

Emergency Response Plan

University of Oklahoma

College of Architecture

I Plan Purpose

This plan establishes a foundation for emergency response within the College of Architecture at Gould Hall, Norman Campus and recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This Emergency Response Plan is designed to establish a framework to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and most importantly, that individuals are informed, safely evacuated or sheltered and accounted for with reasonable accuracy.

This general action plan will outline the procedures, people, and time frames required to respond to an emergency.

II Tornadoes

The National Weather Service (NWS) broadcasts continuous weather status and forecast information on a special frequency of 162.400 MHZ from the Norman Office; this information is updated hourly. In addition, the NWS will broadcast special alert tones and messages for tornado warnings, flash flood warning, and similar impending weather emergencies. The College of Architecture at Gould Hall, Norman Campus special radio receiver is located in the College administrative offices located in the Dean's Suite reception area. Notifications will be issued from the President's office via automated email, text, and voice telecommunication.

In the event of an imminent danger from the NWS, all College of Architecture employees and Gould Hall occupants should immediately seek shelter in the garden level ground floor of Gould Hall A, C, and D wings, away from windows. All College of Architecture employees and Gould Hall occupants should stay in this location until an all-clear signal is given by the Dean or his/her designated authority.

Tornado Sirens

The City of Norman maintains a citywide outdoor warning siren network that provides coverage for the Norman campus and is used to signal imminent danger from tornadoes. It is a familiar sound, as it is tested every Saturday at noon, including cloudy and rainy Saturdays, unless there is a threat of severe weather in the area or when temperatures are substantially below freezing.

A steady siren for three to five minutes means imminent danger. Take shelter immediately in the nearest suitable protective area. An "all clear" signal will not be given via the siren system. It is urged that reliance be placed on the broadcast media for this and other status and forecast information.

Procedures

Upon notification of an eminent weather event, the Designated Authority will execute the task stated, immediately. In the event the Primary Individual is not present, the Secondary Individual or the Backup Individual will execute the duties of the Primary Individual. Upon completion of the assigned procedure, the plan executors are to convene in the corridor adjacent to the IT Service Center, room B10.

III Fire

The Gould Hall facility is equipped with a fire detection and sprinkler system. The detection alarm system is connected and reports to the University of Oklahoma Police Department (OUPD). This system is monitored 24/7. In the event of alarm activation, all College of Architecture faculty, staff and students are to immediately leave the building and walk to the South Oval. Designated administrators, staff and the Technical Project Management Spec. III are to supervise the evacuation of occupants under their control. Upon completion of the assigned procedure, the plan executors are to convene at the South Oval fountain in front of Gould Hall. False alarms will be determined by OUPD, the facilities manager and/or the building supervisor.

Should any occupants discover smoke, flame, or other event that may endanger building occupants, pull the fire alarm station activator and call 911. Notify others of the danger as you evacuate the building.

Always be aware of the nearest exit. Be aware of emergency vehicles and personnel. Stay away from the building and gather in a safe open area. After all occupants are accounted for, get clear of the area.

Do not re-enter the building until instructed to do so by emergency personnel and/or by the Dean or his/her designated authority.

Procedures

Upon notification of a fire event, the Designated Authority will execute the task stated, immediately. In the event the Primary Individual is not present, the Secondary Individual or the Backup Individual will execute the duties of the Primary Individual. Upon completion of the assigned procedure, the plan executors are to convene at the South Oval fountain in front of Gould Hall.

IV Armed Subjects

Other than law enforcement, if an armed individual(s) is observed, or an individual(s) is acting hostile or belligerent on campus at any time, immediately contact OUPD at 325-2864 or dial 911.

If the armed subject is outside the building:

- Turn off all the lights and close and lock all windows and doors. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
- If safe to do so, move to a core area of the building and remain there until an “all-clear” instruction is given by an authorized known voice.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances. Therefore, use caution if you do not recognize the voice giving instructions.
- Remain out of view from any windows and away from potential flying glass.

If the armed subject is inside the building:

Run, Hide and Fight is a quick reference for the best protocol

- If it is possible to flee the area safely and avoid danger, do so. Move quickly and quietly to the nearest building exit.
- Be alert for instructions from authorities as soon as you exit. Move completely away from the building.
- Listen continually for sounds of a threat and move away from it.
- **Our designated meeting location will be the Model Shop 1425 George Ave. (within in the hour)**
- Contact OUPD at 325-2864 or 911 with your location, if possible.
- If flight is impossible, lock all the doors and secure yourself in your space. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
- Remain out of any line of sight from the doorway and do not stay directly in front of the door.
- Get down on the floor or under a desk and remain silent.
- If practical/feasible, get students on the floor and out of the line of fire.
- If safe to do so, wait for the “all clear” instruction from the Dean or his/her designated authority.
- Fight is the last result and should preferably be done in numbers

A great training video can be found on YouTube: Run Hide Fight /City of Houston

If the armed subject comes into your office:

- There is no one procedure the authorities can recommend in this situation.

The following are suggested guidelines.

- Attempt to get the word out to other staff, if possible, and call OUPD at 325-2864 or 911 if that seems practical.
- Notifications will be issued from the President’s office via automated email, text, and voice telecommunication. Respond as instructed.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- If safe to do so, wait for the “all clear” instruction.

- In case you must flee, do not go to the normal gather site for your building. Get as far away from the shooting scene as possible and contact authorities.

Procedures

Upon notification of a suspicious or hostile person event, the Designated Authority will execute the task stated, immediately. In the event the Primary Individual is not present, the Secondary Individual or the Backup Individual will execute the duties of the Primary Individual.

V Suspicious Package and Phone Bomb Threat

If you find or open a suspicious package, letter, box or container:

- Do not handle the package. Move away if you feel threatened and call OUPD at 325-2864.
- If you have opened a suspicious package or letter:
 - Leave the package or envelope in place and move away slowly.
 - Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
- Do not operate any power switches.
- Do not activate the fire alarm.
- Move to a safe area (like the Blue Emergency Phones) and call the OUPD.
- Do not allow reentry into the area/location where the package is located.
- Follow the instructions you will receive from OU Police, the Dean or his/her designated authority.

If a bomb threat is received over the telephone, take the following actions:

- Stay calm. Try to pay close attention to all details. They may be important.
- Take notes. Attempt to get the following information from the caller.
 - Who are you?
 - Why are you doing this?
 - What time is the bomb set to explode?
 - What does it look like?
 - Who else have you told?
 - What is your organization?
 - Where is the bomb placed?
 - What type of bomb is it?
 - Where are you calling from?
- Have a co-worker or another person use another phone and contact the OUPD at 325-2864.
- Write information down as the caller says it and have the co-worker relay information to OU Police.

- Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help determine the origin of the call.
- Evacuate the building only upon the instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

If you are told to evacuate:

- Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
- Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
- Leave doors and windows open.
- Do not turn on or off lights.
- Only use the stairs. DO NOT USE ELEVATORS.

Move well away from the building to your departmental Emergency Assembly Area in the South Oval near the fountain and wait for further instructions from OU Police or other recognized authorities.

Procedures

Upon notification of a bomb threat event, the Designated Authority will execute the task stated, immediately. In the event the Primary Individual is not present, the Secondary Individual or the Backup Individual will execute the duties of the Primary Individual. Upon completion of the assigned procedure, the plan executors are to convene at the South Oval fountain in front of Gould Hall.

VI Utility and Elevator Failure

Power Outage:

- Notify Facilities Management at 325-3060. Call OUPD at 325-2864.
- After midnight, if phones are not working properly, deliver a message to the OUPD at 2775 Monitor Avenue.
- If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS. Seek out persons who need assistance in the evacuation.

Flooding or Steam Line Failure:

- If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
- Notify Facilities Management of the problem at 325-3060 and tell them the specific location.
- As necessary, evacuate the area or building.
- In the event of a failure of a steam line, evacuate the area by taking exits that avoid the steam leak. Report the problem to Facilities Management at 325-3060.

Gas Leak:

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Do not switch lights on or off. Do not take time to open windows or close doors.
- Leave the area to report the gas leak. Call OUPD at 325-2864 and the Norman Fire Department via 911 by using a cellular phone or one of the Blue Emergency Phones after evacuating.
- Do not re-enter the building until cleared to do so by OU Police, by the Dean, or his/her designated authority.

Procedures

Upon notification of a utility failure event, the Designated Authority will execute the task stated, immediately. In the event the Primary Individual is not present, the Secondary Individual or the Backup Individual will execute the duties of the Primary Individual. Upon completion of the assigned procedure, the plan executors are to convene at the South Oval fountain in front of Gould Hall.

People Trapped in an Elevator:

- If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call OU Police at 325-2864 if a mobile phone is available in the elevator.
- If you discover trapped persons, talk to them and try to keep them calm until an officer or other help arrives.

VII Earthquake or Explosion Resulting in Severe Building Damage

In the event of an earthquake or explosion, take the following actions:

If outside the building:

- If you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire and smoke.
- Once outside, move at least 300 feet away from the affected building. Proceed to the South Oval if safe to do so. Call OUPD at 325-2864 and the Norman Fire Department at 911.
- Check for injuries and give or seek first aid.
- Be alert for safety hazards (fires, electrical, gas leaks, etc.)
- Do not use telephones or use roadways unless absolutely necessary.
- Be prepared for aftershocks.
- Cooperate with emergency response personnel, keep informed, and remain calm.

If inside the building:

- Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
- Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
- After the effects have subsided, evacuate the immediate area and call OUPD at 325-2864.
- Seek and assist injured and disabled persons in evacuating the building.
- Do not light matches and do not turn lights on or off.
- Exit via the stairway.
- DO NOT USE ELEVATORS.
- Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from OU Police or other properly identified emergency personnel. Do not re-enter the building until instructed to do so by the Dean or his/her designated authority.

Procedures

Upon notification of an earthquake event, the Designated Authority will execute the task stated, immediately. In the event the Primary Individual is not present, the Secondary Individual or the Backup Individual will execute the duties of the Primary Individual. Upon completion of the assigned procedure, the plan executors are to convene at the South Oval fountain in front of Gould Hall.

Attachment A RESPONSIBILITIES

INDIVIDUAL	AREA OF RESPONSIBILITY
Primary - Administrator II Second – Director’s Assistant	1st floor: Dean's suite, IQC, Classrooms, Gallery, Living Room, Restrooms
Primary - Technical Project Management Spec. III Second –Associate Dean	Garden Level: Studios, PhD rooms, GA/TA Rooms, Restrooms
Primary – Development Officer II Second - Financial Associate II	2nd floor: Faculty offices, faculty conference/work room, CNS classrooms, restrooms
Primary – Academic Counseling Prof.II Second - Academic Counseling Prof.II	3rd floor: Classrooms, studios, rm. 345, and studio 205, Restrooms
Primary - IT Tech Second - Lab Staff	Computer Labs
Primary - Lead Librarian Second - Library Staff	Library/Restrooms

Attachment B**COA CONTACTS, EVACUATION RESPONSIBILITIES AND PHONE NUMBERS**

Effective 9.19.12

INDIVIDUAL	NAME	AREA OF RESPONSIBILITY	OU PHONE	CELL
Primary - Administrator II Second - Director's Assistant	Stephanie Soash Camille Germany	1st floor: Dean's suite, IQC, Classrooms, Gallery, Living Room, Restrooms	5-3853 5-6102	405-488-4684 405-834-4467
Primary - Technical Project Management Spec. III Second – Associate Dean	Jerry Puckett Leehu Loon	Garden Level: Studios, PhD rooms, GA/TA Rooms, Restrooms	5-3520 5-1519	405-250-9227 405-706-9017
Primary – Development Officer II Second - Financial Associate II	Erik Baker Shauna Singleton	2nd floor: Faculty offices, faculty conference/work room, CNS classrooms, restrooms	5-3346 5-3865	918-899-3301 405-760-7123
Primary - Academic Counseling Prof. II Second - Academic Counseling Prof. II	Erin Tyler David Kyncl	3rd floor: Classrooms, studios, rm. 345, and studio 205, Restrooms	5-4863 5-3829	405-317-9268 405-831-1981
Primary - IT Tech Second - Lab Staff		Computer Labs	5-4076	
Primary - Lead Librarian Second - Library Staff		Library/Restrooms	5-5521	