



University of Science and Arts of Oklahoma

EMERGENCY PREPAREDNESS GUIDE

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GENERAL INFORMATION

This guide will help to ensure the safety and well-being of individuals and establishes a foundation for emergency response on the Science & Arts campus. Science & Arts recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This guide applies to all students, staff, and visitors on campus. An emergency can be any crisis including fire, medical emergencies, damaged property, or criminal incident which requires immediate action by victims, witnesses and/or emergency responders. While Science & Arts is a safe campus, we recognize that like any location, we are not immune from emergencies that impact members of our community.

This is designed to establish a framework to prepare and 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 guide is provided to Science & Arts 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 the locations of the fire extinguishers, the fire alarm pull stations, and emergency exits for your area. Also, please take time to note where your nearest severe weather safe place is located.

Science & Arts makes every effort to protect the safety of the campus. However, safety is ultimately the responsibility of each individual. Use your own common sense and good judgment in assessing risks and taking appropriate action. The information provided in this guide is exactly that, a guide for actions to take in a crisis. You are responsible for your own safety.

GENERAL BUILDING EVACUATION

The time to become familiar with emergency procedures is before an emergency.

If a building evacuation occurs, every department should have a specific pre-determined area where employees meet and check in with their supervisor. In most cases, the Oval will be the designated meeting area for departments. Security or other emergency response personnel should immediately be notified of missing persons so that a search can be made.

Some emergencies may require evacuation of the building. In this event:

1. Fire alarms or verbal notice may be used to sound the evacuation.
2. Safely stop your work.
3. Remain calm and orderly. If it is safe to do so and does not impede your evacuation, quickly gather your personal belongings, especially prescription medicines. It may be hours before you are allowed back into the building.
4. If safe to do so, close doors and windows, but do not lock them.
5. Never prop open stairwell doors.
6. If time permits, turn off the power to all electrical equipment.
7. Walk quickly, but do not run to the nearest safe exit via the stairway. Never use elevators.
8. Follow Security's instructions or other properly identified emergency personnel.
9. Go to a pre-determined safe zone. In most cases, this will be the Oval unless your supervisor has designated alternative space.
10. Keep all roadways and walkways clear for emergency vehicles.
11. Wait for instructions from emergency personnel.
12. Never re-enter any building until instructed to do so by Security or other properly identified emergency personnel.

EVACUATING PERSONS WITH SPECIAL NEEDS

IF YOUR MOBILITY IS LIMITED

Pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your limitation, and consider what you would do in an emergency. Notify instructors and/or classmates of the type of assistance you need during an emergency situation. 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.

OFFERING ASSISTANCE TO OTHERS

VISUALLY IMPAIRED PERSONS

In the event of an emergency, describe the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your arm and escort them out. This is the preferred method when acting as a “sighted guide.”

HEARING IMPAIRED PERSONS

Write a note telling what the emergency is and the nearest evacuation route. For example-” Fire. Go out rear door to the right and down now!” Turn the light switch on and off to gain attention, 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. If time permits, call Security at 405-222-8066 for assistance.

NON-AMBULATORY PERSONS (e.g., wheelchairs)

Contact Security at 405-222-8066, then move the person to an area of refuge such as a stairwell, if possible. For assistance in identifying areas of refuge (shelter-in-place) before an emergency happens, contact Security at 405-222-8066 or Student Services at 405-574-1278.

There are many considerations when moving someone who is in a wheelchair. For example, wheelchairs have moveable parts, and some are not designed to withstand the stress of lifting a person. You may have to remove chair batteries. Life support equipment may also be attached. Because lifting a person with minimal ability to move may be dangerous to them, pre-planning for individual needs is best.

WHEN LIFTING SOMEONE, REMEMBER TO USE PROPER LIFTING TECHNIQUES

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

WEATHER SAFETY

TORNADO SAFETY

At the Science & Arts campus, the severe weather warning will be made via the sirens from the City of Chickasha. Campus-wide notification may also be sent out via the campus mass notification system.

1. If severe weather is imminent and you are outdoors, move indoors as quickly as possible.
2. Consider obtaining a flashlight and a weather radio for your department.
3. Shut off any equipment that might be affected by a temporary loss of electricity.
4. Close hallway doors as you leave to shield the corridors from flying debris.
5. Move to any of the designated weather refuge area locations across campus:
 - a. Basement of the Student Center
 - b. Basement of Nash Library
 - c. First Floor of Troutt Hall (between 8 a.m. and 5 p.m., Monday through Friday when the campus is open.)
6. If time does not permit movement to a designated weather refuge area or when you are off-campus, seek shelter and move to a small room on lower levels, an interior hallway, a basement, or a tunnel. Avoid upper floors, large glassed areas, and windows.
7. Stay out of parking garages, underpasses, auditoriums, and exterior walkways. Stay away from electrical appliances.
8. Use the telephone for emergency calls only.
9. Stay calm and alert.
10. Call 911 off-campus or 405-574-1233 on-campus to report any damage or trapped people.
11. There will not be an “all-clear” signal from the alert siren system in Chickasha. Additional sirens indicate a new or renewed alert.
12. You are encouraged to listen/watch the local media broadcasts for weather updates.

LIGHTNING SAFETY

1. Postpone activities promptly if you hear thunder and go to a safe shelter immediately. If swimming, get out of the water. Don't stand in puddles of water, even if you are wearing rubber boots.
2. Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby, get in a hardtop vehicle with windows closed. The steel frame of the vehicle provides some protection if you are not touching metal.
3. If you can't get to a shelter, avoid trees. Crouch in the open, keeping twice as far away from a tree as it is tall.
4. Coaches and leaders should monitor the weather during practice sessions or games.
5. Avoid metal. Drop metal backpacks, stay away from clotheslines, fences, exposed sheds, and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools.

6. Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

What to do if someone is struck by lightning:

1. Call 911 immediately. Get medical attention as quickly as possible.
2. Give first aid. If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. Use an AED if available. If the person has a pulse and is breathing, address any other injuries.
3. People struck by lightning carry no electrical charge that can shock other people. You can attend to them without risk of shock.

FIRE

ADVANCED 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.
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 Security at 405-222-8066.
2. Locate the nearest fire extinguisher. When using a fire extinguisher, remember the PASS method:
 - a. Pull the pin
 - b. Aim at the base
 - c. Squeeze the handle
 - d. 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. Get help if necessary.
4. Evacuate and call for help if the small fire cannot be extinguished.

UPON DISCOVERY OF A LARGE FIRE:

1. Call 911 and activate the fire alarm as well as give verbal alarm.
2. Call Security at 405-222-8066.
3. Evacuate the building, alerting people as you go.
4. Exit using the stairways only. Do not use elevators.
5. If safe to do so, close all doors leading to the main hallways and any stairwells to prevent further spread of the fire. Never prop stairwell doors open.
6. Once outside, move to an open area at least 500 feet away from the affected building(s).
7. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
8. Wait for further instructions from Security or emergency personnel. Do not re-enter the building until instructed to do so by Security or properly identified emergency personnel.

** If clothes are on fire, stop, drop to the floor and roll (Stop, Drop & Roll). Smother the fire with a blanket, rug, or heavy coat. Call 911 for help. If you encounter heavy smoke, stay low to the floor.*

EXPLOSION, EARTHQUAKE, AND SEVERE BUILDING DAMAGE

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

1. 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.
2. Move away from fire and smoke.
3. Once outside, move at least 500 feet away from the affected building. Proceed to the Oval or the designated emergency assembly area for your group, if safe to do so.

IF INDOORS:

1. Immediately take cover under tables, desks or other such objects which 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. In an earthquake, stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
5. If possible, stabilize any laboratory procedures that could lead to further danger (turn off gas or electrical equipment).
6. After the effects have subsided, evacuate the immediate area and call Security at 405-222-8066 and/or 911.
7. Do not light matches and do not turn lights on or off.
8. Seek and assist injured and persons with special needs in evacuating the building.
9. Exit via the stairway. Do not use elevators.
10. Once outside, move at least 500 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.

ONCE OUTSIDE:

1. Check for injuries, then give or seek first aid.
2. Be alert for safety hazards (fires, electrical, gas leaks, etc.).
3. Do not use telephones or use roadways unless absolutely necessary.
4. Be prepared for aftershocks.
5. Cooperate with emergency response personnel, keep informed, and remain calm.
6. Do not re-enter building until instructed to do so by emergency personnel.

UTILITY FAILURE - GAS LEAK - PERSONS STRANDED IN ELEVATOR

POWER OUTAGE

1. Between 8 a.m. and 5 p.m. notify the Physical Plant at 405-574-1233. After hours, notify Security at 405-222-8066.
2. If evacuation of the building is required, exit via stairways. Do not use elevators. Seek out persons who need assistance in the evacuation.
3. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the appropriate faculty immediately. For emergencies after hours, contact Security at 405-222-8066.
4. When mechanical ventilation is interrupted, vapors from chemicals may reach hazardous concentration levels. Do not perform procedures using hazardous materials until power is restored. Clean up or put away chemicals and close chemical containers and secure storage areas.

FLOODING

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify the Physical Plant at 405-574-1233 Monday – Friday between 8 a.m. – 5 p.m. After hours, and when campus is closed, notify Security at 405-222-8066.
3. If necessary, evacuate the building. See the GENERAL EVACUATION PROCEDURES section of this document.

STEAM LINE FAILURE

1. Notify the Physical Plant at 405-574-1233 Monday – Friday between 8 a.m. – 5 p.m. After hours, and when campus is closed, notify Security at 405-222-8066.
2. Evacuate the area as soon as possible by taking exits that avoid the steam leak.

GAS LEAK

1. Cease all operations immediately.
2. Do not switch lights on or off.
3. Evacuate as soon as possible, notifying others as you go.
4. Leave the area to call Security at 405-222-8066.
5. Do not re-enter the building until cleared to do so by Security or other proper authorities.

PEOPLE TRAPPED IN AN ELEVATOR

1. If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call Security at 405-222-8066 if you have a cell phone.
2. If you discover trapped persons, talk to them, and try to keep them calm until an officer or other help arrives.

MEDICAL EMERGENCY

FIRST AID OVERVIEW

In an Emergency, call 911!

EXPOSURE TO BLOOD (Or Other Potentially Infectious Material):

Take the following actions immediately, and then report the exposure on the proper Workers' Compensation forms as soon as possible, but within the first 24 hours. See the section on **INJURY REPORTING**. Always report all exposures to blood to your supervisor immediately.

PERCUTANEOUS EXPOSURE (Cuts to the skin):

If you are stuck with any sharp object that is contaminated with human blood or other potentially infectious material, wash the area thoroughly with water and soap. Proceed to a healthcare facility for care within 1 to 2 hours of the exposure.

SPLASH TO THE EYES, FACE, MUCOUS MEMBRANES, OR BROKEN SKIN

Flush the area with water or normal saline and proceed to a facility to get care within 1 to 2 hours of the exposure.

ELECTRICAL INJURIES

- Do not touch the victim before turning off the power source.
- Seek medical attention immediately.

HEAT STRESS

- Get the person into the shade or a cool area.
- Loosen restrictive clothing.
- If Heat Stroke is suspected, seek medical attention immediately.

FROSTNIP/FROSTBITE

- Warm the affected area with lukewarm water.
- Do not rub the affected area.
- Seek medical attention, especially if blisters occur.

CLOSED BONE FRACTURE

- Do not move victim unless they are in life-threatening immediate danger.
- Do not try to set a fractured limb. Stabilize the area.
- Seek medical attention.

SMALL OBJECT IN EYE(S)

- Wash gently with normal saline or flush with water. Do not rub eye(s).
- Seek medical attention.

JOINT DISLOCATION

- Immobilize the joint and do not attempt to straighten.
- Seek medical attention.

HEAD OR SPINE INJURY

- Never move a person who may have a spine injury unless they are in life-threatening/immediate danger
- All head or spine injuries can be very serious. Seek medical attention in all cases of head or spinal injury.

UNCONSCIOUS PERSON

- Check for breathing and pulse. Summon help.
- If you are trained, perform CPR if needed.
- Place the victim on their side unless there is the possibility of other injuries.

BLEEDING

- For control of minimal bleeding, use disposable gloves and apply direct pressure using a clean, dry dressing. If the wound is still bleeding after 15 minutes of continuous pressure, seek medical help.
- For control of spurting blood, use disposable gloves, a gown, a mask, and protective eye-wear and apply direct pressure using a clean, dry dressing. If blood soaks through the dressing, do not remove it. Apply another dressing on top of it.
- Watch for shock and seek medical attention as needed.

SHOCK

- Make sure the patient is breathing. Summon help.
- Stop any life-threatening bleeding by applying direct pressure to the wound.
- Lay the victim down and elevate the legs 6-8 inches.
- Cover the patient to keep warm.
- Continue to monitor the patient until help arrives.

SEIZURE/CONVULSION

- Do not restrain the patient.
- Protect patient during the seizure. Place the victim on their side and protect the head and limbs.
- Do not force anything into the patient's mouth.
- Seek medical attention as needed. Reassure the patient.

THERMAL BURNS

- Treat for shock as needed.
- Apply cool, not cold, clean water or dressings.
- Protect from dirt and friction by applying clean, dry dressings.
- Do not break blisters.

- Do not apply oil, butter, grease, or ointment.
- Seek medical attention.

Do not administer first aid unless you have been trained to do so. If failure to administer first aid would result in further injury or death, use common sense and work within your abilities. Do not begin to assist unless you can conclude the assistance. You could be liable if you initiate help but do not carry it out.

CHEMICAL AND BLOODBORNE INCIDENTS

CHEMICAL SPILLS

1. Evacuate the area as needed.
2. Seal the area off by closing the door as you leave and do not let others enter the area. Only trained personnel should be permitted to enter the area.
3. Call Security at 405-222-8066.
4. Be prepared to tell them the building, floor, and room number where the spill is located, the amount of material spilled and its identity, if known.
5. Go to a safe location and await the arrival of emergency responders. For spills outdoors, stay uphill and upwind.
6. Do not attempt to clean up the spill unless you have been trained to do so.

CHEMICAL CONTACT WITH CLOTHES, BODY, OR EYES

1. Remove contaminated clothing immediately. Failure to do so may increase severity of injuries. If the chemical involved was cryogenic, and if clothing was frozen, do not remove clothes until the safety shower has melted the ice.
2. Proceed to the nearest safety shower/eyewash and flush eyes and all contaminated portions of your body for at least 15 minutes.
3. In case of chemicals getting into eyes, it may be necessary to hold the eyes open to ensure chemicals are adequately removed.
4. In all cases where chemical enters eyes, or where exposure to hydrofluoric acid is suspected, medical attention must be received immediately.
5. Removed clothing must be properly handled and disposed of in order to avoid spreading contamination.
6. Seek medical attention.

SPILLS INVOLVING BLOOD OR OTHER BODILY FLUIDS

1. If the blood or bodily fluid is not your own, **DO NOT TOUCH** material or otherwise attempt to clean it up! Contact with bodily fluids may expose you to bloodborne pathogens such as HIV/HBV.
2. Secure the area and do not allow others to come into contact with the material.
3. If you came into contact with the material:
 - a. Immediately wash the affected area with soap and water, paying close attention to any areas of broken skin.
 - b. If material entered eyes, flush with water for 15 minutes.
 - c. If material entered nose or mouth, rinse with water repeatedly.
 - d. Notify your supervisor of possible exposure to Bloodborne Pathogens.
4. Do not attempt to clean up the material unless you have been trained to do so. Contact the physical plant at 405-574-1233 and notify them of the need for cleanup of bodily fluids.

INJURY REPORTING

If a visitor, student, or staff is injured, contact 911 and/or Security immediately at 405-222-8066. Security will initiate the proper notifications and, if necessary, arrange for emergency transport to the nearest appropriate emergency room.

SLIPS, TRIPS AND FALLS

Spilled liquids and wet floors are one of the major causes of slips, trips, and falls. Even moisture from outside carried in on shoes can cause an injury. If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance with clean up, contact the Physical Plant immediately at 405-574-1233 Monday – Friday between 8 a.m. – 4:30p.m. After hours, and when campus is closed, contact Security at 405-222-8066. Report all other trip and fall hazards (malfunctioning elevators, holes in the sidewalk, loose carpet, etc.) to the Physical Plant immediately at 405-574-1233 Monday – Friday between 8 a.m. – 4:30p.m. After hours, and when campus is closed, contact Security at 405-222-8066.

If you experience a slip, trip, or fall:

1. If the injury occurred on the Science & Arts campus, call Security at 405-222-8066.
2. Because the incident may involve workers' compensation or risk management, a report will be filed by the appropriate staff.
3. Either the responding officer or the Risk Management representative will facilitate medical attention for the victim, if needed.
 - a. Employees who require medical attention should go to the suggested location of Grady Memorial Hospital.
 - b. Injured employees and their supervisor must complete the appropriate Science & Arts injury report forms in order to have benefits paid under the Workers' Compensation system.

RESPONDING TO INJURIES

STUDENTS/VISTORS

If any visitor or student is injured, or if you see a visitor/student who is injured, do the following:

1. Immediately report the incident to your supervisor.
2. DO NOT suggest, recommend, or insist that the claimant go to a doctor, call an ambulance, or suggest that the State will pay for it.
3. Complete the incident report form [here](#).
4. If you have any questions about reporting an accident or injury involving a visitor or student, call 405-574-1225.

EMPLOYEES

In the event of an accident involving injury or illness suffered on-the-job by any Science & Arts employee, the following procedures must be followed:

1. For life threatening injuries, serious chemical exposures, or needle- sticks, call 911 and seek treatment at the nearest hospital emergency room. Contact Security at 405-222-8066 as soon as possible.
2. For non-life-threatening injuries, notify Security at 405-222-8066. They will initiate the proper notifications and, if necessary, arrange for emergency transport to the nearest appropriate emergency room.
3. Complete the incident report form [here](#).
4. Remember all accidents, injuries, or illnesses that occur on the job regardless of location must be reported using Science & Arts Workers' Compensation forms. For copies of these forms and instructions contact Human Resources at 405-574-1225 or hr@usao.edu.

REPORTING INCIDENTS

Report any of the following to Security immediately at 405-222-8066 or call 911.

- A tense situation between individuals or groups that has a potential for violence.
- Any unusual noise that you can't explain, screams, breaking glass, pounding, or a gunshot.
- Any emergency, such as an accident, a fire, or a critically ill or injured person.
- Anyone being forced into a vehicle.
- Property being carried out of an office or area that you know is not occupied.
- Recently broken windows or doors and/or scratches to your doors or windows.
- Someone running from a vehicle, building, or area while carrying property.
- Someone looking into building windows or windows of parked vehicles.
- A vehicle driving slowly and aimlessly, back, and forth on a street, or in a parking lot.
- Door to door solicitors without properly issued local permits or licenses.
- Someone loitering around the buildings, hallways, or other campus areas, with no clear purpose.
- Any form of vandalism, such as spray painting a sign or building; graffiti; removing benches or signs; pulling up or removing plants and shrubbery.

If it is not an emergency, you may also complete the incident report form [here](#).

Report the following to the Physical plant at 405-574-1233 Monday – Friday between 8 a.m. – 4:30p.m. After hours, and when campus is closed, contact Security at 405-222-8066.

- Overgrown shrubs, tall weeds or trees that could potentially harbor a criminal.
- Broken or non-working lights.
- Holes in parking lots, grounds, or other locations.
- Dim lighting in and around buildings, parking lots, pathways, and sidewalks.
- Water on the floors from leaking pipes, water fountains.

ACTIVE SHOOTING OR IMMEDIATE PHYSICAL THREAT/ARMED SUBJECTS

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, Science & Arts recommends the following precautions to all students, employees, and visitors. Ultimately, each person is responsible for their own safety and decisions.

1. If possible, immediately contact 911 and/or Security at 405-222-8066 to report the situation and your location.
2. Evacuate if safe.
3. If you cannot safely evacuate the building, lock yourself in the room you are in.
 - a. Do not stay in an open hallway or common area.
 - b. Do not sound the fire alarm. A fire alarm requires everyone to evacuate the building, which could place them in more danger than they are otherwise in.
 - c. Barricade yourself in the room using furniture or anything you can push against the door.
 - d. Lock windows. Close blinds or curtains. Turn off lights.
 - e. Stay away from windows and doors.
 - f. Turn all audio equipment off. Switch cell phones to silent or vibrate.
 - g. Stay calm and be as quiet as possible.
4. If you are unable to escape or barricade yourself away from the intruder, you must decide what action to take.
 - a. You can try to hide, but make sure it is a well-hidden place so you will not be found as the intruder searches for more victims.
 - b. If you think you can safely make it outside the building by running, do so. If you decide to run, do not run in a straight line. Use trees, vehicles, or any other object to block yourself from view.
 - c. If the intruder is causing death or serious physical injury and you are unable to run or hide, you may choose to play dead if other victims are around you.
 - d. The last option you have if caught in an open area may be to fight back. This is very dangerous but may be your only option.
 - e. If you are caught by the intruder and choose not to fight back, follow their directions. Do not look the intruder in the eye.
5. Once law enforcement arrives, obey all instructions. This may involve being handcuffed or putting your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This emergency action plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

WARNING SIGNS

If you have had contact with any individual who displays the following tendencies, please complete the incident report form [here](#). You may also contact Security, Student Services staff, or other university officials to make a report:

- Threatens harm or talks about killing other students, faculty, or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly to include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

BOMB THREAT

SUSPICIOUS LETTER, BOX OR PACKAGE:

1. Don't handle the package. Move away if you feel threatened. Call Security at 405-222-8066.
2. If you have opened a suspicious package or letter:
 - a. Leave the package or envelope in place and move away slowly.
 - b. Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
 - c. Notify others in the building to evacuate.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Move to a safe area and call Security at 405-222-8066.
6. Do not allow reentry into the area/office suite where the package is located.
7. Follow the instructions you will receive from Security or other recognized authorities.

TELEPHONE THREAT:

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

- Who else have you told?
3. Have a co-worker or another person contact Security at 405-222-8066 using another phone.
 4. Write down exactly what the caller says and have co-worker relay information to Security.
 5. Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help to determine the origin of the call.
 6. Evacuate the building upon instruction from properly identified emergency 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. Don't touch any suspicious items.
2. Take personal belongings with you. You may not be allowed back in for an extended period.
3. Leave doors and windows open.
4. Do not turn on or off lights.
5. Use only the stairs; do not use elevators.
6. Move far away from the building and wait for further instructions from Security or other authorities.

DROVER ALERT

Drover Alert is Science & Arts' emergency notification system. A Drover Alert will be issued upon confirmation of an emergency situation such as a campus intruder, acts of terrorism or biohazard threats. In addition to the siren system provided by the City of Chickasha, a Drover Alert may also be issued in the case of severe weather. Drover Alerts will also be utilized to notify faculty, staff, and students of a campus closure. Drover Alerts may be withheld if these alerts would compromise efforts to contain the emergency.

In a situation deemed an emergency, Science & Arts officials will deploy a message to members of the campus community with information regarding the event and how they should proceed. This information will likely be in the form of a phone call, text message and/or email.

FAQ

Why should I provide my emergency contact information?

Having information enables you to make choices regarding your personal safety. Providing your cell phone and other contact information ensures that those with the latest information can contact you quickly and easily.

Will I be charged for text messages?

You will be charged for text messages only if your provider charges for you to receive text messages.

Will my emergency contact information be published?

No, it is only to be used by Science & Arts for notification of an emergency.

DISCLAIMER

Use of this information is voluntary. This information is based on available best practices and the University of Science and Arts of Oklahoma does not and cannot accept, and hereby specifically disclaims, any liability for death, injury, any loss, cost or expense suffered or incurred by any person if such loss is caused by, arises from or results from the use of any of this material, due to default or omission or any act of its agents specifically disclaims, any liability for losses arising from, caused by, or resulting from, the provision or non-provision of information in this document. Science & Arts is not able to warrant and does not warrant that particular information herein, even when used properly, will protect the user or implementer of the information. Each individual should only act and apply what training and information that they feel qualified to utilize under the existing circumstances. As a condition to any participation in or attendance at Science & Arts or any meeting at Science & Arts or any function at Science & Arts associated or affiliated herewith, each such attendee and participant, including students, faculty, staff, and visitors, accepts the foregoing disclaimer.

LEGAL STATEMENT

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act of 1991, and other Federal Laws and Regulations, the University of Science and Arts of Oklahoma does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, status as a veteran in any of its policies, practices, or procedures; this includes but is not limited to admissions, employment, financial aid and educational services.