

ANNEX J

EMERGENCY RESPONSE PROCEDURES

**SEMINOLE EMERGENCY SERVICES: 911
SSC POLICE: EXT. 500 or 405-380-8989 (cell)**

The safety and security of the campus environment is the shared responsibility of every student and all campus employees. Students, employees, and visitors should realize that Seminole State College presents all the risks of any public facility and that individuals coming to campus must accept responsibility for being exposed to those risks. Some individuals will undoubtedly be involved in an emergency situation while on campus. Emergency medical care is not the responsibility of college employees.

It is the intent of the college to prepare employees for the proper handling of emergency situations. This document, and annual review of its contents with employees, represents the college's good faith efforts to properly prepare for any emergency on campus. College administrative officials and supervisors have a duty and responsibility to inform employees of the emergency response procedures as stated in this document.

All students, faculty, and staff should familiarize themselves with the SSC Emergency Siren. You may listen to the siren by logging onto the SSC webpage at www.sscok.edu. The siren has two distinct sounds, one for tornado and the other for Active Shooter or potentially dangerous situations. The **alert tone** is used for tornado warnings and the **air horn tone** is used for active shooter/other dangers. A potential danger could be a terrorist attack, hostage situation, hazardous chemical spill, or other. The siren is tested each Friday at noon and sounded only for 30 to 40 seconds. If you hear the siren sound for a period of three minutes or longer, IT IS NOT A DRILL. Immediately following the siren, SSC Police Department will give a voice activated public address warning to explain what type emergency exists and what to do.

Responding to an On-Campus Emergency:

Once it is determined by the employee on the site that the situation is an emergency, the proper initial response is to get trained emergency personnel to the scene as quickly as possible. Emergency personnel may be called to the scene by dialing 911. An employee may provide any "Good Samaritan" assistance depending on his or her level of training. No employee should do something he or she is not comfortable with or trained to do. Getting qualified help is the first step. After qualified help is contacted, or in situations that are not severe emergencies, the campus police and/or a college administrator should be notified.

Automated Electronic Defibrillators:

There are **four** (4) automated external defibrillators (AEDs) available on campus. One is located in the Haney Center in the hallway across from room 114, one is located in the Harber Field House in the hallway between the gym and the pool area, and one is located in each of the residential learning centers (Seminole Nation and Roesler).

The following SSC employees have been certified to use the AED's:

SSC Police	Raeleigh Shockley, Assoc. Head VB Coach
Rita Schell, Head Coach Women Basketball	Mike St. John, Athletic Director
Nursing Instructors	Student Resident Assistants
Melinda Sims, Residential Life Director	Austin Turner, Asst. Men Basketball Coach
Robert Tasin, Asst. Baseball Coach	Jordan Williams, Asst. Women Basketball Coach
Chely Flores, Asst. Soccer Coach	

Responding Personnel:

The responding campus police officer will serve as the person in charge until relieved by the Director of Campus Safety and Security. The Coordinator will serve as the person in charge until relieved by a member of the Administrative Council.

When a Person Refuses Transport:

If a person refuses transport to a medical care facility and is deemed able to make his or her own decisions by the emergency medical personnel at the scene, he or she cannot be transported. If a person is not transported, the best scenario that could happen is that a friend, classmate, or family member would remain with the person and see that he or she leaves campus safely. Employees do not have any responsibility for the transportation or further medical assistance after qualified help has been obtained. As long as employees have made proper responses, acting in a prudent and reasonable manner to get qualified assistance by calling emergency personnel, SSC personnel have no further responsibility, with the exception of the contingent liability of the person still being on college property.

Proper Clean-Up and Care of the Emergency Location:

The college physical plant personnel should be notified following an emergency so that proper clean-up may be accomplished. Clean-up by qualified maintenance workers is recommended due to the possible presence of spilled body fluids in the emergency area.

Incident Reports:

The college police will write the official report of the incident and keep it on file. In fact, the campus police should be notified anytime medical aid is given so that such aid can be

Documented, even if the employee providing the aid believes it is a minor medical problem.

The preceding can be used as a guide for faculty and staff action during a medical emergency. However, people react differently to an emergency situation. The college can expose employees to proper procedures, but individual behavior cannot be predicted. Employees must, therefore,

use this guideline in association with logic and common sense. They should do the best they can based on the situation and their training / experience.

FIRE PROCEDURES

FIRE FACTS

Fire is Fast! Get out and stay out! In only minutes, a classroom, office or residence hall can be engulfed in flames. Do not take time to gather personal items.

Fire is Dark! Fire starts bright but in seconds generates black, choking smoke. You will not be able to see your hand in front of your face, so know where you are going! Be able to feel your way to safety.

Fire is Hot! Heat is more threatening than flames; it can melt your clothes to your skin and scorch your lungs in a single breath. Temperatures at eye level can reach as high as 600 degrees; so stay low, crawling, if you have to, toward the nearest exit.

Fire is Deadly! What you cannot see can kill you! Carbon Monoxide poisoning and other fumes released from burning objects can be deadly. Get out as fast as you can.

If someone's clothes catch fire, have them drop to the ground and roll. Try to smother the fire and then drag them to safety.

FIRE PROCEDURES

Exit the building immediately using the nearest exit and go to the designated area on the map. Instructors should take the lead for their classes and escort the students outside of the building. The instructor should ensure everyone in their class is accounted for. Shut office and classroom doors behind you. A designated person will make a head count once gathered in the designated area. Crawl low if there is smoke. Use a wet cloth to cover your nose and mouth. Use the back of your hand to feel door knobs of closed doors. If the door knob is not hot, brace yourself against it and open slowly. If the door knob is hot, DO NOT open it. Look for another way out. NEVER go back into a burning building. If you catch fire, STOP*DROP*ROLL. Floor plans of your building, with fire exits and fire extinguishers marked, are placed in every room on campus.

WHERE TO ASSEMBLE FOLLOWING EVACUATION

IF YOU ARE IN	GO OUTSIDE TO
Colclazier Tech. Building	Far side of lot in front (east) of building

Scott Building	Far side of parking lot in front (east) of building
Tanner Hall	Employee parking lot directly in front (east) of building
Haney Center	Parking lot directly in front (east) of building
Boren Library	Far side of parking lot in front (east) of building
Jeff Johnston Fine Arts	Far side of parking lot behind (west) of building
Milt Phillips Building	Far side of parking lot behind (west) of building
Raymond Harber Field House	Far side of parking lot behind (west) of gym
E.T. Dunlap Student Union	Parking lot to the south of the building by Walkingstick Building
Roesler Residential Learning Center	Parking Lot (west) of building
Seminole Nation Residential Learning Center	Far side of parking lot on side (south) of building
Walkingstick Student Services Building	Far side of parking lot (south) of building near highway #9
I.T. Building	Parking lot (north) of building
Maintenance Building	Parking lot (east) of building
Baseball Complex	Parking lot (west) of building
Softball Complex	Parking lot (west) of building
Employment Readiness	Parking lot (south) of building
Dan and Andrea Boren Building	Far side of parking lot (south) of building near highway #9

TORNADO PROCEDURES

When you see a tornado, hear the tornado warning siren, or are warned through other methods, seek immediate shelter inside. In campus buildings, use those areas that have a designated storm or severe weather refuge area sign affixed on the outside (i.e., restroom area). If safe, go to the storm shelter in the basement of the Dan & Andrea Boren Center (next to the Walkingstick Building). Stay away from windows and doors.

In the **Harber Fieldhouse** or **Dunlap Student Union**, do not remain in the basketball court area of the gym or in the main dining area of the Student Union. Wide span room structures are vulnerable to being torn off during a tornado. Go to another building if time permits. If caught in the gym, go to the locker rooms and hallways leading to them if you must stay in the gym building. In the Union, go to the restrooms or the kitchen area and brace yourself against an interior wall. If possible, go to the storm shelter in the Dan & Andrea Boren Center (next to the Walkingstick Building).

In **Seminole Nation Residential Learning Center**, seek shelter on the bottom floor in a restroom, small apartment living room, or under the staircase. In **Roesler Residential Learning Center**, seek shelter on the bottom floor in a restroom, apartment living room, or under the staircase. If possible, go to the storm shelter in the Dan & Andrea Boren Center (next to the Walkingstick Building).

During times of severe weather, designated refuge areas around campus can be used to gather:

Boren Library-

Men's and women's restrooms

Staff restroom in breakroom area

Tanner Hall-

Men's and women's North restrooms

Men's and women's South restrooms

Scott Building-

Men's and women's restrooms

Colclazier Building-

Men's and women's restrooms

Dan and Andrea Boren Center-

FEMA basement

Raymond Harber Field House-

Men's visitor locker room

Men's home locker room

Women's home locker room

Women's visitor/Volleyball locker room

If caught **outside** and you do not have time to get into a building, lie flat in the nearest ditch, ravine, or culvert and shield your head with your hands. If in your car on campus, do not try to outrun a tornado. Get out of your car and seek shelter, preferably inside a building.

ACTIVE SHOOTER PROCEDURES

If you witness or suspect a person is discharging a firearm on campus you should immediately get out of the line of fire and seek shelter where ever you can. Turn your cell phone to silent. If your cell phone vibrates while set to silent, do not place your cell phone against a solid object.

Call 911 immediately if it is safe to do so. Try to remember what the suspect looks like and what he/she is wearing. Try to remember approximate height, weight, color of clothing and shoes, and description of any weapons. If the suspect gets into an automobile be able to provide an accurate description of the automobile. This would include the make, model, color, and tag number.

When 911 is called they will immediately contact the Campus Police Department and send back-up police to assist. Designated college personnel will assist the Campus Police in notifying the campus community that an active shooter is on campus. They will also inform the public as to what they need to do; (i.e., seek shelter, lock doors, evacuate etc.).

The police will immediately take action to stabilize the situation. If you are in a room or area that can be locked down or is secure from the shooter, do so immediately. Stay away from the windows. Everyone is to stay down and out of the line of fire until the police give the okay to evacuate. The evacuation process could vary depending on the situation. Do not panic, but remain alert and ready to cooperate with police.

An active shooter is an individual engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. The event is unpredictable and continually is evolves.

How To Respond to an Active Shooter

1. **Run.** Have an escape route and plan in mind leaving your belongings behind. Keep your hands visible.
2. **Hide.** Hide in an area out of the shooter's view. Block entry to your hiding place and lock the doors if able to. Silence your cell phone and any other electronic device.
3. **Fight.** Fight back as a last resort and only when your life is in immediate danger. Attempt to incapacitate the shooter. Act with physical aggression and throw items at the shooter.

Toward the end of an active shooter response, members of the campus community should remain calm and follow instructions. Put down any items in your hands. Raise your hands and spread your fingers. Avoid quick movements toward officers such as holding on to them for safety. Avoid pointing, screaming, or yelling. Do not stop to ask officers for help or directions when evacuating.

BOMB THREATS

In the event you receive a bomb threat, make immediate contact with the SSC Police Department. Do not leave campus if you receive the threat until the investigating officer is satisfied that all necessary and helpful information has been obtained. Try to remember the exact time of the call, what the suspect said, any suggested location, description of the bomb, and the voice pattern of the caller. Employees should familiarize themselves with the Bomb Threat Report form to learn what to listen for and what questions to ask.

Evacuation Procedures:

The first SSC police officer or official receiving a bomb threat report will contact the SSC Chief of Police, Duty Officer and/or Vice President for Student Affairs. The first officers at the scene of potential danger, which may be the entire campus, will use their best judgment and will

immediately begin evacuating the building(s) in an orderly fashion. Evacuated personnel should move to the designated outside areas used for fire evacuation and not re-enter any other building that has been evacuated!

A thorough and systematic search will be coordinated and completed by the SSC Campus Police using at least two-person search teams. Volunteers may be recruited by the campus police; however, it is imperative that all search personnel keep in mind their mission is only to search for and report suspicious objects. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it.

Radios and cell phones must be kept away from the areas being searched to prevent accidental triggering of an explosive device.

If suspected bomb is found, all bystanders must be moved at least 100 yards from the immediate area of the device. The campus police must be immediately notified concerning the description of what was found, its location and any details about it.

The campus police or other authorized official will contact a trained bomb squad. The area will be sealed off by the police to prevent anyone from entering the danger area until the bomb squad gives an all-clear communication to the SSC Coordinator of Police.

CHEMICAL EMERGENCIES

In the event of a chemical emergency, rely on the instructions of emergency response personnel. Listen to the radio or television for instructions. Emergency officials will need clear telephone lines-please stay off the telephone. If you are instructed to evacuate, stay calm and follow the instructions of the emergency officials.

If instructed to “Shelter in Place” you should take shelter where you are. Stay in your campus building or residence hall. Close and lock all windows and doors. Locking provides a tighter seal. Turn off all heating and cooling ventilation devices, including window and attic fans – anything that moves air in and out of the building.

Do not leave your “shelter” until you are told it is safe to go out. After the emergency is over, open all doors and windows and go outside until the building is well ventilated.

PROCEDURES FOR DEALING WITH A POTENTIALLY DANGEROUS PERSON

If you should encounter or observe a student or person whose behavior poses a threat to anyone, including themselves, or if you feel intimidated, threatened or unsafe because of a person’s behavior, you are to immediately contact the Seminole State College Police Department, extension 500 or the SSCPD duty cell 405-380-8989.

Written Statement:

You will need to provide a written statement to assist Campus Police with proper documentation as they follow up on the report. Please include your name, campus address, campus extension, home telephone number, cell number, and date of birth. You may submit your statement in person at the SSC Police Department or by sending an email to the Coordinator of Police. Campus Police will follow up on all information reported regarding a potential dangerous person on campus. Student Affairs and Campus Police will insure that proper action is taken in order to provide SSC with a safe and secure campus. The Vice President for Student Affairs may activate the SSC Threat Assessment Team at his discretion to assist in dealing with any potential danger.

THREAT ASSESSMENT TEAM (TAT)

The TAT was created to evaluate any behavior perceived to be a threat to the Seminole State College Community. If an employee or student observes any behavior or activity he/she believes to be a threat to anyone, they need to immediately contact Campus Police. An immediate investigation will begin to evaluate the reported threat. If a threat warrants the attention of the TAT, Campus Police will contact the Vice President for Student Affairs (VPSA). The VPSA or Chief of Police will immediately notify the TAT to assemble to assess the reported threat and act on the recommendation of the TAT. The VPSA will act as Chair and the Chief of Police will be the Assistant Chair.

Current Members are:

Dr. Bill Knowles, Chair
Louis Ross, Asst. Chair
Angela Church
Shelia Morris
Kay Wallace
Brenda Hudson

SSC ADMINISTRATIVE AND EMERGENCY RESPONSE PERSONNEL

If time permits, contact one of the following college employees before calling for an off- campus emergency unit:

Police Chief	405-382- <u>9500</u> 405-382- <u>9526</u> or 405-380-8989
Director of Campus Safety and Security	405-584-0574
President	405-382- <u>9200</u>
Vice President Student Affairs	405-382- <u>9272</u>
Vice President Academic Affairs	405-382- <u>9513</u>
Vice President Fiscal Affairs	405-382- <u>9277</u>

EMERGENCY CONTACT NUMBERS

If an on-campus emergency response person is unavailable or the situation requires immediate emergency action, contact: Fire(EMTs), or Seminole Police, **call 911!**

If the emergency is a downed power line you may call OG&E at 1-800-522-6870.

If the emergency is a gas line leak you may call Center Point Energy Gas Company at 1-888-876-5786.