Emergency Response & Evacuation Procedures

The Organization has developed procedures to immediately notify our students, employees and visitors herby known as "Campus Community", upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the safety of our Campus Community.

Additionally, each facility is protected by several security measures, to include a controlled access system, video surveillance equipment, panic button, and a security alarm system with a 24 hour monitoring by Advance Alarms. Currently Advance Alarms (918-251-0644) service and repair the security system.

Through the Administration, the Campus Community is advised of the danger and what actions need to be taken to protect themselves from any immediate threat to their health and safety. Additionally the Administration will notify local Law Enforcement to act in concert with the Administration to maintain order, isolate any areas and control the situations to the danger is contained.

On Campus Notification

Upon confirmation of a significant emergency or dangerous situation, the Administration will contact the Campus Community by using several methods, our current methods are:

Internal Campus Threat Code

Our internal campus threat codes have been developed to provide prearranged, confidential, and covert notification of a specific type of emergency to the Campus Community. These threats will generate a specific type of response and will be announce as needed via the telephone page system or the overhead paging system.

Codes

A. **Code "B" (Bomb Threat)** – This threat code will notify the Campus Community of a suspicious package or phone in bomb threat. This threat code will initiate the emergency evacuation of the facility.

B. **Code "E" (Evacuation)** – This threat code will initiate the emergency evacuation of the facility. Only authorized school personnel can initiate this order.

C. **Code "L" (Lockdown)** – This threat code will notify the Campus Community of an internal lockdown, the Campus Community will immediately secure all doors at their location.

   a. Building entrances – The Customer Service Representatives at the facility front desk will lock all external doors.
   b. Classrooms and Labs – The instructors will lock the classroom doors and close the blinds. c.   Office – The office doors will be locked by the current office occupant.

Occupants must stay at their locations until the Administration has announced that it is safe to exit.

D. Code "EL" (External Lockdown) - This threat code will notify the Campus Community of an external lock down threat ordered by the police.

   a. Building entrances – The Customer Service Representatives at the facility front desk will lock all external doors.
   b. OTC ONLY – The Customer Service Representatives will lock the entry gates.

E. Code "U" (Unusual Situation) – This threat code will inform the Campus Community of an unusual situation that is occurring on site. It could involve a situation where an individual is acting irrational and the situation has a potential to escalate. It informs the respondent to cautiously approach the situation with the intent to possibly calm the situation. The code announcer must identify the location of the incident.

Panic Button

The panic button is located under the front desk at each facility. Once the panic button has been activated, a signal is sent to Advance Alarms. A dispatcher from Advance Alarms will call the front desk to verify the nature of the emergency. Once the receptionist at the front desk answers the phone the dispatcher will say "we had a panic alarm go off, is everything ok". The Customer Relations Specialist (Front Desk Personnel) will have to explain the nature of the emergency, the dispatcher will ask for the proper code and name of the person calling. The proper code will be your building access code, if the personal does not provide the proper code or is not on the list, the dispatcher will say "thank you", hang up and dispatch the Tulsa Police to the facility. If the front desk does not answer, Advance Alarm will dispatch the Tulsa Police to the facility and will continue to call the list.

Notification of Local Authorities

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance service will be advised by Administration and or Front Desk Personnel of the nature and scope of the emergency (911). The President, Dr. Kevin Kirk and or Property Manager, Ivan Acosta will advise emergency personnel of location, any street closings, long- term functions or construction which may change routing and access strategies. The procedure for disseminating emergency information to the larger community will be through phone calls, emails or social media sites to emergency response groups, releases to the radio and newspaper, if applicable, will be accomplished through the President's office.

Initiate the Notification System

At any level of crisis, activation of the notification system is immediate, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. Campus Security/Maintenance personnel will contact the following people, the order depending on the nature of the threat and which population segments need to be notified.

Ivan Acosta	Property Manager	918-521-4679
John Sullivan	Facilities Manager	918-344-9941
Quinn Dunlap	Network Administrator	918-430-5783
Dr. Kevin Kirk	President	918-808-3222
Jeremy Cooper	OTC Campus Director	918-694-9914
Dr. Ray Mahlberg	CSC Campus Director	918-899-9096
Dr. Celia Stall-Meadows	CCC Campus Director	918-207-7100
Brenda Knox	HR Director	918-706-4475
Teresa Knox	Founder/Board Member	918-521-4678

Statement of Intention

It is the intention of the Organization to notify without delay the appropriate contact people and/or the appropriate authorities in the event that an emergency situation has arisen which, by delaying notification, would worsen the situation and put a greater number of individuals in peril. It is the Organization's intention to initiate a notification system that will advise in an appropriate and timely manner the community that would be affected by the emergency, as determined by an ongoing assessment of the emergency. The content and means of notification will be appropriate to the potential severity and nature of the emergency. Selected administrators, faculty and Facilities personnel will be called in to make a determination about the nature of the emergency, and in situations where the Tulsa community may be at risk, the Sheriff's Department and Police Department will be called to make a determination on specific courses of action.

Procedures for Disseminating Emergency Information to the Larger Community

From the Office of the President, in conjunction with applicable Administration, the dissemination of the emergency situation will be sent by email/text and/or personal contact to the newspaper, radio station, Police and Fire Departments.

Testing of Emergency Response Evacuation Procedure

The Engineering and Maintenance Department will conduct in-house testing of emergency evacuation procedures periodically. The Organization is in contact with Emergency Responders for the county as sanctioned by Homeland Security; and the Maintenance/Security Department's participation in any drills will consist of following instructions and coordinating equipment and supplies and other orders as directed by Emergency Personnel.

Organization In-House Testing of Evacuation Procedures

Fire drills are performed periodically by the Engineering and Maintenance Department. This drill situation will be announced to all the academic and administrative personnel via the telephone page system or the overhead paging system. When the fire alarm system sounds employees, students and visitors will evacuate the building. **Do not use the elevator**. Employees, students and visitors will meet outside in these designated

areas:

Community Care Organization

First Floor

Front Desk & Lobby Visitors	East Parking Lot
Auditorium	East Parking Lot
Way of Life Gym	North Parking Lot
Student Lounge	West Side of Building
Computer Lab	South Parking Lot
Phlebotomy Lab	South Parking Lot
Classroom 18	South Parking Lot
Classroom 17	South Parking Lot
Classroom 16	East Parking Lot
Classroom 15	East Parking Lot

Second Floor

Classroom 14	East Parking Lot
Admissions/Financial Aid	East Parking Lot
Accounting	East Parking Lot
Dental Operatory Hall	South Parking Lot
Records	South Parking Lot
Surgical Tech. Lab & Office	South Parking Lot
Career Services	South Parking Lot
MA Examining Room Hall	South Parking Lot
Classroom 13	South Parking Lot

Third Floor

Classroom	1 – 6	South Parking Lot
Classroom	7 – 12	East Parking Lot
Assembly Hall		East Parking Lot

Clary Sage Organization

First Floor

Front Desk & Atrium Visitors	West Parking Lot
Barber Salon 146	West Parking Lot
Esthetician 145	South Parking Lot
Serenity Room 140	South Parking Lot
Student Lounge 101	East Parking Lot
Massage Rooms 1 - 10	East Parking Lot
Pedicure 117	East Parking Lot
Manicure 118	East Parking Lot
Treatment 119	East Parking Lot

Dispensary 109	North Parking Lot
Hair Salon 108	North Parking Lot
Classrooms 13, 14, 15, 16, 17, 18	North Parking Lot

Second Floor

Office 232, 233, 234	East Parking Lot
Classroom 7	East Parking Lot
Faculty Resource 228	North Parking Lot
Faculty Resource 227	East Parking Lot
Classroom 4	East Parking Lot
Classroom 3	East Parking Lot
Library	North Parking Lot
Classroom 1	North Parking Lot
Classroom 5	North Parking Lot
Wet Lab 217	North Parking Lot
Employee Lounge 215	North Parking Lot
Classroom 6	North Parking Lot
Office 205, 207, 208	North Parking Lot
Office 204, 206, 210, 214, 216, 217	North Parking Lot
Classrooms 8, 9, 10, 11, 12	North Parking Lot
Learning Resource Center	North Parking Lot

Oklahoma Technical Organization

First Floor Building A

Front Desk & Lobby Visitors	North Parking Lot
Office 101	North Parking Lot
Office 102	North Parking Lot
Office 103	North Parking Lot
Office 104	North Parking Lot
Office 105	North Parking Lot
Classroom 116	North Parking Lot
Classroom 117	North Parking Lot
Classroom 119	North Parking Lot
Office 120	North Parking Lot
Classroom 106	North Parking Lot
Classroom 108	North Parking Lot
Classroom 112	South Parking Lot
Classroom 113	South Parking Lot
Classroom 114	South Parking Lot
Classroom 115	South Parking Lot

Second Floor Building A

Office 200	North Parking Lot
Office 200A	North Parking Lot
Office 200B	North Parking Lot

Office 206	North Parking Lot
Employee Lounge	East Parking Lot

Building B

LRC	South Parking Lot
Student Lounge	South Parking Lot
Automotive Shop 137	South Parking Lot
Automotive Shop 136	South Parking Lot
Tool Crib	

Welding Shop

Office 145	South Parking Lot
Storage Room 147	South Parking Lot
Shop 146	South Parking Lot

Upon evacuation of the building, do not leave, as you must be accounted for, Instructors are responsible to account for their students. The Property Manager or the Tulsa Fire Department will notify employees and students when the building is safe to enter.

The Campus Director or Property Manager should be notified of any employees or students requiring special assistance to evacuate the building.