



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3049 EVENING & WEEKEND EMERGENCY RESPONSE

The safety and security of students, employees, and visitors is a primary concern of Oklahoma City Community College. This procedure is to be utilized to meet this concern during evening and weekend hours.

Any of the following conditions may be considered an emergency causing this procedure to be implemented:

1. Severe weather.
2. Threat to campus facilities.
3. Fire on campus.
4. Explosion on or near campus.
5. Gas leak detected inside or near a building.
6. Equipment failure or other condition that could be potentially harmful to people or facilities.

Any person encountering any of the above conditions should immediately call Campus Safety and Security at 682-1611 Extension 7747 and provide:

1. Name
2. Exact location of the emergency
3. Nature and severity of the emergency

The on-duty Safety and Security Supervisor will immediately notify the Administrator of Extended Services and provide the available details of the emergency.

The Administrator of Extended Services will make the decision to evacuate. If immediate evacuation of a specific area or the entire College is appropriate, the following steps will be taken and coordinated by the Administrator of Extended Services:

1. If required, contact the Oklahoma City Police Department or the Oklahoma City Fire Department.
2. Depending on the nature of the emergency, the announcement to evacuate the affected area may be made using a portable “bull horn” or by individual contact.
3. Unless otherwise directed, all students, staff, and visitors will immediately turn off all equipment in their areas, take personal belongings, and leave the building, with the exception of those persons assigned specific duties.
4. The Vice President for Business and Finance (or Provost/Vice President for Academic Affairs if the Vice President for Business and Finance is not available) and the Director of Physical Plant will be notified as soon as possible after the evacuation has begun.
5. Crowd control will be the responsibility of Safety and Security personnel. All persons will be moved to a safe distance away from the affected area. Only authorized personnel and vehicles will be allowed in the affected area.

6. If necessary, the Coordinator of Campus Safety and Security and the Director of Physical Plant will appoint other personnel for specific tasks to handle the emergency.
7. All inquiries by the media will be directed to the Executive Director of Institutional Advancement or his/her designee.
8. The decision to shut down any system will be made by the Director of Physical Plant or his/her designee at the scene.

If the Administrator of Extended Services determines an immediate evacuation is not required, the following steps will be taken:

1. Upon direction of the Administrator of Extended Services, the College Operator will notify:
 - a. Coordinator of Campus Safety and Security
 - b. Vice President for Business and Finance (if not available, the Provost/Vice President for Academic Affairs)
2. Further communications and response actions will be at the direction of the Vice President for Business and Finance or Provost/Vice President for Academic Affairs.

Revised: September 24, 2001