IN CASE OF EMERGENCY

OKLAHOMA CITY COMMUNITY COLLEGE EMERGENCY PROCEDURES

FIRE: NO ALARM SHOULD BE CONSIDERED FALSE

Upon ANY activation of fire alarms, horns, sirens and strobes:

- Gather belongings, including bags, wallets, purses and keys.
- Exit building using the nearest exit - DO NOT USE ELEVATORS
- Move away from the building and wait for further instructions.

MEDICAL

For any medical issue push the "EMERGENCY" button located on classroom phone.

- Remain calm and answer the dispatchers questions.
- Campus Police will assist EMSA to your location.

SEVERE WEATHER (DO NOT USE ELEVATORS)

Tornado warnings that include OCCC will be sent directly to the classroom phone. The phone will *sound* an alarm and *display* a text message.

- Gather belongings and move to designated "SAFER AREAS" located in the BASEMENT of Capitol Hill Center.
- Stay in "SAFER AREA" and wait for further instructions.

BOMB

If you receive a bomb threat, document as much information as possible on the yellow card by the phone. Push the "EMERGENCY" button.
If the decision to evacuate is issued, the phone will sound an alarm and display a text message.

- Gather belongings and exit the building.
- Move away from the building and wait for further instructions.
- Turn OFF your wireless devices.
  Including: Cell phones, radios, laptops and other portable electronic devices.

DISTURBANCE / THREATS

If someone is causing a disturbance in your classroom, push the "EMERGENCY" button located on classroom phone and distance yourself from the threat.

If there is an active shooter on campus: RUN - HIDE - FIGHT

- Get out and get away if possible.
- Close, lock and block classroom doors.
- Turn off lights and remain quiet.
- Use desks, tables, chairs and other objects to provide protection.
- Updated information will be sent to the classroom phone.

EVACUATION

Upon activation of EVACUATION messaging the phone will sound an alarm and display a text message.

- Gather belongings, including bags, wallets, purses and keys.
- Exit building using the nearest exit.
- Move away from the building and wait for further instructions.

SPECIAL CONSIDERATIONS (DO NOT USE ELEVATORS)

During an evacuation process, OCCC Faculty/Staff member(s) have a primary responsibility to assist all students under their care, including students with disabilities.

College faculty/staff members, who have individuals with mobility disabilities in their class, activity, event, or work/office area, who may need assistance to safely evacuate the building, should escort them to the nearest exit.

From upper levels without immediate exits:

- Ensure individuals with visual impairment are escorted to the exit or safe refuge.
- Direct individuals with hearing loss using gestures to an exit if no interpreter is present.
- Individuals with mobility disabilities should be escorted to the nearest fire stairwell (refuge area]
- Stairwells also contain "Evacu-Trac" Stair Chairs on the 3rd Floor.
- Keep stairwells clear, to permit other persons to exit unimpeded.

Utilize College Emergency Phone or Call-box near the stairwell to communicate with Campus Police advising the location of the person needing assistance.

After a verbal call box response from the Campus Police, the Faculty/Staff member(s) may leave the building.

Campus Police and/or other Emergency First Responders (OCFD) will provide safe departure, for persons needing assistance.

To contact OCCC Police Department in an EMERGENCY from a campus telephone:

Push the EMERGENCY button on any campus phone.

**Oklahoma City Community College
Police Department**

To contact OCCC Police using an off-campus telephone/cell phone:
Call **405.682.7872**