



OKLAHOMA CITY COMMUNITY COLLEGE

## **TITLE: ADMINISTRATIVE PROCEDURE NO. 3048**

### **SAFETY AND SECURITY OF STUDENTS, EMPLOYEES AND VISITORS**

Safety and security of students, employees, and visitors is a priority of Oklahoma City Community College. Several procedures are developed to accomplish this objective that relate to security, health emergencies, tornado warnings, bomb threats, and weather conditions.

#### **I. SECURITY**

Security services are provided by the Office of Campus Safety and Security. The department responsibilities include patrolling buildings and grounds, monitoring fire alarm systems, providing emergency first aid, enforcing traffic and parking regulations, performing safety inspections, safety training, managing hazardous materials, and providing assistance to students, employees, and visitors. An individual seeking any of these services should contact the Office of Campus Safety and Security for information, or dial extension "7747" if an emergency exists, or by using the emergency phones at entrances 4, 5, 6, 7, 8, 9, 10, 12, 13, 15, and 16 or use any of the Emergency Call Boxes located in all campus parking areas.

#### **II. HEALTH EMERGENCY**

Emergency first aid treatment and referral can be obtained through the following procedures:

##### **A. ACCESSING EMERGENCY HEALTH SERVICES**

Any student, employee, or visitor who encounters a health emergency situation should immediately report the emergency by dialing 7747 on any College phone. The individual should be prepared to provide the location of the emergency. Campus Safety and Security personnel will notify the designated emergency medical service. If the emergency occurs off campus, the College representative should dial "911."

##### **B. MEDICAL / INJURY REPORT**

A Medical/Injury Report must be completed on all accidents occurring on College property or at College-sponsored activities. If the accident has been reported on campus, it is the responsibility of Campus Safety and Security to respond to the accident location and to complete a Medical / Injury Report. If the accident occurs off campus or is not

reported, it is the responsibility of the employee to notify the Director of Campus Safety and Security or the Coordinator of Campus Safety and Security with the necessary information.

### III. TORNADO

For the health, safety, and welfare of the public, the Board of Regents of Oklahoma City Community College does not sanction the use of the College as a shelter.

A. The Office of Campus Safety and Security will monitor the weather conditions in the immediate area of the College. During evenings and weekends, the Administrator of Extended Services will monitor weather conditions and notify the Vice President for Business and Finance, Director of Physical Plant, Coordinator of Campus Safety and Security, or designated administrator. Any potential severe weather conditions will be reported to the Vice President for Business and Finance or his designated representative.

B. The President of the College, or the person acting on the President's behalf, will be notified when the College area is designated as being under a tornado alert.

C. In the event weather conditions indicate a severe threat to the building, the President, or his designated representative, will cause occupants to move to the appropriate designated area.

D. The announcement to move to designated areas will be made with a portable "bull horn" by Campus Safety and Security personnel. The announcement will be: "This is a tornado alert. Please move to the designated area building immediately." Severe weather signs will also be displayed.

E. All students, faculty, staff, and visitors should secure their workstations immediately and move:

<b>FROM:</b>	<b>TO:</b>
Main Building	1st Floor Fire Stairwell (1J1; 1P2; 1K8; 1P6)
Underground Building	Entry 12 Hallway (Cleanroom) (1A1, 1B1, 1A5, 1A7, 1A8, 1B8, 1C8)
Gymnasium	South Wall (Gym)
College Union College Union Rooms 1, 2, & 3,	CU1 Storage
Wellness Center/Aquatic Center	Men's & Women's Locker Rooms and Wellness Center Locker Room Hallway
Career Learning Center/ Math	Entry 12 Hallway (Cleanroom)

Center	(1A1, 1B1, 1A5, 1A7, 1A8, 1B8, 1C8)
Arts & Humanities and Theatre	Arts & Humanities First Floor, Fire Stairwell (1E1 and 1E4)/Theatre Corridor (1F5)
Administrative Connector	Fire Stairwell 1R2 Main Building
Health Professions Center	Men's and Women's Restrooms, Mini-Hospital Laundry Room
Child Development Center	As Per Approved Plan Posted
Health Technology Center	Area 1H9 ADL Lab; Physical Therapy Men's and Women's Restrooms (HTC); Physical Therapy Utility Room, area 1H11 (Storage Room across from 1H1, HTC)
Library	Library Employee Break Room and Technical Librarian Room, Men's and Women's 1st Floor Restrooms, North and South Fire Stairwell
John Massey Center	Interior offices 212-216-217, men's (225) and women's (226) restrooms and locker rooms (221-222) located on the northeast end of the building

F. The Coordinator of Campus Safety and Security, Director of Physical Plant, or during evenings or weekends, the Administrator of Extended Services, will be responsible for notifying the appropriate administrative personnel.

G. Campus Safety and Security and the switchboard operator will notify the Child Development Center staff and the Library staff.

H. Crowd control will be the responsibility of personnel from the Office of Campus Safety and Security and/or personnel from the Office of Physical Plant.

I. All persons, except those appointed to specific duties, will be required to remain within the designated areas until the "All Clear" is announced.

J. The telephone switchboard will be placed on night service.

K. The building is not rated as a tornado shelter; therefore, it will not be opened to provide shelter during any non-operating hours.

#### IV. BOMB THREAT

The following procedures will be used in the event a bomb threat is made to the College:

A. Notification to the President of the College will be made immediately when a bomb threat has been received.

B. The determination to evacuate the building and notification of the Oklahoma City Police Department will be the decision of the President of the College or person(s) designated.

C. The announcement to evacuate will be made by public address where available or by portable loud speaker (i.e. bull horn). The announcement will be: "There has been a bomb threat made to the College. Please leave the building immediately. You will be given further instructions after you leave the building." If necessary a designated exit will be identified.

D. With the exception of those persons assigned specific duties, all students, faculty, staff, and visitors will turn off all equipment in their areas immediately and leave the building.

E. Crowd control is the responsibility of the Safety and Security and Physical Plant personnel. All persons not involved in the search will be moved to a distance of two hundred yards or more from the building. Only authorized personnel and vehicles will be allowed in the immediate area of the building.

F. The Director of Campus Safety and Security, Coordinator of Campus Safety and Security and/or the Director of Physical Plant will appoint personnel responsible for searching the College facilities.

G. All radio communications shall cease immediately.

H. All cell phone communications will cease immediately.

I. A command post or control center will be manned by the Vice President for Business and Finance, or a designated person, who will have decision-making authority and will handle reports. All reports of suspicious objects will be handled through the control center by telephone.

J. All inquiries by the media will be directed to the Executive Director for Institutional Advancement designated as spokesperson for the College.

K. After the threat is over, the "All Clear" will be announced by the Director of Campus Safety and Security, Coordinator of Campus Safety and Security or his designated representative. At that time, students, faculty, staff, and visitors will be allowed to re-enter the building.

## V. FIRE EMERGENCY

A. All employees should familiarize themselves with the location of the fire safety devices and exits within their immediate areas. These devices include: emergency fire exits, manual fire alarm pull stations, fire extinguishers, and exit routes.

B. If a fire is detected:

1. Activate the manual alarm system (manual alarm stations are located at all exits.)
2. Dial College extension "7747" and state the location and size of the fire.

C. If the fire alarm sounds (and you have not been advised of a test):

1. Direct all students, employees, and visitors in the immediate area to proceed to the nearest fire exit and evacuate the building following the designated exit route.
2. Individuals will be notified by the Director of Campus Safety and Security, Coordinator of Campus Safety and Security or his designated representative when it is safe to re-enter the building.

## VI. WINTER WEATHER

Campus Safety & Security monitor weather reports and conditions call the Director of Physical Plant who will notify the Vice President for Business and Finance in time for a class cancellation decision to be reached by 5:00 a.m. for day classes and generally by 2:00 p.m. for evening classes.

When a decision is reached by the Vice President for Business and Finance, the following steps will be taken:

A. The Vice President for Business and Finance will notify the Executive Director for Institutional Advancement so that the media can be contacted.

B. The media will then be notified by the Executive Director for Institutional Advancement that one of the following decisions has been made:

1. Day classes only have been canceled. Employees should not report to work.
2. Evening classes only have been canceled. Employees should not report to work.
3. Both day and evening classes have been canceled. Employees should not report to work.
4. The College will delay opening for classes until \_\_\_\_\_ (time). Employees should report to work at \_\_\_\_\_ (time).

C. The Vice President for Business and Finance will contact the Executive Council so that they, in turn, can contact appropriate persons in their areas. Employees will be notified by their supervisors if the building will be closed and whether or not they should report to work. Telephone answering devices for the main switchboard and Admissions & Records will have messages to provide appropriate information when phones can't be staffed.

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