**Emergency Numbers**

- **Emergency**: 911
- **Non-Emergency**: 405.744.6523
- **Main Office**: 405.744.2246

**In the event of a threat, incident or injury, initiate a report within 24 hours to Main Office, 405.744.2246.**

**Evacuation**

- If necessary or if directed to do so by a designated emergency official, activate the building alarm and call 911.
- Do not use elevators. Use stairwells. Stay to the right and use handrails.
- Feel closed doors before opening. If door is hot, do not open.
- Remain outside until the Fire Department or management staff informs you that it is safe to return to the building or to leave the area.

**Fire**

- Activate the nearest fire alarm.
- Call the Fire Department – Dial 911.
- Calmly alert people in the building and evacuate the building by following EXIT signs.
- Do not use elevators. Keep to the right. Walk, do not run. Remain calm but take immediate action.

**Suspicious Package/Mail**

- If a suspicious letter or package is received:
  - DO NOT OPEN
  - DO NOT go outside to investigate.
  - Stay inside the building.
  - Call 911 and Main Office at 405.744.2246 or call 911.
  - Give description and location of package.
  - Follow instructions given by the Officer.
  - Do not shake or empty the contents of any suspicious mail.
  - Do not carry the package or envelope, show it to others or allow others to examine it.

**Bomb Threat**

- All bomb threats are to be taken seriously.
  - Remain calm.
  - EVACUATE THE IMMEDIATE AREA. CALL 911 AND MAIN OFFICE AT 405.744.2246. Be sure to include the location and the appearance of the object when reporting.
  - Follow Campus Security instructions, including evacuation of the building if necessary. Alert others to evacuate the area, following building evacuation plans.
  - Do not search for the bomb.
  - Go to the designated emergency assembly point or to a safe area that is at least 500 feet away from the affected building.
  - Do not re-enter the building until instructed to do so by Police or Campus Security.
  - Do not use cell phones or engage any portable radios.

**Earthquake**

- **Tornado Watch**: Conditions are favorable for tornado development. Stay tuned to any local radio or TV station.
- **Tornado Warning**: A tornado has been spotted in the area.
  - Stay calm and remain inside.
  - Seek shelter immediately in the lower level or an interior room of the building you are in. Get under something sturdy.
  - If no lower level is available, some of the designated shelter safe areas are: CM 151 and 153.
  - Stay away from outside walls. Assure a crouched position with arms over your head.
  - Remain on the lower level until an ALL CLEAR signal is given from the local authorities or a campus official.

**Active Shooter/Armed Intruder**

If an armed shooter/intruder incident occurs, the following actions are recommended:

- Go to the nearest room or office. Do not stay in an open hallway.
- Close and lock the door. Silence cell phones, turn off the lights and the audio equipment. Keep quiet and act as if no one is in the room.
- Barricade yourself in the room with furniture or anything you can push against the door and seek protective cover.
- Do not answer the door. Secure it in place.
- Notify 911 if it is safe to do so. Be prepared to provide the dispatcher with the essential information:
  - Your name and location of the incident.
  - Number of shooters.
  - Identification or description of shooter(s).
  - Your exact location and injuries to anyone, if known.
  - You may be asked to remain on the line with the dispatcher while the response is coordinated.
- If you think you can safely get out of the building, then do so. Notify anyone else you may encounter to exit the building immediately, but do not sound the fire alarm. Doing so may place others in potential danger as they try to exit the building.
- Wait for the police or emergency personnel to assist you out of the building.
- Obey all commands from the police for safety reasons and wait for further instructions.

**Medical Emergency on Campus and in the Classroom**

- Remain calm. Call 911 immediately.
- Send someone outside to escort emergency personnel to the scene.
- Clear the area around the victim. Do not move or restrain the victim.
- Remain with the victim until emergency responders arrive.
- Faculty should use discretion regarding continuation of the class.

**Shelter/Secure in Place**

During certain emergency situations and some weather emergencies, you may be advised to “shelter in place” rather than evacuate or leave the building.

If there is an emergency that is a risk to the public, the local officials will notify you by radio, TV, email or cell or telephone. Outdoor warning sirens may be used. If you are told there has been a hazardous materials release or a public health issue, most often there is not enough time for evacuation. The safest immediate action is to shelter in place while listening for further instructions.

- Stay inside the building.
- DO NOT go outside to investigate.
- Close all windows and doors.
- If you have a prepared emergency kit with essential disaster supplies, such as bottled water, nonperishable food, flashlight, radio, duct tape, plastic sheeting, first aid supplies, etc., take it with you.
- Follow instructions from Emergency Response officials.

**Chemical/Radiological and Biological Spills**

For major chemical, biological or radiation spills or attacks:

- If possible, control the sources of the spill without endangering yourself.
- If necessary, shut off any sources of ignition.
- Leave the immediate area. Call 911 and Main Office at 405.744.2246. Remain calm, be patient and provide your name, specific location of the spill and, if possible, the name of the substance spilled.
- Evacuate the building if told to do so by Emergency Response officials.
- DO NOT enter the contaminated area.

**In case of Fire**

- Stay calm. Call 911 immediately.
- Send someone outside to escort emergency personnel to the scene.
- Clear the area around the victim. Do not move or restrain the victim.
- Remain with the victim until emergency responders arrive.
- Faculty should use discretion regarding continuation of the class.

In the event of a threat—such as weather warnings or police or fire emergencies—alerts will be sent directly to you via various means including: text messaging, voice mail, Northern website, social media and/or email.

**Emergency Numbers**

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**RAVE Emergency Notification System**

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