



INSTITUTE OF TECHNOLOGY

EMPLOYEE EMERGENCY RESPONSE ACTION PLAN



Type C Emergency

Persons in Crisis Presenting a Problem to Faculty or Staff

Type C Emergency situation is defined as one where a person in crisis presents the problem to a faculty or staff member or is referred by another faculty or staff member and can be successfully dealt with through intervention.

- C-1 Anxiety or distress about college or personal life issues
- C-2 Anger about college issues or college personnel
- C-3 Accusations against college personnel
- C-4 Persons exhibiting symptoms of mental disorder
- C-5 Loss or grief situation
- C-6 Serious illness or disease

(This would most often be referred to as Level 5 incident under the NIMS model)

Type B Emergency

Students or Others in Emergency Situation on Campus

Type B Emergency is defined as one occurring on campus that involves OSUIT Police Officers and possibly outside agencies. In the case of fire or severe injury, employees should contact the Campus Operator directly. The OSUIT Police or Emergency Management Team will make the determination of whether to involve outside agencies. The Emergency Management Team is anticipated to be a resource for both the persons involved in the incident and for witnesses to the incident.

- B-1 Accidents with injury to one or more persons
- B-2 Emotional distress which warrants intervention
- B-3 Situation with possibility of violent behavior
- B-4 Sexual assault
- B-5 Weapon on campus
- B-6 Suicide attempt or threat
- B-7 Accusations against students or college personnel about illegal activities
- B-8 Death
- B-9 Assault and Battery

(This would most often be referred to as Level 3 or 4 incident under the NIMS model)

Type A Emergency

Major Emergency Affecting Campus

Type A Emergency is defined as one involving a serious threat to life or property and probably requiring the assistance of outside agencies. In the case of fire or severe injury, employees should contact the Campus Operator directly. The OSUIT Police or Emergency Management Team will make the determination about involving outside agencies. Type A Emergency would likely involve media attention and a need for a PIO.

- A-1 Tornado, severe storm, or flood
- A-2 Fire, explosion, or plane or vehicle crash into building
- A-3 Environmental hazard
- A-4 Hostage situation
- A-5 Gunfire
- A-6 Bomb threat
- A-7 Riot
- A-8 Contagious disease outbreak

(This would most often be referred to as Level 1 or 2 incident under the NIMS model)

Type C Emergency - Action Plan

C-1

Anxiety or Distress About College or Personal Life Issues

1. Assess degree of anxiety being experienced.
2. Allow ample time for expression of all concerns.
3. Discuss options to diminish anxiety or distress.
4. Make appropriate referral to Counseling Services, 918-293-4988, for assistance or for further counseling, if necessary.
5. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

C-2

Anger About College Issues or College Personnel

1. Interview to learn about the perceived problem(s).
2. Determine whether the anger might lead to harm, and, if so, take actions to warn or safeguard.
3. Allow sufficient time for the person to vent feelings of anger, and set further sessions, if needed.
4. Discuss options to deal with the problem.
5. Make appropriate referral to Counseling Services, 918-293-4988, for assistance or for further counseling, if necessary.
6. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

Accusations Against College Personnel About Improper Activities

C-3

1. Conduct interview to determine whether the person wishes to pursue a formal complaint.
2. If a formal complaint is desired, consult with the Dean of Students about the most appropriate venue for that complaint.
3. If no complaint is desired, allow sufficient time for full expression of feelings about the activities and set further sessions, if needed.
4. Make appropriate referral to Counseling Services, 918-293-4988, that might assist with the problem and for further counseling, if needed.
5. Refer to OSUIT Rights and Responsibilities Governing Student Behavior for additional guidelines.

C-4**Persons Exhibiting Symptoms of Mental Disorder**

1. Conduct an interview to determine the person's ability to function and whether any other reason might exist for the symptoms.
2. Seek information about current treatment or medications, and assess the possibility of harm to the person or others.
3. If the possibility of harm exists to the person, take action to safeguard the individual, contact the Campus Operator immediately for OSUIT Police. OSUIT Police's action may include notification of a family member or a request for an emergency order of detention. If harm is possible to others, take action to warn or safeguard those threatened.
4. If no harm is believed likely, allow sufficient time for the person to express any concerns.
5. If the person is currently under treatment, make referral to that therapist and notify Counseling Services, 918-293-4988. If no current treatment exists, make appropriate referral to Counseling Services, 918-293-4988, to assist with the problem and for further counseling.
6. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

C-5**Loss or Grief Situation**

1. Assess the emotions being experienced by the person.
2. Allow sufficient time for full expression of the person's feelings.
3. Make appropriate referral to Counseling Services, 918-293-4988, to assist with the problem and for further counseling, if needed.

C-6**Serious Illness or Disease**

1. Assess whether adequate medical attention is being received and the person's emotional state.
2. Allow sufficient time for full expression of all concerns and feelings about the disease.
3. Make appropriate referral to community agencies for adequate medical attention and Counseling Services, 918-293-4988, for further counseling, if needed.

To Contact or Notify Call:

Behavioral Consultation Team: 918-293-5287

Counseling Services: 918-293-4988

Emergency Manager: 918-293-4944

OSUIT Police: 918-293-5000

University Operator: "0"

Type B Emergency - Action Plan

B-1

Accidents with Injury to One or More Persons

1. Notify 911 for EMS and OSUIT Police.
2. Assess the need for medical assistance and provide assistance within your training and certification.
3. Deal with the cause of injury if you can do so without further cause of harm.
4. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

B-2

Emotional Distress which Warrants Intervention

1. Assess the degree of distress being experienced and the appropriate action to deal with that distress.
2. Allow sufficient time for an expression of all concerns and circumstances that prompted the distress.
3. Make appropriate referral to Counseling Services, 918-293-4988 or 918-293-4928, that might assist with the problems or for further counseling, if needed.
4. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

B-3

Situation with Possibility of Violent Behavior

1. Notify 911 for OSUIT Police.
2. Be available to assist by assessing the likelihood of violence, and, if safe to do so, by using counseling skills to defuse the situation.
3. Make appropriate referral to Counseling Services, 918-293-4988, that might assist with the problems or for further counseling, if needed.
4. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

B-4

Sexual Assault

1. Notify 911, or 918-293-5000, for OSUIT Police
2. Assess the emotional impact on the person from the incident and encourage counseling.
3. Make appropriate referral to Counseling Services, 918-293-4988, that might assist with the problems or for further counseling, if needed.
4. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

B-5

Weapons on Campus

1. Notify 911 for OSUIT Police immediately, and remain on the line with the operator to provide updated information.
2. Do NOT confront the individual.
3. Upon arrival of OSUIT Police, direct them to the location of the individual.
4. Follow directions of the OSUIT Police.
5. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

B-6

Suicide Attempt or Threat

1. If suicide attempt or threat occurs on campus, notify 911 for OSUIT Police immediately.
2. If a threat of suicide is made, assess the likelihood of harm and take steps to ensure the person's safety.
3. OSUIT Police will contact Counseling Services.
4. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

Accusations Against Students or College Personnel About Illegal Activities

B-7

1. Notify OSUIT Police 918-293-5000.
2. Encourage the reporting party(ies) to cooperate with the investigation.
3. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

Death

B-8

1. Do not touch anything.
2. Notify 911 for OSUIT Police.
3. OSUIT Police officers will assess the situation and contact outside law enforcement, if needed.
4. To the extent possible, identify all individuals present.
5. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

Assault and Battery

B-8

1. Notify 911 for OSUIT Police.
2. Offer assistance to the injured.
3. Provide OSUIT Police with a physical description of witness(es) and vehicle(s).
4. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

Type A Emergency - Action Plan

A-1

Tornado, Severe Storm, Or Inclement Weather

NWS Warnings: Tornado or Severe Storm or Inclement Weather

1. The OSUIT Emergency Management Team will determine what action is warranted.

Actual Tornado or Severe Storm or Inclement Weather

1. OSUIT Emergency Management will activate Cowboy Alert, the Campus Wide Emergency Notification System to seek shelter or close campus.
2. Campus personnel will utilize appropriate safer areas of refuge.

A-2

Fire, Explosion, or Airplane/Vehicle Crash into Building

1. Notify 911 for OFD, EMS and OSUIT Police.
2. Notification of appropriate action for all employees will be communicated by Cowboy Alert, the Campus Wide Emergency Notification System.

A-3

Environmental Hazard

1. Notify 918-293-5000 for OSUIT Police.
2. OSUIT Police officers will assess the situation and will inform the Planning Section of the Emergency Management Team of current conditions, changes, and contact appropriate agencies.
3. Notification of appropriate action for all employees will be communicated by Cowboy Alert, the Campus Wide Emergency Notification System.

A-4

Hostage Situation

1. Notify 911 for OSUIT Police.
2. Assess the situation and take appropriate action by evacuating area or seeking cover/ concealment immediately.
3. OSUIT Police officers will assess the situation and contact outside law enforcement agencies for assistance.
4. Notification of appropriate action for all employees will be communicated by Cowboy Alert, the Campus Wide Emergency Notification System.

A-5

Gunfire

1. Notify 911 for OSUIT Police.
2. Assess the situation and take appropriate action by evacuating area or seeking cover/concealment immediately.
3. OSUIT Police officers will assess the situation and contact outside law enforcement agencies for assistance.
4. Notification of appropriate action for all employees will be communicated by Cowboy Alert, the Campus Wide Emergency Notification System.

A-6

Bomb Threat

1. Notify 911 or 918-293-5000 for OSUIT Police.
2. OSUIT Police officers will assess the situation and contact outside agencies, if needed.
3. Notification of appropriate action for all employees will be communicated by Cowboy Alert, the Campus Wide Emergency Notification System.

Note: the person who receives the threat should be attentive to the caller's specific threat (location of bomb, time of detonation) and to the caller's phone number, gender, estimated age, type of speech, accent, and any background noises (train sounds, music, children playing...)

A-7

Riot

1. Notify 911 for OSUIT Police.
2. OSUIT Police officers will assess the situation and contact outside agencies as needed.
3. Remain inside unless directed otherwise.
4. Notification of appropriate action for all employees will be communicated by Cowboy Alert, the Campus Wide Emergency Notification System.
5. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Dean of Students.

A-8

Contagious Disease Outbreak

1. Report information about persons having a contagious disease to your direct supervisor who will notify the Emergency Manager, who will activate the Planning Section of the Emergency Management Team to assess the severity of any disease outbreak and decide what actions are needed to protect students and employees.

To Contact or Notify Call:

Behavioral Consultation Team: 918-293-5287

Counseling Services: 918-293-4988

Emergency Manager: 918-293-4944

OSUIT Police: 918-293-5000

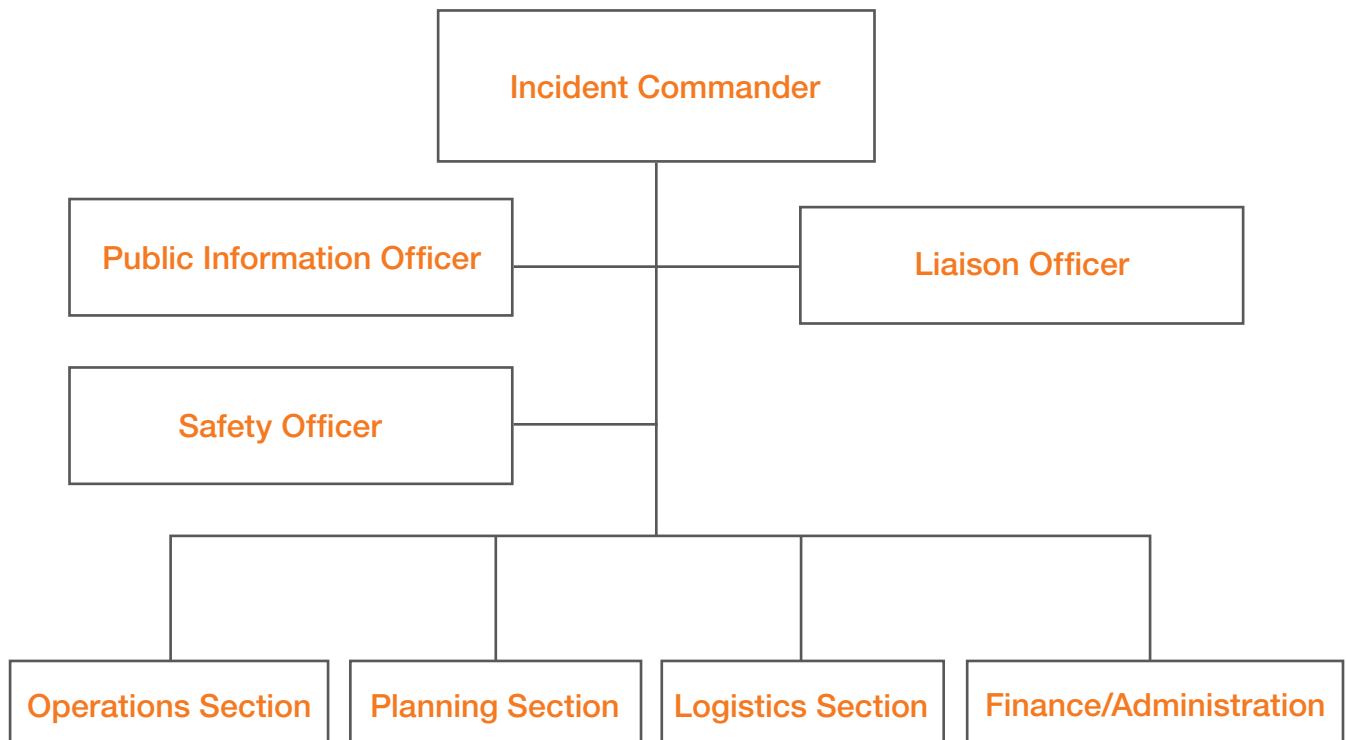
University Operator: "0"

OSU Institute of Technology Emergency Management Team

Oklahoma State University Institute of Technology strives to provide as safe an environment as possible to facilitate the pursuit of educational goals. The purpose of the Emergency Management Team is:

- To coordinate the University's response to critical incidents involving students while paying special attention to the safety and security needs of all members of the campus community.
- To coordinate counseling, guidance, and appropriate support measures to members of the campus community in response to critical incidents.
- To use critical incidents, when appropriate, as teachable experiences to enhance the quality of life for all members of the campus community.

Emergency Management Team Incident Command Organizational Chart



Campus Safety

Use your smart phone to scan the QR code for more information about campus safety and Incident Report forms.



OSU INSTITUTE OF TECHNOLOGY

Behavioral Consultation Team (BCT)

The Behavioral Consultation Team (BCT) is a specially trained group of professional staff members from several university departments with mental health, student development, law enforcement, academic, administrative, and legal expertise. The Team investigates and evaluates questionable behavior and threats, then suggests or implements strategies for monitoring individuals who may pose a threat of harm. The Team's goal is to work with all parties involved to advocate for a safe campus environment.

If You See Something, Say Something

The Team is unable to mitigate a situation until we are aware of it. The vigilance of all persons is critical to keeping the campus safe. The university expects all members of our campus to act quickly and responsibly if they hear or see something that is out of the ordinary. It's important to report any concerns, even if they seem minor. Don't assume someone else will call!

Please go to www.osuit.edu/bct for more information.

If the situation of concern is an emergency, call 911.

REMEMBER 5 & STAY ALIVE



FOR BAD WEATHER SHELTER IN PLACE:

- 1. GET LOW**
Go to the lowest level of the building, if possible.
- 2. AVOID WINDOWS**
Stay away from the windows.
- 3. GO TO INTERIOR**
Go to interior rooms and hallways.
- 4. PROTECT YOURSELF**
Use arms to protect head and neck in a “drop and tuck” position.
- 5. KEEP IN THE KNOW**
Monitor emergency communications for specific instructions: osuit.edu/status



FOR VIOLENT THREAT IN YOUR BUILDING FOLLOW THE 5 OUTS:

- 1. GET OUT**
Get out of the facility, if possible.
- 2. CALL OUT**
Use mobile phone to call 911.
- 3. KEEP OUT**
Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.
- 4. HIDE OUT/SPREAD OUT**
Seek shelter in nearest secured place. Turn off lights and any devices indicating that the room is occupied. Keep out of the line of sight. BE QUIET. Do not respond to anyone at the door.
- 5. TAKE OUT**
Last resort. Use anything to distract or disable the suspect.

To Contact or Notify Call:

Behavioral Consultation Team: 918-293-5287
Counseling Services: 918-293-4988
Emergency Manager: 918-293-4944
OSUIT Police: 918-293-5000
University Operator: “0”

IN AN EMERGENCY, YOU MAY BE INSTRUCTED TO:



SHELTER IN PLACE

You may be advised to "shelter in place" rather than evacuate your building during emergency situations such as large hazardous material releases or severe weather emergencies. The recommendation to shelter in place will be conveyed through official university notification systems.

- Stay inside the building or go indoors as quickly as possible if you are working outside.
- Close windows to provide tighter seal against chemicals vapors, smoke and/or fumes.
- Locate supplies you may need such as food, water, radio, or flashlights if you have them.
- In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if you have control of these systems.
- Monitor official university emergency notification systems information for further instructions.



LOCKDOWN

A lockdown may be instructed during situations such as the presence of a hostile or armed intruder inside a building. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or to an office suite.

- Lock or barricade class and office doors.
- Close windows and window treatments.
- Turn off the lights.
- Instruct everyone to remain silent and not to go into hallways.
- Crouch down in areas out of sight from doors and windows to conceal yourself as much as possible.
- If you are in hallways during the emergency, seek shelter immediately in the nearest classroom or office suite.
- If you are in outdoor areas, you should immediately take cover.
- Monitor official university emergency notification systems information for further instructions, or an "all clear" signal.

These are general guidelines that will help you to remember what to do in the event of a Shelter in Place or Lockdown event on campus, but each situation may present unique challenges. The most important aspect in both a Shelter in Place and Lockdown event is to put effective barriers between you and the threat.

The actions taken in the initial minutes of an emergency are critical. Plan ahead, and know your options. If you become aware of an emergency before receiving an official alert, take action to make sure you are safe, and contact emergency responders by dialing 911.

For more information please visit:

osuit.edu/safety

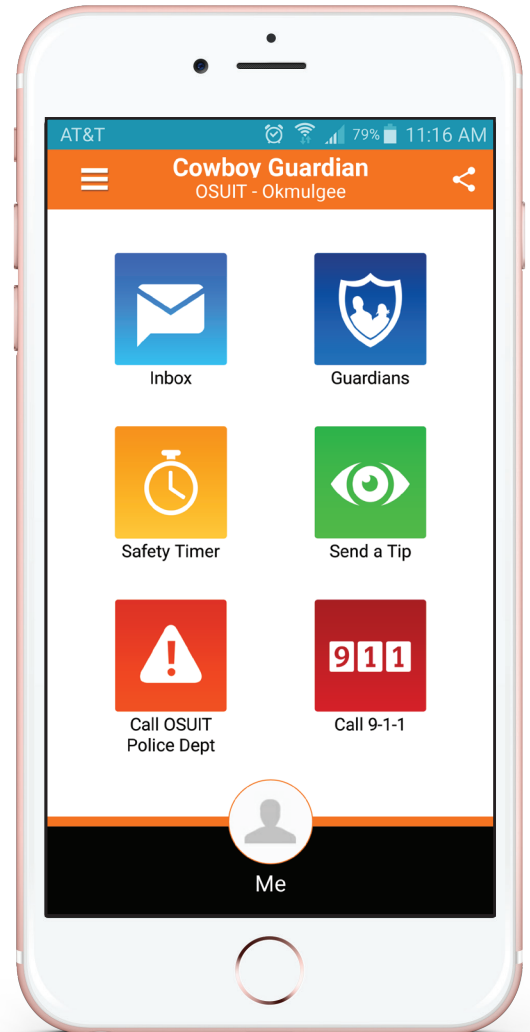
COWBOY GUARDIAN

Now Your Phone Can Keep You Safe and Help Protect Your Friends

The Cowboy Guardian App is available to help keep you safe on campus.

With direct connections to campus safety, family, friends, and others you trust, you can feel safe anytime, knowing your Guardians are watching out for you.

To download, search **“Rave Guardian”** in the App Store or Google Play Store.



Set a Safety Timer

Set a Safety Timer whenever you are alone or in an unfamiliar place.



Connect with Guardians

You can invite family, friends, and others you trust to be part of your safety network.



Emergency Communication

Call safety officials for help and send text tips if you see something suspicious.

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