Mewbourne College of Earth and Energy (MCEE)

Emergency Response Plan

For Sarkeys Energy Center Building:

MCEE Dean's Office
ConocoPhillips School of Geology & Geophysics (CPGG)
Mewbourne School of Petroleum & Geological Engineering (MPGE)
Oklahoma Geological Survey (OGS)
Information Technology
Department of Geography & Environmental Sustainability
(College of Atmospheric & Geographic Sciences)
School of Chemical, Biological, & Materials Engineering
(College of Engineering)

Revised September 2016
September 23, 2016

I have reviewed the attached Emergency Response Plan for the Sarkeys Energy Center Building. I approved this plan as written to be used by the departments/units located in the building in the event of an emergency.

[Signature]

Date 9-23-2016
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Mewbourne College of Earth & Energy (MCEE)

Emergency Response Plan (09/16)

Plan Purpose

To maximize the safety of faculty, staff, students, and visitors in the Sarkeys Energy Center in the event of an emergency situation caused by the threat of fire, severe weather, hazardous materials, violence, terrorist attack, and any such situation that poses a danger to the health and lives of individuals, it is the policy of the MCEE to: 1) disseminate information regarding emergency response and/or evacuation procedures through on-going educational efforts; 2) effectively warn individuals of existing or potential danger; 3) ensure individuals are safely evacuated or sheltered; and 4) account for individuals after an evacuation.

1. Floor Captains

- One Captain and alternate will be appointed for each floor of the SEC (excluding floors 1, 2, and 3). Appointments are made by the Director/Chair of the unit that has the largest number of employees per floor. This information will be provided to Connie White, Manager of Administration and Operations, in the MCEE Dean's Office (cwhite@ou.edu).

- The role of the Captains is to:
  - Identify individuals who require assistance.
  - Become familiar with the OU Emergency Response Plan and MCEE emergency procedures before an emergency.
  - Each Floor Captain should have an Emergency Backpack that includes: an orange vest (to identify that person as the designated floor captain), a walkie talkie (equipped with a weather radio), flash light, batteries, allen wrench, mini-first aid kit, and emergency information folder (with emergency medical and contact information from all employees on their floor).
  - Be familiar with the phone and dial-out procedures required to make an emergency phone call. (Access the following website for useful information: www.ou.edu/emergencypreparedness.html.
  - Collect emergency medical and contact information from all employees and long-term visitors. **Information is to be updated at the beginning of each semester and as needed.** Records will be kept in a secure location. These records should be considered confidential and accessed only in the event of an emergency situation.
  - If it becomes necessary to evacuate the building, the Floor Captain or alternate should proceed immediately to the designated emergency assembly area with a set
of the records and check off each person in the unit as they arrive at the emergency assembly area.

- Serve as the contact person to receive information (phone call) from authorities indicating the emergency situation.

- Aid in the move to shelter or in the evacuation of their floor, assuming safety permits such action. The Floor Captains are to check each room on their designated floor to insure that all occupants (regardless of their unit of employment) are aware of the emergency and the need to move to shelter or to evacuate. The Captains are responsible only for warning all individuals on their floor but are not responsible for convincing or forcing people to evacuate and/or take shelter.

- At the unit's emergency assembly area, Floor Captains should verify that all employees have been evacuated and their current whereabouts accounted for.

- Notify the MCEE Dean of any suspected or known unsafe conditions present on their floor. (Conditions that may be physical, occupational, or human in nature).

- Attend emergency response or related training sessions as offered by the MCEE or through other University units.

2. SEC Building Evacuation Procedure

- Every School/Department/Unit has a specific area along Trout Street where employees, students, and visitors meet to check in with their SEC Floor Captain. An alternate area for each department is located in the south parking lot.

- The Captains are notified of the need to evacuate by: automatic warning system (lights and alarms), a call from emergency officials, MCEE Dean's office staff.

- The Captains notify employees by knocking on all doors on the floor and verbally communicating to all present the need to evacuate.

- Individuals are to gather personal belongings, leave the building immediately, closing individual office doors, and taking the stairs to the Plaza level. DO NOT USE THE ELEVATORS.

- Individuals are to gather on the east side of the Energy Center near Trout Street at the specific point designated by the MCEE Dean. Regardless of which floor an individual is evacuated from, individuals should group with members from their main academic/research unit. This will allow for a roll call to be conducted by the Floor Captain. Floor Captains, after a unit roll call, are to coordinate with the OUERP building coordinator from the MCEE Dean's office who serves as the lead contact person during an emergency event.

- Individuals may not re-enter the building until the all clear is given by properly identified emergency personnel.
FIRE ALARM

• Floor Captains should alert personnel on their floor and then assemble with their employee records at their designated emergency assembly area.

• During evacuation those individuals with special needs (wheelchairs or mobility issues) that are not able to navigate the stairs will be moved to the stairwell. The doors are 2-hour fire-rated doors. After the co-captains leave the building they will alert the first responders of how many are in the stairwell, what level, specific stairwell, etc.

• After roll call, the Floor Captains should report to the MCEE Dean.

• Upon notification of a possible fire or smoke in the building, personnel should first notify OUPD at 325-1911 and the Dean's Office at 325-3821.

• The fire alarm should be set off.

• Personnel that are not assigned to help evacuate the buildings occupants should meet at their floor's designated emergency assembly area.

*** If the parking lot east of the SEC Tower is not accessible, the multipurpose parking lot directly across the street south of the building is an alternate meeting area. (See page 121) ***

• Personnel that are assigned to help evacuate SEC occupants should closely monitor the conditions that they are working in. If personal safety is in jeopardy, they need to evacuate the building immediately!

• Individuals who are not assigned to help clear the building need to fill several functional duties, these include:

  1. Alert and help evacuate the building.
  2. Support emergency agencies with available building and occupant information.
  3. When the building has been cleared, all personnel should remain outside until OUPD or the Norman Fire Department has approved re-entry.
  4. The MCEE Dean's office will alert OUPD or the Norman Fire Department that all personnel are accounted for, or not.
  5. Notify scheduled events of the situation.
SEVERE WEATHER (TORNADO WARNING)

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 also broadcast special alert tones and messages for severe weather warnings, tornado warnings, flash flood warnings, and similar impending weather emergencies. The weather radio for the MCEE Dean's office is located in the main reception area, SEC Room 1510.

- Upon notification of a tornado warning (weather radio, text or email), Floor Captains should evacuate building occupants to the first floor, away from doors and windows, best available refuge areas. Best available refuge areas are located under the 'Designated Areas' section of this Disaster Plan.

  If you receive notification from the NWS of imminent danger, and you cannot make it to your designated area, other possible choices include: Restrooms, classrooms, offices, stairwells and inside hallways.

- Instruct the occupants to get as low as possible on the floor. Have them cover and protect their heads and necks as best as they can.

- After the warning has expired ("all clear"), account for all personnel. Notify the MCEE Dean or OUPD of any need for assistance. Provide care for the injured.

- All MCEE Dean's Office personnel and SEC building occupants should stay in their designated areas until an "all clear" signal is given. MCEE Associate Dean Barry Weaver will give the "all clear" signal to floor captains.

- Note: A direct hit from severe weather may make the Energy Center building unsafe to work in or around. Be aware of obvious and not so obvious hazards.

Tornado Warning Sirens

The City of Norman maintains a city-wide outdoor warning siren network that provides coverage for the Norman campus and is used to signal imminent danger from severe (tornadic) weather. 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 best available refuge 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.
BOMB THREAT-SUSPICIOUS PACKAGE

All bomb threats are treated as real until proven otherwise.

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

• REMAIN CALM. Pay close attention to all details. They may be important.
• Keep the caller talking.

• Try to get the following information from the caller:
  - Who are you?
  - Why are you doing this?
  - Where is the bomb placed?
  - What time is the bomb set to explode?
  - What does the bomb look like?
  - What type of bomb is it?
  - Who else have you told?
  - What is your organization?
  - Where are you calling from?

• Get the attention of a coworker or another person to call OUPD at 911.
• Evacuate the building only upon instruction from properly identified emergency personnel, or those deemed appropriate in individual situations.

If you are told to evacuate:

• Follow the established SEC Building Evacuation Procedures located on Page 4.
• Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
• Take personal belongings with you, if it will not delay your departure. You may not be allowed back in the building for an extended time.
• Leave doors and windows open.

Suspicious package, letter box or container

• Do not handle the package.

• Call OUPD at 911.

• If you have opened a suspicious package or letter
  - Leave the package, envelope in place and move away slowly.
  - Leave the room slowly; notifying others to leave the room also, closing doors behind you as you go.

• Do not operate any power switches.
• Do not activate the fire alarm.

• Move to a safe area (Blue Emergency Phones) and call OUPD.

• Do not allow anyone back into the area/location where is package is located.

• Follow instructions received from OU Police or other recognized authorities.

• 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 OUPD or other recognized authorities. See General Building Evacuation Procedures located on Page 4 for the SEC Building emergency assembly area.
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 call OUPD at 911.

If armed subject is outside the building:

- Turn off all lights, silence all electronic devices, 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/unfamiliar voices may be misleading and designed to give false assurances. Please 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 911 with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space. If locks are not an option, attempt to obstruct the doorway 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:

- If possible, get word out to other staff and call OUPD at 911.
- Use common sense. If you cannot hide or flee, 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 as possible and contact authorities.
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 roadways unless absolutely necessary.
• In the event of an earthquake, 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, gather personal belongings if safe to do so and evacuate the immediate area and call OUPD at 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 OUPD or other properly identified emergency personnel. Do not re-enter the building until instructed to do so by properly identified emergency personnel.
HAZARDOUS MATERIALS SPILLS

Most hazardous materials spills within the Energy Center will probably be small in scope and severity.

- REMAIN CALM.
- Contact the Environment Health and Safety Office at 325-5147, MCEE Dean's Office at 325-3821, and OUPD at 325-2864.
- If the spill is more than what building maintenance can deal with, or if there are any possible health or safety threats from the incident, notify OUPD and evacuate the affected area. An evacuation of the building may be necessary, depending upon circumstances.
- Complete the checklist on the next page of this plan to gather information about spilled materials.
HAZARDOUS MATERIALS INCIDENT REPORT FORM

1. Location of incident: Inside or Outside (Circle One)

2. Is anyone injured or sick? How many? Describe victims.

3. Is there a fire and/or explosion?

4. What type vehicle or container is involved?

5. Describe any diamond shaped/unusual markings (e.g., names, numbers, color, symbol, markings) on the vehicle or container?

6. Do the markings, etc. indicate what the material(s) product(s) may be? If so, request the caller to slowly and clearly spell the name(s) or number that appear.

(When this information is obtained, spell the product name back to the caller for confirmation)

7. Has anything spilled?

8. Do you see smoke or a vapor cloud?

9. Did you hear a bursting or hissing sound?

10. Do you smell an unusual odor?

11. What are the weather conditions?

12. Is there anyone at the scene that may have knowledge of the situation?

13. At what location can the responding units rendezvous with the person reporting the incident or that has knowledge about the incident?

Obtain weather information from the National Weather Service.

Barometric Pressure Humidity

Temperature Wind Speed/Direction

Forecast:

This information is associated with Fire/EMS Incident# 

Date: Time:

Calltaker:

COURTESY OF ARLINGTON COUNTY, VIRGINIA EMERGENCY COMMUNICATIONS CENTER
UTILITIES FAILURE-GAS LEAK-PERSONS TRAPPED IN ELEVATOR

**Power Outage:**
- Notify Facilities Management at 325-3060.
- 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 (325-3060) of the problem and the specific location.
- As necessary, evacuate the area or building. See the SEC 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 OUPD at 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 OUPD 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 OUPD 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.
DEALING WITH THE MEDIA

The University has an office for Public Affairs at 325-1543. This office is considered the lead group in dealing with the media for OU.

If a representative from Public Affairs is not available, the College of Earth and Energy Dean or his designee will be in charge of all interactions with the media.
DESIGNATED MEETING AREAS
SEC Building Evacuation

Alternative Meeting Areas
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.

RECOMMENDED SEVERE STORM REFUGE AREAS
SARKEY'S CENTER • FIRST FLOOR
OU EMERGENCY RESPONSE PLAN

Use the following link:  www.ou.edu/content/emergencypreparedness/emergency-procedures