

SCU Emergency Response Handbook 2021-2022

The Emergency Response Handbook is provided to familiarize staff, faculty, students, and visitors with the procedures adopted by SCU during an emergency or crisis situation. An emergency is any crisis including fire, medical, weather-related, damaged property, or criminal incident which requires immediate action by citizens and/or emergency responders. While SCU is a very safe campus, we are not immune from emergencies that negatively impact members of our community.

Before an emergency occurs, know the locations of the fire extinguishers, the fire alarm pull stations, and the emergency exits for your area. Take time to note where the nearest severe weather shelter is located.

If an emergency situation occurs, prior planning is essential. Call the appropriate telephone numbers provided at the end of this guide. This guide is provided to SCU community members as a tool to use when information is needed quickly. Everyone should be familiar with the facilities they use on campus, including fire exits and shelter locations. During an emergency, it is the responsibility of the building manager to provide the qualified instructions to SCU community members and visitors.

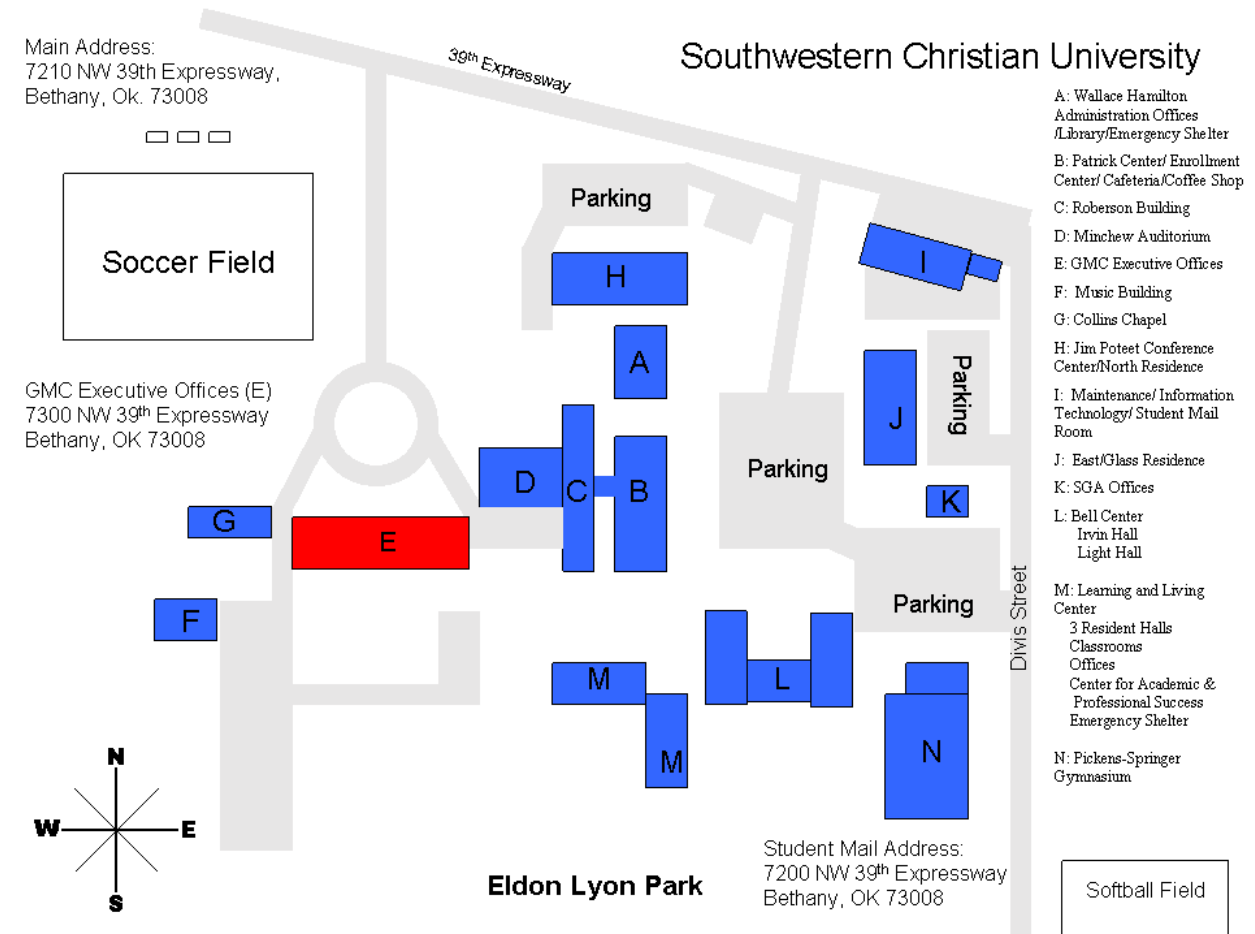
Emergency Response Team

This team will assess the emergency situations and assist the college during a disaster or other emergencies or sensitive situations on campus

Team members:

- Darrin Davis- Director of Security
- Sai Johnson - Officer
- Kaylee Bishop – Resident Director
- Jayce Cravens – Resident Director
- Robert Palmer- Director of Facilities Maintenance

In Case of emergency, 911 should always be called first unless you know that your particular emergency requires contact with one of the other numbers listed.



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. SCU or other emergency response personnel should immediately be notified of missing persons so that a search can be made in all areas.

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, gather your personal belongings quickly, especially prescription medications. It may be hours before you are allowed back into the building.
4. Seek out and give assistance to disabled or injured people in the area.
5. If safe to do so, close doors and windows, but do not lock them.
6. Never prop open stairwell doors.
7. If time permits, turn off power to all electrical equipment.
8. Walk quickly, but do not run to the nearest safe exit using the stairways.
9. Never use elevators.
10. Follow SCU Security instructions or other properly identified emergency personnel.
11. Go to pre-determined emergency rally points and report to your roll taker. If you don't know your emergency rally point, look below or ask your supervisor.
12. Keep all roadways and walkways clear for emergency vehicles.
13. Wait for instructions from emergency personnel.
14. Never re-enter any building until instructed to do so by SCU Security or other properly identified emergency personnel.

The emergency rally point for our department is

Administration Building:	Soccer Field
Patrick Building:	Soccer Field
Roberson Building:	Soccer Field
Minchew:	Soccer Field
Jim Poteet CC/North Residence Facility:	Soccer Field
East Residence:	In front of the Patrick Building
Bell Center:	In front of the Patrick Building
Gym:	In front of the Patrick Building
Music Building:	Soccer Field
Collins Chapel:	Soccer Field
Northeast Building:	Soccer Field
Learning and Living Center:	In front of the Minchew

EVACUATING PERSONS WITH LIMITED MOBILITY OR 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 limitations and consider what you would do in an emergency. 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.

For assistance identifying areas of refuge or shelters in place before an emergency occurs, contact Student Services at 405-789-7661 (ext. 2219) during business hours for training in your area of responsibility.

OFFERING ASSISTANCE TO OTHERS

VISUALLY IMPAIRED PERSONS:

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them (this is the preferred method when acting as a “sighted guide”).

HEARING IMPAIRED PERSONS:

1. 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!”
2. Turn the light switch on and off to gain attention, and 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 SCU Security at 405-488-7060 for assistance.

NON-AMBULATORY PERSONS (e.g. wheelchairs)

Contact SCU Security at 405-488-7060 for assistance. Then carefully move the person to an area of refuge such as a stairwell if possible. Wheelchairs have moveable parts: some are not designed to withstand the stress of lifting. The wheelchair batteries may need to be removed prior to lifting. Life support equipment may also be attached. Attempting to lift a person with minimal ability to move, may be dangerous to their well-being. Always consult with the person in the wheelchair regarding the following information:

1. The number of people necessary to provide safe assistance.
2. The proper way to remove someone from their wheelchair.

3. Check whether the seat cushion or pad should be brought along with him/her if they removed from the chair.
4. Check whether to straighten or bend arms or legs when lifting because of pain, braces or other medical concerns.
5. Check whether to carry a person forward or backward on a flight of stairs.
6. Check about the type of medical assistance necessary after the evacuation.

WHEN LIFTING SOMEONE, REMEMBER TO USE PROPER LIFTING TECHNIQUE

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

SCU ALERT – RAVE Notification

SCU alert is the emergency notification system that allows SCU officials to send news, instructions, and emergency updates simultaneously to individuals through phones, text messaging, and e-mail. The benefits of the SCU Alert system are its immediacy and direct access to individual campus members through multiple points of contact.

SCU Alert utilizes tools that the university already has in place to respond to a wide range of emergencies that may include weather related closing, environmental health crisis, public safety incidents, and other unique emergency situations. In the event of an actual emergency, the university will continue to relay critical information using the most appropriate options from our full range of notification resources: SCU Alert, web announcements, e-mail, social media sites, the local radio/TV stations, door-to-door notifications and posters.

Each student and employee will have an account with RAVE to update email and phone numbers when necessary. The account information is emailed to you by the Office of Student Services. You can contact the Office of Student Services to request additional information about RAVE and SCU Alert.

SEVERE WEATHER ~ TORNADO

IF SEVERE WEATHER IS IMMINENT AND YOU ARE OUTDOORS, MOVE INDOORS AS QUICKLY AS POSSIBLE!

At the SCU Bethany Campus, the severe weather warning can be heard via the sirens from the City of Bethany. Please remember the Outdoor Warning Devices (sirens) are often difficult to be heard indoors. Campus-wide notification may also be sent by using the SCU Alert system.

1. Consider obtaining a flashlight and a NOAA All-Hazards radio for your department.
2. Shut off any equipment that might be affected by a temporary loss of electricity.
3. Close hallway doors as you leave to shield the corridors from flying debris.
4. If on campus, move to designated “primary shelters” across campus. (SCU Library and the bottom floor of the Learning and Living Center.)
5. When you are off-campus or in buildings with designated shelters, move to as a small room on lower levels, and interior hallway, a basement, or a tunnel. Avoid upper floors, large, glassed areas, and windows.
6. Stay out of parking garages, underpasses, auditoriums, and exterior walkways. Stay away from electrical appliances.
7. Use the telephone for emergency calls only.
8. Stay calm and alert.
9. Call 911 off-campus or SCU Security 405-488-7060 on-campus to report any damage.
10. There will not necessarily be an “all-clear” signal from the siren designated for the campus. Other locations should become familiar with their neighborhood procedures for warning and all-clear signals.
11. You are encouraged to watch/listen to the local media broadcasts for weather updates.

FIRE

ADVANCED PLANNING IS ESSENTIAL

1. Know the location of fire extinguishers and/or pull stations in your area ahead of time. Most will be located near an entrance doorway.
2. Be familiar with at least two fire exits in case one is blocked or unusable.
3. Contact Student Services at 405-789-7661 (ext. 2219) for advanced fire extinguisher training for your department or office.

UPON DISCOVERING OF A FIRE

1. Immediately call 911 and give your name, location, and a description of the fire, for example, “there’s a fire in a trash can on 3rd floor of science building!” 911 dispatchers should contact SCU Security to advise them of your location and pass the information to them while dispatching emergency personnel.
2. Activate the fire alarm if the building is equipped with one and give verbal warning to others.
3. If you have attended fire extinguisher training and have time to assess the size and cause of the fire, you may decide to safely utilize a fire extinguisher.
4. Evacuate the building, alerting people as you go.
5. Exit using stairwells ONLY!
6. Once evacuated, wait for further instructions from SCU Security or emergency personnel. Do not re-enter the building until instructed to do so by SCU Security or properly identified emergency personnel.

STOP, DROP AND ROLL

If your clothing catches on fire:

STOP - - Don’t Run

DROP to the ground

ROLL over and over to smother the flames

Your own common sense is the finest safety device ever developed. Above all - use your head.

EXPLOSION ~ EARTHQUAKE ~ SEVERE BUILDING DAMAGE

IN THE EVENT OF AN EARTHQUAKE or EXPOLSION IN A BUILDING, TAKE THE FOLLOWING ACTIONS

IF OUTDOORS

1. Stay outside. Move away from trees, signs, buildings, electrical poles, and wires. Protect your head with your arms from falling debris.
2. Move away from fire and smoke.
3. Proceed to emergency assembly area for your group, if safe to do so.

IF INDOORS

1. Immediately take cover under tables, desks, or other 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 and other people.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases, TV's and other heavy objects that could fall or shatter.
5. After the effects have subsided, evacuate the immediate area. Call SCU Security at 405-488-7060 to advise your name, location, and attempt to give a detailed injury report.
6. Do not light matches, in case of a gas leak.
7. Once outside move at least 500ft away from the affected building. Keep roadways and walkways clear for emergency vehicles.
8. Wait for further instructions from SCU Security or other properly identified emergency personnel.

INJURY REPORTING ~ EMERGENCY MEDICAL FACILITIES

LIFE THREATENING EMERGENCIES

For life threatening injuries or chemical exposures contact 911 immediately. If time permits, call SCU Security at 405-488-7060. SCU Security will dispatch appropriate campus emergency responders. If able, seek treatment at the nearest hospital emergency room.

NON-LIFE-THREATENING INJURIES

STUDENTS / FACULTY / STAFF / ADMINISTRATION: If you need assistance with non-life-threatening injuries call SCU Security at 405-488-7060.

VISITORS: If a visitor is injured, contact SCU Security immediately at 405-488-7060. They will dispatch appropriate campus emergency responders to handle the incident. Security personnel will document the incident.

EMPLOYEES: If any injury occurs to SCU faculty, staff or administration, notify your supervisor immediately. Call SCU Security at 405-488-7060. They will initiate the proper notifications.

For life threatening injuries or serious chemical exposures **after** regular SCU business hours, call 911 immediately or seek treatment at the nearest hospital emergency room. Contact SCU Security at 405-488-7060 as soon as possible to document the incident.

ACTIVE SHOOTER OR IMMEDIATE PHYSICAL THREAT

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or other location, we recommend the following procedures be followed:

- If you cannot safely evacuate the building, lock and secure yourself in the room you in at the time of the threatening activity and develop a plan to protect yourself if needed. Barricade yourself in the room with furniture or anything you can push against the door.
- If telephone communication is available, call 9-1-1 immediately.
- Do not stay in the open hall or other common area.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from windows unless that proves to be a safe avenue to safety.
- Turn all lights and audio equipment off. Silence cell phones.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge-type area, you must decide what action to take: Run, Hide, or Fight.
 - If you think you safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep as many objects as you can between you and the hostile person(s) while in the building. Use poles, vehicles, or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are down around you.
- The last option you have if you caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your best option.
- If you are caught by the intruder and choose not 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, made to lay face down, or put 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.

TIPS ON HOW TO RESPOND DURING ACTIVE SHOOTER SITUATION

Most important – SEE SOMETHING- SAY SOMETHING!!!

When shooting begins:

EVACUATE

- Have an exit route plan.
- Leave your belongings behind.
- Keep your hands visible to Law Enforcement.

HIDE OUT

- Hide out of the shooter's view.
- Lock doors and block entry to your hiding place.

TAKE ACTION

- As a last resort and only when your life is in danger, fight back.
- Attempt to incapacitate the Active Shooter.

WHEN POLICE ARRIVE

- Remain calm, listen, and obey all instructions from proper authorities.
- Put down any item in your hands (such as backpacks, phones, jackets, etc.)
- Raise your hands, spread your fingers, and always keep hands visible to Police.
- Avoid quick or sudden movements.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or directions while evacuating.

WARNING SIGNS

It must be stressed that if you have had contact with any individuals who display the following tendencies, that you contact SCU Security, Student development officials, or other university officials in a timely manner:

- Threatens, harms, 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.
- Possess or draws artwork that depicts graphic images of death or violence.
- Assault others constantly to include immediate family members.
- Possesses weapons (firearms or edged weapons) or has an abnormal fixation with them.

BOMB THREAT ~ SUSPICIOUS PACKAGE

IF YOU FIND OR OPEN A SUSPICIOUS LETTER, BOX, PACKAGE, OR CONTAINER

1. Do not handle the package. Move away if you feel threatened and call SCU Security at 405-488-7060
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 911 or SCU Security at 405-488-7060
6. Do not allow re-entry into the area where the package is located.
7. Follow the instructions you will receive from SCU Security or other recognized authorities.

Bomb Threat by Phone:

1. Ask the caller questions:
 - a. Where is the bomb?
 - b. When is the bomb set to go off?
 - c. Take notes on everything said and be sure to notice any background noise, voices, etc.
 - d. Report the threat immediately to campus security.

Hazardous Materials

- A. Evacuate the area of the spill.
- B. Notify those around you to evacuate.
- C. Notify security of the following:
 - a. Location of release
 - b. Name of material
 - c. Time of spill

SCU SECURITY (405) 488-7060

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.