

## Emergency Response & Evacuation Procedures

The Organization has developed procedures to immediately notify our students, employees, and visitors hereby 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.

CCC and CSC have armed security guards. CSC security hours are 7:30am-11:00pm M-TH; 7am – 5pm F. CCC security hours are 7am – 3pm M – TH. OTC has security patrol once during evening classes and once overnight M-TH.

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, a designated representative will notify local Law Enforcement to act in concert with Administration to maintain order, isolate any areas if needed and control and insure containment of any dangerous situations.

### *On Campus Notification*

Upon confirmation of a significant emergency or dangerous situation, Administration will contact the Campus Community by using several methods, our current methods are Intercom, Email, Instant Messaging, Text, Social Media, and phone.

### Codes

A. **Code “B” (Bomb Threat)** – *This threat code will notify the Campus Community of a suspicious package or phone in a 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. (Occupants must stay at their locations until the Administration has announced that it is safe to exit.*

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.*

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 person 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 those listed on the notification list (See below).

### *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. Kimberly Sebastian, and or Facilities Manager, Phillip Martin, 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 or Maintenance personnel will contact the following people, the order depending on the nature of the threat and which population segments need to be notified.

|                        |                         |              |
|------------------------|-------------------------|--------------|
| Phillip Martin         | Facilities Manager      | 918-381-0334 |
| Bryan Jenkins          | Technology Manager      | 214-263-2366 |
| Dr. Kimberly Sebastian | President               | 918-381-4684 |
| Polly Agarwal          | Chief Financial Officer | 765-418-6717 |
| Elizabeth Blake        | CCC Campus Director     | 209-702-3373 |
| Alfred Shasteen        | HR Director             | 918-270-3931 |

### *Statement of Intention*

It is the intention of the Organization to immediately notify the appropriate contact people and/or the appropriate authorities in the event of an emergency situation. Delaying notification could 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 on 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, instant messaging and/or personal contact, social media, radio station, or through police and/or fire Departments.

### *Testing of Emergency Response Evacuation Procedure*

The Engineering and Maintenance Department will annually conduct in-house testing of emergency evacuation procedures. 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, coordinating, equipment, and supplies and other orders as directed by Emergency Personnel.

### *Organization In-House Testing of Evacuation Procedures*

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

#### ***Community Care College Campus***

##### **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  
Dental Operatory Hall  
Records  
Surgical Tech. Lab & Office  
Career Services  
MA Examining Room Hall  
Classroom 13

East Parking Lot  
South Parking Lot  
South Parking Lot  
South Parking Lot  
South Parking Lot  
South Parking Lot  
South Parking Lot

### **Third Floor**

Classroom 1 – 6  
Classroom 7 – 12  
Assembly Hall

South Parking Lot  
East Parking Lot  
East Parking Lot

### ***Clary Sage College Campus***

#### **First Floor**

Front Desk & Atrium Visitors  
Barber Salon 146  
Esthetician 145  
Serenity Room 140  
Student Lounge 101  
Massage Rooms 1 - 10  
Pedicure 117  
Manicure 118  
Treatment 119  
Dispensary 109  
Hair Salon 108  
Classrooms 13, 14, 15, 16, 17, 18

West Parking Lot  
West Parking Lot  
South Parking Lot  
South Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot

#### **Second Floor**

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

East Parking Lot  
East Parking Lot  
North Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot

## **Oklahoma Technical College Campus**

### **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 | North 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           | South Parking Lot |
| HVAC                | South Parking Lot |
| Electrical          | South Parking Lot |

### **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 your designated lot, as you must be accounted for, Instructors are responsible to account for their students. The Maintenance and Engineering department or the Tulsa Fire Department will notify employees and students when the building is safe to enter.

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

### *Maintenance & Engineering Department*

The Facility Manager would be given an example of gross building failures which could easily affect dozens of students and would require the evacuation of the building, the shut-down of all utilities in the building, notification of all utility companies including electric, gas and phone. As this function is being performed, additional instructions will be given regarding an expanding situation; and at each new phase of response, the Facility Manager will be charged to implement processes of Lockout/Tagout, etc.; and to work in coordination with the utility company and Fire Department.