

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT**

Once an emergency is discovered, immediate response is essential to minimize loss of life and property. The knowledge of proper procedures in responding to the emergency is vital to properly handle the situation.

Whenever an alarm sounds or an emergency alert is issued, all occupants must, in the event of evacuation being necessary, meet at the emergency evacuation safe location as instructed. In the case of an actual fire or other emergency, students will be moved to a designated alternate shelter area until notified it is safe to return to the residence hall. Students should close their door as they leave their rooms. Students who do not vacate the building during the sounding of the alarm or an emergency alert will be subject to disciplinary action.

Whenever an emergency occurs, the following procedures should be taken:

1. Stay calm, move quickly, and exit the building. In an orderly fashion, residents should go to the designated waiting area for further instructions.
2. Contact the local police/fire department by calling 911. The specific location of the emergency should be given to include the building and room number and the nature of the emergency. The reporting party should give their name and a call-back phone number.
3. Contact Campus Police or Student Services so that the proper departments can be notified about the emergency.
4. In case of smoke, keep a towel easily accessible for emergency use. Bring along your keys and student ID if possible.
5. Do not re-enter the building until it has been cleared by the proper authorities. If you are away from your room when the alarm sounds, do not return to your room.

## **NOTIFICATION TO COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT**

If the Chief of Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Eastern Oklahoma State College community, the EOOSC Police and/or the President, any Vice-President, Director of Student Life, Director of Communication, or Chief of Police will utilize some or all of the systems described under the Timely Warning Policy (located at page 6) to communicate the threat to the EOOSC community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The EOOSC Police Department without delay – and taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including the President, any Vice-President, Director of Student Life, Director of Communication, or Chief of Police), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

At least one fire drill will be held each semester in each of the residence halls and once per year, in an alternating pattern with tornado drills, in all other campus buildings. One full scale and one half scale emergency management drills will be conducted each year campus wide. Monthly tests of the RAVE Alert emergency notification test will be conducted in the fall and spring semesters.

## **MEDICAL EMERGENCIES**

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

## **CAMPUS WIDE EMERGENCY RESPONSE**

The purpose of this policy is to establish emergency response procedures for Eastern Oklahoma State College, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of EOOSC.

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.

For the purposes of 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 Management Team and will manage the institutional response. In the President's absence, a designee would assume these responsibilities. Once a state of emergency is declared, the plan's 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 Campus Police Department 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 Management Team will convene, and this plan will be executed.

NOTE: ANY incident likely to create media interest must be promptly reported to the Marketing and Communications Office. The Eastern Oklahoma State College Emergency Management 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 RESPONSE TEAM**

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

Team Leader: Chief of Police	465-1739
Secondary: Science Faculty member	465-1741
Communications: Director of Marketing Communication	465-1804
Secondary: Asst. Communication	465-1803
Facilities Operations: Director of Physical Plant	465-1802
Technology: Chief Technical Officer	465-1750

Other members may be assigned as deemed necessary:

Students:	Director of Student Life	465-1756
Employees:	Director of Human Resources	465-1777

Medical:

Dean of Nursing

465-1796

Eastern's Internal Communications Team shall include the following members:

President-	465-1723
Vice President for Academic Affairs-	465-1829
Vice President for Business Affairs-	465-1890

## **ACTIVATION**

In the event of a life-threatening emergency, the first response shall be to contact 911, and the Eastern Oklahoma State College Police Department (ext. 718 or 918-465-1718). Faculty and staff will notify their immediate supervisor or the Police Department (ext. 718). 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 Campus 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: 1) Command, 2) Operations, 3) Logistics, and 4) Planning. The initial command/response center will be located at the Field House Office Complex. Upon assessing the situation, the Incident Command Center may be relocated to any position on the campus at the discretion of the President. The Internal Communication Team will convene in the President's Office or may be relocated based on the situation.

1) **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

2) 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: Chief of Police or designee. The highest-ranking official from an outside agency may assume a dual role of Operations with the Chief of Police.

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

3) 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, 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

4) 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
- Maintains and documents information from Logistics section
- 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

## **DIRECTOR OF STUDENT LIFE RESPONSE**

The Director of Student Life 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 in lobby areas. Students and employees will be instructed that the sites are available for receiving updates on the crisis:

Miller Hall  
Johnston Hall  
Choctaw Hall

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

## **RESIDENCE HALL STAFF**

Each building has dorm staff. The Campus Police Department 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
- First-Aid Kit
- Copy of the Emergency Management Plan

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(s) and the Official College Spokesperson.

The College has several pre-established internal methods of communication and communication methods with local communities in the event of an emergency. These include the use of e-mail, web site announcements, text messaging, bulletin boards, and announcements on local radio stations, building dissemination points, and written correspondence.

During an emergency, the Director of Marketing and Communication or designee 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 Director of Marketing and Communications or designee.