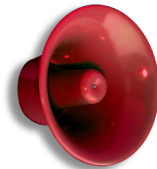


Safety and Security Emergency Procedures



Fire

First notification will come from the fire alarm horns, sirens and strobes. The class should gather their belongings, exit the building using the nearest exit, and move to a parking lot. *Do not use elevators.* No alarm should be treated as a false alarm. Horns, sirens and strobes are only used for fire alarms.



Fire (Special Considerations)

If someone in your area is not physically capable of descending the stairwell please ensure that they remain in the “*area of safe refuge*” located just inside each upper-level enclosed fire stairwell. There are emergency phones located near each of these areas.



Medical

For all medical related issues push the “*emergency*” button located on each classroom phone. The phone will display your room number allowing for fast response to your location. All Campus Police personnel are trained in basic life support and will assist in guiding EMSA to your location. Treat all bodily fluids as if they were contaminated.



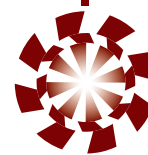
Weather

Tornado warnings that include OCCC will be sent directly to the classroom phone. The phone will *sound* an alarm and *display* a text message. The class should gather their belongings, move away from exterior glass and exits, and move to safer areas. These areas are noted in OCCC policy 3048. (For example, lower-level interior classrooms, restrooms and stairwells.) If the city/county sirens are sounding and OCCC *is not* in the warning area a message will be sent to the classroom phone advising this information.



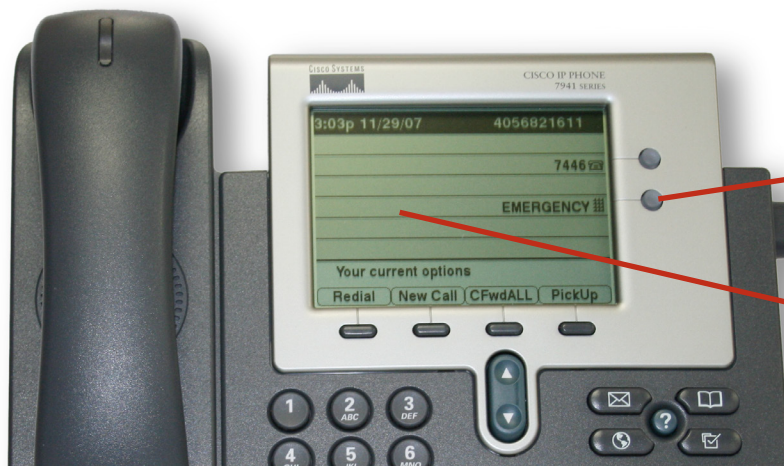
Bomb

If you receive a bomb threat, document as much information as possible and push the “*emergency*” button on the phone. If the decision to evacuate is given, the phone will *sound* an alarm and *display* a text message. The class should gather their belongings, exit the building using the nearest exit, and move to an open grassy area. Please turn *off* all wireless devices. (Cell phones, radios, laptops and other portable devices.)



Disturbance/Threats

If someone is causing a disturbance in a classroom call security immediately. Push the “*emergency*” button located on each classroom phone. Distance yourself from that person, don't place yourself in the person's exit path and remove all potential weapons from the area. If we have an armed person or shooter on campus: Close and lock your hallway doors. Turn off the lights, shut the blinds or move away from exposed areas. Use desks, tables and other objects to provide protection. Updated information will be sent to the classroom phone.



Emergency Button

Emergency Text Area

To contact Campus Police for emergencies from a campus telephone:
Push the Emergency Button on the classroom phone.

To contact Campus Police using an off-campus telephone /cell phone:
Call 405-682-7872

