



Oklahoma Panhandle State University  
Emergency Operations Plan

January 19, 2018

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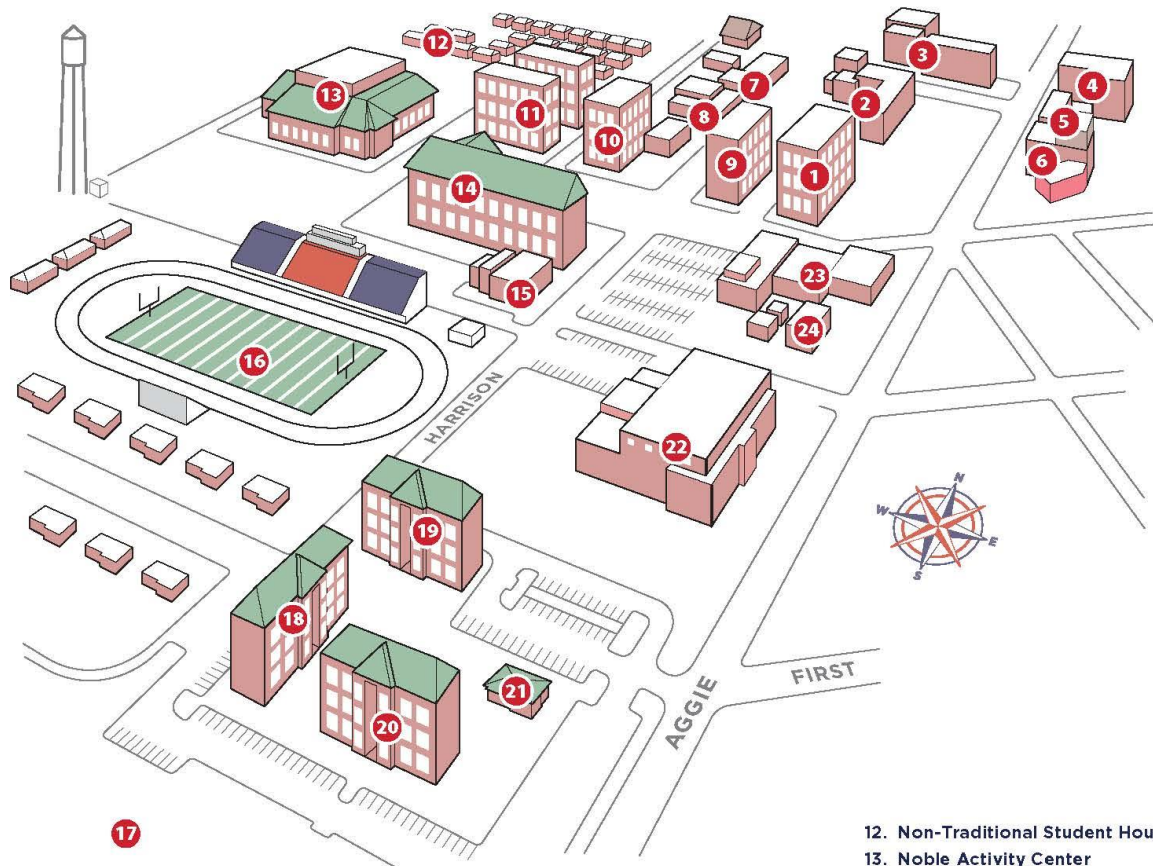
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# CAMPUS

FIND YOUR DESTINATION ON CAMPUS



**#wearepanhandle**

1. Sewell-Loofbourrow Hall
2. Hesper Hall
3. Carter Hall
4. Field Hall (resident hall)
5. Muller Hall
6. Hughes-Strong Hall
7. Metal Shop Building
8. Student Union Building
9. Hefley Hall
10. Hamilton Hall
11. Holter Hall (resident hall)

12. Non-Traditional Student Housing
13. Noble Activity Center
14. Science & Agriculture Building
15. Firestone Meat Lab
16. Carl Wooten Field
17. Panhandle Park
18. Aggie Hall (Apartments)
19. Sexton Hall (Apartments)
20. PTCI Hall (Apartments)
21. Garrett Leo Draper Clubhouse
22. Oscar Williams Field House
23. Marvin E. McKee Library
24. University House

**Emergency Operations Plan****II. Purpose**

The Oklahoma Panhandle State University (OPSU) Emergency Operations Plan is to aid OPSU in protecting lives and property and restoring conditions to normal in an organized manner by utilizing the National Incident Management Systems (NIMS), the effective use of university employees and the equipment, and community partnership and resources should an emergency arise.

Because Emergencies are unpredictable, this policy is only intended to serve as a guide and may require modifications to meet the requirements of each particular incident.

The Emergency Operations Plan is directed by the president and coordinated by the Director of Student Affairs.

**III. Preparation**

Each building supervisor, dean and director should have a copy of emergency procedures book which includes preparation measures to take when forewarned of a possible emergency, procedures for building evacuations and designated shelter areas in each building. For additional help with planning for each building, contact the Directors of Student Affairs.

**IV. Levels of emergency Response**

1. Minor incident- An incident which will not seriously affect the overall function of OPSU. Typically occurs in a single space and can be contained utilizing existing campus resources. Minor incidents occur during day-to-day operation of the university.
  - a. Examples: Personal injuries, medical problems, thefts, minor, protests, fire alarms, building power failures, broken pipes, minor chemical spills, gas pipeline leaks, etc.
2. Moderate incident- An incident which disrupts the overall operation of OPSU. Typically affects an entire building or multiple buildings and may require response from emergency services and major effects from campus support services. Moderate incidents will use components of the Emergency Operations Plan, activation of the Emergency Operations Center and use of the Incident Command System.
  - a. Examples: Fire, bomb threat, building evacuation, hostage situation, terror-related event, natural gas or propane leak/eruption, chemical spill, power failure in multiple buildings, entrapment in buildings or equipment, winter storm or tornado warning.
3. Disaster- An incident which seriously impairs or halts the operation of OPSU. May involve wide-spread damage and injuries or a campus-wide evacuation. Requires a coordinated, campus-wide effort and outside emergency services to effectively control the situation. An incident of this level will require the full activation of the Emergency Operations Plan, the Emergency Operations Center and the Incident Command System.

- a. Examples: Tornado, major fire, major flood, radioactive or chemical contamination, disease outbreak, sustained blizzard conditions, major natural gas pipeline eruptions or extended utility outage.

## **V. Declaration of an Emergency**

The University President or his/her designee has the authority to declare an end a campus state of emergency. The University President/designee, in consultation with the vice presidents and appropriate directors, serves as the emergency director during any minor incidents, major incidents or disasters.

## **VI. Situations**

1. Oklahoma Panhandle State University is located in the town of Goodwell, Oklahoma. Portions of the campus are located outside the town boundaries and reside in Texas County, Oklahoma. A portion of the campus not contiguous to the main campus, this is the University farm just east of Goodwell. Highway 54 is the main route in and out of Goodwell and leads directly to Guymon.
2. OPSU serves approximately 1400 students, faculty, and visitors on a daily basis. The town of Goodwell has a population of approximately 1200 people, including college students living off-campus. On certain occasions (homecoming, commencement, scholastic contests), the population on-campus can increase to 2500.
3. OPSU is exposed to many hazards, all of which has the potential for disrupting both the mission and service of the University. A hazard is any action that may cause damage or create casualties within the boundaries and jurisdiction of the main OPSU campus or its non-contiguous sites.

### **The hazards of OPSU is most susceptible to include:**

1. Weather Related Events (snowstorms, tornados, etc.)
2. Fire
3. Utility Disruptions
4. Wildfire
5. Hazardous Material Spills (both on- and off-campus)
6. Violent crimes
7. Biological Events/Pandemics
8. Terror-related Event
9. Civil disorder

## VII. Assumptions

1. OPSU may be exposed the hazards listed above as well as others which may not be known.
2. OPSU recognizes its responsibilities with regard to public safety and exercises its authority to implement this emergency operations plan in a timely manner when confronted with real or threatened incidents.
3. An incident or emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
4. The succession of events in an emergency is not predictable. Operational plans and policies and procedures serve only as a guide and may be changed in the field in order to meet the requirements of the emergency.
5. Incidents may affect areas and populations outside of the university, therefore, off-campus emergency services may not be available (federal, state, county, etc.).
6. An incident occur with non-university populations on campus and may not be restricted to OPSU students or personnel.

## VIII. Concept of Operations and Phases of Emergency Management

1. Concept of Operations
  - a. It is the responsibility of the OPSU President and his/her leadership team to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous/life-threatening events.
  - b. This plan is based upon the assumption that emergency functions performed by various University and non-University groups responding to an emergency will generally parallel their normal day-to-day functions.
  - c. The President or a member of the Administrative team will contact local emergency services and request response resources that are not available within the University's own resources, in order to manage events. Other levels of government provide resources not available at the local level.
  - d. When the emergency exceeds the University's capabilities to respond, or the capability of local emergency services, assistance from the state government will be requested through the Oklahoma Emergency Operations at 405-521-2481.
  - e. Day-to-day functions that do not contribute directly to the OPSU's emergency response actions may be suspended during an emergency. As appropriate those functions may be diverted to the accomplishment of emergency tasks identified by the Emergency Management Coordinator.
2. Phases of Emergency Management
  - a. Mitigation- Activities that eliminate or reduce the probability of a disaster occurring. Mitigation includes long-term actions that lessen the undesirable effects of unavoidable hazards.



- b. Preparedness- University actions needed to develop the response capabilities required in the event of an emergency. Planning, training and exercises are among the activities conducted under this phase.
- c. Response- The actual providing of emergency services during a crisis. Response actions help to:
  - 1. Reduce casualties and damage
  - 2. Speed recovery
  - 3. Response activities include:
    - a. Warning
    - b. Evacuation and rescue
- d. Recovery- Short-term and long-term process
  - 1. Short-term operations seek to restore vital services to campus and to provide the basic needs of the public.
  - 2. Long-term recovery focuses on restoring the University to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital administrative and environmental services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation.

## IX. Task Organization and Responsibilities

Most OPSU departments have emergency functions in addition to their normal duties. Each building is responsible for developing and maintaining its own emergency standard operating procedures (SOP) to fulfill these responsibilities. Some responsibilities, but not all, are outlined under “Task Assignments” and amplified in the function-specific annexes of this plan.

- 1. President and administrative team
  - a. President of OPSU
  - b. Vice President of Academic Affairs
  - c. Vice President of Fiscal Affairs
  - d. Vice President of Outreach

The president and the administrative team is responsible for:

- a. Approving and disseminating the Emergency Operations Plan
  - b. Regularly reviewing and updating the EOP to ensure it meets the needs of the University
  - c. Ensure that resources are available for reaction to major incidents
  - d. Arranging for regular testing and exercising of the EOP
  - e. Administration and funding of the EOP
- 2. Emergency Management Coordinator
- Day-to-day oversight of the Emergency Operations Plan will fall to the Emergency Management Coordinator (EMC).



The Emergency Management Coordinator will:

- a. Coordinate with the Town of Goodwell and Texas County Emergency Management to ensure compatibility with the local area emergency plans
- b. Coordinate with the Town of Goodwell and Texas County Management to make necessary arrangements requires to provide assistance to the OPSU community and the surrounding population in the event of a widespread emergency or disaster.
- c. Establish necessary mutual aid agreements with other institutions, organizations, or businesses to ensure adequate resources to cope with emergency situation that may arise.
- d. Establishes budget proposals/requests for training, equipment, exercises, or other emergency management activities.

3. Emergency Operations Center Staff

In the case if an emergency or incident, the Emergency Management Coordinator will establish an Emergency Operations Center (EOC) in SAB 202. The EOC will be staffed by OPSU and affiliated personnel to provide total response to the emergency incident.

EOC Staff and Responsibilities

1. Emergency Management Coordinator

- a. Establishment of an Incident Command System Group (ICSG) to coordinate responses to any situation requiring multi-department/jurisdictional involvement.
- b. Coordination of the development and ongoing currency of an effective emergency preparedness program for the University.
- c. Coordination of all phases of emergency/incident management
- d. EOC communication capability
- e. Public awareness and education
- f. EOC operation
- g. EOC staff training
- h. Warning/alarm system planning and testing
- i. Shelter planning

2. Goodwell Chief of Police (or designee)

- a. Maintain law and order
- b. Traffic control
- c. Security of facilities
- d. Communication system support
- e. Liaison with other law enforcement agencies
- f. Search and rescue operations
- g. Post-incident investigation (when necessary)

3. Goodwell Fire Department and/or Guymon Fire Department

**Emergency Operations Plan**

- a. Fire suppression
- b. Emergency medical services
- c. Search and rescue operations
4. Campus Emergency Management Team
  - a. Search as leadership group for all phases of emergency management.
  - b. Support and assist the Emergency Management Coordinator with planning, preparing, and responding to an emergency.
  - c. Members may be called upon individually or collectively to respond to a crisis and the related recovery.
  - d. Serves as liaisons to their on-campus departments.
5. OPSU Physical Plant
  - a. Extinguisher analysis and maintenance
  - b. Fire suppression (sprinkler) system maintenance
  - c. Facility inspections
  - d. Debris clearance
  - e. Architecture/engineering assessments and expertise
  - f. Maintaining campus roads
  - g. Assisting with damage assessment
  - h. Restoration or utilities
6. OPSU IT services
  - a. Warning/alarm system operation and maintenance
  - b. Establishment and maintenance of communications systems

**X. Direction and Control**

The ultimate responsibility for all emergency management belongs to the President and/or the administrative team. This group is the decision-making group for all policy-level decisions. During an emergency/incident, the President and/or the administrative team acts with and directs the activities of the entire response group through the EOC staff.

The Emergency Management Coordinator is responsible for coordinating the campus-wide emergency management program. Then EMC makes routine decisions and advises the President and/or the administrative team on available alternatives when major decisions are required of that group. During emergencies/incidents, he/she leads the EOC staff. The EMC acts as a liaison with local, county, state and federal emergency management agencies.

Individual within University departments are responsible for fulfilling their responsibilities as stated in this plan. Department heads and deans will retain control of their employees and equipment during emergency response operations. Each department with is required to maintain its own set of operating procedures (SOPs). The SOPs must include:

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1. Method for the recall of personnel during non-working hours.
2. Prioritizations of tasks to guide recovery work.
3. Procedures to be followed that deviate from normal.
4. Specific emergency authorities that may be assumed by the designated successor during emergency situations.

During some emergencies, department heads and deans will be required to remain in the EOC and direct their departments from that facility. During any large-scale emergency/incident, the EOC will be the center for the administration and control of all OPSU functions for the duration of the emergency/incident.

All department heads and deans having responsibilities during an emergency/incident will use the National Incident Management System (NIMS). This system will allow for proper coordination between local state and federal agencies. The Incident Command Systems (ICS), as part of NIMS, will allow for effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communication operating with a common organizational structure. All on-scene management of incidents will be conducted using ICS.

**XI. Continuity of Administration**

The succession of leadership within OPSU is designated by the President or in the lieu of the President, the Vice President of Academic Affairs, Vice President of Fiscal Affairs, or the Vice President of Outreach.

1. Line of succession for the Emergency Management Coordinator will be the Director of the Physical Plant.
2. Line of succession for each department head or dean is according to the department rules and standard operating procedures established by each department.
3. In order to provide normal operations following a disaster, vital records must be protected. The principle cause of damage to records are fire and water and essential records will be protected accordingly. The President or the administrative team designated a specific repository for the safe keeping of critical University records in times of emergencies.

**XII. Administration and Logistics**

1. Emergency Authority  
Provisions for local emergency powers are found in the Oklahoma Code and local ordinances, which includes but are not limited to:
  - a. Declaration of States of Emergency
  - b. Contracts and Obligations
  - c. Control of Restricted Areas

**Emergency Operations Plan****d. Liability****2. Agreement and Understandings**

Should University resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understandings will be entered into by duty authorized officials and will be formalized in writing whenever possible.

**3. Reports and Records**

Required reports will be submitted to the appropriate in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

**4. Relief Assistance**

All individual disaster assistance provided by the government will be administered in the accordance with policies set forth by the Oklahoma Department of Emergency Management and those Federal agencies providing such assistance.

**5. Use of Local Firms**

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms and individuals residing or doing business primarily in the areas affected.

**6. Nondiscrimination**

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contracts, and labor unions.

**XIII. Plan Development and Maintenance**

The content of this plan must be known and understood by those people responsible for the implementation. The Emergency Management Coordinator is responsible for briefing university personnel regarding their role in emergencies/incident management and the content of this plan. Department heads and deans are responsible for development and maintenance of their respective segments of this plan and their supporting SOPs.

The President or the administrative team will ensure that an annual review of the EOP be conducted by all official involved in the execution of this plan. The Emergency Management Coordinator will lead the review and complete any necessary plan revisions.

The Emergency Operations Plan will be tested annually in the form of a simulated emergency exercise (drill, tabletop, functional, or multi-agency/jurisdiction) in order to provide experience to those personnel tasked with responsibilities within the plan. The Emergency Management Coordinator may conduct more than one training activity per year as need arises.



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## XIV. Appendices

### Appendix A: OPSU Response Guide

This guide was created to assist Oklahoma Panhandle State University students, faculty, staff and visitors when an emergency is occurring on campus. OPSU is well known as a safe campus, but emergencies can and will occur in spite of preventative efforts by the staff. While we can never expect the unexpected, we can be prepared. Please familiarize yourself with this guide in order to be prepared as possible for the emergency situation outlines in the following pages.

Emergencies can include, but not limited to, weather emergencies, loss of utilities, fire, chemical spills, violent crimes or medical emergencies. Emergency situations may occur that are not included in this Crisis Response Guide. If an emergency occurs that is not covered by this guide, call 9-1-1 immediately for assistance (9+9-1-1 from a campus phone line). Tell the dispatcher your location on campus including building and room number.

Oklahoma Panhandle State University will make every effort to ensure the safety of the campus and the OPSU community. However, safety is ultimately the responsibility of each individual on campus. Be sure to use your best judgment and common sense when dealing with an emergency. Assess all risks and take appropriate action. Use of the information contained within this guide is voluntary, but it is designed to guide you in the appropriate actions to take in a time of crisis.

#### General Responsibilities for Faculty/Staff

1. If a hazard to the safety of students is identified, or if students are in danger in any way, the first priority of faculty and staff will be to take whatever action is prudent or necessary to the safety of the students. The second priority will be to notify the Goodwell Police Department as soon as possible.
2. All faculty and staff will become familiar with the locations of alarm signals (pull stations, etc.) and react immediately, calmly, and appropriately. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
3. All faculty will have their class roster with them at all times during an emergency. The rosters will include a listing of all students enrolled.
4. Faculty will not leave students unattended under any circumstances.
5. If, and only if, he/she is not attending to students, any faculty trained in CPR and first aid will go to any part of the campus where students are reported to be injured. His/her major responsibility to any part of the campus will be to apply first aid to the injured.
6. All faculty and staff not immediately responsible for students will go to the main office of the building at the outset of an emergency to receive direction from the building manager.

**Emergency Operations Plan****Gas Leak**

1. Cease all operations immediately
2. Extinguish cigarettes and open flames, etc.
3. Do not switch lights on or off
4. Evacuate as soon as possible, notifying others as you go
5. Leave the area
6. Between 8 a.m. and 4:30 p.m. Monday-Friday, notify the OPSU Physical Plant at 349-1590.
7. After hours, notify West Texas Gas at 580-423-7531 or the Goodwell Police Department at 338-4000.
8. Do not re-enter the building until cleared to do so by the OPSU Physical Plant, Goodwell Police Department or other authority.

**Power Outage**

1. Between 8 a.m. and 4:30 p.m. Monday-Friday, notify the OPSU Physical Plant at 349-1590.
2. After hours, notify Tri-County Electric at 800-522-3315 or the Goodwell Police Department at 338-4000.
3. If evacuation of the building is required, exit via stairways. Do not use elevators. Seek out disabled persons and provide assistance if it is within your abilities.
4. Laboratory personnel should secure experiments or activities that may present a danger with the electric power off or when it is restored unexpectedly. Notify the lab supervisor immediately. For specific emergencies after hours, dial 911.
5. When mechanical ventilation is interrupted, vapor of chemical may reach hazardous concentration levels. Do not perform procedure using hazardous materials until power is restored. Clean up or put away chemicals and close chemical containers and secure the storage areas.

**Steam Line Failure**

1. In the event of failure of a steam line, call the Physical Plant at 349-1590 or the Goodwell Police Department at 338-4000.
2. Evacuate the area as soon as possible by taking exits that avoid the steam leak.

**Flooding**

1. If flooding occurs because of plumbing failure or other problem, stop using electrical devices.
2. Between 8 a.m. and 4:30 p.m. Monday-Friday, notify the OPSU Physical Plant at 349-1590.
3. After hours, notify the Goodwell Police Department at 338-4000.
4. If necessary, evacuate the building. See building Evacuation section of this document.

**Building Evacuation**

Many situations require building evacuation. In the event that a fire alarm sounds or building evacuation is otherwise communicated to you:



1. Safely stop your work.
2. Remains calm and orderly. Gather your personal belonging quickly.
3. Close doors and windows.
4. Never prop stairwell doors open.
5. If time permits, turn off the power to all electrical equipment.
6. Walk quickly—but do not run—to the nearest safe exit.
7. Do not use elevators.
8. Follow instructions of the Goodwell Police or other properly identified emergency personnel.
9. Go to predetermined department collection point to report your safety status.

### **Evacuation of Others with Limited Mobility or Special Needs**

Pre-planning of essential to a safe evacuation. If you are a person who has special needs, know your limitations and consider what you would do in an emergency. If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best way to assist you since people may not be aware of your circumstance or how to help.

#### **Visually Impaired Persons**

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them (this is the preferred method when acting as a “single guide”).

#### **Heading Impaired Persons**

1. Write a note telling what the emergency is and the nearest evacuation route.
2. Turn the light switch on and off to gain attention, and then use gestures to show what to do.

#### **Ambulatory Persons Requiring Crutches, Canes, or Walkers**

Carrying options include using a two-person lock-arm position or having the person sit on a sturdy chair, preferably one with arms. If time permits, call Goodwell Police at 338-4000.

#### **Non-Ambulatory Person (e.g. wheelchairs)**

Contact Goodwell Police at 338-4000, then move the person to an area of refuge such as a stairwell, if possible. For assistance in identifying areas of refuge (shelter-in-place) before an emergency happens, contact the OPSU Student Affairs Office at 349-1360 or Counseling, Testing Career Services and Disability Services at 349-1558. Wheelchairs have moveable parts: some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Because lifting a person with minimal ability to move may be dangerous to their well-being, always consult with the person in the chair regarding:

1. The number of people necessary for service.
2. Ways of being removed from the wheelchair.

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3. Whether the seat cushion or pad should be brought along with him/her if they are removed from the chair.
4. Whether to straighten or bend arms or legs when lifting because of pain, braces, or other medical concerns.
5. Whether to carry a person forward or backward on a flight of stairs.
6. The type of medical assistance necessary after the evacuation.

When lifting someone, remember to use the proper lifting techniques.

1. Never try to lift someone alone.
2. Always get at least two people to help lift a person.
3. Place one foot a little ahead of the other with toes pointing slightly outward.
4. Place your feet about shoulder width apart. Bend at your knees.
5. Lift yourself and the person with your legs, keeping your back straight.

**Elevator Entrapment**

1. Activate emergency phone inside elevator car or call the Goodwell Police at 349-4000.
2. Relay how many people are trapped, the condition of passengers, the name of the building, and the floor that the elevator car was on.
3. Advise passengers to stay calm. Do not attempt self-rescue as the elevator may move or restart. Elevators are very safe and are designed to protect passengers.

**Injury Reporting**

For all life threatening emergencies, dial 911. The police will summon an ambulance and other emergency services as necessary.

**STUDENTS:** For non-life threatening injuries, visit Student Health Center located in the Student Union room 2 for medical treatment or referral to a local medical provider.

**EMPLOYEES:** For non-life threatening injuries unrelated to work, seek treatment at your medical provider of choice. For non-life threatening work-related injuries, seek treatment at your medical provider of choice and report work-related injuries to your supervisor as soon as possible; then notify the OPSU Fiscal Affairs office in SL 111 to file a Workman's Compensation Form.

**Severe Weather or Tornado**

Severe weather warnings will be made via the sirens from the Town of Goodwell. You are responsible for finding shelter in the event of a tornado. "Watch," conditions are favorable for tornado or severe weather. A "warning" is issued if a tornado or severe weather has been spotted or indicated by radar. If you are on the main campus during a normal work day, the best places to seek shelter are in buildings with basements. **After normal working hours, only Sewell-Loofbourrow and the Noble Center will be open for use as shelters.**

Monitor weather reports and go to these buildings when it begins to storm; if the sirens are sounding, it is too late to seek other shelter. If the building you are in does not have a basement, go to the ground level and enter an interior (windowless) room or hallway. It is too risky to go to another building once the sirens have sounded.

1. Shut off equipment that might be affected by a temporary loss of electricity.
2. Close hallway doors as you leave to shield the corridors from flying debris.
3. Stay away from windows.
4. Use telephone for emergency calls only.
5. Stay calm and alert.
6. If local radio is available, keep tuned to KGYN 1210 AM or KKBS 92.7 FM.
7. Dial 911 to report injuries and emergencies caused by the storm.
8. Call Physical Plant at 349-1590 to report all damage.
9. There will not be an all-clear signal from the alert sirens. Additional blasts indicate a new or renewed alert.
10. Report locations of trapped persons, making note of persons with injuries and/or disabilities.

### **Persons with Disabilities**

Person with disabilities who are mobility impaired must also make plans. If a power outage occurs during severe weather, elevators may not work. Go to a small interior room or closet (or a landing in an interior stairwell); stay away from windows and exterior walls. Tell someone where you will be going and take a cell phone if possible.

### **Active Shooter**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, OPSU recommends the following precautions to all students, employees and visitors. Ultimately, each person is responsible for their own safety and decisions.

1. Dial 911. Report the situation and your location.
2. Lock yourself in the room you are in.
  - a. Do not stay in an open hallway or common area.
  - b. Do not sound the fire alarm. A fire alarm requires everyone to evacuate the building, which could place them in more danger than they are otherwise in.
  - c. Barricade yourself in the room using furniture or anything you can push against the door.
  - d. Lock windows. Close blinds or curtains. Turn off lights.
  - e. Stay away from windows and doors.
  - f. Turn all audio equipment off. Switch cell phone to silent or vibrate.
  - g. Stay calm and be as quiet as possible.
3. If you are unable to barricade yourself away from the intruder, you must decide what action to take.
  - a. You can try to hide, but make sure it is a well-hidden place so you will not be found as the intruder searches for more victims.

- b. If you think you can safely make it outside the building by running, do so. If you decide to run, do not run in a straight line. Use trees, vehicles or any other object to block yourself from view as you run.
  - c. If the intruder is causing death or serious physical injury and you are unable to run or hide, you may choose to play dead if other victims are around you.
  - d. The last option you have if caught in an open area may be to fight back. This is very dangerous, but may be your only option.
  - e. If you are caught by the intruder and choose not to fight back, follow their directions. Do not look the intruder in the eye.
4. Once the police arrive, obey all instructions. This may involve being handcuffed or putting your hands in the air.

The FBI and other investigative bodies have repeatedly found that there is no accurate profile of school shooter. However, several clear behavioral warning signs have been identified which cause for concern

1. Threatens harm or talks about killing other students, faculty or staff.
2. Constantly starts or participates in fights.
3. Loses temper or self-control easily.
4. Assaults other repeatedly.
5. Possesses weapons or has a preoccupation with them.
6. Becomes frustrated easily and converts frustration into uncontrollable physical violence.

If any member of the university community believes that a student is an imminent risk for violent or suicidal behavior, they are directed to dial 911 immediately. Students or employees believed to be at possible risk for violent or suicidal behavior, but not an imminent threat, may be referred to the OPSU Counseling, Testing, Career Center Services and Disability Services Center (ML 107B, 349-1556) or Student Affairs Office (SUB 10, 349-1362).

### **Suicide Intervention**

Suicide attempts and suicidal ideation are not uncommon occurrences on college campuses. Typical warning signs of suicidal ideation include:

1. Overtly suicidal statements (e.g., “I won’t be around next week,” “I just can’t go on anymore.”).
2. Giving away prized possessions.
3. Anxiety.
4. Depression.
5. Radical change in behavior.
6. Ambivalence about the future.

If you observe a student or employee in extreme distress (e.g., you believe they are an immediate danger to themselves or others), dial 911. The police will respond and summon counseling staff and additional emergency personnel as required.

**Emergency Operations Plan**

STUDENTS, in non-emergent distress should visit the OPSU Counseling, Testing, Career Services and Disability Services Center (ML 107B, 349-1556).

EMPLOYEES, in non-emergent distress should visit the mental health provider of their choice. If you have questions or concerns about the behavior of a person or you are simply unsure if a behavior is cause for the further action, contact Counseling Center staff or Goodwell Police for guidance.

**Suspicious Activity**

Report any of the following incidents to the Goodwell Police Department at 338-400 or 911. Unless it involves self-defense a person reporting a crime should not get involved in trying to prevent the crime.

1. A tense situation between individuals or groups that has a potential for violence.
2. Any unusual noise that you can't explain, screams, breaking glass, pounding, or a gunshot.
3. Any emergency, such as an accident, a fire, or a critically ill or injured person.
4. Anyone being forced into a vehicle.
5. Property being carried out of an office or area that you know is not occupied.
6. Recently broken windows or doors, or scratches on your doors or windows.
7. Someone running from a vehicle, building, or area while carrying property.
8. Someone looking into building windows or windows of parked vehicles.
9. A vehicle driving slowly and aimlessly, back and forth on a street, or in a parking lot.
10. Door to door solicitors without properly issued local permits or licenses.
11. Someone loitering around the buildings, hallways, or other campus areas, with no clear purpose.
12. Any form of vandalism, such as spray painting a sign or building; graffiti; removing benches or signs; pulling up or removing plants or shrubbery.

**Fire**

In the event of a fire, do the following;

1. Immediately activate the building fire alarm system.
2. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
3. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if these conditions exist:
  - a. The fire is too large or out-of-control (larger than the size of a small trash can).
  - b. If the atmosphere is toxic.
4. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
5. Doors, and if possible, windows should be closed as the last person leaves a room or area.
6. When existing through a closed interior door, check door with the back of your hand for excessive heat in case fire is on the other side.
7. Do not use elevators- use building stairwells.
8. When they hear the fire alarm sound, all persons in the building must evacuate immediately.

9. Once outside of the building, cross the nearest street to allow emergency crews access. Dial 911 from a safe location if emergency personnel have not arrived.

Fire drills are conducted in all campus housing units. An announced drill is held early in the fall semester and an unannounced drill is held during the spring semester.

### **Wildfires**

In the event of wildfire encroaching on campus, the Goodwell Police Department and other recognized emergency services will notify the Student Affairs Office of an Impending campus/town evacuation and further safety instructions.

### **Suspicious Package**

1. Do not handle the package. Move away and dial 911 if you feel threatened.
2. If you have opened a suspicious package or letter:
  - a. Dial 911.
  - b. Leave the package or envelope in place and move away slowly.
  - c. Leave the room slowly, notifying others to leave the room also, and closing doors behind as you go.
  - d. Notify others in the building to evacuate.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Do not allow reentry into the area/office suite where the package is located.
6. Follow the instructions you will receive from Goodwell Police or other recognized authorities.

### **Bomb Threat**

If you receive a bomb threat over the telephone, take these actions:

1. Stay calm. Pay close attention to details.
2. Take notes. Try to get the following information from the caller:
  - a. Who are you?
  - b. Why are you doing this?
  - c. What time is the bomb set to explode?
  - d. What does it look like?
  - e. Who else have you told?
  - f. What is your organization?
  - g. Where has the bomb been placed?
  - h. What type of bomb is it?
  - i. Where are you calling from?
3. Have a co-worker or another person dial 911 using another phone.
4. Write information down as caller says it and have co-worker relay information to the Police.
5. Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and anything else that would help determine the origin of the call.

**Emergency Operations Plan**

6. Evacuate the building upon instructions from properly identifies emergency personnel.

**Chemical and Blood borne Incidents**

1. If you discover a spilled chemical, ensure your safety and the safety of others by immediately evacuating the area.
2. Seal off the area by closing the doors as you leave and do not let others enter the area.
3. Activate the emergency response system by dialing 911. Be prepared to tell them the building, floor and room number where the spill is located, the amount of material spilled and it's identify, if known.
4. Go to a safe location and await arrival for emergency responders. For spills outdoors, remember to stay uphill and upwind.
5. Do not attempt to clean up the spills unless you have been trained to do so.

**Chemical Spills Off-Campus**

The OPSU campus is located in close proximity to both a major highway and railroad, increasing the potential for a large chemical. If a chemical spill occurs off-campus, Goodwell Police Department and other emergency services should be called immediately at 338-4000. If the chemical spill has the potential to cause a threat to campus, the Goodwell Police and other emergency services personnel will notify the Student Affairs Office of evacuation procedures.

**Chemical Contact with Your Clothes, Body or Eyes**

1. Remove contaminated clothing immediately. Failure to do so may increase severity of injuries. If chemical involved was cryogenic, and if clothing was frozen, do not remove clothes until safety shower has melted the ice.
2. Proceed to nearest shower/eyewash and flush eyes and all contaminated portions of your body for at least 15 minutes.
3. In case of chemicals getting into eyes, it may be necessary to hold the eyes open to ensure chemical are adequately removed.
4. In all cases where chemical entered eyes, or where exposure to hydrofluoric acid is suspected, medical attention must be received immediately.
5. Removed clothing must be properly handed and disposed of in order to avoid spreading contamination.
6. Seek medical attention.

**Spills involving Blood or Other Bodily Fluids**

1. If the blood or bodily fluid is not your own, DO NOT TOUCH material or otherwise attempt to clean it up. Contact with bodily fluids may expose you to bloodborne pathogens such as HIV/HBV.
2. Secure the area and do not allow others to come into contact with the material.
3. If you came into contact with the material:



**Emergency Operations Plan**

- a. Immediately wash the affected area with soap and water paying close attention to any areas of broken skin.
  - b. If material entered eyes, flush with water for 15 minutes.
  - c. If material entered through nose or mouth, rinse with water repeatedly.
  - d. Notify your supervisor and the Student Health Nurse of possible exposure to bloodborne pathogens.
4. Do not attempt to clean up the material unless you have been trained and authorized to do so.
  5. Contact the Physical Plan at 349-1590 and notify of the need of cleanup of bodily fluids. After hours, notify the Goodwell Police Department 338-4000.

**First Aid**

For major burns, dial 911 for emergency medical assistance. Until an emergency unit arrives:

1. Do not remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
2. Don't immerse severe large burns in cold water. Doing so could cause shock.
3. Check for signs of circulation (breathing, coughing or movement). If there is no breathing or other sign of circulation, begin cardiopulmonary resuscitation (CPR) if trained.
4. Cover the area of the burn. Use a cool, moist sterile bandage; clean, moist cloth or towels.

For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

1. Cool the burn. Hold the burned area under cold running water for at least five minutes, or until the pain subsides. If this is impractical, immerse the burn in cold water or cool it with a cold compresses. Don't put ice on the burn.
2. Cover the burn with a sterile gauze bandage. Wrap the gauze loosely to avoid putting pressure on burned skin. Seek medical attention to avoid infection.
3. Take an over-the-counter pain reliever. Never give aspirin to children or teenagers.

**Chemical Burns**

If a chemical burns the skin, follow these steps:

1. Dial 911 if burn area is deep or large. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.
2. Remove the cause of the burn by flushing the chemicals off the skin surface with cool, running water for 15 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off skin before flushing.
3. Remove clothing or jewelry that has been contaminated by the chemical.
4. Wrap the burned area loosely with a dry, sterile dressing or a clean cloth.
5. Consult Material Safety Data Sheet (MSDS) for further instructions. If you're unsure whether a substance is toxic, call the Poison Control Center at 1-800-222-1222.

## **Chemical Splash in the Eye**

If a chemical slashes into your eye, take these steps immediately:

1. Flush your eye with water. Use clean, lukewarm water for at least 15 minutes. Do not rub your eye or use any eye drops.
2. Wash your hands with soap and water. Thoroughly rinse your hands to be sure no chemical or soap is left on them. Your first goal is to get the chemical off the surface of your eye, but then you need to make sure to remove the chemical from your hands.
3. Remove contact lenses. If they didn't come out during the flush, take them out.
4. Seek medical attention.

## **Head or Spinal Injury**

If you suspect someone has a spinal injury:

1. Dial 911.
2. Keep the person in the same position as he or she was found. Keep the person still. Gently place heavy towels, backpacks or purses on both of the neck or hold the head and neck still to prevent movement.
3. Provide as much first aid as possible without moving the person's head or neck. If the person shows no signs of circulation (breathing, coughing or movement), begin CPR if trained, but do not tilt the head back to open the airway. Use your fingers to gently grasp the jaw and lift it forward.
4. If you absolutely must roll the person because he or she is vomiting, choking on blood or in danger of further injury, use at least two people. Work together to keep the person's head, neck and back aligned while rolling the person onto their side.

## **Unconscious Person**

1. When you find a person unconscious, attempt to wake them by shouting, "Are you OK?" and tapping their shoulder.
2. If the person does not wake up, dial 911. Unconsciousness is a life-threatening condition.
3. Check for breathing and pulse. If you are trained and cannot find a pulse, begin cardiopulmonary resuscitation (CPR).
4. Once the person resumes breathing and has a pulse, place the victim on his/her side (in the recovery position) unless there is a possibility of head or spinal injury.

## **Choking**

1. Have a bystander dial 911 to summon an ambulance.
2. Administer the Heimlich Maneuver as follows:
  - a. Stand behind the person. Wrap your arms around their waist. Tip the person forward slightly.
  - b. Make a fist with one hand. Position it slightly above the person's navel.

**Emergency Operations Plan**

- c. Grasp the fist with the other hand. Press hard into the abdomen with a quick, upward thrust—as if trying to lift the person up.
- d. Repeat until the blockage is dislodged.

**Heart Attack**

If you or someone else may be having a heart attack:

1. Dial 911. Don't tough out the symptoms of heart attack.
2. Consider taking as aspirin if your doctor has previously specifically recommended that you take and aspirin if you ever think you're having a heart attack. Take the aspirin just as your doctor advised.
3. Begin CPR. If you are with a person who might be having a heart attack and he or she is unconscious, tell the police dispatcher or another emergency medical specialist. You may be advised to begin cardiopulmonary resuscitation (CPR). Even if you're not trained, a dispatcher can instruct you in CPR until help arrives.

**Severe Bleeding**

1. Dial 911 and seek medical attention.
2. Stop the bleeding.
3. Apply pressure with a clean cloth or bandage.
4. If possible, elevate wound above level of heart.
5. Hold the pressure continuously for 5 to 10 minutes.
6. Don't keep checking to see if the bleeding has stopped because this may damage or dislodge the fresh clot that's forming and cause bleeding to resume.
7. If the blood spurts or continues to flow after continuous pressure, seek medical assistance immediately.
8. Be sure to use appropriate personal protective equipment, like latex gloves.

**Shock**

If you suspect chock, even if the person seems normal after an injury:

1. Dial 911.
2. Have the person lie down on his or her back with feet higher than the head. If raising the legs will cause pain or further injury, keep him or her flat. Keep the person still.
3. Check for signs of circulation (breathing, coughing or movement). If signs are absent, begin CPR if trained.
4. Keep the person warm and comfortable. Loosen belt(s) and tight clothing and cover the person with a blanket to maintain body temperature. Even if the person complains of thirst, give nothing by mouth.
5. If the person vomits or bleeds from the mouth, turn the person on his or her side to prevent choking.

**Emergency Operations Plan****Seizure**

1. Dial 911.
2. Do not restrain person having seizure of convulsions.
3. Protect victim during seizure. Place victim on his/her side and protect head and limbs.
4. Do not force anything into victim's mouth.

**Heat Emergency**

1. Move the person out of the sun and into a shady or air-conditioned space.
2. Dial 911.
3. Cool the person by covering him or her with damp sheets or by spraying lightly with cool water. Direct aid onto the person with a fan or newspaper.

**Hypothermia (cold Exposure)**

1. Dial 911. While waiting for help to arrive, monitor the person's breathing. If breathing stops or seems dangerously slow or shallow, begin cardiopulmonary resuscitation (CPR) immediately if trained.
2. Move the person out of the cold. If going indoors isn't possible, protect the person from the wind, cover his or her head, and insulate his or her body from the cold ground.
3. Remove wet clothing. Replace wet things with a warm, dry covering.
4. Don't apply direct heat. Don't use hot water, a heating pad or a heating lamp to warm the victim. Instead, apply warm compresses to the neck, chest wall and groin. Don't attempt to warm the arms and legs.
5. Offer warm nonalcoholic drinks, unless the person is vomiting.
6. Don't massage or rub the person.

**Fractures, Sprains, Dislocations**

1. Dial 911.
2. Stop any bleeding. Apply pressure to the wound with a sterile bandage, a clean cloth or a clean piece of clothing.
3. Immobilize the injured areas. Don't try to realign the bone, but if you've been trained in how to splint and professional help isn't readily available, apply a splint to the area.
4. Apply ice packs to limit swelling and help relieve pain until emergency personnel arrive. Don't apply ice directly to the skin—wrap the ice in a towel, piece of cloth or some other material.
5. Treat for shock. If the person feels faint or is breathing in short, rapid breaths lay the person down with the head slightly lower than the trunk and, if possible, elevate the legs.

DO not administer first aid unless you have been trained to do so. If failure to render assistance would result in further injury or death, use common sense and work within your abilities. Do not begin to assist unless you can conclude the assistance. You could be held liable if you initiate help but are unable to finish.

## Appendix B: OPSU Severe Weather Shelter Plan

<b>Aggie Apartment</b>	1 <sup>st</sup> floor residents of the 3 buildings are to shelter in place in the 2 center bathrooms
	2 <sup>nd</sup> & 3 <sup>rd</sup> floors of PTCI Hall & Aggie Hall shelter in the Gazebo storm shelter
	2 <sup>nd</sup> & 3 <sup>rd</sup> floors of Sexton Hall to the Williams Field House , SE locker room
<b>Faculty Row</b>	Shelter in the SE locker room & west hallway between gym & training room
	NW faculty row to Noble Center women's locker room
<b>Oscar Williams</b>	Shelter in NE & NW locker rooms
<b>McKee Library</b>	Basement
	Library & ITV to rom 108B, 109B, and 103
<b>Firestone Meat Lab</b>	To meat-lab processing room
<b>Grounds</b>	To meat-lab processing room
<b>Sewell-Loofbourrow</b>	Basement
<b>Hefley Hall</b>	101 N. classroom
<b>Hamilton Hall</b>	1 <sup>st</sup> floor men's east restroom
	2 <sup>nd</sup> floor to men's & women's 1 <sup>st</sup> floor restroom
	3rd floor to 1 <sup>st</sup> floor mechanical hallway & women's restroom
<b>Holter Hall</b>	North wing to 1 <sup>st</sup> floor bathrooms & lounge
	South wing to 1 <sup>st</sup> floor bathroom & lounge
<b>Noble Center</b>	Women's locker room
<b>Motor Pool</b>	Noble Center Women's locker room
<b>Baseball/Softball field</b>	Noble Center Women's locker room
<b>Married Student Housing</b>	Noble Center Women's locker room
<b>Student Union</b>	Men's & women's east restroom
	Holter Hall north restroom & lounge
<b>Physical Plant</b>	Hesper Hall basement
<b>Power Plant</b>	Hesper Hall basement
<b>Metal Shop</b>	Hesper Hall basement or SU basement
<b>Field Hall</b>	Basement hallways
<b>Carter Hall</b>	Men's & women's restrooms, south center offices, & woodshop workroom, then to field hall
<b>Muller Hall</b>	North end basement
<b>Hughes Strong Hall</b>	South classrooms to men's dressing room , music library, & hallway
	North classrooms to mechanical room hallway
	Auditorium to Sewell basement
<b>Science &amp; Ag Bldg</b>	Noble Center women's locker room
<b>OPSU Farm</b>	Nearest known shelter or Field Hall basement hallway