

## *Emergency Response & Evacuation Procedures*

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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, Administration will contact the Campus Community by using several methods, this includes:

### *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. Raye Mahlberg and or Facilities Manager, Chris Patuto 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.

|                   |                     |              |  |
|-------------------|---------------------|--------------|--|
| Chris Patuto      | Facilities Manager  | 918-344-9941 | <a href="mailto:cpatuto@oklahomatechnicalcollege.com">cpatuto@oklahomatechnicalcollege.com</a>     |
| Dr. Raye Mahlberg | President           | 918-899-9096 | <a href="mailto:rmahlberg@communitycarecollege.edu">rmahlberg@communitycarecollege.edu</a>         |
| Leonda Clements   | OTC Campus Director | 918-269-9822 | <a href="mailto:lclements@oklahomatechnicalcollege.com">lclements@oklahomatechnicalcollege.com</a> |
| Pam Martin        | CSC Campus Director | 918-955-6963 | <a href="mailto:pmartin@clarysagecollege.com">pmartin@clarysagecollege.com</a>                     |
| Brenda Knox       | HR Director         | 918-706-4475 | <a href="mailto:bknox@communitycarecollege.edu">bknox@communitycarecollege.edu</a>                 |
| Tony Muglia       | Automotive DH       | 918-638-3564 | <a href="mailto:tmuglia@oklahomaatechnicalcollege.com">tmuglia@oklahomaatechnicalcollege.com</a>   |

*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 Maintenance 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 Facebook/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:



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 College***

**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 Facilities Manager should be notified of any employees or students requiring special assistance to evacuate the building.