



# **Central Oklahoma College**

## **Emergency Action Response Guide**



## **EMERGENCY PHONE NUMBER**

In the event of an emergency situation, immediately dial 911.

### **Call 911 and Calmly State:**

- Your Name;
- The building and location of the emergency-

**Central Oklahoma College**

**100 Building- 14820 Serenita Avenue, Oklahoma City, OK 73134**

**200 Building-14818 Serenita Avenue, Oklahoma City, OK 73134**

- The nature of the emergency (fire, intruder, etc.)
- Whether injuries have occurred
- Hazards present which may affect the responding emergency personnel
- An alternate phone number near the scene where person reporting incident can be contacted.

## **NON-EMERGENCY PHONE NUMBERS:**

American Red Cross – 405-273-8800

Oklahoma City Police Department –405-297-1000

Oklahoma City Fire Department – 405-316-6870

Oklahoma County Sheriff's Department- 405-713-1000

Oklahoma City Crime Stoppers- 405-235-7300



Oklahoma Domestic Violence & Sexual Assault Safeline- 800-522-7233



## **Inclement Weather**

### **School Closures and Notifications**

Announcements of school closures will be made on local TV stations and the schools Facebook page and Instagram page.

Message notifications will be posted in Canvas if the school will be closed or delayed.

If a student lives outside the Oklahoma City area and weather conditions are more severe, the student should use their own judgment as to whether or not they can make it to school. It is then the student's responsibility to notify the school via their instructor if they feel that they cannot attend class that day.



## **Severe Weather**

Severe weather includes tornados, severe thunderstorms, ice or snow storms and flooding.

### **Tornado/ Severe Thunderstorm Watch**

If a tornado or a severe thunderstorm WATCH has been issued in an area near the campus, faculty should be alerted to monitor weather announcements on a quarterly or half hour basis as needed.

**A watch is issued by the National Weather Service when weather conditions are such that a severe thunderstorm or tornado is likely to develop.**

### **Tornado/Severe Thunderstorm Warning**

Faculty and staff should be alerted to close all doors, inform students of safe building areas and to be ready to relocate if a watch is upgraded to a WARNING. Faculty should be alerted to monitor weather announcements on a quarterly or constant basis as needed

**A warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted by trained spotters or on weather radar. At this point the danger is very serious and the weather plan should be activated.**



## **Tornadoes**

### **Procedures for Tornado Warning:**

1. Move students and staff to designated safe areas immediately.
2. Close all classroom and office doors.
3. Instructors should move students to the designated safe areas and take an attendance book or sign-in sheet. Remain in the safe area until the warning expires or the all-clear has been issued.

### **Designated Safe Areas:**

Upon being notified by the appropriate administrative staff, calmly stay with your class and proceed to the following areas (severe weather areas are marked on each Emergency Evacuation Route posted in classrooms/labs/clinics):

Massage Students and Estheticians with clients proceed to designated Spa rooms.

Cosmetology & Barber Clinic Student's with Clients proceed to dispensary area.

Admissions/FA/Staff proceed to Admissions office designated areas.

100 building students go into rooms #112, #111 & Women's Restroom.

200 building students go into 200 building restrooms.

### **Once in your designated area(s):**

1. Do not dismiss your students or leave unattended unless otherwise instructed;
2. Stay away from doors, windows, and outside walls;
3. Stay in the center of the room, and avoid corners because they attract debris;
4. Everyone should crouch low, head down, protecting the back of the head with the arms.



## Tornadoes

### **After the tornado...**

Keep students together and in a safe area way from broken glass and other sharp debris. Also keep them away from power lines, pools of water containing power lines and emergency traffic areas. While waiting for emergency personnel to arrive, carefully render aid to the injured.

Keep everyone out of the damaged parts of the building. Chunks of debris or sections of the building may fall or collapse. Ensure that no one is using matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. Take a headcount of all students and staff. Ensure that all are accounted for. It is very important for Staff and Faculty and other adult authority figures to set a calm example for students at the disaster scene and reassure those who are shaken.



## **Extreme Heat**

There is hot, and then there is hot! Extreme heat is a period of high heat and humidity with temperatures above 90 degrees for at least two to three days.

### **Prepare for Extreme Heat**

Do not rely on a fan as your primary cooling device. Fans create air flow and a false sense of comfort, but do not reduce body temperature or prevent heat-related illnesses.

Identify places in your community where you can go to get cool such as libraries and shopping malls or contact your local health department to find a cooling center in your area.

If you are unable to afford your cooling costs, weatherization or energy-related home repairs, contact the Low Income Home Energy Assistance Program (LIHEAP) for help. You can apply for this assistance through OKDHS.

### **Be Safe During Extreme Heat**

- If air conditioning is not available in your home, go to a cooling center.
- Take cool showers or baths.
- Wear loose, lightweight, light-colored clothing.
- Use your oven less to help reduce the temperature in your home.
- If you're outside, find shade. Wear a hat wide enough to protect your face.
- Drink plenty of fluids to stay hydrated.
- Avoid high-energy activities or work outdoors, during midday heat, if possible.
- Watch for heat cramps, heat exhaustion and heat stroke.





## **Extreme Heat**

### **Heat-Related Illnesses**

Know the signs of heat-related illnesses and ways to respond. If you are sick and need medical attention, contact your healthcare provider for advice and shelter in place if you can. If you are experiencing a medical emergency call 9-1-1.

### **Heat Cramps**

Signs: Muscle pains or spasms in the stomach, arms or legs

### **Heat Exhaustion**

Signs: Heavy sweating, paleness, muscle cramps, tiredness, weakness, fast or weak pulse, dizziness, headache, fainting, nausea, vomiting

If you have signs of heat cramps or heat exhaustion, go to a cooler location and cool down by removing excess clothing and taking sips of sports drinks or water. Call your healthcare provider if symptoms get worse or last more than an hour.

### **Heat Stroke**

Signs:

- Extremely high body temperature (above 103 degrees F) taken orally
- Red, hot and dry skin with no sweat
- Rapid, strong pulse
- Dizziness, confusion or unconsciousness
- If you suspect heat stroke, call 9-1-1 or get the person to a hospital immediately. Cool down with whatever methods are available until medical help arrives. Do not give the person anything to drink.



## **High Wind**

Central Oklahoma College will monitor the weather during High Wind Events. Students, Faculty, and Staff are recommended to stay inside during high winds and be aware when opening exterior doors.

### **High Wind Warning: Take Action**

Sustained, strong winds with even stronger gusts are happening. Seek shelter. If you are driving, keep both hands on the wheels and slow down. NWS offices issue this product based on local criteria.

### **High Wind Watch: Be Prepared**

Sustained, strong winds are possible. Secure loose outdoor items and adjust plans as necessary so you're not caught outside. NWS offices issue this product based on local criteria.

### **Wind Advisory: Take Action**

Strong winds are occurring but are not so strong as to warrant a High Wind Warning. Objects that are outdoors should be secured and caution should be taken if driving. NWS offices issue this product based on local criteria.

### **Dust Storm Warning: Take Action**

A Dust Storm Warning is issued when visibility of 1/2 mile or less due to blowing dust or sand, and wind speeds of 30 miles an hour or more



## **Lightning**

When lightning is occurring, Central Oklahoma College recommends are students, faculty and staff to stay inside until the lightning weather threat has passed. If an individual is struck by lightning call 911 immediately and offer First Aid. Giving first aid to a person who has been struck by lightning while waiting for professional medical attention can save their life. It is safe to touch people who have been struck by lightning; they DO NOT carry an electrical charge.

### **Just remember, When Thunder Roars, Go Indoors.**

There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the storm. Too many people wait far too long to get to a safe place when thunderstorms approach. Unfortunately, these delayed actions lead to many of the lightning deaths and injuries in the United States.

### **Lightning Safety Indoors:**

Safe shelters are buildings with electricity and plumbing or metal-topped vehicles with the windows closed.

There are three main ways lightning enters structures: a direct strike, through wires or pipes that extend outside the structure or through the ground. Once in a structure, lightning can travel through the electrical, phone, plumbing, and radio/television reception systems. Lightning can also travel through any metal wires or bars in concrete walls or flooring.



## Lightning

- Stay off corded phones. You can use cellular or cordless phones.
- Don't touch electrical equipment such as computers, TVs, or cords. You can use remote controls safely.
- Avoid plumbing. Do not wash your hands, take a shower or wash dishes.
- Stay away from exterior windows and doors that might contain metal components leading from outside your home to the inside.
- Do not lie on concrete floors or lean against concrete walls.
- Protect your property: Lightning generates electric surges that can damage electronic equipment some distance from the actual strike. Typical surge protectors will not protect equipment from a lightning strike. **Do not** unplug equipment during a thunderstorm as there is a risk you could be struck.

### **Lightning Safety Outdoors:**

There is little you can do to substantially reduce your risk if you are outside in a thunderstorm. The only completely safe action is to get inside a safe building or vehicle.

### **When a Safe Location is not Nearby**

- Avoid open fields, the top of a hill or a ridge top.
- Stay away from tall, isolated trees or other tall objects.
- If you are in a group, spread out to avoid the current traveling between group members.
- Stay away from water, wet items, such as ropes, and metal objects, such as fences and poles. Water and metal do not attract lightning but they are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances.



## **Winter Precipitation**

Central Oklahoma College will monitor the weather reports to plan accordingly for the safe travel of students, faculty, and staff. If the school is closed students, faculty, and staff will be notified per the School Closures and Notifications Policy.

### **Winter Weather Advisories: Be Aware**

- Winter Weather Advisories are issued when snow, blowing snow, ice, sleet, or a combination of these wintry elements is expected but conditions should not be hazardous enough to meet warning criteria. Be prepared for winter driving conditions and possible travel difficulties. Use caution when driving.
- Wind Chill Advisories are issued when low wind chill temperatures are expected but will not reach local warning criteria. Extremely cold air and strong winds will combine to generate low wind chill readings. If you must venture outdoors, take precautions against frostbite and hypothermia.

### **Winter Storm Watches: Be Prepared**

- Winter Storm Watches are issued when conditions are favorable for a significant winter storm event (heavy sleet, heavy snow, ice storm, heavy snow and blowing snow or a combination of events.)
- Wind Chill Watches are issued when there is the potential for a combination of extremely cold air and strong winds to create dangerously low wind chill values.



## Winter Precipitation

### **Winter Storm Warnings: Take Action**

- Winter Storm Warnings are issued for a significant winter weather event including snow, ice, sleet or blowing snow or a combination of these hazards. Travel will become difficult or impossible in some situations. Delay your travel plans until conditions improve.
- Ice Storm Warnings are usually issued for ice accumulation of around 1/4 inch or more. This amount of ice accumulation will make travel dangerous or impossible and likely lead to snapped power lines and falling tree branches. Travel is strongly discouraged.



## Fire

### **Fire Evacuation Procedures**

**At the time of a drill or fire all students and staff will proceed as follows:**

1. Always remain calm during a fire drill or during an emergency situation.
2. The fire alarm system is automatically activated if smoke is detected in the building. Evacuation is required anytime the fire alarm system sounds.
3. At the time of a fire drill or fire, do not attempt to retrieve personal belongings. Immediately proceed to the nearest exit. Emergency Evacuation Route diagrams are posted in every classroom to illustrate where the closest exit is to your current location in the school.
4. If your assigned exit is blocked, proceed to the nearest exit.
5. After evacuating safely all Staff, Faculty, Students and Clients from the 100 and the 200 Buildings should proceed to North East Parking Lot which is on the other side of the dumpster.
6. Once you reach your designated meeting area outside of the school, please check in with your instructor and wait there until a Staff or Faculty member gives you clearance to return into the building.



## Fire

**All Staff, Faculty, Students and Clients in the 100 Building are required to proceed as follows when evacuating the building:**

- a. Reception, Administration, Spa Students & Clients, Admissions, Financial Aid and Student Support Services should exit through the front Main Entrance and proceed to the parking area furthest north of the front doors.
- b. Clinic Floor Students & Clients and Students in the Dispensary should exit through the east fire exit and proceed to the parking area furthest east of the exit door. Students with clients are responsible to make sure the clients get out of the building safely.
- c. Classrooms 101, 102, 103, 104, 112, Library, Boardroom and Staff/Faculty Lounge occupants should exit through the east Student Entrance and proceed to the parking area furthest east of the building.
- d. Classrooms 105, 106, 107, 108, 109, 110, 111 should exit through the south fire exit and proceed to the parking area furthest east of the building.
- e. Student Breakroom occupants should exit the west breakroom door and proceed north until you reach the parking area in front of the Main Entrance





## Fire

**All Staff, Faculty, Students and Clients in the 200 Building are required to proceed as follows when evacuating the building:**

a. The Faculty Office, and the Offices on the West side of the building should exit at the front entrance on the north side of the building.

b. Classrooms 200, 201, and 202 should exit at the front entrance on the north side of the building.

c. The office on the East Side of the building, Classroom 203, and the Lab Classrooms should exit through the southwest back exit door that leads to the picnic tables.

**Alarms:** The fire alarm system is automatically activated through the PSI security system. Evacuation is required **anytime** the fire alarm system sounds. The fire alarm can also be activated by manually pushing the button for fire on the alarm key pad located near the main college entrance. Emergency evacuation diagrams are posted in each classroom, break room, LRC, and major areas of the campus.



## Fire

### **Fire Extinguisher Locations**

#### **100 Building Fire Extinguishers Locations:**

Front Lobby Next to Pull Alarm

Student Entrance Hallway Across the Hall from Room 101/102

Student Bathroom/Breakroom Hallway Across from the Hallway Lockers

South Emergency Exit Doors next to Pull Alarm

Laser Room Under the Sink

#### **200 Building Fire Extinguishers Locations:**

Front North Entrance Doors

Back South Exit Doors



## **Wildfires**

Central Oklahoma College will monitor a Wildfire situation and depending on the wildfire students, faculty, and staff will shelter in place or evacuate the school's campus depending on the location of the wildfire and the direction of the wildfire.

### **Warnings and Alerts Can Be Found with the following:**

- Local News Stations and the National Weather Service
- Air quality alerts



## Active Shooter

### Run-Hide-Fight Surviving an Active Shooter Event

#### Run

**If there is an accessible escape path, attempt to evacuate**

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people



## **Run-Hide-Fight Surviving an Active Shooter Event**

### **Hide**

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you**

**Your hiding place should:**

- Be out of the active shooters' view
- Provide protection if shots are fired in your direction
  - Example – an office with a closed and locked door
- Not trap you or restrict your options for movement

**To prevent an active shooter from entering**

- Lock the door
- Blockade the door with heavy furniture

**If the active shooter is nearby**

- Silence your cell phone
- Hide behind large items
- Remain quiet

**If evacuation and hiding are not possible**

- Dial 911, if possible, to alert police to active shooters location
- If you cannot speak, leave the line open and allow the dispatcher to listen



## **Run-Hide-Fight Surviving an Active Shooter Event**

### **Fight**

**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter**

- Act as aggressively as possible against him/her
- Throw items and improvise weapons
- Yell
- Committing to your actions

### **What to Expect When Law Enforcement Arrives**

**The primary purpose of Law enforcement's is to stop the active shooter**

- Officers may wear regular patrol uniforms or external bulletproof vests
- Officers may be armed with rifles, shotguns, handguns
- Officers may shout commands, and may push individuals to the ground for their safety



## **Run-Hide-Fight Surviving an Active Shooter Event**

### **How to React When Law Enforcement Arrives**

**Remain calm, and follow officers' instructions**

**Put down any items in your hands**

**Immediately raise hands and spread fingers**

**Keep hands visible at all times**

**Avoid making quick movements toward officers**

**Avoid pointing screaming and/or yelling**

**Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises**

### **Information to Provide to Emergency Communications Center**

**Location of the active shooter**

**Number of shooters, if more than one**

**Physical description of shooter/s**

**Number and type of weapons held by the shooter/s**

**Number of potential victims at the location**



## **Run-Hide-Fight Surviving an Active Shooter Event**

### **Rescue Operations**

**The first officers on scene will not stop to help injured persons.**

**Rescue Teams will be created as soon as possible and will treat and remove any injured persons.**

**All involved persons will be held in an assembly location until situation is under control. Do not leave until law enforcement officials have instructed you to do so.**

### **FBI Run Hide Fight Video**

<https://youtu.be/TeOdxKozra0>





## **Bomb Threat**

### **Bomb Threat Plan**

The College shall participate in responding to bomb threat drills as required by the Higher Education Opportunity Act (HEOA) and recommendations from the Cybersecurity & Infrastructure Security Agency (CISA).

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.

If the bomb threat is made via phone:

- Keep the caller on the line as long as possible.
- Be polite and show interest to keep them talking.
- DO NOT HANG UP, even if the caller does.
- If possible, signal or pass a note to other staff to listen and help notify authorities.
- Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.



## **Bomb Threat**

### **In The Event of a Bomb Threat**

**911 will be called and the evacuation plan for faculty, staff, visitors and students will be followed.**

The College shall participate in emergency lock-downs or emergency evacuation procedures in the event of a call or notice that a bomb has been placed in an establishment adjacent to the College.

The following procedures are recommended: College personnel who receive a notice of a bomb threat are required to immediately notify College President or Campus Director.

1. College administration, or designee, shall assess the threat and immediately call 911.
2. The College will follow the instructions of emergency personnel.
3. If a suspicious object is found in or around the building, it should be left for removal by the police department.
4. If a thorough search has been conducted and nothing found, College administration, in consultation with the senior member of either the police or fire department, will decide when re-entry will be permitted



## Suspicious Item

A suspicious item is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an Improvised Explosive Device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. Generally speaking, anything that is **Hidden**, **Obviously** suspicious, and not **Typical** (HOT) should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets.

If a suspicious item is found on the Central Oklahoma College's campus the following will occur:

- Remain calm.
- Do NOT touch, tamper with, or move the package, bag, or item.
- Notify authorities immediately:
  - Notify the Campus Director (or other designated official) and follow Central Oklahoma College's Bomb Threat Policy. Call 9-1-1 or your local law enforcement.
  - Explain why it appears suspicious.
- Follow instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
- Be aware. There could be other threats or suspicious items.



## **Sexual Misconduct Policy**

Central Oklahoma College is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. There are sufficient instructors, staff, and students present in the building at all times during business hours to make a sexual assault on campus unlikely, but not impossible. Remember to remain aware of your surroundings, do not walk alone outdoors (especially at night), do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on- or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation. In the unlikely event that a sexual assault occurs on campus, students should immediately notify their department Program Director, Vice President, or any available staff or instructor they are comfortable confiding in. Upon being notified, College personnel will notify the Title IX Coordinator and will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so.

Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking, and sexual harassment. While the college utilizes different standards and definitions than the individual state codes, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence.



## **Sexual Assault**

If you are victim of a sexual assault at this college, your first priority should be to get to a place of safety and then obtain medical treatment. We strongly suggest that you report the incident in a timely manner, as this is a crucial factor for evidence collection and preservation. An assault should be reported directly to a staff member. It is encouraged that you file a police report since this will ensure that a victim receives the necessary medical treatment and tests at no expense to the victim, provide the opportunity for collection of evidence helpful in prosecution, and assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Any student found guilty of violating sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the institution for the first offense.

Sexual Offender Registration- In accordance with the “Campus Sex Crimes Prevention Act” of 2000, below is a web site address where you can obtain registered sex offender information for the State of Oklahoma:

<https://sors.doc.ok.gov/ords/svorp/sors/r/sors/disclaimer>

Read the terms of the site and if you agree, click on the statement at the bottom of the page. This will direct you to the next page where you can begin your search by name, location or map. You may also contact your local police for information regarding sex offenders.

Victims are protected by federal laws, specifically Title IX, and the Cleary Act, and the Violence Against Women Act.



## Weapons

All students, employees, and visitors are prohibited from using or carrying a weapon onto the college's premises, at externship/clinical sites, or at school sponsored functions; unless they are uniformed law officers.

Except as expressly provided below, the possession of firearms, explosive or incendiary devices, or other weapons on the Central Oklahoma College campus is prohibited. This policy shall apply to all students, employees and invitees of Central Oklahoma College and all other visitors to the campus.

***“Weapons”*** include, but are not limited to, the following:

1. Firearms of any size or type of construction and ammunition;
2. Gas or air guns, including BB, pellet and paint ball guns, as well as stun guns;
3. Bows and arrows, and cross-bows;
4. Blackjacks, bludgeons, batons, bats, clubs, nunchaku, throwing stars, and metallic knuckles;
5. Swords, pikes, lances and spears;
6. Any knife with a blade over 3.5 inches in length, including hunting and fishing knives;
7. Ballistic, gravity and switchblade knives, regardless of the length of the blade;
8. Fireworks, gunpowder, or explosive substances; and
9. Any harmless object designed to look convincingly like a firearm, explosive or incendiary device, or other weapon.



## **Weapons**

### **Weapons Policy Exceptions**

This policy shall not apply to:

1. A peace officer, C.R.S., when carrying a weapon in conformance with the policy of his/her employing agency.
2. A member of the armed forces of the United States or Oklahoma National Guard while acting in his/her official capacity and in conformance with general or specific military orders.
3. A law enforcement officer, agent or employee of the United States, when lawfully carrying a weapon in conformance with the policy of his/her employing agency.

### **Violations of the Weapons Policy**

All violations of this policy shall be reported to the Oklahoma City Police Department and the appropriate College office. Violators may be disciplined (in the case of students or employees of the College), banned from the College campus, and criminally prosecuted in appropriate cases. Procedures and Guidelines. The Campus Director or President is authorized to promulgate such procedures and guidelines as may be reasonable and necessary to implement and carry out the intent of this policy in their respective areas of authority.