UNIVERSITY OF OKLAHOMA – NORMAN CAMPUS

EMERGENCY RESPONSE PLAN

For the

Ellsworth Collings Hall
820 Van Vleet Oval

EFFECTIVE DATE: January 2018
I. PLAN PURPOSE
This plan helps ensure the safety and well-being of individuals and establishes a foundation for emergency response within Ellsworth Collings Hall (ECH). The University of Oklahoma 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 applies to all students, staff and visitors to the building. This plan establishes seamless migration with the University of Oklahoma Emergency Response Plan.

Scope
This Emergency Response Plan applies to all building staff, students and visitors.

Development of the Plan
This Emergency Response Plan is developed by the designated building personnel in coordination with OU Emergency Preparedness Manager. The Plan is reviewed annually and revised as needed.

National Incident Management System Compliance
The building ERP complies with the National Incident Management System (NIMS), as required by Federal Emergency Management Association (FEMA). The NIMS provides a nationwide template enabling federal, state, local and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Use of the NIMS at OU facilitates the university’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance, OU will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property and the environment. For OU emergencies, an Incident Command Post will be set up at the scene of the emergency or disaster, which will be directed by an Incident Commander.

Minor Incident: A minor incident is any situation that can be handled in-house by building staff. Examples include minor policy violation incidents and minor emergency maintenance repairs.

Major Incident: A major incident is any situation that requires the assistance of another campus entity such as OU Police Department or Facilities Management. Examples include major policy violations requiring assistance of OU Police Department or a reduction in or prolonged disruption to facility services such as a water main break.

Emergency: An emergency is any situation that requires assistance of an off campus entity such as the Norman Fire Department or Emergency Medical Services (EMS).
Dale Hall basement
Devon Energy Hall basement
Fine Arts Center basement
George Lynn Cross Hall basement
Gould Hall basement in west wing
Headington Hall (reserved for students and staff living and working in Headington Hall)
Huston Huffman Fitness Center basement
Lloyd Noble Center basement
Nielsen Hall phase 1 addition basement and phase II addition basement
Physical Sciences Center first through fourth floors
RAWL Engineering Practice Facility basement
Richards Hall basement
Walker Center basement (reserved for students and staff living and working in Walker Center)

II. TORNADOS / SEVERE WEATHER
The University Meteorologist will provide information to the campus via the web page at http://www.ou.edu/content/emergencypreparedness/weather.html before and during all-weather threats to the campus. Social media outlets such as the @OUEmergencyPrep Twitter feed, and the OU Emergency Preparedness Facebook page will also be used during weather threats to provide continuous updates to the campus.

In addition, 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. The NWS will broadcast special alert tones and messages for tornado warnings, flash flood warning, and similar impending weather emergencies. The Ellsworth Collings Hall weather radio receivers are located one in: ILAC department office ECH 114, Dean’s Office, ECH 100, Curriculum Library, ECH 150W, ELPS Department Office, ECH 227, and EDPY Department Office, ECH 321.

For days when sufficient advance warning of expected violent tornados (EF4/EF5) is available, designated best available refuge areas in select locations will be opened for use by students, faculty and staff who are on campus at the time at which they may need to seek refuge. In these situations, OU may also invoke an early closure of the OU Norman campus to allow people to proceed with their personal safety plans.

The best available refuge areas will be staffed with severe weather building coordinators and include:

Fine Arts Center
Physical Sciences Center
Bizzell Library
Richards Hall
George Lynn Cross Hall
Gould Hall
Dale Hall
Huston Huffman Fitness Center
Carson Engineering
RAWL Practice Facility
If a building evacuation occurs, every building should have a specific **Emergency Assembly Area** where students, staff and visitors should meet to check in with the supervisor. The OU Police Department or other emergency response personnel should be notified of missing persons so that a search can be made.

**General Evacuation Procedures:**

- Fire alarms or verbal notice will **USUALLY** be used to sound the evacuation.
- Safely stop your work. Remain calm and orderly.
- If it is safe to do so and does not impede your evacuation quickly gather your personal belongings.
- If safe to do so, close doors and windows, but do not lock them.
- Never block stairwell doors open.
- Walk quickly, but do not run to the nearest safe exit via the stairway. NEVER USE ELEVATORS.
- If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.
- Follow instructions from OU Police or other properly identified emergency personnel.
- Go to your pre-determined **Emergency Assembly Area** and report to your supervisor. If you don’t know about your departmental emergency assembly area, ask your supervisor.
- Keep all roadways and walkways clear for emergency vehicles.
- NEVER RE-ENTER ANY BUILDING until instructed to do so by OU Police or other properly identified emergency personnel.

**III. FIRE**

The building is equipped with smoke detectors connected to the building’s fire alarm system. The fire alarm system reports to OUPD and is monitored 24/7 at OUPD. In the event the fire alarm system is activated all:

- Building students, staff and visitors should immediately leave the building and walk to the emergency assembly area identified on page 6 of the emergency response plan. Be familiar with at least two fire exits and know the locations of the Blue Emergency Phones in your area.
- If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the **Emergency Assembly Area**. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware
If safe to do so, move to core area of the building and remain there until an “all-clear” instruction is given by a properly identified first responder.

Stay away from doors and windows.

Unknown or unfamiliar voices may be misleading and designed to give false assurances; therefore do not let anyone in the room or building in case that person is the armed individual or may be someone being held hostage by the armed individual.

Call OUPD at 911 and provide situation report for your area; DO NOT use phone if doing so will give away your location to the shooter.

- If an armed individual/active shooter is INSIDE the building:
  - Get Out. If it is possible to flee the area safely and avoid danger, do so.
  - Move quickly; do not wait for others to validate your decision.
  - Leave belongings behind and use route where the shooter cannot see you.
  - Listen continually for sounds of a threat and move away from it.
  - Move quickly and quietly to the nearest building exit. Once outside move away from the building as quickly as possible.
  - Be alert for instructions from authorities as you exit.
  - Call 911 and inform authorities as soon as safely possible.

- If an armed individual/active shooter is INSIDE the building and you cannot get out:
  - Hide Out. Move to area that can be locked or barricaded. *ECH classrooms have doors that can be locked from inside the room.
  - Turn off lights and all noise producing devices.
  - Remain out of any line of sight from the doorway and do not stay directly in front of the door.
  - If located with others quickly formulate your plans should the armed individual gain entry to your space. Spread out and look for improvised weapons. There may be more than one armed individual.
  - Get down on the floor or under a desk and remain silent.
  - Call 911 only if you can do so without giving away your location to the armed individual.
  - Stay in place without giving away your location until contacted by authorities.
  - Once contacted by police, do exactly as you are told.

- If an armed individual/active shooter is INSIDE the building and you cannot get out or hide out then formulate a plan to take out the shooter.
  - Assume the active shooter will succeed in wounding or killing everyone unless he is stopped.
  - **TAKE OUT.** Coordinate with any others trapped in the situation to throw things to distract the shooter as you attack as a group from all directions.
  - Use group body weight to pin the armed individual and any weapons.
  - If possible, isolate the weapon, but DO NOT pick it up.
  - When you have the advantage, do not relinquish it until officers are on the scene and direct you to do so.
  - When contacted by police do exactly as you are told.

- If you are OUTSIDE and the shooter is in the same area:
  - Use a continuous assessment process get out of the area if possible.
• Leave doors and windows open.
• Do not turn on or off lights.
• Only use the stairs; DO NOT USE ELEVATORS.
• If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the Emergency Assembly Area. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.
• Move well away from the building to your departmental emergency assembly area and wait for further instructions from OU Police or other authorized emergency personnel.

VI. UTILITIES FAILURE–GAS LEAK–PERSONS STRANDED IN ELEVATOR

Power Outage:
• Notify Facilities Management at 325-3060.
• After midnight, if phones are not working properly, deliver a message to the OU Police Department at 2775 Monitor Avenue.
• If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS.
• If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the Emergency Assembly Area. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.
• Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
• Proceed to the emergency assembly area. Check in with Building Safety Coordinator or supervisor.

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 by calling 325-3060 and give the specific location.
• If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS.
• Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
• Proceed to the emergency assembly area. Check in with Building Safety Coordinator or supervisor.
- After the effects have subsided, evacuate the immediate area and call OU Police at 911.
- If able seek and assist injured and persons with special needs to evacuate the building.
- Do not light matches and do not turn lights on or off.
- Exit via the stairway.
- DO NOT USE ELEVATORS.
- Proceed to the emergency assembly area for our group, if safe to do so. Check in with Building Safety Coordinator or supervisor.
- If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. Ensure that you have communicated your name and location to the Building Safety Coordinator so you may be added to the “No Stair” list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to the Building Safety Coordinator at the Emergency Assembly Area. The Building Safety Coordinator will make contact with a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with the Building Safety Coordinator for that information. Follow the above steps to report your position.
- Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from OU Police or other authorized emergency personnel.
- Do not enter the building until cleared to do so by OU Police or other authorized emergency personnel.

IX. NAME OF BUILDING/DEPARTMENT CONTACT LIST

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION OF OFFICE</th>
<th>OFFICE PHONE</th>
<th>CELL PHONE</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td>Barbi DeLong</td>
<td>ECH 150W</td>
<td>2357</td>
<td>405.210.3263</td>
<td><a href="mailto:bdelong@ou.edu">bdelong@ou.edu</a></td>
</tr>
<tr>
<td>Dean Gregg Garn</td>
<td>ECH 100</td>
<td>1082</td>
<td>405.812.1658</td>
<td><a href="mailto:garn@ou.edu">garn@ou.edu</a></td>
</tr>
<tr>
<td>Kim Goodman</td>
<td>ECH 100</td>
<td>2221</td>
<td>405.605.9628</td>
<td><a href="mailto:kgoodman@ou.edu">kgoodman@ou.edu</a></td>
</tr>
<tr>
<td>Dr. Stacy Reeder, chair</td>
<td>ECH 114</td>
<td>1498</td>
<td>405.630.5371</td>
<td><a href="mailto:reeder@ou.edu">reeder@ou.edu</a></td>
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<tr>
<td>ILAC department</td>
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<tr>
<td>Dr. Sabina Vaught, chair</td>
<td>ECH 227</td>
<td>4202</td>
<td>617.913.4000</td>
<td><a href="mailto:sabina.vaught@ou.edu">sabina.vaught@ou.edu</a></td>
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<td>ELPS department</td>
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<tr>
<td>Dr. Terri DeBacker, interim chair, EDPY department</td>
<td>ECH 321</td>
<td>0624</td>
<td>405.401.0781</td>
<td><a href="mailto:debacker@ou.edu">debacker@ou.edu</a></td>
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### Name and Contact for Emergency Response Team

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
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Norman Fire: Non-emergency number: 405-292-9780
Norman Police: Non-emergency number: 405-321-1600
Norman EMS: Non-emergency number: 405-307-1561
GENERAL INSTRUCTIONS
1. WHEN KNOWLEDGE OF A STORM IS RECEIVED, PROCEED DIRECTLY TO NEAREST REFUGE AREA (SHOWN HATCHED).
2. CLOSE ALL DOORS BETWEEN YOUR REFUGE AREA AND EXTERIOR WINDOWS OR ADJACENT ROOMS.
3. REMAIN IN REFUGE AREA UNTIL ALL-CLEAR NOTICE IS GIVEN.

REFUGE AREA
BASEMENT. IF UTILIZED TO CAPACITY, OVERFLOW MOVES TO FIRST FLOOR HALLWAYS WITH ALL DOORS CLOSED

RECOMMENDED SEVERE WEATHER REFUGE AREA
ELLSWORTH COLLINGS HALL | BASEMENT AND FIRST FLOOR