

Rogers State University **Emergency Operation Plan**



Abridged Version

The Emergency Operation Plan is a guide for Rogers State University Administration, Campus Police, and other key personnel based on the National Incident Management System by the Federal Emergency Management Agency (FEMA).

Prepared by the RSU Campus Police Department

This Rogers State University Emergency Operation Plan Abridged for general distribution

New October 1, 2009
Replaces Update 7/19/2008
Original date 4/4/2003
Abridged 8/25/10

Rogers State University Emergency Operation Plan

Table of Contents

MAJOR EMERGENCY OPERATION

| | |
|---|--------------|
| Intent | 2 |
| Introduction | 2 |
| Emergency Organization..... | 2 |
| Emergency Operation Center | 2 |
| Incident Command Center | 3 |
| Incident Command Organization..... | 4 |
| Activation of the Emergency Operation Plan and Containment..... | 7 |
| | |
| Appendix A: ICS Organizational Components..... | 8 |
| Appendix B: Telephone Tree..... | 9 |
| Appendix C: Emergency Operation Center Staff..... | 10 |
| Appendix D: Incident Command Organizational Staff..... | 11 |
| Appendix E: Emergency Numbers..... | 12 |
| Appendix F: Color Coded Map..... | 14 |
| Appendix G: Check List..... | 15 |
| Appendix H: Hazardous Material..... | 17 |
| Appendix I: Bomb Emergencies..... | 19 |
| Appendix J: Severe Weather and Tornado Safety Information..... | 21 |
| Appendix K: Severe Weather Procedures..... | 23 |
| Appendix L: Attached Building Maps and Floor Plans... .. | back of book |

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Rogers State University Emergency Operation Plan

NIMS Compliance

The Intent

Emergency planning and response will be an evolutionary process adapting to the nature of the emergency at hand. The intent of the *Emergency Operation Plan* (EOP) is to provide basic procedures as a guideline for response personnel using plain language and common terminology. The University seeks to minimize the impact of emergencies and to maximize the effectiveness of the campus community through increased coordination and preparedness. When responding to, and recovering from, major emergencies or catastrophic occurrences, this plan will provide an organizational structure and modular approach based on National Incident Management System (NIMS) for the continuity of campus operations in pursuit of the University's academic mission.

Introduction

All responses, to the emergency and recovery from, will be conducted within the framework of the Rogers State University EOP. The plan is designed to provide effective coordination at Rogers State University using community resources to help protect lives, stabilize the incident, and preserve property. The plan sets the foundation for the University's response to the emergency, which may include: terrorist activity, shooters on campus, hostage negotiations, extreme weather conditions, prolonged power outages, fires, explosive devices, hazardous materials incidents, protest actions, or any large scale event.

Emergency Organization

Rogers State University EOP Organization consists of two groups:

- *Emergency Operation Center and Staff (See Appendix C)*
- *Incident Command Center and Organization (See Appendix D)*

Emergency Operation Center and Staff

The Emergency Operation Center consists of RSU senior executives led by the University President, Vice President for Academic Affairs, Executive Vice President for Administration and Finance, Director for Public Relations, and, if needed, legal counsel shall be deemed the Emergency Operation Staff. They have the authority to activate the *Emergency Operation Plan* and make related policy decisions.

The Emergency Operation Staff will situate in the Emergency Operation Center, which is usually outside the outer perimeter (danger zone) and out of site from the immediate disaster scene.

The President (or his designee) will assume command of the Emergency Operation Center in the event of an emergency, and shall be deemed the Senior Executive in Charge.

The Emergency Operation Center is usually the OMA Conference Room (2nd floor) of Meyer Hall. If the disaster affects Meyer Hall, or Meyer Hall is inside the contaminated perimeter, an alternate Emergency Operation Center will be assembled outside the outer perimeters. Consideration should be given to security, computer, telephone use, media, parking, bathrooms, and food supplies. A separate location or room may be needed for the media and for press conferences.

An alternate site for the EOC could be the Centennial Center, Alumni Foundation Office, Physical Plant, or, with a Memorandum of Understanding, the Will Rogers Museum, etc...

Upon notification of EOP Activation, the Emergency Operation Center Staff, listed in **Appendix C**, should proceed to the Emergency Operation Center.

Incident Command Center

The Incident Command Center is a location that handled the working portion of the disaster or event. The Incident Command Center should be big enough to handle the Incident Command System and the organization. At this time, the best location for the Incident Command Center is the RSU Campus Police Building, which is a separate location than the Emergency Operation Center and usually outside the inner perimeter. If the event affects the area of the Campus Police Building, or if it is inside the containment perimeter, the Incident Commander shall designate an alternate location. An Incident Command Center should be located between the inner and outer perimeters and out of site of any suspect(s). Other alternate fixed sites could be Markham Hall, Centennial Center, Herrington Hall, or the Physical Plant Office.

Depending on the disaster, it may be necessary for the Incident Command Center to be housed in a mobile location. Examples include: a portable building, bus, trailer or other apparatus.

The Incident Command Center should house the necessary positions for the Incident Command Organization and include radios, phone communications, computers, flash lights, equipment, restroom facilities, and parking.

The Incident Command Organization **(See ICS Organizational Components-Appendix A)**

The Incident Command Organization will have, at the very least, an Incident Commander and Command Staff using the expanded National Incident Management System (NIMS) and their modular approach. The Incident Commander, on small operations involving police action, will most likely be the RSU Chief of Campus Police assisted by his/her Deputy Commander, and the Command Staff. Depending on the size of the emergency, the Command Staff positions may include a Public Information Officer, a Liaison Officer, and Safety Officer. The Command Staff will report directly to the Incident Commander. Note: Using the FEMA unified command system may allow the Command Staff positions be filled from other police agencies, a fire department employee, an emergency management employee, or university personnel. In general, police departments work within the police organization and fire departments work within the fire organization.

If the disaster involves Fire and Rescue, the Incident Commander will normally be the Fire Chief. Using the Incident Command System, a unified command will allow police, fire, ambulance, emergency management, etc. to use a single command center to make joint decisions using one *Incident Action Plan*.

The Incident Action Plans (IAP) provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities. An IAP covers an operational period and includes:

- What must be done?
- Who is responsible?
- How information will be communicated?
- What should be done if someone is injured?

Note that the **operational period** is the period of time scheduled for execution of a given set of tactical actions as specified in the **Incident Action Plan**.

On operations, the Incident Command Organization may include General Staff. The General Staff positions can include an Operations Section, Planning Section, Logistics Section, and Finance/Administration Section. All or part of the General Staff may or may not be housed in the Command Center depending on size and space. As the disaster expands, the modular approach will allow for other components.

The *Operations Section* allows for two Branches and subordinate to the Branches are Divisions and Groups.

The *Planning Sections* are Units that include resources, situation, demobilization, and documentation.

The *Logistics Section* identifies two branches – the Service Branch with communications, medical, food units, and the Support Branch with supply, facilities, and ground support units.

The *Finance/Administration section* is the following units: time, procurement, compensation/claims, and cost.

The Incident Command Organizational Member from the University may hold one or more positions in the organizational staff depending on the size of the disaster/emergency and include:

1. RSU Chief of Campus Police-possible positions are Incident Commander, Liaison Officer, Operations Chief, etc...
2. V.P. for Student Affairs-possible positions are Incident Commander, Planning Section Chief, Liaison Officer, Logistics Chief, etc...
3. Director for Technology Officer-possible positions are Liaison Officer, Planning Chief, etc...
4. Director of Physical Plant-possible positions are Incident Commander, Safety Officer, Liaison Officer, Logistics Chief, etc...
5. Director of the Student Health Center-possible positions are Incident Commander, Liaison Officer, Safety Officer, Logistics Chief, etc...
6. Assistant V.P. for Business Affairs-most likely position is Finance/Administration Chief.
7. Recorder (Administrative Assistant)

Some members of the organizational staff may be RSU employees or outside resources depending on the size of the operation. Note: this list is not exclusive.

1. RSU Campus Police Officers
2. Other RSU employees: Physical Plant, trained Faculty, and others
3. Claremore Police Officers
4. Rogers County Sheriff's Deputies
5. Oklahoma Highway Patrol Troopers
6. OSBI or FBI Personnel
7. Claremore Fire Department
8. Bomb Squads
9. S.W.A.T. (Tulsa, Oklahoma Highway Patrol, Department of Corrections)
10. Emergency Management-Rogers County and Claremore
11. Natural Gas employees
12. Claremore Electric
13. Ambulance Personnel

Some areas the Incident Commander must decide:

1. Where to set up the Incident Command Center?
2. Establish Incident Command objectives.
3. Determine strategic resources.
4. How many of the Command Staff is needed?
5. How many of the General Staff is needed?
6. Assess for Life Safety.
7. Assess for incident stabilization.
8. Assess for property preservation.
9. Decide where to locate the Operations Section and consider preparations for a Staging Area.

The Staging Area is a separate location from the Emergency Operation Center and Incident Command Center. Once a Staging Area is set, a Staging Manager is assigned. It is out of sight of any suspects but close enough to the scene to respond to the emergency. The Staging Area may include extra fire department equipment, extra police equipment, tactical squads, RSU Physical Plant equipment, ambulances, dozers, etc... Examples of Staging Areas could be parking lots: University Physical Plant, Centennial Center, V.A. Center, Claremore Expo Center, and/or Will Rogers Museum, or any gravel lot, etc...

The Incident Commander or the Liaison Officer for the Incident Command Staff may be the direct link to the Emergency Operation Center Staff.

As we know, the first few minutes of any emergency or disaster are critical. The first responding officer(s) to the emergency once on the scene will be the Incident Commander (IC) and have total authority to handle the emergency and call for assistance until relieved by another qualified person assuming the role of IC. This may be the RSU Police Chief, the Claremore Fire Department, Emergency Management Personnel, etc. University ranks and/or University titles do not supersede a person with experience, qualifications and training to accomplish the mission during the crisis.

As soon as possible with time permitting, and as the situation starts to stabilize, the Incident Commander will advise the Senior Executive in Charge of updates.

Activation of the Emergency Operation Plan

Any person witnessing or having knowledge of an emergency/catastrophic event will call the Campus Police Office at 343-7624 or 911. When Campus Police Office receives the report, they will evaluate and confirm the information. The Campus Police Office or an Emergency Operational Center staff may begin activation procedures by using the **Telephone Tree** located in **Appendix B, or other appropriate notification system.**

Upon notification of the Emergency Operation Plan Activation, the Emergency Operational Center staff shall start toward the Emergency Operational Center and the Incident Commander Center staff should proceed towards the Incident Command Center.

Incident Containment

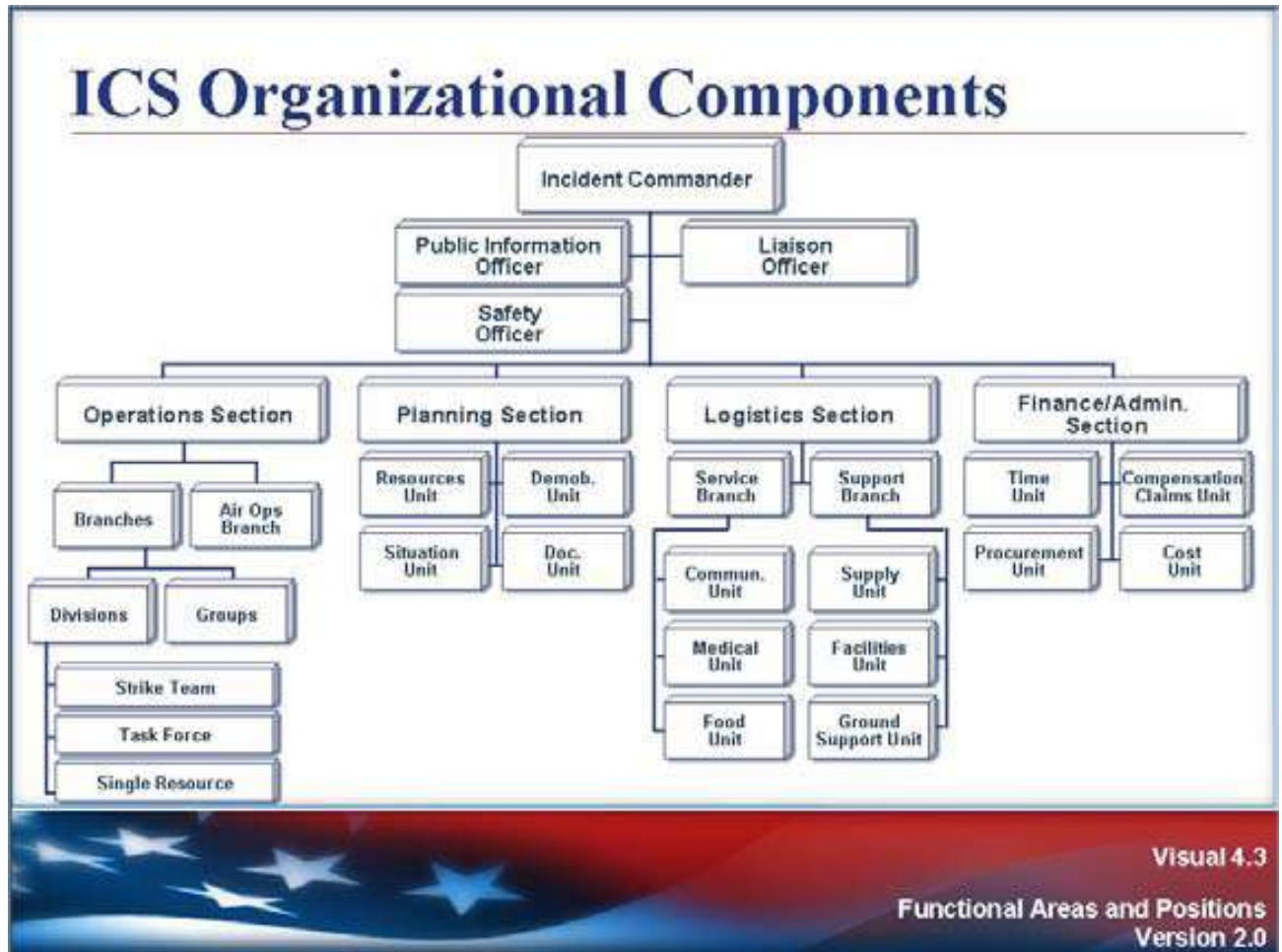
The Incident Commander shall help establish two perimeters:

1. A Containment (Inner) Perimeter is designed to isolate the immediate area affected by the incident. Personnel inside the inner perimeter are normally within line of sight of each other. This perimeter is to prevent foot traffic into or out of the area and secure the scene. If the use of firearms has necessitated the emergency, this area shall be sufficient to include the **killing radius** (kill zone) of the suspect's weapons. Only emergency personnel (Police, Fire and Medical) will be allowed inside the Containment (Inner) Perimeter on a need determined basis (again depending on the type of emergency) and only then after it is determined safe to enter by the Incident Commander.
2. A second area designated as the Outer Perimeter shall be established outside the Containment (Inner) Perimeter to isolate vehicle traffic into the area. That area shall be blocked by use of traffic cones, vehicles (which may include the RSU team buses or Claremore Fire trucks), road boards, or staff to prevent the flow of non-emergency traffic onto campus.

MAP

Appendix F is a color-coded map of the University. The Chief of Campus Police shall maintain the map and floor plans of the buildings for the Emergency Operation Plan along with the Physical Plant Director. In case of plan activation, the map may be distributed to those agencies that will be called upon for support.

Appendix A



Appendix B

Emergency Operation Center's Staff

| | | | | |
|--------|----------------|------------------|-------------|----------------|
| Name: | Dr. Larry Rice | Dr. Richard Beck | Tom Volturo | Brent Ortolani |
| Title: | President | V.P. for A. A. | E.V.P. | D.P.R. |

Incident Command Organizational Staff

| | | | |
|--------|------------------|--------------------------|--------------|
| Name: | Gary Boergermann | Dr. Tobie Titsworth | Mark Meadors |
| Title: | Chief of C.P. | V.P. for Student Affairs | Asst. V.P. |

| | | | |
|--------|---------------------|---------------------|------------------------|
| Name: | Brain Reeves | Leonard Szopinski | Lisa Martin |
| Title: | Director Technology | Dir. Physical Plant | Director Health Center |

| | | | |
|------------|-----------------|-------------|---------------|
| Recorders: | Rhonda Spurlock | Sharon Kern | Claudia Story |
|------------|-----------------|-------------|---------------|

Appendix C

Emergency Operation Center Staff

University President

Dr. Larry Rice

Vice President for Academic Affairs

Dr. Richard Beck

Executive Vice President for Administration & Finance

Tom Volturo

Director for Public Relations

Brent Ortolani

Appendix D

Incident Command Organizational Staff

Chief of Campus Police

Gary Boergermann

Vice President for Student Affairs

Dr. Tobie Titsworth

Assistant Vice President for Business Affairs

Mark Meadors

Director for Technology

Brian Reeves

Director of Physical Plant

Leonard Szopinski

Director for the Health Center

Lisa Martin

Recorders

Rhonda Spurlock, Sharon Kern, Claudia Story

Appendix E

Emergency Numbers

POLICE RELATED PHONE NUMBERS

(Dated 07-08-07)

| <u>AGENCY</u> | <u>PHONE NUMBER</u> |
|---|-------------------------------|
| <u>Federal</u> | |
| FBI (Tulsa Office)..... | 664-3300 |
| ATF (Tulsa Office)..... | 581-7731 |
| National Weather Service..... | 838-7838 |
| <u>State</u> | |
| OSBI..... | 582-9075 |
| OBNDD..... | 1-800-722-6420 (Tulsa Office) |
| OHP Headquarters (Vinita District)..... | 256-3388 |
| OHP Headquarters (Tulsa District)..... | 6270440 |
| Department of Public Safety..... | 1-800-522-8269 |
| Ask for Handicap Permits..... | Transfer from 800 numbers |
| Handicap Permits (toll charge number)..... | 1-405-425-2403 |
| Financial Responsibility (Insurance Office)(toll charge)..... | 1-405-425-2098 |
| <u>Tribal</u> | |
| Osage Nation Tag Office..... | 1-918-287-5393 |
| Cherokee Marshall Service..... | 1-918-456-9224 Ext: 2820 |
| Fax..... | 1-918-458-6250 |
| <u>County</u> | |
| District Attorney (Rogers county)..... | 341-3164 |
| District Court Clerk..... | 341-5711 |
| Rogers County Sheriff's Office..... | 341-3535 |
| Mays County Sheriff's Office..... | 825-3535 |
| Washington County Sheriff's Office..... | 337-2800 |
| Mayes County Parole Office..... | 825-0501 |
| Rogers County Parole Office..... | 342-2904 |
| <u>County/City</u> | |
| Rogers County Emergency Management Office..... | 341-4233 |
| <u>City</u> | |
| Claremore Police Department..... | 341-1212 |
| Claremore Fire Department..... | 341-1477 |

Claremore Fire Marshall..... 341-7054
 Claremore Water Department..... 341-0456
 Claremore Electric Department..... 341-2895
 Oklahoma Natural Gas..... 1-800-458-4251
For Emergency Utility Services after hours Call Claremore Police Dept.
 Dead Animal Pick-up (Claremore).....341-1260

Medical

Pafford Ambulance..... 342-4747
 Claremore Regional Hospital..... 341-2556
 RSU Student Health Center..... 343-7621

Misc.

Simplex alarms.....621-2003

Area Hospitals, contact names, and numbers in case of a disaster

Claremore Regional Hospital:

Tammy Lawson RN, Director of the Emergency Room 341-6787
 Dava Baldrige RN, Director of Nursing 341- 6705
 Dave Chaussard, Chief Executive Officer 341-2556

Claremore Indian Hospital:

Carl Hunter – Safety Officer 342-6510
 After hours -342-6200 and have house supervisor paged

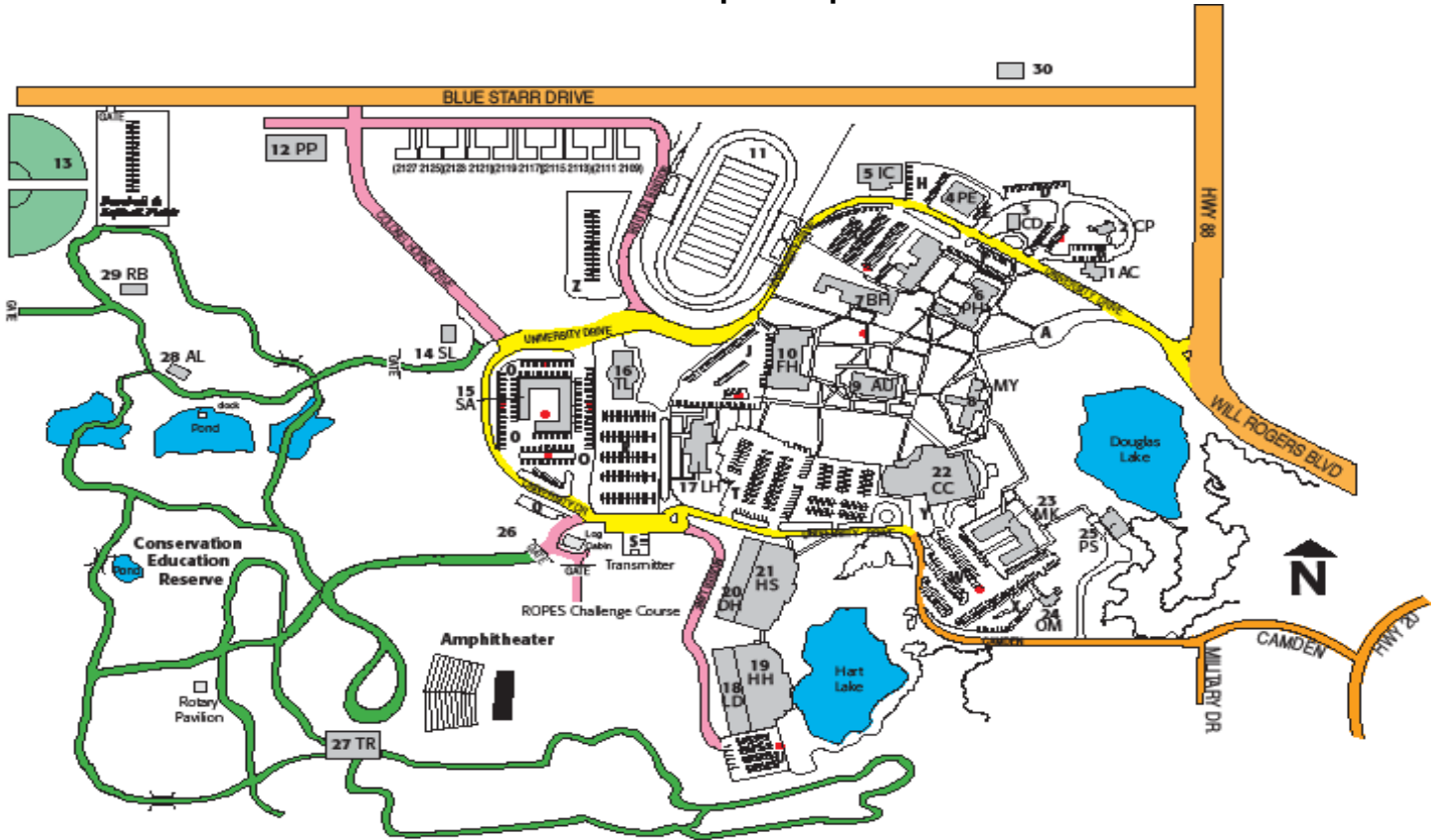
St John Hospital of Owasso

Emergency Room Charge Nurse 274-5911
 House Supervisor 274-5000

Bailey Hospital at Owasso

Chief operating officer 376-8000
 After hours -376-8555 house supervisor

Appendix F Campus Map



- | | | | |
|----------------------------------|----------------------------------|---------------------------------------|------------------------------------|
| 1. Foundation-Alumni Center (AC) | 9. Will Rogers Auditorium (AU) | 17. Loshbaugh Hall (LH) | 24. OMA House (OM) |
| 2. Campus Police (CP) | 10. Bushyhead Fieldhouse (FH) | 18. Ledbetter Hall (LD) | 25. President's House (PS) |
| 3. Child Development Center (CD) | 11. Soldier's Field | 19. Herrington Hall (HH) | 26. Conservation Education Reserve |
| 4. Pershing Hall (PE) | 12. Physical Plant Offices (PP) | 20. Downs Hall (DH) | 27. Terra Lab (TR) |
| 5. Innovation Center (IC) | 13. Baseball/Softball Fields | 21. Health Sciences Bldg. (HS) | 28. Aquatics Laboratory (AL) |
| 6. Preparatory Hall (PH) | 14. Sculpture Lab (SL) | 22. Centennial Center (CC) | 29. Barn (RB) |
| 7. Baird Hall (BH) | 15. Student Apartments (SA) | 23. Markham Hall/RSU-TV & RSU-FM (MK) | 30. Baptist Campus Ministry |
| 8. Meyer Hall (MY) | 16. Stratton Taylor Library (TL) | | |

- CALL BOX LOCATIONS
- A B C . . . PARKING LOT IDENTIFIERS
- ORANGE – CITY STREETS
- YELLOW – PRIMARY ROADS
- PINK – SECONDARY ROADS
- GREEN – TRAILS

Revised 05/09

Appendix G

Checklists

I. Senior Executive's Checklist for declaring an Emergency

- A. Notify the RSU Campus Police and other Emergency Operation Center Staff.
- B. Designate the Emergency Operation Center, proceed to that location and assume control.
- C. Designate a media area for news release and response routes.
- D. Notify the Chief of Campus Police, the Vice President for Student Affairs, and Director for the Physical Plant who shall begin notification of all members of the Incident Command Center and Organization and informing them of the Emergency Operation Center and its location.
- E. Determine if services and equipment (telephone, electric, heat/air, tables, chairs, etc...) necessary to outfit the Emergency Operation Center are available and working.
- F. Determine if a public warning or notification is necessary, and direct the Public Information Officer of the notification.
- G. Notify Board of Regents of the situation, location and telephone number of the Emergency Operation Center.
- H. Determine if Emergency Management for Rogers County should be involved and notify Bob Anderson, Director, 341-4233.
- I. Contact the Director for Food Service to provide any long term food and water.

II. RSU Police Chief's Checklist

- A. Notify second in command and have him/her begin emergency notification of all officers, advising them of the location of incident, the location of the Incident Command Center, and route to the needed positions.
- B. Determine emergency services needed, where to report, and provide them with the appropriate route.
- C. Determine Containment - the Inner and Outer Perimeter.
- D. Determine if a crime scene exists, and if preservation will be possible.
- E. Determine and evaluate the location of the Incident Command Center and take control.
- F. Start working on an Incident Action Plan.
- G. Establish talk groups (radio channels) for law enforcement, utilities and maintenance, and all personnel. Advise all personnel not to use any ten codes or other radio jargon. Use "Plain Speech".
- H. Determine if any initial crime reports are needed.

III. Director of Physical Plant Checklist

- A. Proceed to the Incident Command Center
- B. Notify second in command to make sure the Emergency Operation Center and the Incident Command Center is equipped and functioning.
- C. Notify all Physical Plant personnel needed and for them to report to the Staging Area or who is needed at the Incident Command Center.
- D. Notify emergency utility services necessary and have them report to the Staging Area.
- E. Coordinate with the Incident Command Center and if needed go to Staging Area.

IV. Public Information Officer's Checklist

- A. Determine if an initial public warning or notification is necessary.
- B. If so, coordinate with Emergency Operation Center to define the initial statement.
- C. If so, notify area media, advising them of the location of the Emergency Operation Center (Media Area), response route, and briefing schedules.
- D. If needed, prepare an information hot line as the situation develops.

V. Officer's Checklist

- A. Assess any reports of emergency situations to gain as much information as possible and respond to the scene.
- B. Determine if any crime or crime scene exists
- C. As time starts to permit, determine the best location for the Incident Command Center and notify the Chief of Campus Police.
- D. Assess the need for evacuation and determine best routes.
- E. Assess the need for assistance from outside agencies.
- F. Help establish a Containment (Inner) Perimeter utilizing the first law enforcement personnel to arrive.
- G. Determine the need for medical personnel and start them to the scene as needed.
- H. Re-contact the Chief of Campus Police and give him a situation update and seek instructions.
- I. Hold the scene until relieved by Incident Commander or Chief of Campus Police.

Appendix H

Rogers State University
Campus Police Department
(Dated 10/12/2009)

HAZARDOUS MATERIAL

This checklist will serve as a guideline for the initial stages of a spill involving hazardous material, substance or waste. The Claremore Fire Department will serve as the lead agency when establishing the Incident Command Center, making the required notifications, and determining the need for evacuation. The Campus Police officer will be operating in a supportive role throughout this type of critical incident.

Initial Response

- Notify Campus Police – 343-7624
- Explain your exact location on the University Campus
- Closure of immediate area
- Establishing perimeter control
- Campus Police will notify the Claremore Fire Department
- Provide liaison with fire and other emergency response units
- Initiate control activities in coordination with other emergency units

Situation Assessment

- Type of incident, fixed site or transportation; fire involved or not
- Location of incident, size of involved area
- Direction of fluid or vapor travel
- Property and /or vehicle owner's name
- HAZMAT Emergency Response Guidebook (ERG) information (available from Physical Plant and Campus Police)
- Symptoms of injured persons, number of injured
- Weather conditions, wind direction, speed, and any expected changes
- Degree of danger at site, potential danger to surrounding area and first responders
- Designate safe ingress/egress routes for responding emergency personnel
- Incident Command Center, location and Staging Area site

Special Considerations

- Keep all non-essential personnel away from scene
- Do not eat, drink, or smoke near the area
- Do not drive through the contaminated area
- Avoid contamination (all contaminated items must be decontaminated)
- Gas masks do not filter many toxic vapors

Contaminated Personnel

- Isolate in warm zone and be aware of cross contamination
- Fire Department will establish a decontamination line
- Remove all clothing and equipment for wash down of the contaminated area of the body
- Place all clothing and equipment in sealed containers
- Seek medical treatment as soon as possible

Incident Investigation

- If transportation incident, Campus Police will notify Oklahoma Highway Patrol
- Collect information for incident reporting
- Should not begin until area has been decontaminated; however, evidence should not be disturbed until evaluated and recorded
- May be jointly conducted with other involved agencies
- Should provide all available information and assistance to other agencies

Appendix I

Rogers State University Campus Police Department

BOMB EMERGENCIES

(Revised 10/21/2009)

This checklist is intended to assist the field officer in the initial stages of a bomb emergency. These guidelines are flexible and can be modified to deal with specific field situations.

Immediate consideration:

- Time call received
- Type of call received
- Time of detonation or when detonation is expected
- Location of the bomb or intended target
- Bomb description or appearance
- Immediate evacuation?

Possible Notification

- Agency entities, concerned personnel, and property owners
- Bomb Team
- Bomb Scene Investigators
- Fire Department
- Ambulance

Search

- Systematic visual search by persons familiar with the facility/location
- Prohibit radio transmission within 100 yards of the threatened site
- Conduct visual searches only
- Issue instruction to **NOT TOUCH, MOVE, or ATTEMPT** to disarm any suspected item

If you find a strange package

- Isolate any suspected items
- Evacuate immediate area and make above notifications
- Establish evacuation procedures using the easiest evacuation routes which minimized confusion.
- Keep the area secure and keep all personnel away from any suspected item using the establish 100 yard kill zone recommended by the Police Bomb Squad
- Do not gather in groups in the parking lots, be aware of a second device (dumpster bombs or car bombs)

Subsequent measures to be considered if an explosive device has been detonated

- Following detonation of an explosive device, consider possibility of second device
- Again do not gather in groups in the parking lots, be aware of a second device (dumpster bombs or car bombs)
- Do not conduct a search for second device
- Evacuate immediate area and make above notifications

Tactical Considerations

- Establish Incident Command Center and think about an Incident Action Plan
- Establish a Emergency Operation Center
- Establish safe perimeter and seal off location
- Evacuate immediate area
- If you find a device request fire and ambulance to respond and standby
- Have gas and power turned off
- Establish traffic control
- Notify local hospital if injuries have occurred
- Bombing suspect may be among injured
- Preserve physical evidence
- Implement investigation/arrest procedures

Appendix J

Rogers State University Campus Police Department (Revised 03/09/09)

Campus Police Department Severe Weather/Tornado Safety Information

Since Oklahoma weather can be severe and difficult to predict, it is important to keep abreast of the weather outside and the twenty-four hour forecast. The City of Claremore maintains a citywide civil defense warning siren network that is used to signal imminent danger from tornadoes.

- **A steady siren for three to five minutes means imminent danger.**
- **Take shelter immediately in the nearest suitable shelter location.**
- **You should seek shelter in interior spaces of buildings away from windows and exterior walls and preferably on the lowest floor possible.**
- **Your particular shelter location should be preplanned.**
- **Once the sirens sound, it is too late to seek shelter at a remote location.**
However, if you are abreast of dangerous weather advancing toward your location before the sounding of the siren, you may choose to seek shelter elsewhere.
- **It is important in these situations to base your decisions on public weather advisories and warnings disseminated by nearby local media outlets.**

If A Tornado Warning Is Issued:

When a tornado warning is issued for the Claremore area by the National Weather Service (NWS), the public broadcast media or any Tulsa television station, or the sounding of the civil defense warning sirens, please do the following:

- **Proceed immediately to your nearest shelter area.**
- **Go to the lowest level in your building away from doors and windows.** (If accessible, the basement area is best.)
- **Student Apartment Complex – go to the lowest level, using the rooms on the north/east section.** (To minimize danger from flying debris, close doors around your area and stay away from windows). Note: If you cannot get to a lower level apartment, seek immediate shelter in any bathroom. If needed, Campus Police will unlock the basement at the Will Rogers Auditorium, Bushyhead Field House, and Preparatory Hall.
- **Remain in the shelter area until the storm front clears the areas or the public broadcast media provides an all-clear signal. The RSU Police Department suggests you take a battery-operated radio or have access to a TV in your shelter area.**

National Weather Service (NWS) Terminology:

Severe Thunderstorm: Wind gusts of 50 knots (58 mph) or greater and/or hail three quarters of an inch in diameter or larger.

Damaging Wind: Sustained or gusty surface winds of 60 mph or greater.

Tornado: A violent local storm of short duration with high-speed wind rotation about a vortex with a funnel extending from the base of the clouds to the ground.

Funnel Cloud: A tornado-type funnel extending downward from the clouds but not touching the ground.

Tornado or Severe Thunderstorm Watch: Issued by the National Weather Service when conditions for a tornado or severe thunderstorm are favorable in the named area.

Tornado or Severe Thunderstorm Warning: Issued by the NWS when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction, and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.

Tornado Warning Issued: When a tornado warning is issued for the Claremore area by the NWS, the public broadcast media or any Tulsa television station, or the sounding of the civil defense warning sirens.

Appendix K Severe Weather Procedures

Severe weather safety procedures will be highlighted and linked on the RSU web home page 24-48 hours in advance of a possible severe weather outbreak, and at various times throughout severe weather seasons. The President and his staff will remain aware of severe weather forecasts and monitor severe weather in the area (early in the day if possible.) Branch campus directors also will remain aware of severe weather forecasts and monitor severe weather in their areas.

If there is a possibility of severe weather, the Public Relations Office will send an email message to the campus community as early as possible, encouraging students, faculty, and staff to be aware of weather conditions and follow safety procedures (available on RSU web site) if necessary. The President's Office will instruct the Executive Vice President for Administration and Finance to contact the RSU Police Department, which will assume appropriate severe weather preparedness procedures. RSU Police Department will contact Residence Hall staff (after 5 p.m., R.A. on duty will be notified), informing them of possible severe weather conditions. Residence Hall staff will begin informing student-residents about potential weather threat and reminding them of weather safety procedures.

In the event of short notice (15 minutes or less), students will be instructed to seek shelter in one of four apartments on the ground floor designed as tornado shelters. In the event of longer notice (15 minutes or more), students may seek shelter in one of the campus basements.

RSU Police Department will ensure the basements are open in Bushyhead Fieldhouse and Will Rogers Auditorium after 5 p.m. if there is a possibility of severe weather. University Police also will open the basement of Preparatory Hall for students, faculty and staff to seek shelter, if necessary, during evening classes in that building. Residence Hall staff will ensure student residents are aware of weather safety procedures year-round, conducting drills as appropriate, including instructions on when and where to seek shelter.

If tornado sirens are sounded, students, faculty and staff at Claremore campus will seek shelter in a campus basement, or in interior sections of buildings, away from windows. Branch campus directors will take necessary precautions to prepare their campuses for possible severe weather (notifying students and faculty, and assigning a severe weather monitor. The monitor (faculty, staff or security personnel) will assume responsibility for tracking weather conditions at both campuses throughout the severe weather conditions, alerting students and faculty in classes to take shelter if necessary.

Faculty and students at Bartlesville campus will take shelter in the basement of the campus building, using stairs and not elevators. Pryor faculty and students will seek

shelter in the interior, central/east portion of the building, including restrooms, away from windows.

The emergency communication system will not be utilized during severe weather conditions, except for certain dire situations in which a tornado may be directly approaching one of the campuses. The President will make that decision and notify the Public Relations Director, who will activate the system.

Appendix L:

Attached Building Maps / Floor Plans

Note: Revised from previous maps

1. Pershing Hall – 1st Floor
2. Baird Hall – 1st Floor
3. Baird Hall – 2nd Floor
4. Bushyhead Field House – Basement
5. Bushyhead Field House – 1st Floor
6. Bushyhead Field House – 2nd Floor
7. Bushyhead Filed House – 3rd Floor
8. Soccer Press Box
9. Innovation Center – 1st Floor
10. Child Development Center – Basement
11. Child Development Center – 1st Floor
12. Child Development Center – 2nd Floor
13. Alumni Foundation – 1st Floor
14. Health Sciences – 1st Floor
15. Health Sciences – 2nd Floor
16. Herrington Hall – 1st Floor
17. Herrington Hall – 2nd Floor
18. University Housing – 2111, 2119, and 2127 W. Blue Starr Dr.
Reverse floor plan – 2109, 2117, and 2125 W. Blue Starr Dr.
Unknown floor plan – 2113, 2115, 2121, and 2123 W. Blue Starr Dr.
19. Loshbaugh Hall – 1st Floor
20. Loshbaugh Hall – 2nd Floor
21. Markham Hall – basement
22. Markham Hall – 1st Floor
23. Markham Hall – 2nd Floor
24. Preparatory Hall – 1st Floor
25. Preparatory Hall – 2nd Floor
26. Preparatory Hall – 3rd Floor
27. Preparatory Hall – 4th Floor
28. Will Rogers Auditorium – Basement
29. Will Rogers Auditorium – 1st Floor
30. Will Rogers Auditorium – 2nd Floor
31. Bartlesville Campus – Basement
32. Bartlesville Campus – 1st Floor
33. Bartlesville Campus – 2nd Floor
34. Bartlesville Campus – 3rd Floor
35. Bartlesville Campus – 4th Floor
36. Bartlesville Campus – 5th Floor
37. Bartlesville Campus – 6th Floor
38. Bartlesville Campus – 7th Floor

39. Bartlesville Campus – 8th Floor
40. Bartlesville Campus – 9th Floor
41. Meyer Hall – 1st Floor
42. Meyer Hall – 2nd Floor
43. Residence Hall – Layout-1st floor
44. Residence Hall – Layout-2nd Floor
45. Residence Hall – Layout-3rd Floor
46. Residence Hall – Common-1st Floor
47. Residence Hall- 1st floor- Apartment 111
- 48.-123. Are Similar Apartment plans (not included)

124. Bit by Bit
125. Equestrian Hay Barn
126. Equestrian Caretakers Home-1st floor
127. Equestrian Caretakers Home-2^{en} floor
128. Horse Barn-1st floor
129. Sculpture Lab
130. Baseball Complex-Men’s Locker Room
131. Men’s dugout
132. Women’s Locker Room
133. Women’s dugout
134. Reserve-Storage barn
139. Pryor Campus- 1st floor
140. Stratton Library- 1st floor
141. Stratton Library- 2nd floor
142. Stratton Library- 3rd floor
143. Union-Bookstore- 1st floor
144. Union-Bookstore- 2nd floor
145. Pryor Campus
146. Police Station- 1st floor