

Northern Oklahoma College

Emergency Action Guide

Emergency Numbers

Emergency	911
Non-Emergency	580.628.1947
Campus Operator	0

RAVE Emergency Notification System

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.

In the event of a threat, incident or injury, initiate a report within 24 hours to Campus Security, 628.1947.

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.
- 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.

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.
- Stay calm and exit the building quickly. Proceed in an orderly manner to the designated emergency assembly point. Do not leave the area.
- Do not re-enter an evacuated building until instructed to do so by an official or selected monitor.
- If possible, assist individuals with disabilities.
- If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from official emergency personnel.
- If you are trapped in a room, place a wet cloth around and under the door to prevent smoke or other hazards from entering.

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.

Tornado/Severe Weather

- 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: Vineyard Library Administration Building—Memorial Student Union—Wilkin Hall—Threlkeld Hall—Markley Hall.
 - Stay away from outside walls. Assume 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.

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.

Bomb Threat

- All bomb threats are to be taken seriously.
- Remain calm.
 - EVACUATE THE IMMEDIATE AREA. CALL 911 AND CAMPUS SECURITY AT 628.1947. 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.

Suspicious Package/Mail

- If a suspicious letter or package is received:
- DO NOT OPEN IT!
 - Call Campus Security at 628.1947 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.
 - Treat the scene as a crime scene.
 - Alert others in the area about the suspicious envelope or package. Leave the area, close any doors and take action to prevent others from entering the area.
 - WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.

Earthquake

- **DROP** to the ground; **COVER** by getting under a sturdy table; and **HOLD ON** until the shaking stops.
- Stay away from glass windows, outside doors and walls, and anything that could fall.
- Do not use a doorway except if you know it is a strongly supported load-bearing doorway and it is close to you.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- Do not use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

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 activated. If you hear the sirens, go inside and tune to a local radio or TV station. 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 or Campus Security at 628.1947. 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.

Remember: Safety and Security Are Everyone's Responsibility!

CAMPUS SECURITY: 628-1947