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I. PLAN PURPOSE

This plan establishes a foundation for emergency response within the School of Music 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 applies to all employees of the School of Music. This plan establishes seamless migration with the University of Oklahoma Emergency Response Plan. The University’s Emergency Response Plan is located at: www.ou.edu/admin_and_finance.html.
II. TORNADOS

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 School of Music special radio receiver is located in the main administrative offices, Catlett Music Center, room 138.

In the event of an imminent danger from the NWS, all School of Music employees should immediately seek shelter in the basement of Catlett, Reynolds Performing Arts Center, or Carpenter Hall. All School of Music employees should stay in this location until an all-clear signal is given.

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 tornados. 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.
III. FIRE

The Catlett Music Center, Reynolds Performing Arts Center and Carpenter Hall are 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 School of Music employees should immediately leave the aforementioned facilities and walk to the lawn in front of the Art Museum.

Should you discover smoke or fire or hear the fire alarm, dial 911, pull the fire alarm and notify other persons on your way out of the building. Immediately leave the building by means of the nearest available exit.

When leaving the building, get well clear of the entire area. Proceed to the lawn of the Art Museum.

Do not re-enter the building until instructed to do so by properly identified emergency personnel.
IV. ARMED SUBJECTS

If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact OUPD at 325-1911 or 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:

- 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.
- Contact OUPD at 325-1911 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.

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 325-1911 or 911 if that seems practical.
- 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.
V. SUSPICIOUS PACKAGE – 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 OU Police Department at 911.
- 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 OU Police Department.
- Do not allow reentry into the area/location where the package is located.
- Follow the instructions you will receive from OU Police or other recognized authorities.

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 contact the OU Police Department at 911, using another phone.
- 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 and wait for further instructions from OU Police or other recognized authorities. See General Building Evacuation for our departmental emergency assembly area.
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. 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 (325-3060) and the specific location.
- As necessary, evacuate the area or building. See the General Building Evacuation section of this document.
- 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 OU Police (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 or other proper authorities.

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 325-1717 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-EXPLOSION-SEVERE BUILDING DAMAGE

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

- 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 Emergency Assembly Area for our group, if safe to do so. Check with your supervisor to determine your assembly area location if you do not already know it.
- 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 indoors:

- 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 OU Police (911).
- 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.
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<th>NAME</th>
<th>LOCATION</th>
<th>OFFICE</th>
<th>CELL</th>
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<tr>
<td>Larry Mallett</td>
<td>Catlett 138</td>
<td>325-7883</td>
<td>323-2592</td>
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<td>Stefan Ice</td>
<td>Catlett 138</td>
<td>325-5398</td>
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<td>Brian Britt</td>
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<td>325-9214</td>
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<td>325-3824</td>
<td>615-6588</td>
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<tr>
<td>Donna Love</td>
<td>Catlett 138</td>
<td>325-7883</td>
<td>408-1743</td>
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