

UNIVERSITY OF OKLAHOMA – NORMAN CAMPUS
Stephenson Research and Technology Center (SRTC)
EMERGENCY RESPONSE PLAN

Rev 4/26/2011 MT

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I. PLAN PURPOSE

This plan establishes a foundation for emergency response within Stephenson Research and Technology Center (SRTC) and recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This Emergency Response Plan is designed to establish a framework to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and, most importantly, that individuals are informed, safely evacuated or sheltered and accounted for with reasonable accuracy.

This general action plan applies to all employees and occupants of SRTC. This plan establishes seamless migration with the University of Oklahoma Emergency Response Plan. The University's Emergency Response Plan is located at: www.ou.edu/admin_and_finance.html.

Please be aware that your physical campus location will affect which police station is contacted when 911 is dialed from a cellular phone. It is highly possible to be connected to the Noble Police station instead of Norman police. 325-1911 connects directly to OUPD. An additional number for dispatch is 325-1717.

II. Plan Implementation and Training

Each VPR employee and committee member for each lab will be required to read and acknowledge, through a signed document, that he or she has been provided a copy of the appropriate VPR unit's plan; in this case SRTC, and that he or she has received training on implementation of the plan. Information regarding access to the University's Emergency Procedures Rainbow Guide will be made available to each employee. In addition, a printed copy of the University's Emergency Procedures Rainbow Guide will be located in each common room.

Employees will be trained through practice drills held no less than twice a year. All employees will also complete the appropriate online trainings on the OU EHSO webpage. In addition, all employees will attend the annual Lab and Fire Safety Training held at SRTC.

III. Designated Personnel

Although safety and security is every employee's responsibility it is important to designate certain individuals as lead personnel to aid in the smooth implementation of the emergency response plan in the event of an emergency. The SRTC emergency procedures committee will serve as the lead personnel with a backup for each person. These individuals will be responsible for: monitoring safety equipment such as weather radios for their area, alerting staff of imminent danger using established notification systems and conducting headcounts to account for personnel as much as possible in an emergency.

A SRTC specific Emergency Procedure folder, as well as unit specific folders will be created and maintained within the SRTC Facility Managers' (Meghan Thomas) office and at the security desk. A copy of each of these folders will be stored at an off campus location, as well as given to each of the designated personnel. Every effort possible will be made to ensure the confidentiality of this folder.

The Emergency Procedures folder will contain contact information for each VPR employee in SRTC, as well as all SRTC faculty members, emergency procedures committee members, and their alternates. This will also contain the number of personnel associated with each lab. This will aid in head counts.

In the event of an emergency, those individuals responsible for these folders will ensure to have them on their person.

IV. TORNADOES

The National Weather Service (NWS) broadcasts continuous weather status and forecast information on a special frequency of 162.400 MHz from the Norman office; this information is updated hourly. In addition, the NWS will broadcast special alert tones and messages for tornado warnings, flash flood warning, and similar impending weather emergencies. There is a special radio receiver located in every lab area (office area, wet lab area, or both). There is also a special radio receiver located in the 1st floor lobby, 2nd floor library, SRTC Store, and the Facility Manager's (Meghan Thomas) office. If danger is imminent, administrative personnel will initiate an alert system to alert all employees within SRTC of this danger.

In the event of an imminent danger from the NWS, all SRTC employees should immediately seek shelter on the first floor in a designated safe zone where a head count will be conducted to ascertain that everyone is accounted for. The designated safe zones for SRTC are rooms 1150, 1150A (old café), 1150B, 1150C, Men's and Women's restrooms on the first floor (one set is located in the Northwest corner and one is located in the Southeast corner), or room 1007 (building storage). There are also rooms, throughout SRTC, with no windows or glass with a solid door that can be used as

safe zone. A head count will be conducted to account for everyone. All SRTC employees should stay in this location until an all-clear signal is given.

Tornado Sirens

The City of Norman maintains a citywide outdoor warning siren network that provides coverage for the Norman campus and is used to signal imminent danger from tornados. It is a familiar sound, as it is tested every Saturday at noon, including cloudy and rainy Saturdays, unless there is a threat of severe weather in the area or when temperatures are substantially below freezing.

A steady siren for three to five minutes means imminent danger. Take shelter immediately in the nearest suitable protective area. An “all clear” signal will not be given via the siren system. It is urged that reliance be placed on the broadcast media for this and other status and forecast information.

V. FIRE

The SRTC building is equipped with smoke detectors connected to the building's fire alarm system. The fire alarm system reports to OUPD and is monitored 24/7 at OUPD.

Should you discover smoke or fire or hear the fire alarm, dial 911 from an OU phone or 325-1911 on your cell phone, pull the fire alarm and notify other persons on your way out of the building. Immediately leave the building by means of the nearest available exit.

In the event the fire alarm system is activated, all SRTC employees should immediately leave SRTC and walk to the designated evacuation safe zone. A head count will be conducted to account for everyone. Below are the safe zones for each lab in SRTC.

Computer Science Lab – East picnic table on north side of SRTC
Conway Lab – North end of south SRTC parking lot
EEC – south of SRTC parking lots
Gan Lab – 06 Memorial Garden on the southwest corner of SRTC
Hewes Lab – West bench on north side of SRTC
Lewis and Medical Anthropology Labs – Lawn south of 3 Partners Place
Liu Lab – Large Oak tree on north side of SRTC
Luo lab – West bench on north side of SRTC
Roe Lab – South SRTC parking lot directly across from the SRTC dock
Schmidtke Lab – Northwest picnic table on the north side of SRTC
SRTC Admin. – Circle Drive on SRTC driveway
Starly Lab – Northern most bench on the north side of SRTC
Xiao Lab and Informatics Group – South end of SRTC south parking lot
Zhou Lab – Fountain on the north side of SRTC

When leaving the building, get clear of the entire area. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

Norman Fire Department will arrive and check the area for fire, smell of smoke, etc. Once the call is handled the fire alarm panel in the East Mechanical Room (room E4, door 1080) will be re-set by Fire Personnel. No one, including PSOs, should EVER reset the fire alarm.

VI. ARMED SUBJECTS

If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact OUPD at 325-1911 or 911.

Please be aware that your physical campus location will affect which police station is contacted when 911 is dialed from a cellular phone. It is highly possible to be connected to the Noble Police station instead of Norman police. 325-1911 connects directly to OUPD. An additional number for dispatch is 325-1717.

If the armed subject is outside the building:

- Turn off all the lights and close and lock all windows and doors. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
- If safe to do so, move to a core area of the building and remain there until an “all-clear” instruction is given by an authorized known voice.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances. Therefore, use caution if you do not recognize the voice giving instructions.
- Remain out of view from any windows and away from potential flying glass.

If the armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so. Move quickly and quietly to the nearest building exit.
- Be alert for instructions from authorities as soon as you exit. Move completely away from the building.
- Listen continually for sounds of a threat and move away from it.
- Contact OUPD at 325-1911 or 911 with your location, if possible.
- If flight is impossible, lock all the doors and secure yourself in your space. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
- Remain out of any line of sight from the doorway and do not stay directly in front of the door.
- Get down on the floor or under a desk and remain silent.
- If practical/feasible, get students on the floor and out of the line of fire.
- If safe to do so, wait for the “all clear” instruction.

If the armed subject comes into your office:

- There is no one procedure the authorities can recommend in this situation.

The following are suggested guidelines.

- Attempt to get the word out to other staff, if possible, and call OUPD at 325-1911 or 911 if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- If safe to do so, wait for the “all clear” instruction.
- In case you must flee, do not go to the normal gather site for your building. Get as far away from the shooting scene as possible and contact authorities.

VII. SUSPICIOUS PACKAGE – BOMB THREAT

If you find or open a suspicious package, letter, box or container:

- Do not handle the package. Move away if you feel threatened and call OU Police Department at 325-1911 or 911.
- If you have opened a suspicious package or letter:
 - Leave the package or envelope in place and move away slowly.
 - Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
- Do not operate any power switches.
- Do not activate the fire alarm.
- Move to a safe area (like the Blue Emergency Phones) and call the OU Police Department.
- Do not allow reentry into the area/location where the package is located.
- Follow the instructions you will receive from OU Police or other recognized authorities.

If a bomb threat is received over the telephone, take the following actions:

- Stay calm. Try to pay close attention to all details. They may be important.
- Take notes. Attempt to get the following information from the caller:
 - Who are you?
 - Why are you doing this?
 - What time is the bomb set to explode?
 - What does it look like?
 - Who else have you told?
 - What is your organization?
 - Where is the bomb placed?
 - What type of bomb is it?
 - Where are you calling from?

- Have a co-worker or another person contact the OU Police Department at 325-1911 or 911, using another phone.
- Write information down as the caller says it and have the co-worker relay information to OU Police.
- Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help determine the origin of the call.
- Evacuate the building only upon the instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

If you are told to evacuate:

- Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
- Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
- Leave doors and windows open.
- Do not turn on or off lights.
- Only use the stairs; DO NOT USE ELEVATORS.
- Move well away from the building to your departmental Emergency Assembly Area and wait for further instructions from OU Police or other recognized authorities. See General Building Evacuation for our departmental emergency assembly area.

VIII. UTILITIES FAILURE–GAS LEAK–PERSONS STRANDED IN ELEVATOR

Power Outage:

- Notify Facilities Management at 325-3060.
- After midnight, if phones are not working properly, deliver a message to the OU Police Department at 2775 Monitor Avenue.
- If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS. Seek out persons who need assistance in the evacuation.

Flooding or Steam Line Failure:

- If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices. Do not enter any area with water on the floor (electrical boxes in the floor).
- Notify Facilities Management of the problem (325-3060) and the specific location.
- As necessary, evacuate the area or building. See the General Building Evacuation section of this document.
- In the event of a failure of a steam line, evacuate the area by taking exits that avoid the steam leak. Report the problem to Facilities Management at 325-3060.

Gas Leak:

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave by pulling the Fire Alarm.
- Do not switch lights on or off. Do not take time to open windows or close doors.
- Leave the area to report the gas leak. Call OU Police (325-1911) by using a cellular phone or one of the Blue Emergency Phones after evacuating. The exterior blue phone is located at the Northeast corner of SRTC.
- While evacuating, if you walk past, and have time and are not risking safety, immediately hit the RED natural gas shut off button. These are located at the north end of the lab hallways on both floors. There is also one located in the dock hallway, right outside of the SRTC Store (room 1075).
- The SRTC Facility Manager, or the backup, will call Facilities Management and ask for them (Danny Feland with ES Shop) to start blowing 100 percent outside air into the building. This will dilute the natural gas and immediately dissipate the fumes making the chance of a fire less likely.
- Do not re-enter the building until cleared to do so by OU Police or other proper authorities. The Fire Department will bring a detector to find the source of the natural gas.

People Trapped in an Elevator:

- If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call OU Police at 325-1717 if a mobile phone is available in the elevator.
- If you discover trapped persons, talk to them and try to keep them calm until an officer or other help arrives.

IX. EARTHQUAKE-EXPLOSION-SEVERE BUILDING DAMAGE

In the event of an earthquake or explosion, take the following actions:

- 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 other debris.
- Move away from fire and smoke.
- Once outside, move at least 300 feet away from the affected building. Proceed to the Emergency Assembly Area for our group, if safe to do so. Check with your supervisor to determine your assembly area location if you do not already know it.
- Check for injuries and give or seek first aid.
- Be alert for safety hazards (fires, electrical, gas leaks, etc.)
- Do not use telephones or use roadways unless absolutely necessary.
- Be prepared for aftershocks.
- Cooperate with emergency response personnel, keep informed, and remain calm.

If indoors:

- Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
- Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
- After the effects have subsided, evacuate the immediate area and call OU Police (325-1911).
- Seek and assist injured and disabled persons in evacuating the building.
- Do not light matches and do not turn lights on or off.
- Exit via the stairway.
- **DO NOT USE ELEVATORS.**
- Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from OU Police or other properly identified emergency personnel. Do not re-enter the building until instructed to do so.

X. CONTACT LIST

NAME	LOCATION	OFFICE	CELL	HOME	FAX
Meghan Thomas, SRTC Facility Manager	SRTC	1107	405.308.5507	n/a	405.325.3442
Melany Dickens, Director Planning and Research Facilities	3PP	184	405.818.2841	405.808.7861	405.325.6029

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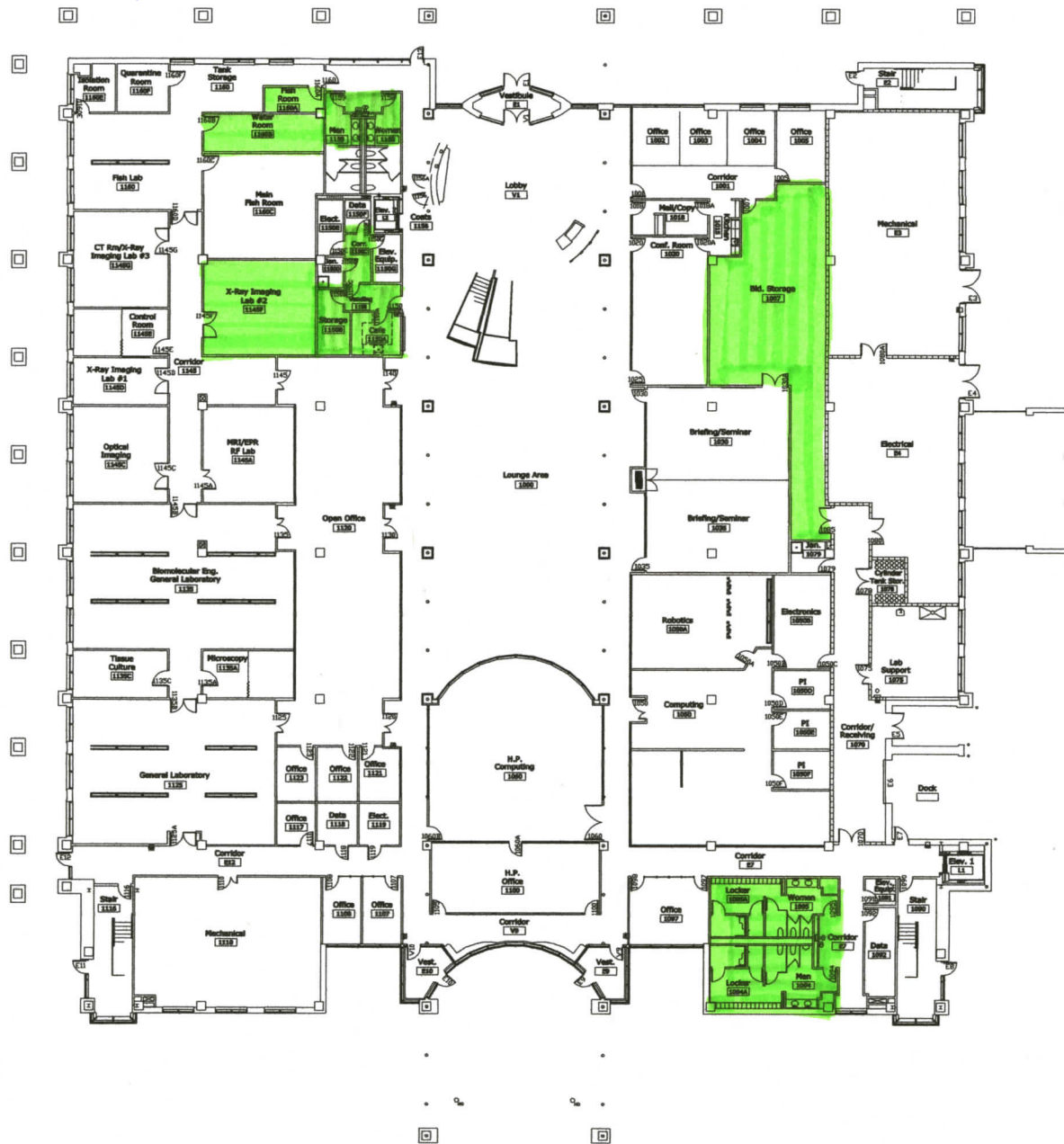
TORNADO SHELTER

FIRST FLOOR

STEPHENSON RESEARCH & TECHNOLOGY CENTER

OFFICIAL ROOM NUMBERS
PROVIDED BY A&E SERVICES
KRR - MARCH 8, 2004

ALL SIGNAGE IS TO REFLECT ROOM NUMBERS (not door numbers)



SLSRC

EVACUATION SAFE ZONES

Stephenson Parkway

Wu
H
Schmidtke
Starly
Zhou

Computer
H
Science

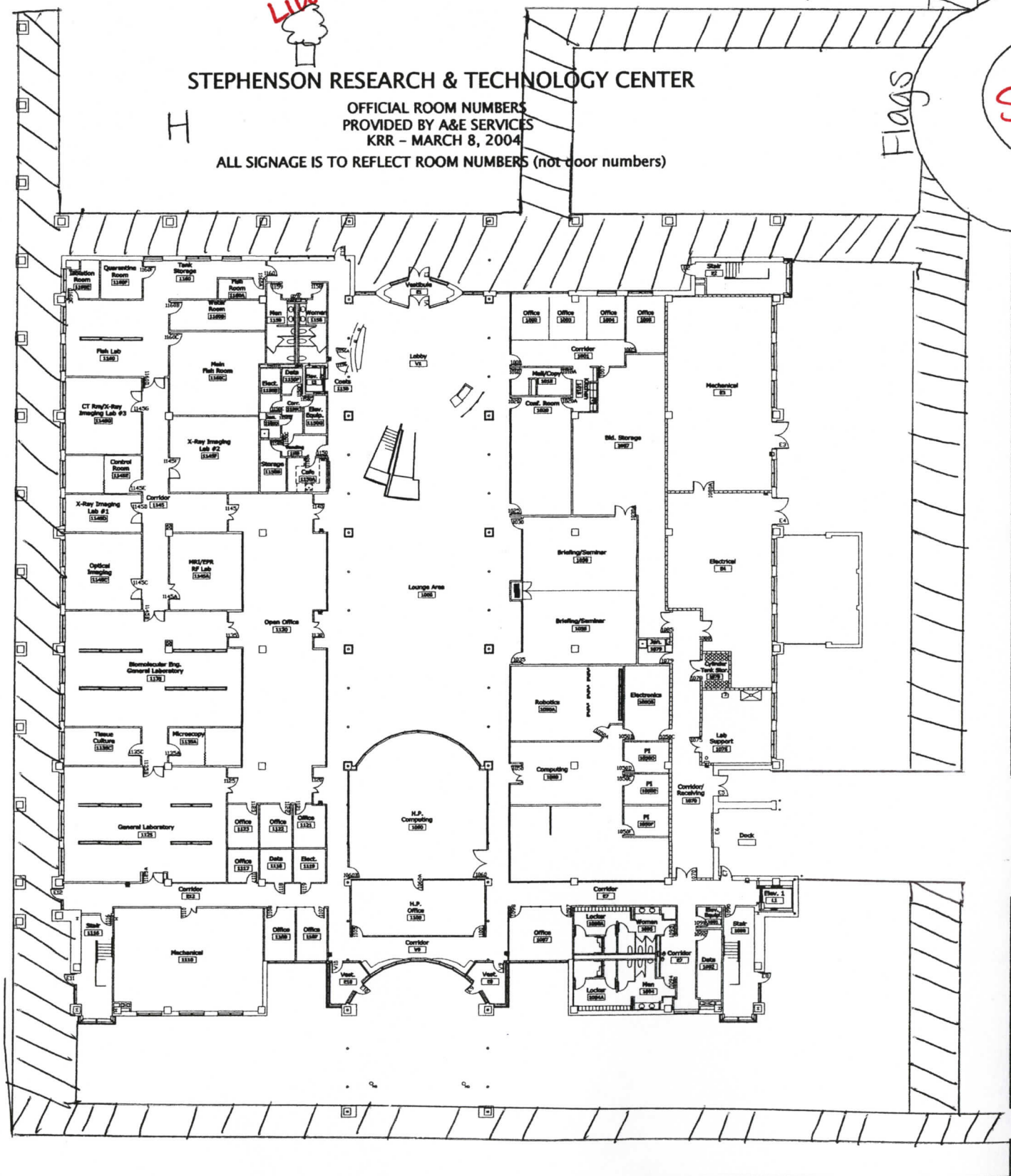
Hennes

SRTC/SLSRC
North Parking Lot

STEPHENSON RESEARCH & TECHNOLOGY CENTER

OFFICIAL ROOM NUMBERS
PROVIDED BY A&E SERVICES
KRR - MARCH 8, 2004

ALL SIGNAGE IS TO REFLECT ROOM NUMBERS (not door numbers)



SRTC
Admin

CONWAY
SRTC SOUTH
parking lot

SRTC Driveway

ROE

Xiao

ECC

Legend:

- = large oak
- = tree
- = Fountain
- = bench
- = picnic table
- = 'Ob garden
- = sidewalk

3PP visitor/handicap

3PP

Lewis
&
Medical
Anthropology

David I Boren Blvd.

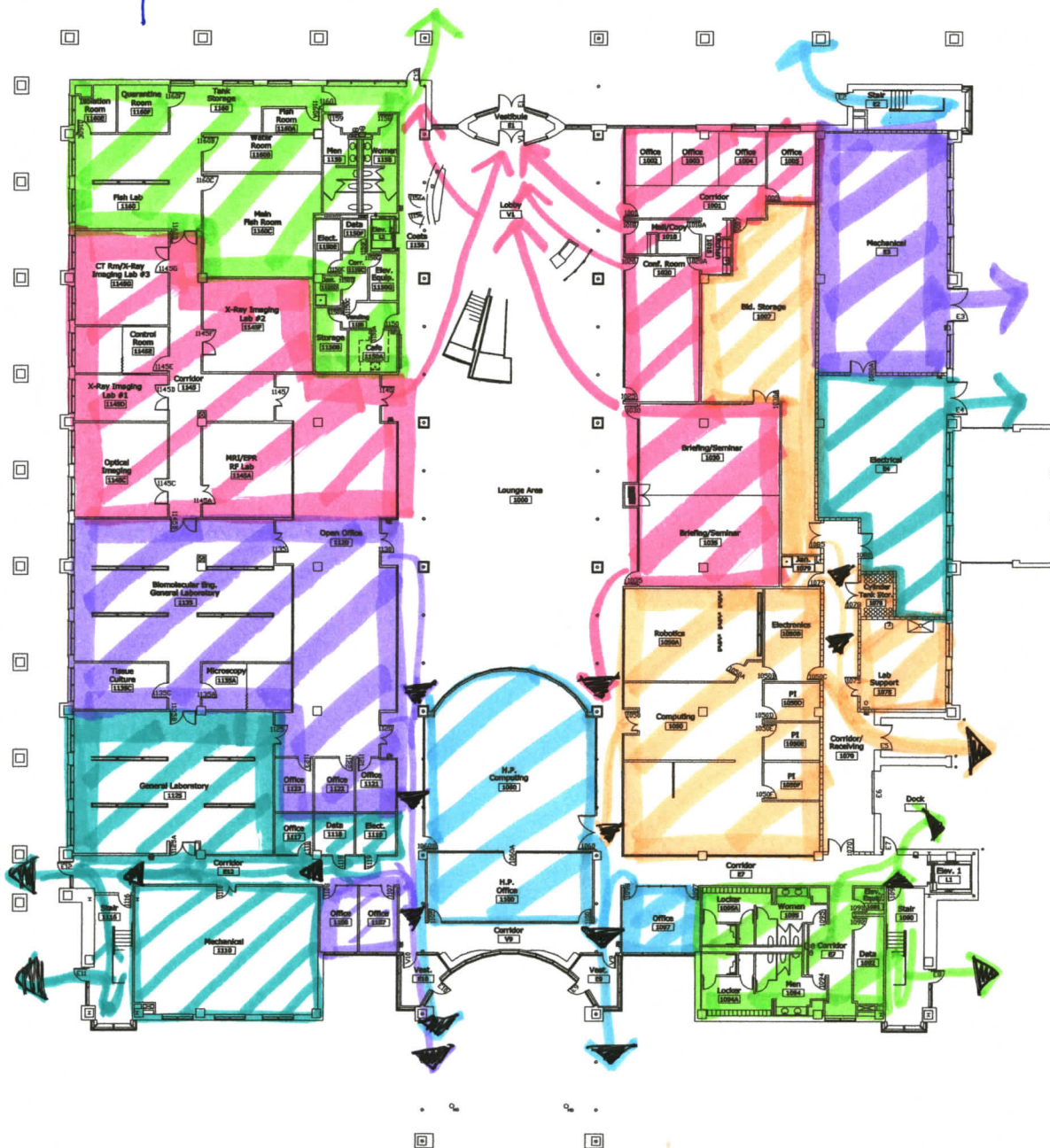
EVACUATION ROUTES

FIRST FLOOR

STEPHENSON RESEARCH & TECHNOLOGY CENTER

OFFICIAL ROOM NUMBERS
PROVIDED BY A&E SERVICES
KRR - MARCH 8, 2004

ALL SIGNAGE IS TO REFLECT ROOM NUMBERS (not door numbers)



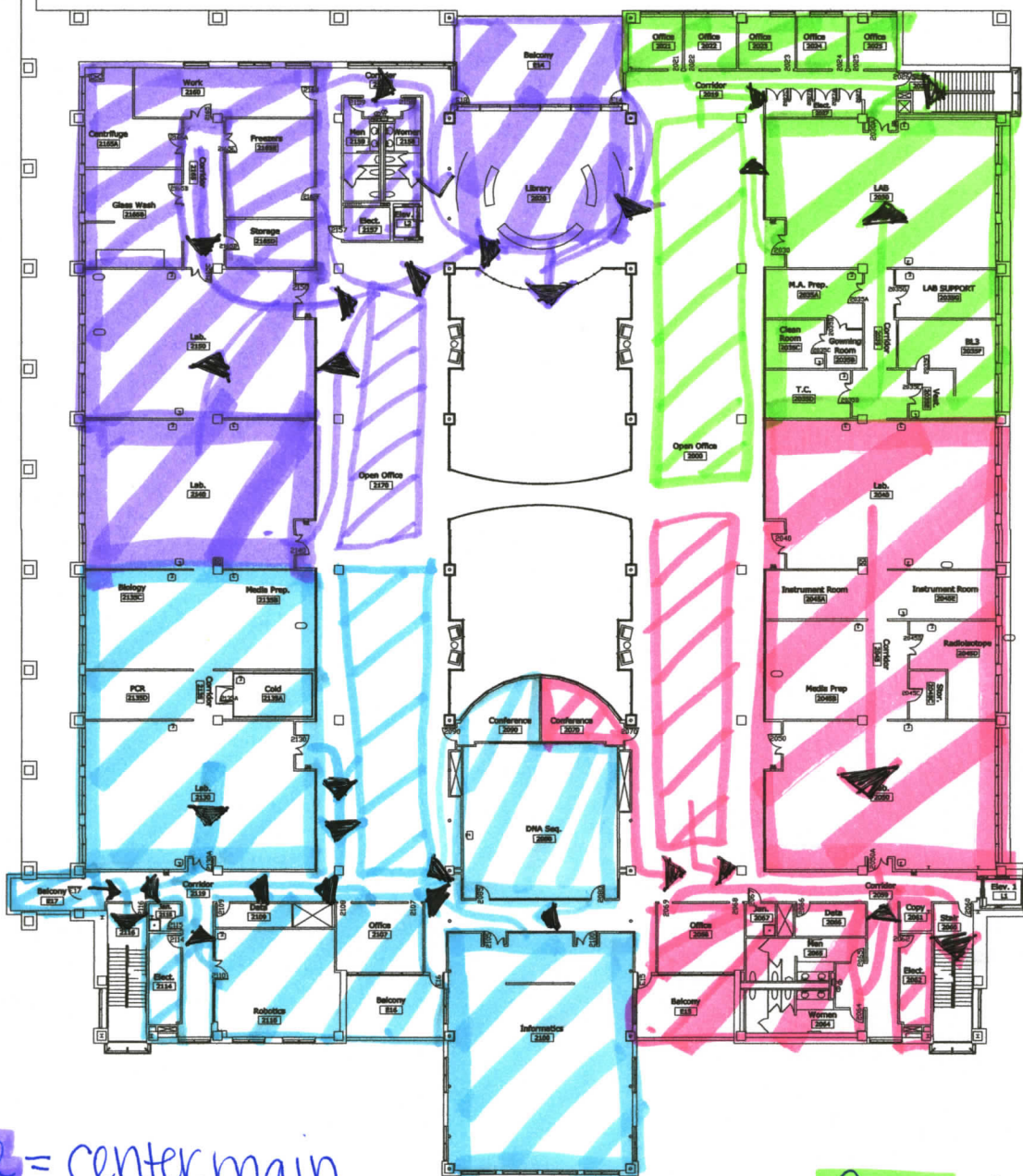
EVACUATION ROUTES

SECOND FLOOR

STEPHENSON RESEARCH & TECHNOLOGY CENTER

OFFICIAL ROOM NUMBERS
PROVIDED BY A&E SERVICES
KRR - MARCH 8, 2004

ALL SIGNAGE IS TO REFLECT ROOM NUMBERS (not door numbers)



Purple = center, main
Staircase

Green = Northeast
Staircase

Blue = Southwest staircase

Pink = Southeast
Staircase

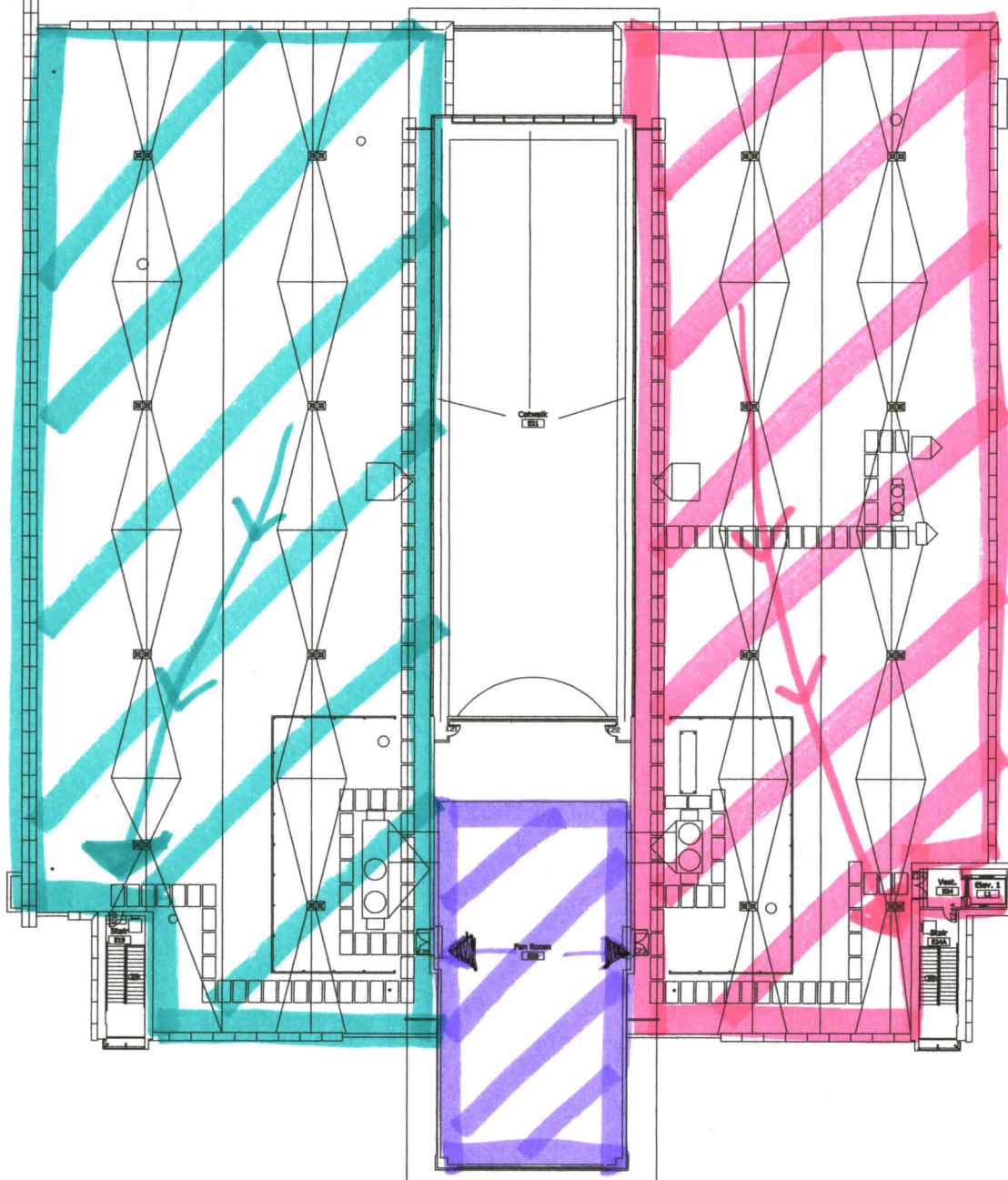
EVACUATION ROUTES

THIRD FLOOR / ROOF

STEPHENSON RESEARCH & TECHNOLOGY CENTER

OFFICIAL ROOM NUMBERS
PROVIDED BY A&E SERVICES
KRR - MARCH 8, 2004

ALL SIGNAGE IS TO REFLECT ROOM NUMBERS (not door numbers)



If in fan room
(purple), exit out
the way you entered
since it should already
be unlocked.