students enrolled.
3. If a hazard to the safety of students is identified, or if students are in danger in any way, the first priority of **Faculty** will be to take whatever action is prudent or necessary to the safety of the students. The second priority will be to notify Campus Security as soon as possible. The university plan of action will provide assistance.
4. **Faculty** will not leave students unattended under any circumstances.
5. Any **Faculty** (trained in CPR and First Aid) will go to any part of the campus where students are reported to be injured - if, and only if, he/she is not attending to students. His/Her major responsibility will be to apply first aid to the injured. A well-stocked portable first-aid kit is kept in all University Bldgs. at all times. (Be aware of the location of the first aid kit in your building.)
6. All **Staff** not immediately responsible for students will go to the main office of the building at the outset of an emergency to receive direction from the designated person.

CAFETERIA STAFF:

1. Any emergency related to the kitchen operation of the cafeteria should be reported to the **Director** immediately.
2. When an alarm sounds, all **cafeteria staff** must evacuate the kitchen area immediately. All windows and doors should be shut, and all stoves and ovens should be shut off. Personnel should evacuate to the area immediately outside the cafeteria.
3. If students are present in the cafeteria, **cafeteria staff** should assist in getting the students evacuated.
4. If the emergency involves the evacuation of Faculty and Students from the university, **cafeteria staff** should assist in the control of students, if warranted.

DEPARTMENT OF PUBLIC SAFETY/CAMPUS OFFICER:

The **DPS** or other designee will supervise all emergency procedures during the initial stages of the emergency. As soon as the nature of the emergency is identified, the **Officer on the scene** will make sure:

1. That the appropriate alarm is sounded.
2. That procedures to ensure the safety of the students and faculty/staff are being exercised.
3. That proper authorities and agencies are notified.
4. The internal communication channels are established within the building and campus wide.
5. That planned role assignments are reinforced.
6. That external communications are established.
7. That administrator/designee will be on site during emergency.

GENERAL RESPONSIBILITIES FOR FACULTY/STAFF

ASBESTOS / BLOODBORNE PATHOGENS / CHEMICALS

ASBESTOS

Federal Register Volume 59, No. 153 released August 1994 reiterates the need and states the requirements for notification of persons of the presence, location and quantity of Asbestos Containing Material (ACM) at their work site.

The University has completed an extensive asbestos removal process that has removed asbestos out of any areas that are used by students and most employees. There are university buildings that have ACM in various locations.

The University has an approved Operations and Maintenance Plan that is designed to maintain the ACM areas where employees may be working or to handle an emergency situation such as a broken water line. The University's remaining ACM areas are routinely inspected to assist Southwestern in maintaining the integrity of the encapsulation of areas with suspected ACM.

The University also provides a training program for all custodial and maintenance workers. If additional information is desired, contact Tommye Davis, Safety Director, x102 or Tom Willis, Safety Specialist, Department of Public Safety 3103.

BLOODBORNE PATHOGENS

The University has implemented an Exposure Control Plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this plan is threefold:

- To protect university employees from the health hazards associated with bloodborne pathogens.
- To provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.
- At-risk employees are trained to handle bloodborne pathogens. If a spill of a body fluid is present, secure the spill scene and contact the building custodian for proper cleanup, if custodian is not available, contact the Dean's Office at x107.

HAZARDOUS COMMUNICATION STANDARD

Report all spills and avoid contact with substances without proper protective equipment.

If you are exposed (exposed to a substance which required protective equipment - when you do not have the required protective equipment) to a hazardous substance, seek medical attention and make a written report of the exposure with your supervisor. The record of the exposure will be kept permanently and will be available to you.

EMERGENCY x107 or 9-911 To report emergencies, dial x107 or 9-911. The 9-911 number will provide access to fire, police, ambulance, or emergency services.

ASBESTOS / BLOODBORNE PATHOGENS / CHEMICALS

BOMB / BOMB THREAT / EXPLOSIVE

BOMB THREAT PROCEDURES:

1. Write down the exact time the call was received and the time you hang the phone up.
2. Pay particular attention to the voice qualities of the caller; any notable background noises, or possible clues to the callers location; and, finally, get as much information from the caller as possible concerning details of the bomb threat, i.e., THE BUILDING AFFECTED, TIME SET TO GO OFF, ETC...
3. Call SWOSU Dept. Of Public Safety immediately, 774-3111, and give bomb threat information to the dispatcher.
4. If possible, try to remember who the party was that you spoke to on the telephone just prior to receiving the threatening call. Write this persons name down and the place called from if that information is known.
5. More importantly than #4 above, be sure to secure information about the First IN-COMING CALLER AFTER the bomb threat call. Record the time of the call, ask the person his/her name and the place and telephone number they are calling from.
6. If the threat is by written note, handle the note as little as possible and keep it secure for subsequent police use.

GATHER THE FOLLOWING INFORMATION:

Questions To Ask:

1. When is Bomb going to explode?
2. Where is the Bomb right now?
3. What kind of Bomb is it?
4. What does it look like?
5. Why did you place the Bomb?
6. What is your name?

Caller's Voice:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Low Pitch |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Accent |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Cursing | |

Exact Wording Of Caller:

Impressions of Caller:

Sex _____ Race _____
Child _____ Young Adult _____
Accent _____ Older Adult _____

If voice is familiar, who did it sound like?

Exact Time Of Call:

_____ A.M. _____ P.M.

Background Noise:

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Office machinery | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Other _____ | |

Your Name _____
Your DOB _____
Your Department _____
Your Tele. # _____

REPORT THREAT TO SWOSU DEPT. OF PUBLIC SAFETY IMMEDIATELY!

CALL 774-3111 or "9-911"

(Continued on reverse side.)

BOMB / BOMB THREAT / EXPLOSIVE

PERSONNEL ROLES:

Faculty/Staff: Gather information from staff on anything suspicious.
Assess injuries.
Assign auxiliary persons to first aid assistance at evacuation site.
Secure the scene.
Phone police or 9-911 as directed.
Notify other buildings on campus.
Take emergency student list with home phone numbers to command post

Faculty: Evacuate and remain with students. Take roll.

Auxiliary Staff: Assist with evacuation.
Report to the Department Chairperson at central command post.
Check bathrooms and other spaces for other people.