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

- 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

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

- 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

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

- 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
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 Chief Conduct Officer, Devin DeBock.

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 Chief Conduct Officer, Devin DeBock.

C-3  Accusations Against College Personnel About Improper Activities

1. Conduct interview to determine whether the person wishes to pursue a formal complaint.
2. If a formal complaint is desired, consult with the Executive Vice-President 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.
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 Chief Conduct Officer, Devin DeBock.

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.

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: 918.293.4678 or “0”
University Operator: “0”
Type B Emergency - Action Plan

Accidents with Injury to One or More Persons

1. Notify Campus Operator "0" or 918.293.4678 for 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 Chief Conduct Officer, Devin DeBock.

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, 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 Chief Conduct Officer, Devin DeBock.

Situation with Possibility of Violent Behavior

1. Notify Campus Operator "0" or 918.293.4678 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 Chief Conduct Officer, Devin DeBock.

Sexual Assault

1. Notify Campus Operator "0" or 918.293.4678 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 Chief Conduct Officer, Devin DeBock.
Weapons on Campus

1. Notify Campus Operator "0" or 918.293.4678 for OSUIT Police immediately, and remain on the line with Campus Operator to provide updated information.
2. Upon arrival of OSUIT Police, direct them to the location of the individual.
3. Follow directions of the OSUIT Police.
4. Document response and occurrence of incident within one (1) day by completing a Report of Incident/Violation form and returning it to the Chief Conduct Officer, Devin DeBock.

Suicide Attempt or Threat

1. If suicide attempt or threat occurs on campus, notify Campus Operator "0" or 918.293.4678 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 Chief Conduct Officer, Devin DeBock.

Accusations Against Students or College Personnel About Illegal Activities

1. Notify Campus Operator "0" or 918.293.4678 for OSUIT Police.
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 Chief Conduct Officer, Devin DeBock.

Death

1. Do not touch anything.
2. Notify Campus Operator "0" or 918.293.4678 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 Chief Conduct Officer, Devin DeBock.

Assault and Battery

1. Notify Campus Operator "0" or 918.293.4678 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 Chief Conduct Officer, Devin DeBock.
Type A Emergency - Action Plan

A-1 Tornado, Severe Storm, or Flood

Tornado or Severe Storm Warning
1. The Planning Section of the Emergency Management Team will remain in communication
   with OSUIT Police to determine what action is warranted.

Actual Tornado or Severe Storm
1. OSUIT Police officers will assess the situation and will inform the Planning Section
   of the Emergency Management Team of current conditions and changes.
2. Emergency Manager will activate the Campus Wide Emergency Notification System.
3. Campus personnel will utilize appropriate shelter areas.

In the Aftermath of a Tornado or Severe Storm
1. OSUIT Police and Incident Command Staff will make determination and notifications of
   when it is safe to exit the shelter area.
2. The location of the Incident Command will be determined.
3. The Planning Section of the Emergency Management Team will meet for briefing.
4. The possibility of injuries will be determined and reported.
5. Notification of appropriate action for all employees will be communicated by the
   Campus Wide Emergency Notification System.

A-2 Fire, Explosion, or Airplane/Vehicle Crash into Building

1. Notify Campus Operator "0" or 918.293.4678 for OSUIT Police.
2. OSUIT Police officers, Planning Section of Emergency Management Team, and
   Physical Plant personnel will assess the situation and contact appropriate agencies.
3. Notification of appropriate action for all employees will be communicated by the
   Campus Wide Emergency Notification System.

A-3 Environmental Hazard

1. Notify Campus Operator "0" or 918.293.4678 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 the
   Campus Wide Emergency Notification System.

A-4 Hostage Situation

1. Notify Campus Operator "0" or 918.293.4678 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 the
   Campus Wide Emergency Notification System.
Gunfire

1. Notify Campus Operator "0" or 918.293.4678 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 the Campus Wide Emergency Notification System.

Bomb Threat

1. Notify Campus Operator "0" or 918.293.4678 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 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…)

Riot

1. Notify Campus Operator "0" or 918.293.4678 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 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 Chief Conduct Officer, Devin DeBock.

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: 918.293.4678 or “0”
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

- Incident Commander
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
  - Operations Section
  - Planning Section
  - Logistics Section
  - Finance/Administration

Campus Safety
Use your smart phone to scan the QR code for more information about campus safety and Incident Report forms.
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](http://www.osuit.edu/bct) for more information.

If the situation of concern is an emergency, call 918.293.5287 or “0”.