EMERGENCY PROCEDURES

DEVELOPED BY OC CAMPUS POLICE

OKLAHOMA CHRISTIAN UNIVERSITY

Version 2, Jan 2013

EMERGENCY NUMBERS

If calling 911 from an on-campus phone, you must first dial 9.

Any Emergency

Ambulance or Fire Department 911
Police 911
Campus Police 425.5500
General Campus Police Information 425.5500
Physical Plant 425.5285
President's Office 425.5100
For Inclement Weather, check my.oc.edu

Non-Emergency Off-Campus Numbers

Edmond Police 359.4494
Oklahoma City Police 297.1000
Edmond Emergency Management 359.4370
Oklahoma Highway Patrol 425.2043
Edmond Fire Department 216.7300
Mercy After Hours Clinic 749.7099
Inclement Weather 359.4410

For emergency maintenance after hours, call Campus Police at 425.5500

FIRE

1. Make sure that the fire department (911) and Campus Police (425.5500) are contacted.
   A. Give building name
   B. Give your name
   C. Follow designated plan for evacuation of building
   D. Have available list of residents with special assistance needs for evacuation.

2. Evacuate from the building using nearest exit
   A. Know two ways out
   B. Use enclosed stairwells, if available
   C. Continue evacuating even if the alarm stops before you are out of the building.
   D. Completely leave the building; do not gather in the lobbies or entrances.
   E. Go to designated assembly area.

3. Do not return to the building until the all clear is given by the fire department.

UTILITY FAILURE

1. In case of utility failure (electricity, water, gas or telephone), immediately call the Physical Plant at 425.5285. If no answer, call Campus Police at 425.5500.

2. If phone service has been affected, attempt to use the computer network if available.

3. In cases involving persons trapped in elevators, call Campus Police at 425.5500.

In every case, be prepared to give:

- Building name
- Building location
- Floor number
- Room number
- Nature of problem
- Contact person or telephone extension

TORNADO

Everyone on campus has a responsibility during a tornado emergency:

- Faculty will inform their classes of a proposed safe location and lead them there. Once safely there, take student attendance.
- Staff and employees will be led by supervisors to a proposed safe location.

Tornado Watch
The conditions in the areas specified are capable of producing tornadoes.

Tornado Warning
A tornado is actually on the ground or funnel rotation has been indicated by radar.

Proposed Shelter Locations
In the event tornado sirens are activated, each person has the responsibility to follow faculty instructions to relocate to a proposed shelter location.

MEDICAL EMERGENCY

1. Do not move a seriously injured person unless that person's life would be threatened by not doing so.

2. Render first aid or CPR if trained.

3. Do not leave the injured person unattended except to call for help. Call Campus Police at 425.5500 or 911.

4. When reporting a medical emergency, provide the following information:
   - Type of emergency
   - Location of injured person
   - Condition of injured person
   - Any dangerous conditions

5. Have someone stand outside the building to signal EMS as they reach the building.

6. If exposed to an injured person's body fluids, wash exposed area and contact the Campus Mercy Clinic at 425.6100. If no answer, call Campus Police at 425.5500.

BOMB THREAT

1. If you receive a bomb threat over the phone, remain calm and be courteous. If possible, get another person to listen on another extension. Try to obtain as much of the following information as possible.
   - Location of the bomb
   - Expected time of explosion
   - The bomb type
   - Reason it was placed
   - The name or affiliation of the caller

2. Call Campus Police at 425.5500 immediately after receiving the bomb threat. Provide the dispatcher with all the information obtained during the phone call.

3. Do not touch or move unfamiliar objects. If the threat was made by note or mail, do not handle. Turn off all cellular phones and wait for police to arrive.

4. Campus Police will then determine whether an evacuation should be issued. If the building is evacuated, you should account for all building occupants at the designated meeting point.

NATURAL GAS LEAK

A leak that represents an existing to probable hazard, to persons or property, requires immediate repair. Emergency procedures are:
- Notify the Physical Plant at 425.5285 and Campus Police at 425.5500
- Evacuate premises
- Block off area
- Re-route traffic
- Eliminate source of ignition
- Vent the area

Be prepared to provide the following information:
- Building name and location
- Floor and room number
- Estimated volume of gas

Account for all building occupants at the designated meeting point. Building occupants should not return until instructed to do so by Campus Police.

CRIMINAL ACTIVITY

Report a crime in progress or suspected criminal activity to Campus Police at 425.5500. If Campus Police does not answer, contact the Oklahoma City Police Department at 297.1000. Relay as much information as possible, including:
- The nature of the crime
- The location
- Physical description of the perpetrator
- The type of weapons involved
- Vehicle description and license number
- Direction of travel when last seen

Warning: Do not attempt to subdue armed assailants if such actions could result in increased danger or injury to students or other personnel. Call Campus Police immediately at 425.5500.

CHEMICAL SPILL

If a chemical spill occurs that is determined to pose an immediate threat to any building occupant, proceed as follows:

1. Notify all building occupants of the area in which the spill has occured.

2. Notify the Physical Plant at 425.5285, then call Campus Police at 425.5500.

3. Vacate the immediate area of the chemical emergency and report to the designated meeting area. If necessary, pull the fire alarm to evacuate the building. Account for all building occupants at the desginated meeting point.

4. If direct physcial contact is made with a spilled chemical, immediately remove all contaminated clothing. Flush any point of bodily contact with water for at least 15 minutes, then seek medical assistance.

WORKPLACE VIOLENCE

Workplace violence may take many forms and may include use of deadly weapons. Use the following procedures for gunfire or a hostage situation.

Gunfire
1. If gunfire is heard, seek refuge in an area that can be locked from within. If possible, choose a room without windows. Once inside the room, hide quietly in a closet, bathroom or under a desk, if possible.
2. If a phone is immediately available, and it is safe to do so, call Campus Police at 425.5500 or 911.
3. Take no action to intervene.

Hostage Situation
1. Immediately evacuate the building, using the posted evacuation routes. Carefully avoid the attention of those taking hostages.
2. Take no action to intervene.
3. Call Campus Police at 425.5500 or 911. Provide as much information as possible.

RESPONSE TO TERRORISM

Toxic/Irritant Gas
1. Immediately evacuate the building using posted evacuation routes.

2. Account for all building occupants upon arrival at the designated meeting point.

3. Call Campus Police at 425.5500.

Infectious Agents
1. Do not move or handle the material. Immediately evacuate the building using posted evacuation routes.

2. Account for all building occupants upon arrival at the designated meeting point. Separate those individuals who may have been exposed to an infectious agent.

3. Call Campus Police at 425.5500.