



NORTHEASTERN STATE UNIVERSITY

GATHER HERE. GO FAR.

**Emergency Procedures  
Northeastern State University**

**For All Emergencies Dial University Police  
Broken Arrow Campus, Ext. 6248  
Muskogee Campus, Ext. 5010  
Tahlequah Campus, Ext. 2468**

**Or Dial 911**

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# **EMERGENCY PROCEDURES**

## ***GENERAL INFORMATION***

### **Purpose**

The Emergency Procedures document is designed to provide a snapshot of essential aspects of the NSU Emergency Operations Plan as a reference tool for the university community.

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of University and University community resources. Whenever an emergency affecting the university reaches proportions that cannot be handled by routine measures, the President/designee may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types.

### **Emergency Procedures Jurisdiction**

These procedures apply to all students, faculty, staff, visitors, buildings, and grounds owned/operated by Northeastern State University (NSU) to include those peripheral areas adjoining the University.

### **Declaration and Definitions of an Incident**

The authority to declare and end a university state of emergency rests with the University President or his/her designee. The University President/designee, in consultation with the University Incident Management Team (IMT), serves as the overall incident command during any minor emergency, major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist university community response. Any emergency should be reported to University Police Department as soon as possible.

(1) **Minor Incident (NIMS Type 5 Event)**: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the university (examples- medical calls, accidents, alarms).

(2) **Major Incident (NIMS Type 4 Event)**: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the university. Outside emergency services will likely be required, as well as, major efforts from university support services. Major policy considerations and decisions will usually be required from the university administration during times of crisis. In all cases of major emergencies, an Incident Command Post may be activated, and the appropriate support and operational plans will be execute (examples- football games, concerts, commencements).

(3) **Disaster (NIMS Type 1-3 Event)**: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the university. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all university resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Incident Command Post will be activated, and the appropriate support and

operational plans will be executed (examples- tornado, flood, natural disaster, terrorism).

### **Assumptions**

The NSU Emergency Procedures are designed to address the problems likely to be encountered at a university during a minor emergency, major emergency or disaster. The following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency is not predictable. Operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect residents adjacent to the university, therefore city, county, and federal emergency services may not be available. A major emergency may be declared if information indicates that such a condition is developing or is probable.
4. An emergency or disaster may occur with non-university persons on university property and may not be restricted to university students and/or personnel.

### **Emergency Response**

The University Police Department shall place into immediate effect the appropriate procedures as determined by the situation. University Police, as first responders, shall assume incident command and if necessary notify the IMT. The IMT will assume incident command and will contact the Emergency Operations Center (EOC) regarding the emergency and the possible need for a declaration of a university state of emergency. Any other university official deemed necessary may be contacted at that time.

The Incident Management Team will notify and conduct liaison activities with the university administration, federal, state, tribal and local agencies.

### **Emergency Notification**

The Incident Commander will authorize the use of the Emergency Alert Systems (EAS) as necessary to transmit information and instructions to large segments of the university notifying of an emergency situation. Communication methods include, but are not limited to: NSU website, university television cable system, telephone alert system, email, text messaging, public announcement systems, and NSU computer network broadcast, NSU website and social media.

### **Response Teams**

The following groups are formally organized to address the needs of the university community before, during, and after an emergency.

*Emergency Operations Center (EOC)* – The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g., Federal, State,

regional, tribal, city, county), or some combination thereof. Staffing of the EOC may include but not limited to the University President's Cabinet.

*University Incident Management Team (IMT)* – An incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type.” or level, of IMT.

*Campus-Community Emergency Response Team (C-CERT)* - C-CERT is a team trained to respond to emergency situations as additional support to professional responders. C-CERT may be dispatched by the IMT or respond independently in the event of an emergency.

*Building Coordinators* – Building Coordinators are responsible for maintaining records of occupancy, classes and activities for designated University buildings. Building Coordinators aid in mitigating and preparing for crisis by building community awareness of emergency response guidelines. They also notify occupants of building exits, provide safety resources, assist emergency personnel with response actions and offer direction and instruction as needed to occupants..

### **Emergency Operations Plan and Training**

The Department of Public Safety (DPS) will have overall responsibility for coordinating and implementing the Emergency Operations Plan. As part of their responsibility, the DPS will meet annually to evaluate the emergency procedures as outlined in the Emergency Operations Plan and consider revisions and updates as necessary. The DPS will also assume responsibility of ensuring that each university building has appropriate building coordinators assigned, and that emergency evacuation procedures are posted throughout each facility.

DPS will coordinate routine “table-top” exercises, drills, simulations, and general training throughout the year. DPS is charged with implementing at least one full scale exercise annually at each of the three campuses.

### **University Sources of Emergency Assistance**

#### **University Police Department**

Emergency dispatcher:

Tahlequah Campus: 918-444-2468 Broken Arrow Campus: 918-449-6248 Muskogee Campus: 918-444-5010

Uniformed University Police Officers are on duty twenty-four (24) hours per day on the Tahlequah campus. Officers are on duty during peak times at both the Broken Arrow and Muskogee campuses.

## **GENERAL EMERGENCY RESPONSE PROTOCOLS**

### ***SEVERE WEATHER***

When severe weather approaches, NSU Department of Public Safety monitors meteorologist reports, civil defense information and the local radio. DPS will notify the campus community of the weather emergency and the appropriate actions to be taken via the EAS.

#### **Severe Weather – General**

- Listen to radio, television and NSU information systems for weather updates:
  - NSU Facebook page
  - NSU Homepage
  - Local Radio Stations: KEOK-FM (102.1), KRMG (102.3 or AM 740), KFAQ (AM 1170)
  - Local television stations: KTUL (Channel 8), KOTV (Channel 6), KJRH (Channel 2), FOX (Channel 23)

#### **Watch/Warning (Flash Flood/Tornado/Storm)**

- **Flash Flood Watch**  
When weather conditions are favorable for the development of flash flooding a flash flood watch is issued. A watch does not mean that the flood is actually occurring; only that conditions have created a significant risk for it.
- **Flash Flood Warning**  
When flash flooding is occurring a flash flood warning is issued. If flash flood actually does occur urgent action should be taken. Avoid drainage and low lying areas.
- **Severe Thunderstorm Watch**  
When weather conditions are favorable for the development of severe thunderstorms a severe thunderstorm watch is issued. A watch does not mean that the severe weather is actually occurring; only that conditions have created a significant risk for it.
- **Severe Thunderstorm Warning**  
When severe thunderstorms have formed a severe thunderstorm warning is issued. If severe weather actually does occur urgent action should be taken.
- **Tornado Watch**  
When weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes a tornado watch is issued. A tornado watch therefore implies that it is also a severe thunderstorm watch (not the other way)

around).

- **Tornado Warning**

When a tornado has been either spotted or radar indicates that a tornado may be possible a tornado warning is an alert issued by government weather services to warn an area that a tornado may be imminent.

- *A watch (flash flood, severe thunderstorm or tornado) does not mean that the severe weather is actually occurring; only that conditions have created a significant risk for it. If severe weather actually does occur, a warning (either severe thunderstorm or tornado) will be issued.*

## **Tornado Warning**

- The saferooms and shelters will not be opened until a Tornado Warning was issued.
- Go to saferooms or shelters. The following buildings have basements that are designated as storm shelters:

Tahlequah Campus

- University Center
- Business and Technology Building (overflow location)

Broken Arrow Campus (rooms with gray steel doors)

- Administration: Room 170 and restrooms on either side of Room 170
- Business and Technology: Room 127 and Room 128
- Education: Rooms 118, 120, 136, 137 and 138
- Liberal Arts: Rooms 116, 118, 130 and 132

Muskogee Campus

- Administration: Rooms 108, 109, 110, both bathrooms
- Synar Building: East Hallway bathrooms, under stairwells.

- If you cannot get to a shelter:

- Go directly to an enclosed, windowless area in the center of the building -- *away from glass* and on the lowest floor possible.
- Then, crouch down and cover your head.
- Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Stay off the elevators; you could be trapped in them if the power is lost.

- Call the NSUPD or 911 if emergency help is needed

## **Lightning**

When lightning is approaching:

- Cease outdoor activities
- Immediately get off elevated areas such as hills.
- Never lie flat on the ground.
- Never shelter under an isolated tree.
- Never use a cliff or rocky overhang for a shelter.
- Immediately get out and away from ponds, lakes or other bodies of water.
- Stay away from objects that conduct electricity.
- Seek shelter inside a building or automobile
- On the Tahlequah Campus the Thor-Guard system will alarm, one single siren, alerting the campus to lightning close by.

Avoid -

- Open areas; places near water, trees, metal fences, overhead wires or power lines; or elevated ground or open vehicles.
- Use of radios or cellular phones.

## ***EVACUATION OR SHELTER-IN PLACE PLANS***

In some emergency situations, emergency personnel may order protective actions. Typically, these protective actions are either to evacuate to a safe area or to shelter in place. It is possible that in some situations one part of the campus may evacuate and another may shelter in place or require no action.. When such actions are warranted, you will be appropriately advised by NSUPD or via the NSU EAS, door-to-door notifications, or other appropriate means. During an actual disaster, if Building Coordinators have not been notified, they are to use their best judgment as to whether to evacuate or shelter in place.

### **Evacuation**

An evacuation is an organized exit from a building or area to reach a safe area. Upon notification to evacuate, consult the building(s) evacuation diagram or directions given by responding personnel.

- Secure any hazardous materials or equipment before leaving.
- Assist all individuals with disabilities or special needs.
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, backpacks, bags etc.)
- Proceed in an orderly fashion to the nearest available exit.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Based on the type of emergency, select a safe area away from the building- not in an adjacent parking lot.

### **Shelter in Place**

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a university building and await further instructions.

- Move indoors or remain there – avoid windows and areas with glass
- If available, take a cellphone, computer, radio or television to the room to track emergency status
- Keep cellular and land lines free for emergency responders. DO NOT CALL 911 FOR INFORMATION.
- Shelter in place instructions will be provided by the Emergency Alert Systems and social media.

## ***VIOLENT OR CRIMINAL BEHAVIOR***

### **Immediately Contact the University Police or call 9-1-1**

1. Everyone is asked to assist in making the university a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any offense, promptly notify University Police as soon as possible and report the incident, including the following:
  - a. Type of incident
  - b. Location of the incident
  - c. Description of person(s) involved
  - d. Description of property involved
3. If you observe a criminal act or whenever you observe a suspicious person or item, immediately notify NSU Police and report the incident.
4. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Threats to University safety can come through many different sources. Everyone has a responsibility to report any threat to University Police. If you are concerned that any person on campus is a potential threat to themselves or others report it immediately to University Police. When making reports to the University Police Department, you may remain anonymous.

## ***THREATS TO THE UNIVERSITY***

### A. Bomb Threat

- All bomb threats should be taken seriously. **Immediately Contact the University Police.**
- If a bomb threat is received by a student, faculty or staff member, they should find out the name of the sender and as many details as possible.
- Recipients of telephone threats will complete a Department of Homeland Security Bomb Threat Checklist (University phone users should keep one accessible).  
[http://emilms.fema.gov/is906/assets/ocso-bomb\\_threat\\_samepage-brochure.pdf](http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf)
- The University Police will determine the need to evacuate any building.
- Unattended packages, backpacks or other items should be reported to the University Police.

### B. Searching for an Explosive Device or Suspicious Packages

A decision has to be made to conduct a search of the premises and how extensive the search should be. This decision will usually be made by the Incident Management Team (IMT) and the University Police. An explosive device can be virtually any size or shape.

Personnel familiar with the building may be asked to assist in the search. The assistance is not mandatory.

If a suspicious object is found, it must NOT be touched. Its location and description should be reported immediately to the University Police.

## **CHEMICAL OR RADIATION SPILL**

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to University Police.
2. When reporting, be specific about the nature of the involved material and exact location. University Police will contact the necessary specialized authorities and medical personnel.
3. The university employee on site should evacuate the affected area at once and seal it off to prevent further contamination of other areas.
4. Anyone who may be contaminated by the spill must avoid contact with others as much as possible, remain in the vicinity and give their names to University Police. Required first aid and cleanup by specialized authorities should be started at once.
5. If the emergency requires evacuation, activate the building fire alarm and report the emergency to the University Police
  - **Be aware of individuals that may need assistance in exiting the building!!** Do not use elevators in case of evacuation. **Do not panic!**
  - Once outside, move to a clear area at least 500 feet away and upwind from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  - If requested, assist emergency crews as necessary.
  - A University Incident Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
  - Do not return to an evacuated building unless told to do so by emergency personnel.
6. If a shelter in place is ordered:
  - Turn off all ventilation systems and close all inlets from the outside
  - Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms
  - If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible

## **AIRCRAFT DOWN (CRASH) ON UNIVERSITY**

In the event of a downed aircraft (Crash) on campus, take the following action:

1. If necessary, or when directed to do so, activate the building fire alarm and report the emergency by telephone.
2. When the building fire alarm is sounded or when told to leave by university officials, walk quickly to the nearest marked exit and ask others to do the same.
3. **Help individuals that may need assistance in exiting the building!!** Do not use elevators in case of fire. **Do not panic!!**
4. Once outside, move to a clear area that is beyond the affected building. Keep streets and walkways clear for emergency vehicles and crews.
5. If requested, assist emergency crews as necessary.
6. A University Incident Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
7. Do not return to an evacuated building unless told to do so by a University Official.

## **EARTHQUAKE**

During an earthquake, remain calm and quickly follow these steps.

1. If indoors seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles, and other structures. **Caution:** Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
4. After the initial shock, if there is damage or injuries, contact the NSUPD or call 911. Protect yourself at all times and be prepared for after-shocks.
5. Damaged facilities should be reported to NSU University Police. **Note:** Gas leaks and power failures create special hazards.
6. **Be aware of individuals that may need assistance in exiting the building!!** Remember that elevators are reserved for disabled persons to use. Do not use elevators in case of fire. **Do not panic!!**
7. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A University Incident Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
10. Do not return to an evacuated building unless told to do so by a University Official.

## ***ADDITIONAL INFORMATION PROCEDURES***

In the event that the following occur, notify Facilities Management:

- **918-444-2400 (Tahlequah)**
- **918-449-6350 (Broken Arrow and Muskogee)**
- After 5:00 p.m. notify NSUPD 918-444-2468

**ELECTRICAL/LIGHT FAILURE:** University building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is also advisable to have a flashlight and a portable radio available for emergencies.

**ELEVATOR FAILURE:** If you are trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help. If possible, use cell phone to contact University Police at 918-444-2468.

**PLUMBING FAILURE/FLOODING:** Cease using all electrical equipment. If time permits, remove all essential items and belongings. Alert occupants on floors below.

**GAS LEAK:** Cease all operations and immediately evacuate the area. Do not switch on or off lights or any electrical equipment. Remember electrical arcing can trigger an explosion!

**STEAM LINE FAILURE:** Immediately Call Maintenance at **Ext. 2400** and if necessary, vacate the area.

**VENTILATION PROBLEMS:** If smoke and/or odors comes from the ventilation systems immediately notify NSUPD or call 911, and if necessary, cease all operations and vacate the area.

## ***MEDICAL EMERGENCIES***

- Call University Police or dial 911 immediately
- Provide the following:
  - Type of emergency.
  - Age and gender of the victim.
  - Exact location of the victim.
  - Any additional information as directed.
- Keep victim still until help arrives.
- Do not attempt to move the victim.
- Only trained personnel should provide first aid or CPR.
- Automated Emergency Defibrillators (AED) are located in many buildings on each campus, no training is required to use an AED.
- Upon arrival of the emergency medical unit, provide any information about the victim of which you are aware.

## ***MISSING PERSON***

Anyone may report a student, faculty or staff member that resides on campus as missing to the University Police Department. If a student is reported missing the University Police Department will immediately begin an investigation. If you wish to report a student missing:

- Contact University Police immediately at 918-444-2468
- Notify University Housing at 918-444-4700

## **ACTIVE SHOOTER**

If a person(s) is actively causing deadly harm or the imminent threat of deadly harm:

- Call 9-1-1
- Try to safely make it out of the building. If you decide to evacuate, do not run in a straight line. Use objects to block you from view as you run. When away from the immediate area of danger, summon help and warn others.
- Do not activate fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potentially harmful situation as they attempt to exit.
- If you cannot safely evacuate the building, lock yourself in the room you are in at the time of the threatening activity.
  - Barricade yourself in the room with anything you can.
  - Lock the window, close blinds/curtains, and stay away from windows.
  - Turn all lights and audio equipment off.
  - Try to stay calm and quiet as possible.
- Do not stay in an open hall or other common area. If you are caught in such an area, you must decide what action to take:
  - You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the area. Keep any objects you can between you and the hostile person while in the building.
  - If the person(s) is taking lives or causing serious physical injury to others and you are unable to run or hide, you may choose to “play dead” if other victims are near.
  - The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
  - If you are caught by the intruder and are not going to fight back, follow their directions and do not look the intruder in the eyes.
  - Once the police arrive, obey all commands. This may involve you being handcuffed or some other type of custodial commands. This is done for safety reasons. Do not argue. The person causing the threat may look very much like you or the other students and police may initially have difficulty discerning innocent persons from suspects.