



EMERGENCY PREPAREDNESS GUIDE



**CAMERON
UNIVERSITY**

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Cameron University provides this Emergency Preparedness Guide as part of the University's commitment to the safety and well-being of the campus community. The intent of this guide is to prepare members of our community in advance of an emergency. The approach to situations covered in this guide are a combination of best practices from university emergency managers across the nation as well as State and Federal authorities.

You are encouraged to familiarize yourself with the information presented in this booklet and share it with others. Being better prepared in an emergency will help you whether you are on or off campus.

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Issued: August 4, 2008

Revised: July 9, 2019

GENERAL INFORMATION

THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES IS BEFORE AN EMERGENCY!

An emergency can be any crisis including fire, medical, injured person, damaged property or criminal incident which requires immediate action by victims, witnesses and emergency responders. While Cameron University is a very safe campus, we recognize that like any location, we are not immune from emergencies that impact members of our community. This guide is provided to assist all Cameron University community members and our visitors.

If emergencies occur that are not covered by this booklet, you can call the Office of Public Safety for assistance at 581-2911. Extension 2911 should always be called first in an emergency on campus in order for the appropriate services to be dispatched to the location of the emergency. This guide is provided to Cameron University community members as a tool to use during those times when information is needed quickly. Prior planning is essential; everyone should be familiar with the facilities they use on campus including fire exits and severe weather protective areas. Before an emergency occurs, know the locations of the fire extinguishers, the fire alarm pull stations, and emergency exits for your area.

Be advised that when you dial 2911 from a campus phone your precise location may not be available to emergency communications personnel who answer the call. Be prepared to give building name, room number(s), and a short description of the emergency. When you call 2911, you are informing campus police, who will then summon fire or medical emergency responders from off campus.

GENERAL BUILDING EVACUATION

If a building evacuation occurs, every department or classroom should have a specific pre-determined area where employees and students meet and check in with their supervisor or instructor. Office of Public Safety or other emergency response personnel should be notified of missing persons so that a search can be made.

STEPS FOR EVACUATION

1. Fire alarms or verbal notice will usually be used to sound the evacuation.
2. Safely stop your work.
3. Remain calm and orderly. Gather your personal belongings quickly, especially prescription medicines. It may be hours before you are allowed back into the building.
4. Seek out and give assistance to disabled or injured people in the area.
5. If safe to do so, close doors and windows, but do not lock them.
6. Never prop stairwell doors open.
7. If time permits, turn off the power to all electrical equipment.
8. Walk quickly, but do not run to the nearest safe exit via the stairway.
9. Never use elevators.
10. Follow instructions of properly identified emergency personnel.

11. Go to a pre-determined emergency assembly area, and report to your roll taker.
12. Keep all roadways and walkways clear for emergency vehicles.
13. Wait for instructions from emergency personnel.
14. Never re-enter any building until instructed to do so by properly identified emergency personnel.

EVACUATING PERSONS WITH SPECIAL NEEDS

Pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your limitations and consider what you would do in an emergency. If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you, since people may not be aware of your circumstances or how to help.

VISUALLY IMPAIRED PERSONS

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them. (This is the preferred method when acting as a sighted guide).

HEARING IMPAIRED PERSONS

1. Write a note, telling what the emergency is and the nearest evacuation route. For example, Fire, go out rear door to the right and then down, now!
2. Turn light switch on and off to gain attention, and then use gestures to show what to do.

AMBULATORY PERSONS USING CRUTCHES, CANES OR WALKERS

Carrying options include using a two-person lock arm position or having the person sit on a sturdy chair, preferably one with arms.

NON-AMBULATORY PERSONS

(E.G., WHEELCHAIRS)

Move the person to an area of refuge such as near to, but not blocking, a stairwell and notify emergency personnel of the person's location.

Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Consider life support equipment that may be attached. Because lifting a person with minimal ability to move may be dangerous to their wellbeing, always consult with the person in the chair regarding:

1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Ways of safely carrying the person.
4. The type of medical assistance necessary after evacuation.

WHEN LIFTING, REMEMBER TO USE PROPER TECHNIQUES

1. Never try to lift someone alone.
2. Place one foot a little ahead of the other with toes pointing slightly outward.
3. Place your feet about shoulder width apart. Bend at your knees.
4. Lift yourself and the person with your legs, keeping your back straight.

SEVERE WEATHER/TORNADO IF SEVERE WEATHER IS IMMINENT AND YOU ARE OUT- DOORS, MOVE INDOORS AS QUICKLY AS POSSIBLE.

At the Cameron main campus, the severe weather warning will be made via the sirens from the City of Lawton. At the Duncan

SEVERE WEATHER/TORNADO - *continued*

campus the severe weather warning will be made via the City of Duncan sirens.

1. You are encouraged to listen/watch local media broadcasts for weather updates.
2. When possible, shut off any computer or similar equipment that might be affected by a temporary loss of electricity.
3. Close hallway doors as you leave to shield corridors from debris.
4. When you are off campus or in buildings without designated shelters, move to a small interior room on a lower level, an interior hallway or a basement. Avoid upper floors, large glassed areas and windows.
5. Stay out of parking garages, auditoriums and exterior walkways. Stay away from electrical appliances.
6. Stay calm and alert; use the University phones for emergency calls only.

For additional tornado safety information and a list of designated protective areas at the main campus, go to the following web address: <http://www.cameron.edu/ops/tornadosafety.html>.

FIRE

ADVANCE PLANNING IS ESSENTIAL

1. Know the location of fire extinguishers in your area ahead of time and how to use them.
2. Know the locations of the fire alarm pull stations.

FIRE - continued

3. Be familiar with at least two fire exits in your area in case one is blocked or unusable.

UPON DISCOVERY OF A SMALL FIRE:

1. Immediately call the Office of Public Safety at 581-2911 or 2911 from a campus phone (at the Duncan campus call 911).
2. Remember the PASS method:
 - Pull the pin
 - Aim at the base
 - Squeeze the handle
 - Sweep from side to side.
3. At about 8 to 10 feet from the fire, promptly direct the charge of a fire extinguisher toward the base of the flames. Remember most fire extinguishers discharge their contents for only 30 seconds or less.

UPON DISCOVERY OF A LARGE FIRE:

1. Activate the fire alarm and give verbal alarm.
2. Call the Office of Public Safety at 581-2911 or 2911 from a campus phone (Duncan campus personnel can call 911).
3. Evacuate the building, alerting people as you go. Seek and assist persons in your area who are limited in their mobility or who may need some additional assistance in evacuating.
4. Exit using the stairways only. Do not use elevators.
5. Close all doors leading to the main hallways and any stairwells to prevent further spread of the fire.
6. Never prop stairwell doors open.

FIRE - *continued*

7. Once outside, move to an open area at least 300 feet away from the affected building(s). Avoid inner courtyards.
8. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
9. Wait for further instructions from emergency personnel. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

EXPLOSION/EARTHQUAKE

IN THE EVENT OF AN EXPLOSION OR EARTHQUAKE, TAKE THE FOLLOWING ACTIONS:

1. In an earthquake, if you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster and debris.

IF INDOORS:

1. Immediately take cover under tables, desks or other such objects that will give protection against flying glass and debris.
2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
3. When possible, stand in a doorway, brace yourself against the frame of the door, and be mindful that the door may swing toward you.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
5. Stabilize any laboratory procedures that could lead to further danger (turn off gas or electrical equipment).

EXPLOSION/EARTHQUAKE - *continued*

6. After the effects have subsided, evacuate the immediate area and call the Office of Public Safety.
7. Do not light matches or activate any open flames.
8. Do not turn lights on or off.
9. Seek and assist injured and disabled persons in evacuating the building.
10. Exit the building via the stairway, do not use elevators.
11. Once outside, move at least 300 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
12. Wait for further instructions from properly identified emergency personnel. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

AFTER AN EXPLOSION OR EARTHQUAKE:

1. Check for injuries, give or seek first aid.
2. Be alert for safety hazards (fire, electrical, gas leaks, etc.).
3. Do not use cell phones, telephones or roadways unless absolutely necessary.

**UTILITY FAILURE/GAS LEAK/
PERSONS STRANDED IN ELEVATOR**

POWER OUTAGE:

1. During normal business hours, notify Physical Facilities at 581-2415.
2. After hours, notify the Office of Public Safety at 581-2911.
3. If evacuation of the building is required, exit via the stairways. Do not use elevators. Seek out disabled persons and provide assistance.
4. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly.
5. When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. Do not perform procedures using hazardous materials until power is restored. Clean up or put away chemicals, close chemical containers and secure storage areas.

FLOODING:

1. If flooding occurs because of a plumbing failure or other problems, stop using electrical devices.
2. During business hours, notify Physical Facilities at 581-2415, after hours notify the Office of Public Safety at 581-2911.
3. If necessary, evacuate the building. See the **GENERAL EVACUATION PROCEDURES** section of this document.

GAS LEAK:

1. Cease all operations immediately.
2. Do not switch lights on or off.
3. Evacuate as soon as possible, notifying others in the building as you go.
4. Leave the area to call the Office of Public Safety at 581-2911.
5. Do not re-enter the building or area of the leak until cleared to do so by proper authorities.

PEOPLE TRAPPED IN AN ELEVATOR:

1. Tell the passengers to stay calm and that you will get help.
2. If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help.
3. Call the Office of Public Safety at 581-2911.
4. Try to keep the trapped passengers calm. Talk to them until the authorities arrive.

SUSPICIOUS PACKAGE/BOMB**IF YOU FIND OR OPEN A SUSPICIOUS LETTER, BOX, PACKAGE OR CONTAINER:**

1. Do not handle the package. Move away if you feel threatened and call the Office of Public Safety at ext. 2911 or 581-2911.
2. If you have opened a suspicious package or letter:
 - Leave the package or letter in place and move away slowly.

SUSPICIOUS PACKAGE/BOMB - *continued*

- Leave the room slowly; notify others to leave the room also, closing doors behind you as you go.
 - Notify others in the building to evacuate.
3. Do not operate any power switches or electrical devices.
 4. Do not activate the fire alarm.
 5. Move to a safe area and call the Office of Public Safety.
 6. Do not allow re-entry into the location where the package is located.
 7. Follow the instructions you receive from the appropriate authorities.

IF A BOMB THREAT IS RECEIVED OVER THE TELEPHONE, TAKE THE FOLLOWING ACTIONS:

1. Stay calm; try to pay close attention to all details the caller gives.
2. Take notes. Attempt to get the following information from the caller:
 - Who are you?
 - Where is the bomb?
 - Where has the bomb been placed?
 - What type of bomb is it?
 - What time is the bomb set to explode?
 - Why are you doing this?
 - What does the bomb look like?
 - Where are you calling from?
 - What is the name of your organization?

SUSPICIOUS PACKAGE/BOMB - *continued*

3. Have a co-worker or another person call the Office of Public Safety from another phone if you are able to keep the caller on the line.
4. Write the information down as the caller is telling it to you and have the co-worker relay the information to the police.
5. Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would determine the origin of the call.
6. Evacuate the building upon instruction from properly identified personnel or as deemed appropriate in individual situations.

IF YOU ARE TOLD TO EVACUATE:

1. Quickly scan your work area for suspicious or unfamiliar items. Do not touch any suspicious items.
2. Take personal belongings when you leave. You might not be allowed back in for an extended period.
3. Leave doors and windows open, do not turn on or off lights.
4. Use only the stairs. Do not use elevators.
5. Move well away from the building.

ACTIVE SHOOTER OR ARMED INTRUDER

Use a continuous assessment process to decide upon appropriate survival action. Trust your intuition and go with your “gut” feeling.

- A. **Get out:** If it is possible to flee the area safely and avoid danger, do so.

ACTIVE SHOOTER OR ARMED INTRUDER
THE FOLLOWING ARE SUGGESTED GUIDELINES
continued

Move quickly; don't wait for others to validate your decision.

Leave belongings behind and use a route where the shooter can't see you. Listen continually for sounds of a threat and move away from it.

Move quickly and quietly to the nearest building exit. Once outside move away from the building as quickly as possible.

Be alert for instructions from authorities. Show your open empty hands to any law enforcement you encounter. Call 911 and inform authorities as soon as safely possible.

B. Hide out: If flight is impossible, hide.

Move to area that can be locked or barricaded. Turn off lights and all noise producing devices.

Remain out of any line of sight from the doorway and do not stay directly in front of the door.

If located with others quickly formulate a plan to attack the shooter if they gain entry to your space.

Do not huddle together for mutual support, spread out and look for items that could be used as improvised weapons.

Call 911 only if you can do so without giving away your location to the shooter.

Stay in place without giving away your location until contacted by authorities. Once contacted by police, do exactly as you are told.

**ACTIVE SHOOTER OR ARMED INTRUDER
THE FOLLOWING ARE SUGGESTED GUIDELINES**

continued

THE FOLLOWING ARE SUGGESTED GUIDELINES.

- C. **Take out:** If the armed subject comes into your class or office and begins firing, there is no one procedure the authorities can recommend in this situation.

Assume the shooter can succeed in wounding or killing everyone unless stopped. Throw things to distract the shooter as you attack.

When multiple persons are trapped in a space, attack as a group from all directions. Use group body weight to pin the shooter and any weapons.

Once you have the advantage do not relinquish it until officers are on the scene and direct you to do so.

Once contacted by police do exactly as you are told.

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