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##  The Emergency Operations Manual is a guide for RSU Administration, RSU Campus Police, and other key personnel based on the National Incident Management System by FEMA.

#### *Prepared by the RSU Campus Police Department*

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This Rogers State University Emergency Operation Plan is not recommended for general distribution because

of sensitive information on planning, strategies, and responses to emergencies.

Revised: 02/12/21

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Revised: 01/24/2020

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 (E.O.P.) is to define basic procedures as a guideline for response personnel using plain language and common terminology. The University seeks to minimize the impacts 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 will be conducted within the framework of the Rogers State University E. O. P. 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 planning a large 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

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

The Emergency Operation Staff will situate in the Emergency Operation Centerwhich is normally 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 (E.O.C.) in the event of an emergency and shall be deemed the Senior Executive in Charge.

The Emergency Operation Center is normally the 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 should be assembled outside the outer perimeters. Consideration should be given to security, computer, telephone use, media, parking, bathrooms, and food supplies. Note: A separate location or room may be needed for the media and press conferences.

An alternate site for the E.O. C. could be the Centennial Center, the Alumni Foundation Office, or the Physical Plant.

Upon notification of E.O.P. Activation, the Emergency Operation Center Staff, in **Appendix C**, should proceed to the Emergency Operation Center.

# Incident Command Center

The Incident Command Center is a location to handle 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. 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 sight 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 to have the Incident Command Center as a mobile location. Example: a portable building, bus, trailer or other apparatus fit for an ICC.

The Incident Command Center should house the Incident Command Organization and include radios, phone communications, computers, flashlights, 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 to be filled from other police agencies, a fire department employee, an emergency management employee, or university personnel, but in general police departments work within the police organization and fire departments work within the fire organization.

A disaster involving 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 (IAPs) 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 will information be communicated?

􀂃 What should be done if someone is injured?

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 which 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 is Incident Commander, Liaison Officer, Operations Chief, etc.
2. V.P. for Student Affairs-possible positions is Incident Commander, Planning Section Chief, Liaison Officer, Logistics Chief, etc.
3. Director for Technology Officer-possible positions is Liaison Officer, Planning Chief, etc.
4. Director of Physical Plant-possible positions is Incident Commander, Safety Officer, Liaison Officer, Logistics Chief, etc.
5. Director of the Student Health Center-possible positions is 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 I.C. 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 I.C. and have total authority to handle the emergency and call for assistance until relieved by another qualified person assuming the role of I. C. This may be the RSU Police Chief, the Claremore Fire Department, Emergency Management Personnel, etc. Note: 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, time permitting, and 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 (CPO) Campus Police Office at 918-343-7624 or 911. When CPO 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 systems.**

# 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 the case of plan activation, the map may be distributed to those agencies that will be called upon for support.

**Appendix A**

****

## Appendix B

### Telephone Tree

# Emergency Operation Center’s Staff

Name: Dr. Larry Rice Dr. Richard Beck Dr. Mark Rasor Brandon Irby

Title: President VP for AA VP for Admin/Fin Marketing/Interim PR

Office Phone:918-343-7612 918-343-7615 918-343-7836 918-343-7771

Home Phone: 918-343-7774 918-923-6434

Cell Phone: 918-978-1953 918-549-1211 918-320-9528 918-984-5194

# Incident Command Organizational Staff

Name: Louis C. Ross Jr. Dr. Robert Goltra Michael Allgood

Title: Chief/Campus Police VP for SA Comptroller/AVP

Office Phone: 918-343-7625 918-343-7569 918-343-7860

Home Phone: 405-220-5298 918-342-5444

Cell Phone: 918-373-4547 417-540-1483 918-906-4701

Name: Brian Reeves Karl Reynolds Utica Park

Title: Dir. Technology Dir. Physical Plant Student Health Center

Office Phone: 918-343-7538 918-343-7819 918-343-7621

Home Phone: 918-341-0187

Cell Phone: 918-625-4005 918-899-4546 918-519-0699

Name: Nikki Phillip

Title: Coord/Counseling Services

Office Phone: 918 343 7845

Home Phone:

Cell Phone: 918 810 2428

Recorders: Alyssa Cravens Priscilla Wendel

Office Phone: 918-343-7612 918-343-8391

Home Phone:

Cell Phone: 918-855-8110 918-381-5998

\*Pending MOU with Rogers County Health Department for assistance with biological and chemical terrorism or other public health emergencies. First contact is Utica Park (above) and second contact Dr. Carla Lynch (918) 740-9797.

## Appendix C

### Emergency Operation Center Staff

####  University President

####  Dr. Larry Rice

####  Vice President for Academic Affairs

Dr. Richard Beck

 **Vice President for Administration & Finance**

 Dr. Mark Razor

 **Public Relations**

 Brandon Irby

For contact numbers, refer to “Appendix B”, Telephone Tree

## Appendix D

### Incident Command Organizational Staff

#### Chief of Campus Police

Louis C. Ross Jr.

#### Vice President for Student Affairs

 Dr. Robert Goltra

#### Assistant Vice President for Business Affairs

Michael Allgood

#### Director for Technology

Brian Reeves

#### Director of Physical Plant

Karl Reynolds

#### Director for the Health Center

Janet Seals

**Recorders**

Alyssa Cravens

For contact numbers, refer to Appendix B, Telephone

Tree.

 **Appendix E**

**Emergency Numbers**

**POLICE RELATED PHONE NUMBERS**

(Dated 01-20-21)

**AGENCY PHONE NUMBER**

Federal

FBI (Tulsa Office)………………………............………….......………918-664-3300

ATF (Tulsa Office)……………………………………………....….…

National Weather Service………………………………….…....…… 918-838-7838

State

OSBI…………………………………………………………………..918-582-9075

OBNDD……………………………………………………………….

OHP Headquarters (Vinita District)…………………….…….………918-256-3388

OHP Headquarters (Tulsa District)………………………..…….……918-627-0440

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

Tribal

Osage Nation Tag Office.......................................................1-918-287-5393

Cherokee Marshall Service.....................................1-918-456-9224 Ext:2820

Fax.........................................................................................1-918-458-6250

County

District Attorney (Rogers County)...............................................

District Court Clerk......................................................................

Rogers County Sheriff’s Office..................................................918-341-3535

Mays County Sheriff’s Office.....................................................918-825-3535

Washington County Sheriff’s Office..........................................918-337-2800

Mayes County Parole Office......................................................

Rogers County Parole Office......................................................

County/City

Rogers County Emergency Management Office.......................918-923-4458

 & Scotty Stokes 918-694-1080

 **Washington County Emergency Management Office………918-331-2710**

 **Kary Cox**

City

Claremore Police Department…………………………………………918-341-1212

Claremore Fire Department…………………………..……………… .918-341-1477

Claremore fire Marshall………………………………………….…… 918-341-7054

Claremore Water Department………………………………………… 918-341-0456

Claremore Electric Department……………………………………… 918-341-2895

Oklahoma Natural Gas………………………………………………1-800-458-4251

 For **Emergency Utility Services after hours call Claremore Police Dept.**

Dead Animal Pick-up (Claremore)……………………………………918-341-1260

Medical

Ambulance Padford………………………………………......…..…….918-342-4747

Claremore Regional Hospital…………………………………..…… .918-341-2556

RSU Student Health Center……………………………………..………………..

Bartlesville Ambulance, 501 S. Quapaw………………..…………… 918-336-1111

 (Contact Dan Dalton)

Misc.

Firetrol alarms…………………………………………………………800-358-2669

**Area hospitals, contact names, and numbers in case of a disaster**

**Hillcrest (Claremore) Regional Hospital**

Tammy Lawson RN Director of the Emergency Room……………..

Dava Baldridge RN Director of Nursing……………………………………

Dave Chaussard Chief Nursing Officer………………………918-341-2556

**Claremore Indian Hospital**

Safety Officer……………………………………………….918-342-6357

Director of Quality………………………………………… 918-342-6510

After Hours…………………………………………………918-342-6200

**St. John Hospital of Owasso**

Emergency Room Charge Nurse………………………… 918-274-5911

House Supervisor………………………………………… 918-274-5000

**Bailey Hospital at Owasso**

Chief operating officer…………………………………… 918-376-8000

After Hours (House Supervisor).......................................... 918-376-8555

###

### Appendix F

### Appendix G

### Checklists

### Senior Executive’s Checklist for declaring an Emergency

### Notify the RSU Campus Police and other Emergency Operation Center Staff.

1. Designate the Emergency Operation Center and proceed to that location and assume control.
2. Designate a media area for news release and response routes.
3. 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.
4. Determine if services and equipment (telephone, electric, heat/air, tables, chairs, etc…) necessary to outfit the Emergency Operation Center are available and working.
5. Determine if a public warning or notification is necessary, and direct the Public Information Officer of the notification.
6. Notify Board of Regents of the situation, location and telephone number of the Emergency Operation Center.
7. Determine if Emergency Management for Rogers County should be involved and notify Bob Anderson, Director, 341-4233.
8. Contact the Director for Food Service to provide any long term food and water.

# RSU Police Chief’s Checklist

1. 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.
2. Determine emergency services needed, where to report, and provide them with the appropriate route.
3. Determine Containment - the Inner and Outer Perimeter.
4. Determine if a crime scene exists, and if preservation will be possible.
5. Determine and evaluate the location of the Incident Command Center and take control.
6. Start working on an Incident Action Plan.
7. 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”.
8. Determine if any initial crime reports are needed.

##### Director of Physical Plant Checklist

1. Proceed to the Incident Command Center
2. Notify second in command to make sure the Emergency Operation Center and the Incident Command Center is equipped and functioning.
3. Notify all Physical Plant personnel needed and for them to report to the Staging Area or who is needed at the Incident Command Center.
4. Notify emergency utility services necessary and have them report to the Staging Area.
5. Coordinate with the Incident Command Center and if needed go to Staging Area.

##### Public Information Officer’s Checklist

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

##### Officer’s Checklist

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

**Appendix H**

*Rogers State University*

*Campus Police Department*

(Dated 10/12/2014)

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 THREAT

**(Revised 12/21/2020)**

##### 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 an Emergency Operation Center

() Establish safe perimeter and seal off location

() Evacuate immediate area

() If you find a devise 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 8/01/2014)

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 televisions station, or the sounding of the civil defense warning sirens, please do the following:

* Proceed immediately to your nearest shelter area. The Chapman Dining Hall has a FEMA approved storm shelter with an emergency generator. In addition there is a basement at the Will Rogers Auditorium, Bushyhead Field House, and Preparatory Hall.
* If weather impedes you from getting to a shelter area go to the lowest level in your building away from doors and windows.
* Student Apartment Complex – go to the basement of the Chapman Dining Hall.
* Remain in the shelter area until the storm front clears the areas or the public broadcast media provides an all-clear signal.

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 televisions 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 PR office will send an email message to the campus 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.

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. The shelter for students is the Chapman Dining Hall basement. It is a FEMA approved shelter with an emergency generator.

If tornado sirens are sounded, students, faculty and staff at Claremore campus will seek shelter in the Chapman Dining Hall basement, a campus basement, or in interior sections of buildings, away from windows, as time permits.

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**

**Available from the Physical Plant**