



# OKLAHOMA CITY COMMUNITY COLLEGE

## **Capitol Hill Center**

325 S.W. 25<sup>th</sup> Street  
Oklahoma City, OK 73109

## **Emergency Response Plan**

Effective: July 1, 2025

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# Oklahoma City Community College Police Department



# ***Introduction***

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## **Purpose**

The purpose of this plan is to provide guidance to the Oklahoma City Community College (OCCC) students, faculty, staff, and visitors in the event of an emergency at or near the campus.

## **Scope**

This plan applies to the Capitol Hill Center (CHC) located at 325 Southwest 25<sup>th</sup> Street Oklahoma City, OK 73109.

OCCC Main Campus, Visual Performing Arts Center (VPAC) and the Family and Community Education (FACE) Center are stand-alone facilities with separate emergency response plans, although the information contained within are similar.

While on OCCC property all persons will follow the instructions of OCCC Campus Police Department (CPD) officers.

## **Development of the Plan**

This plan is developed by the OCCC Emergency Manager in coordination with OCCC Campus Police Department (CPD), Facilities Management (FM), and other involved staff. This plan is reviewed annually.

## **Training and Exercise**

Training regarding this plan is available upon request and provided by the OCCC Emergency Manager in coordination with OCCC CPD. Elements of this plan are exercised throughout the year. After each exercise, the OCCC Emergency Manager coordinates an After-Action Review (AAR) to provide findings and suggested plan changes to the Chief of Police.

## **Roles and Responsibilities**

OCCC CPD provides the primary emergency response capability at all OCCC campus locations. In the event of an emergency, OCCC CPD will assess the situation and determine actions to save lives, stabilize the incident, preserve property, environment, and evidence.

Facilities Management staff provides support to the emergency response. This support includes, but is not limited to, repairs or other assistance regarding OCCC properties.

The Emergency Manager provides support to OCCC CPD that may include, assisting incident command during an emergency, providing resources to manage the incident, maintaining situational awareness, and activating the Crisis Response Center (CRC) at the direction of the Chief of Police, as necessary.

OCCC Faculty & Staff are responsible for taking appropriate precautions when notified of a potential emergency that could negatively impact the campus. OCCC Faculty & Staff are responsible for following the directions of emergency responders and assisting students and visitors in accordance with this plan and all other applicable OCCC policies and procedures.

## ***Introduction***

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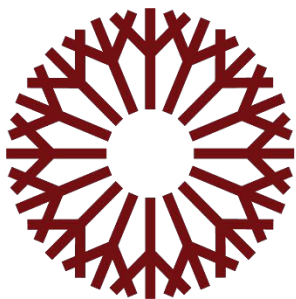
### **National Incident Management System Compliance**

The OCCC Capitol Hill Center Emergency Response Plan (ERP) complies with the National Incident Management System (NIMS), as required by Federal Emergency Management Association (FEMA). NIMS provides a nationwide template enabling federal, state, local and tribal governments, and private sector non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Use of NIMS at OCCC facilitates the college's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance, OCCC will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property, and the environment. For OCCC emergencies, an Incident Command Post may be set up at the scene of the emergency or disaster, which will be directed by an Incident Commander. The primary responsible agency or OCCC department may act as the Incident Commander.



**FEMA**



**OKLAHOMA CITY  
COMMUNITY COLLEGE**

### Report an Emergency

There are multiple ways to report an Emergency at or near OCCC facilities. In addition to contacting an OCCC CPD Officer in person, you may contact a CPD Dispatcher in the following ways:

**Telephone:** the OCCC CPD can be called from any campus phone by **pressing the emergency button** or dialing **ext. 7872**.

If calling from a cell phone, dial **(405) 682-7872**.

Dispatchers will promptly answer and notify the appropriate personnel or authorities.

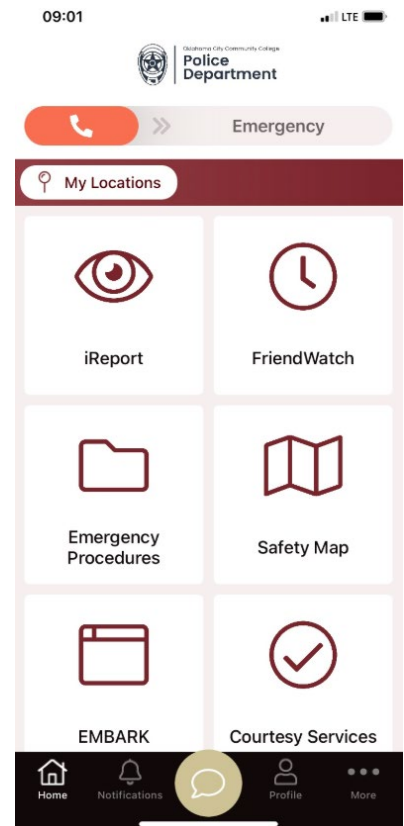
When OFF CAMPUS dial **911** to contact local police, fire, and/or paramedics.

**Emergency Call Boxes:** are also strategically located throughout the campus buildings, common areas and parking lots. **Press the Emergency button** to contact OCCC CPD.

#### OCCC Shield Mobile Application:

The OCCC Shield application is available for free to download on your mobile phone. Utilize the Emergency button in the app for direct contact with OCCC CPD. This application allows you to share your location and caller details with OCCC CPD for a quick response in an emergency.

For more information, visit: [www.occc.edu/can](http://www.occc.edu/can).



Additional Contacts	
OCCC Campus Operator	(405) 682-1611
CHC Main Office	(405) 272-5140
Facilities Management	(405) 682-7554
Emergency Manager	(405) 682-7894

### **Stay Informed**

Ensure that you have multiple ways to receive information regarding hazards in the area and the status of OCCC campus facilities. OCCC offers multiple ways to stay informed and aware of emergencies or potentially dangerous situations on or near all campus locations.

OCCC Marketing may post information regarding campus status and emergency information on the following websites:

- OCCC Home Page: [www.occc.edu](http://www.occc.edu)
- OCCC Official Facebook Page: [www.facebook.com/OTripleC](http://www.facebook.com/OTripleC)
- OCCC Official Instagram: [www.instagram.com/otriplec/](http://www.instagram.com/otriplec/)
- OCCC Official Twitter Account: [www.twitter.com/otriplec](http://www.twitter.com/otriplec)
- OCCC Alert Twitter Account: [www.twitter.com/occcalerts](http://www.twitter.com/occcalerts)

Campus status information may also be communicated through **local news media** sources including, but not limited to: KFOR (Channel 4), KOCO (Channel 5), KWTW (Channel 9) and KOKH (Channel 25)

**Campus Alert Notification (CAN) System:** Is a comprehensive alert notification system for all students and employees. This system is designed to quickly communicate information regarding emergency situations on campus and any campus closures that may be necessary. Current OCCC students and employees are already enrolled with their campus e-mail address. Additionally, current students and employees may subscribe to receive alerts via text message and non-campus email addresses by logging into the CAN system at [www.occc.edu/can](http://www.occc.edu/can) using your OCCC username and password.

Campus visitors may subscribe to alert messages by texting “JOIN 167392” to 30890. You will receive a message indicating a successful subscription (Message & Data Rates May Apply).



**ALERTUS Beacons:** These devices are installed throughout campus as part of OCCC’s continued commitment to providing a safe campus for students, faculty, staff, and visitors. The beacons are the newest component of the mass notification system.

When the CAN system is activated by OCCC CPD, the beacons emit a warning tone, lights flash, the emergency message is transmitted from overhead speakers, and text scrolls across the screen.

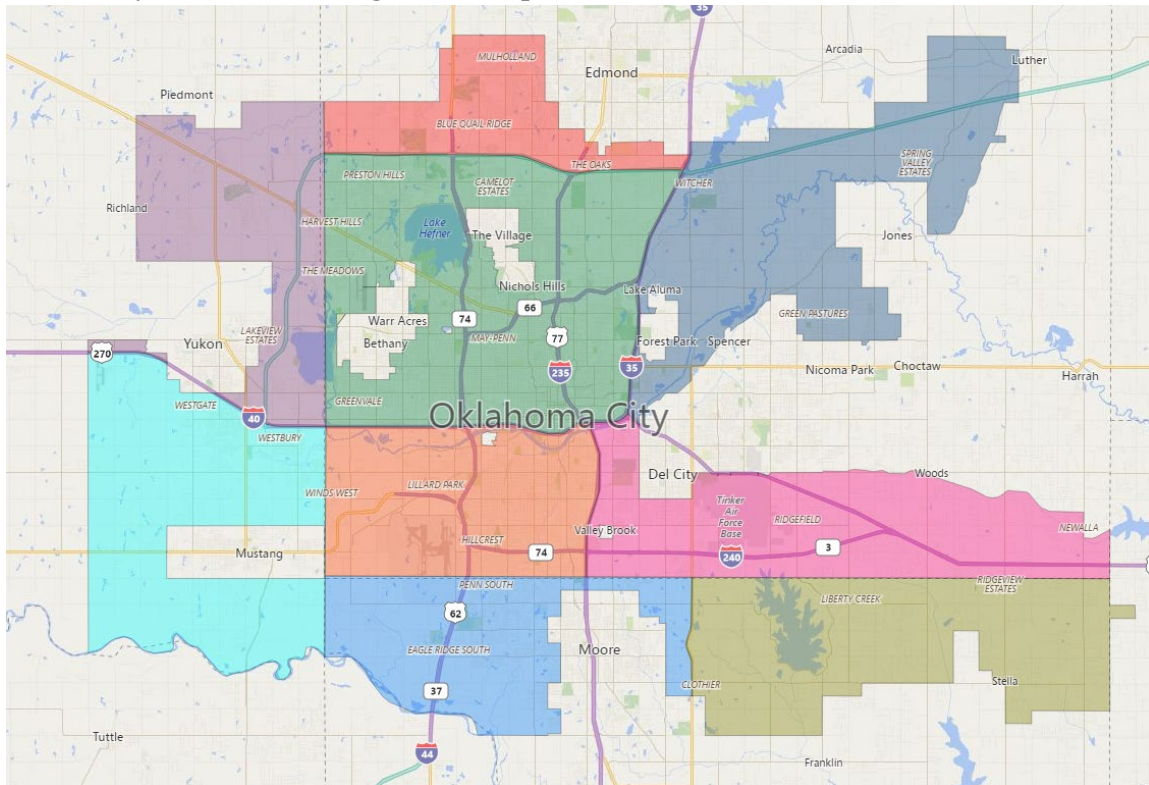
For example, in the event of threatening weather that requires the campus community to relocate to designated safer areas. The beacons will emit a warning tone, and the lights will flash, “Move to Safer Area” will transmit overhead, and scroll across the screens. When it is safe to resume normal activities, an “All Clear” message will transmit overhead, and scroll across the screens.

NOTE: Beacons will not activate in the event of a fire alarm and are not connected to the fire suppression systems. Beacons will only activate in the event of a Safer Area, Shelter-In-Place or Evacuation notification or respective drill.



**Oklahoma City Outdoor Warning Sirens:** Oklahoma City’s outdoor warning sirens may sound in the area where the National Weather Service has issued a tornado warning. If you hear a siren, take shelter immediately and get more information about the storm. Outdoor warning sirens should be one of multiple ways to get information, including a National Oceanic and Atmospheric Administration (NOAA) weather radio, AM-FM radio, television, online news sources, or smartphone apps. Never rely on sirens alone or any other single source of information as your only cue for deciding when to take shelter.

### Oklahoma City Outdoor Warning Sector Map



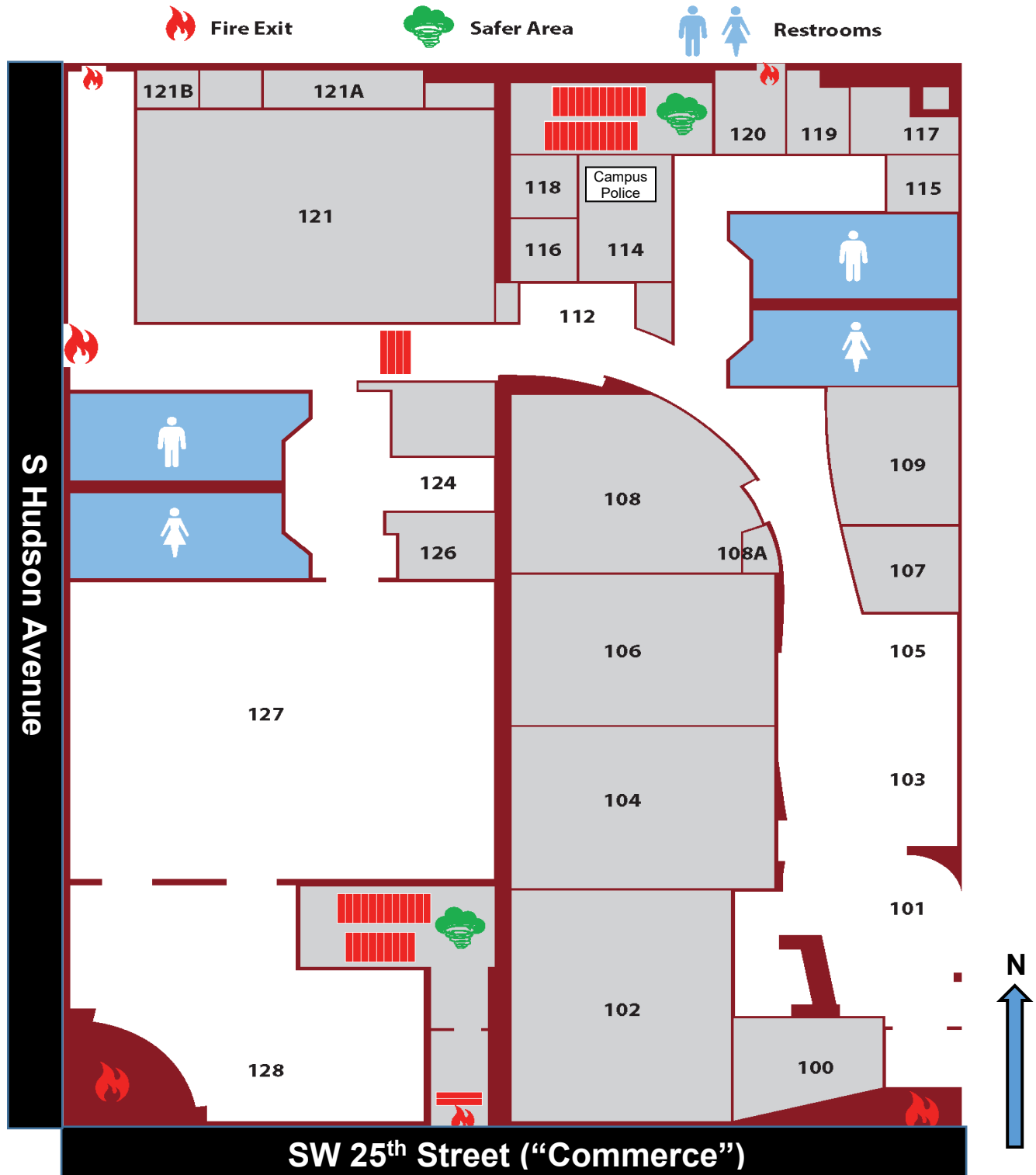
**Oklahoma City Accessible Hazard Alert System:** The City of Oklahoma City has partnered with Deaf Link to provide the Accessible Hazard Alert System (AHAS) which send accessible alert messages to registered subscribers who are Deaf, Blind, or Hard of Hearing. The program will send accessible alert messages to internet and video capable devices such as computers, cell phones, smart phones, tablets, and wireless Braille readers. To register for AHAS please visit: <http://okc.ahasalerts.com>.



## Key Locations

### Safer Area

NOTE: The CHC Safer Area is located on the basement level. Occupants on the first floor must use the north stairwell to access the basement.





## ***Key Locations***

### **Emergency Rally Points**

In the event of an evacuation at the Capitol Hill Center, occupants should utilize the nearest exit and report to the primary or secondary emergency rally point, unless directed otherwise by emergency responders.



### **Severe Thunderstorm and Tornado**

Additional information can be found in OCCC Severe Weather Policy 3076.

*IMPORTANT NOTE: OCCC campus facilities do not have FEMA rated ICC 500 tornado shelters or meet FEMA P-361 requirements for community safe rooms. OCCC Safer Areas are areas that provide the most protection within the facility but are not specifically designed to withstand an extreme wind event. Persons in Safer Areas may not be completely protected from flying debris. OCCC CPD provides important information on severe weather conditions and Safer Areas in all facilities if severe weather threatens or poses an immediate threat to the campus.*

#### ***Definitions***

<b>Severe Thunderstorm</b>	Storms producing winds greater than 58 mph and/or hail 1 inch in diameter or larger.
<b>Severe Thunderstorm Watch</b>	Issued by the National Weather Service (NWS) when conditions are favorable for the development of severe thunderstorms over a larger-scale region.
<b>Severe Thunderstorm Warning</b>	Issued by the National Weather Service (NWS) when severe thunderstorms are occurring or imminent in the warning area. Tornadoes are not expected in such situations, but isolated tornado development cannot be ruled out.
<b>Tornado</b>	A violently rotating column of air that extends from a thunderstorm to the ground and is often—although not always—visible as a funnel cloud. Lightning and hail are common in thunderstorms that produce tornadoes.
<b>Tornado Watch</b>	Issued by the National Weather Service (NWS) when severe thunderstorms and tornadoes are <i>possible</i> in and near the watch area.
<b>Tornado Warning</b>	Issued by the National Weather Service (NWS) when a tornado is imminent or occurring. When a tornado warning is issued, seek safe shelter immediately.

In the event of a **SEVERE THUNDERSTORM or TORNADO WATCH** take the following actions:

1. Stay informed. OCCC CPD continuously monitors the weather and issues campus alerts as appropriate. Students, faculty, staff, and visitors should also remain weather aware and be ready to act if conditions worsen.
2. Postpone outdoor activities and secure outdoor objects that could blow away or cause damage.
3. Close doors, windows, and blinds.
4. Have a plan. Review this plan and determine the nearest route to a designated safer area and be ready to relocate if necessary.

In the event of **SEVERE THUNDERSTORM WARNING**:

1. Remain inside the facility and stay away from windows and exterior doors.
2. Employees are encouraged to preserve any information at their workstations that could be lost in the event of a temporary power outage.
3. Familiarize yourself with campus safer areas and be prepared to shelter if necessary.
4. Continue to monitor weather conditions and report any damage or injuries to the OCCC CPD.

In the event of a **TORNADO WARNING** take the following actions:

1. When severe weather conditions pose an imminent threat to any of the OCCC facilities or events, the announcement to move to designated safer areas is made utilizing the Campus Alert Notification System (CAN) including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.



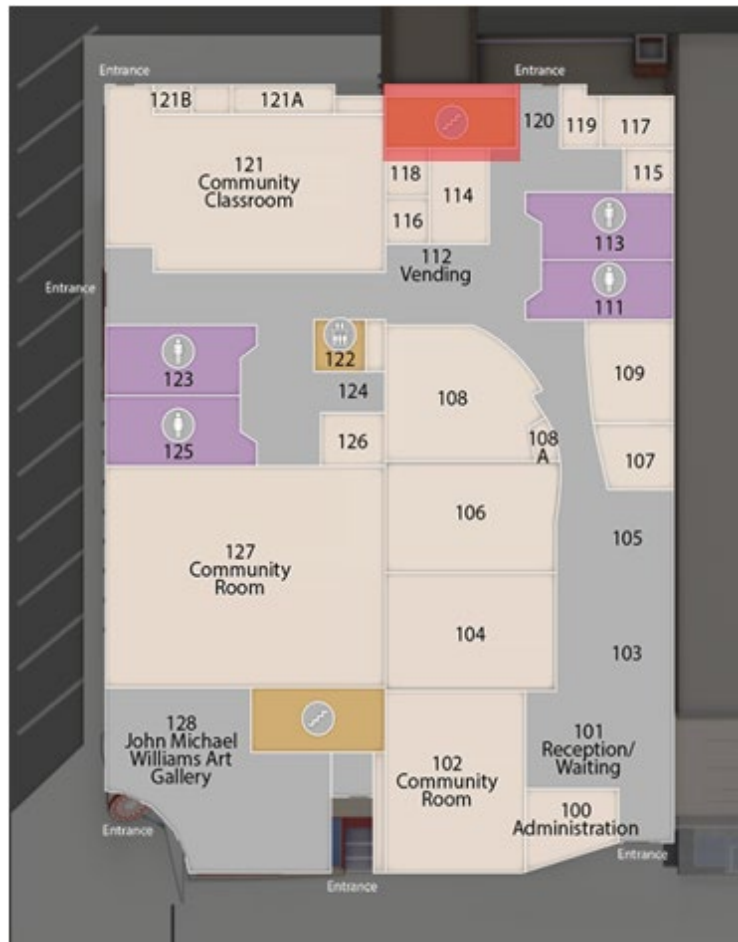
2. Immediately move to the nearest Safer Area designated by green signage. Ensure all individuals in your immediate area are aware of the warning and provide assistance to others, as necessary. Do not use the elevators to access the Safer Area as you may become trapped in the event of a temporary power outage. Evacu-Trac “stair chairs” are devices located in the third-floor stairwells of CHC to assist with movement of persons with mobility issues. BE AWARE glass exterior doorways and foyers are not suitable Safer Areas and should be avoided.



The designated Safer Area at the Capitol Hill Center is in the basement:

All students, faculty, staff, and visitors should go immediately to the basement

- 2.1. **From the First Floor:** Utilize the north stairwell and proceed down to the basement level. The stairwell is located in Room 120 north of the restrooms, just beyond the CHC Campus Police Office (Room 114). This is the only basement-accessible stairwell in the CHC from the first floor.
- 2.2. **From the Second and Third Floor:** Utilize the nearest stairwell (north or south) and proceed down to the basement level.
- 2.3. **From the Terrace Level:** Re-enter the building, utilize the nearest stairwell, and proceed down to the basement level.



3. If available, each faculty member should account for their students by taking a class roster or sign-in sheet to the Safer Area.
4. If outdoors, attempt to reach a campus facility or other sturdy structure immediately. If there is not time to escape or find a suitable protective area, lie flat and face-down in the nearest ditch or depression, protect the back of your head and neck with your arms. Avoid areas subject to flooding in heavy rains.
5. Use of a mobile home or vehicle for shelter is not recommended. If you are in a vehicle, fasten your seatbelt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while driving, pull over and park. Ensure your seat belt is fastened and cover your head with your arms and a blanket, coat, or any other cushion, if possible.
6. If in a campus building, but unable to make it to a designated Safer Area, you should proceed to the lowest level, avoiding spaces with windows; close doors between your chosen refuge area and adjacent windowed areas to limit flying debris. Enclosed interior stairwells are suitable shelter if you cannot reach a designated Safer Area. Ensure a path remains open on the stairway, a blocked stairwell prevents persons on upper floors from reaching designated Safer Areas on the lower levels.
7. Once in a Safer Area, continue to monitor weather conditions. OCCC will send an “All Clear” notification via all available forms of communication once the threat has passed. Do not leave your safe location until the “All Clear” is confirmed.

Note: There is no outdoor siren signal for “All Clear.” If you hear additional tornado sirens from the Oklahoma City Outdoor Warning System, this indicates there is an additional threat. Remain in the Safer Area.

8. After the threat has passed, conduct accountability of all persons in the Safer Area. Determine if there are any injuries and assist the injured, if possible. Emergency Kits containing: First Aid supplies, AM/FM/Weather radio, safety whistle and portable LED lantern are available in or near the Safer Area. Contact OCCC CPD for further assistance.
9. When exiting the safer area be aware of potential damage to the facility and secondary hazards due to debris and damaged utilities.
10. If the building has been severely damaged, evacuate the building utilizing the nearest clear entrance. Assist others in the area with evacuation as required. Report facility damage to Facilities Management.
11. Go to a designated emergency rally point, unless directed otherwise by emergency responders.
12. Do not re-enter a damaged building until local authorities determine it is safe.



### Earthquake

#### Definitions

##### Earthquake

Term used to describe both sudden slip on a fault, and the resulting ground shaking and radiated seismic energy caused by the slip, or by volcanic or magmatic activity, or other sudden stress changes in the earth.

1. Keep everyone as calm as possible.
2. Inside – **“Drop, Cover and Hold On!”** utilizing the following guidelines:
  - a. Stay where you are until the shaking stops. Drop down to your hands and knees.
  - b. Cover your head and neck with your arms to protect yourself from falling debris.
  - c. If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
  - d. If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
  - e. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
  - f. Hold on to any sturdy covering so you can move with it until the shaking stops.
  - g. Stay where you are until the shaking stops.
3. If outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, **“Drop, Cover, and Hold On!”** Stay there until the shaking stops. This might not be possible in a city/urban environment, attempt to reach a building or sturdy structure to avoid falling debris.
4. After the initial earthquake, survey the immediate area around you, be aware of secondary hazards due to damaged facilities and utilities. Call OCCC CPD immediately if there are any injuries. Emergency First Aid Kits are available in the Safer Areas.
5. Be prepared for any aftershocks that may occur.
6. Report all observed damage to Facilities Management.
7. If there is a noticeable odor of gas:
  - a. Evacuate the facility, do not turn off lights or utilize any other potential ignition sources, once at a safe location, contact OCCC CPD.
8. If you are in an elevator during the earthquake and it has malfunctioned:
  - a. Use the emergency telephone in the elevator to contact OCCC CPD.
  - b. Do not try to force open the elevator door.
  - c. Do not crawl out of an elevator without assistance from authorized personnel.
9. If there is significant damage to the facility, evacuate to designated emergency rally point, unless directed otherwise by emergency responders.
10. Do not re-enter a damaged building until an “All Clear” has been given by emergency responders and local authorities determine the structure is safe.



### **Flood**

#### ***Definitions***

<b>Flood</b>	An overflow of water onto normally dry land. The inundation of a normally dry area caused by rising water in an existing waterway, such as a river, stream, or drainage ditch. Ponding of water at or near the point where the rain fell. Flooding is a longer-term event than flash flooding; it may last days or weeks.
<b>Flash Flood</b>	A flood caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Flash floods are usually characterized by raging torrents after heavy rains that rip through riverbeds, urban streets, or mountain canyons sweeping everything before them. They can occur within minutes or a few hours of excessive rainfall.
<b>Flood Watch</b>	Issued by the National Weather Service (NWS) when there is the possibility of widespread general flooding over an area within the next 36 hours.
<b>Flood Advisory</b>	Issued when flooding is imminent or occurring, generally within the next 1-3 hours, but is not expected to substantially threaten life and property.
<b>Flood Warning</b>	Issued by the National Weather Service (NWS) when a river gauge has exceeded, or is forecast to exceed, a predetermined flood stage.
<b>Flash Flood Watch</b>	Issued by the National Weather Service (NWS) generally when there is the possibility of flash flooding or urban flooding over an area within the next 36 hours.
<b>Flash Flood Warning</b>	Issued by the National Weather Service (NWS) when flash flooding is imminent, generally within the next 1 to 3 hours. Usually issued based on observed heavy rainfall (measured or radar estimated) but may also be issued for significant dam breaks that have occurred or are imminent.

In the event that a **FLOOD or FLASH FLOOD WATCH** take the following actions:

1. Stay informed. OCCC CPD continuously monitors the weather and issues campus alerts as appropriate. Students, faculty, staff, and visitors should remain weather aware and ready to act if conditions worsen.
2. Ensure all building occupants are aware of the potential for flooding and be prepared to relocate to upper floors or another area of the facility, as necessary.
3. Avoid travel. If you must travel, plan your route to avoid low-lying areas. If you encounter severely flooded streets, find an alternate route. Remember to “Turn Around, Don’t Drown” - one foot of water is enough to sweep your vehicle away.

In the event of a **FLOOD or FLASH FLOOD WARNING** take the following actions:

1. Ensure all individuals in your immediate area are aware of the hazard and assist with movement, as necessary.
2. Notify the OCCC CPD if there is flooding inside the building, including the location and number of occupants, and any additional needs.
3. Remain calm until the flooding subsides, relocate to upper floors or other areas of the facility, if possible.
4. If evacuated from the facility, do not return to, or attempt to re-enter flooded areas until an “All Clear” is given by emergency responders.



### Winter Weather

Additional information can be found in OCCC Winter Weather Policy 3077

#### Definitions

<b>Winter Weather Watch</b>	Issued by the National Weather Service (NWS) when significant winter precipitation is possible in the next 24 to 48 hours. Again, a watch does not mean it is a sure thing but is designed to alert you to the fact that hazardous winter weather could occur. Watches are issued for winter storms, heavy snow, or blizzards.
<b>Winter Weather Advisory</b>	Issued by the National Weather Service (NWS) for winter precipitation that is not expected to produce significant risks to life and/or property, but that could still impact travel or other activities. Advisories are issued for a variety of winter weather conditions.
<b>Winter Weather Warning</b>	Issued by the National Weather Service (NWS) when winter precipitation that could lead to a threat to life or property is expected or is occurring. A warning is the most serious of the winter weather messages and indicates that action should be taken immediately to get ready for the storm. Warnings are issued for winter storms, ice storms, heavy snow, blizzards, and heavy sleet.
<b>Winter Storm</b>	This term may refer to a combination of winter precipitation, including snow, sleet, freezing rain, etc.
<b>Sleet</b>	Rain drops that freeze into pellets of ice before reaching the ground. Sleet usually bounces when hitting a surface and does not stick to objects. However, it can accumulate and cause dangerous driving conditions.
<b>Heavy Snow</b>	In Oklahoma, heavy snow is defined as four or more inches of snow accumulating in a 12-hour period, or six or more inches accumulating within a 24-hour period.
<b>Blizzard</b>	This life-threatening event is produced by a combination of falling or blowing snow, and high winds, typically 35 mph or more for a prolonged period of time. This combination can create potentially deadly travel conditions with impassable roads and zero visibilities.
<b>Freezing Rain</b>	Rain that falls onto a surface where the temperature is below freezing. This causes the rain to freeze on contact with trees, power lines, cars, and roads. This coating or glaze of ice causes serious travel problems, even with very small accumulations.
<b>Ice Storm</b>	A high impact event caused by excessive accumulations of freezing rain on trees and power lines. Generally, a quarter of an inch or more of ice is considered dangerous. However, this can vary depending on other factors.

If hazardous **Winter Weather** conditions are **forecasted**:

1. Stay informed. OCCC CPD continuously monitors the weather and issues campus alerts as appropriate. Students, faculty, staff, and visitors should also ensure they remain weather aware and ready to act if conditions worsen.
2. If the decision is made to close or delay opening of campus facilities the information is sent out through the Campus Alert Notification System (CAN) and reported to the local news media.
  - a. A decision regarding operational status is generally reached by 5:00 a.m. for day classes and generally by 2:00 p.m. for evening classes.
  - b. Employees with responsibilities relating to securing the campus or returning it to operational capability may be directed to report for work. Employees should contact their immediate supervisor if there are specific questions about reporting requirements.

## Winter Weather (Continued)

If hazardous **Winter Weather** conditions are **occurring or imminent**:

1. Students, faculty, staff, and visitors should stay indoors during the storm.
2. Drive only if absolutely necessary.

If you must drive:

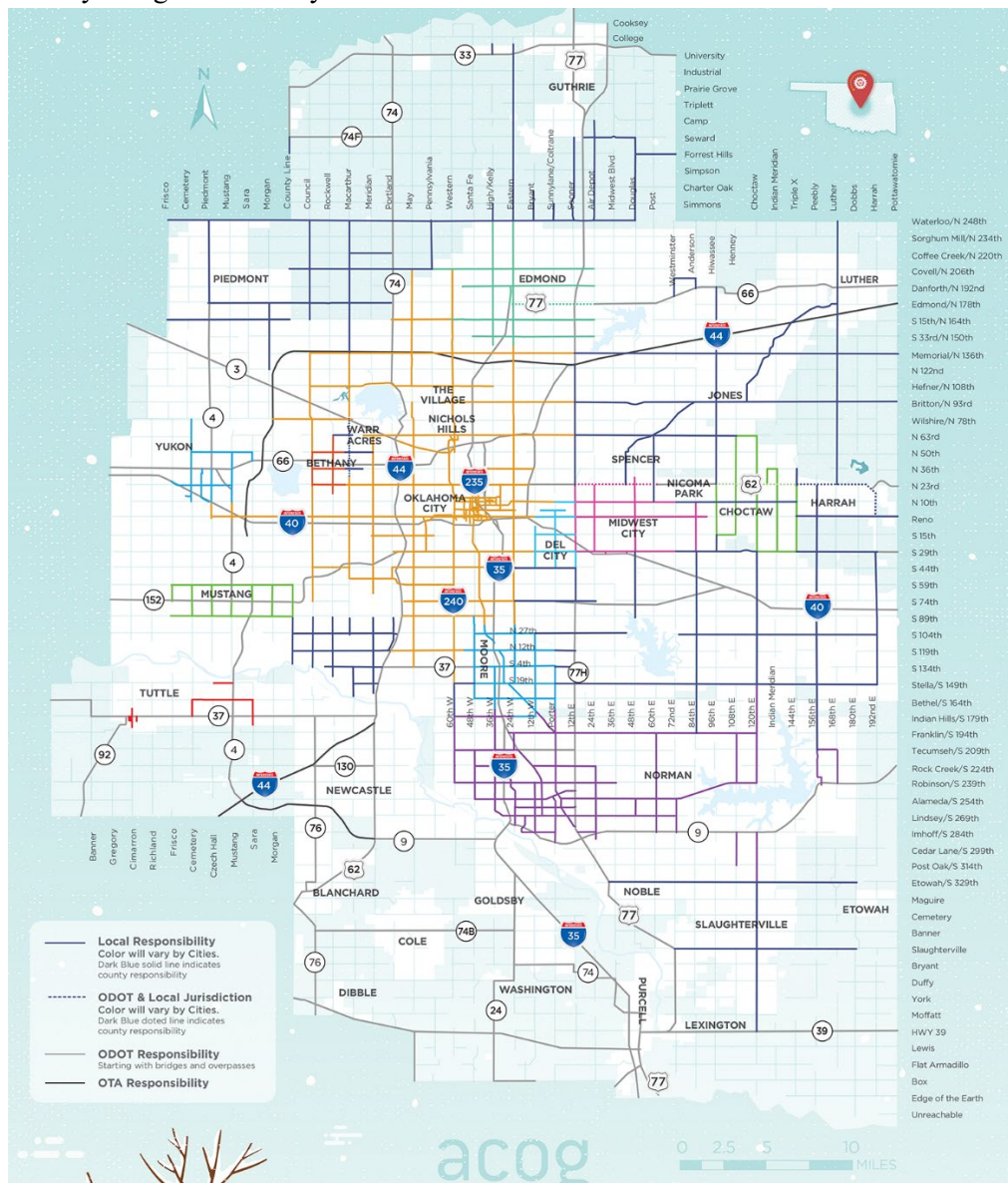
Travel during daylight hours

Avoid travelling alone

Keep others informed of your schedule and your planned route

Stay on main roads and avoid back road shortcuts

3. Visit <http://www.acogok.org/snowklahoma-2/> for a map of the Oklahoma City area snow routes.
4. Walk carefully on snowy and/or icy walkways.
5. Report utility outages and/or any observed hazards to OCCC CPD.



### **Bomb Threat**

#### *Definitions*

<b>Bomb Threat</b>	A bomb threat or bomb scare is a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injury, whether or not such a device actually exists. This may involve telephone, email, social media, or other forms of communication that may affect the campus or adjacent buildings and grounds.
<b>Terrorism Hoax</b>	The willful conduct to simulate an act of terrorism as a joke, hoax, prank, or trick against a place, population, business, agency or government by any act or threat of violence, sabotage, damage or harm against a population, place or infrastructure that causes fear, intimidation or anxiety and a reasonable belief by any victim that such act or threat is an act of terrorist to disrupt any place, population, business, agency, or government.

In the event a **BOMB THREAT** is communicated to OCCC in any format or through any conveyance, the following procedures should be followed:

1. If you receive a bomb threat by phone, remain calm and follow the bomb threat checklist on the next page of this plan. If possible, request another person contact OCCC CPD immediately.
2. After disconnecting with caller, contact OCCC CPD and provide them with any information you have regarding the threat.
3. The determination to evacuate any or all OCCC facilities and notification of additional emergency response from the Oklahoma City Police and/or Fire Department will be made by the OCCC Chief of Police or designee. If circumstances allow, the OCCC Chief of Police or designee will consult with the OCCC President or designee prior to evacuation.
4. The announcement to evacuate facilities are made utilizing the Campus Alert Notification System (CAN), including but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.
5. All persons not assigned bomb threat response duties should gather their belongings and evacuate the building through the nearest exit. Once outside, move to an emergency rally point, unless directed otherwise by emergency responders.
6. Ensure walkways and streets are clear for emergency response crews and vehicles that may be arriving on scene.
7. All campus radio and cell phone communications shall cease immediately.
8. The OCCC Chief of Police and/or the Director of Facilities Management may assign personnel to search OCCC facilities. Additional local Law Enforcement Agencies may confer and assist with search operations as requested by the Incident Commander.
9. All reports of suspicious objects should be communicated to OCCC CPD utilizing the hard-line campus telephone system or in person to emergency responders at the scene.
10. All inquiries by the media should be directed to the Public Information Officer with OCCC Marketing.
11. After the campus has been released for occupancy, the "All Clear" will be announced by the Incident Commander and communicated to students, faculty, staff, and visitors through all available means.
12. Do not attempt to re-enter the building for any reason until the "All Clear" has been given by emergency responders.

### BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call Campus Police: 405-682-7872 or Dial 9-1-1
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call Campus Police: 405-682-7872 or Dial 9-1-1
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

\* Refer to your local bomb threat emergency response plan for evacuation criteria

#### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

#### WHO TO CONTACT

- **Campus PD 405-682-7872**
- **9-1-1**

For more information about this form contact the  
Office for Bombing Prevention at: [OBP@cisa.dhs.gov](mailto:OBP@cisa.dhs.gov)



Oklahoma City Community College

**Police  
Department**



### BOMB THREAT CHECKLIST

DATE:

TIME RECEIVED:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

#### Ask Caller:

- Where is the bomb located?  
(Building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located?  
(background/level of noise)
- Estimated age:
- Is voice familiar?  
If so, who does it sound like?
- Other points:

##### Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

##### Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

##### Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other information:



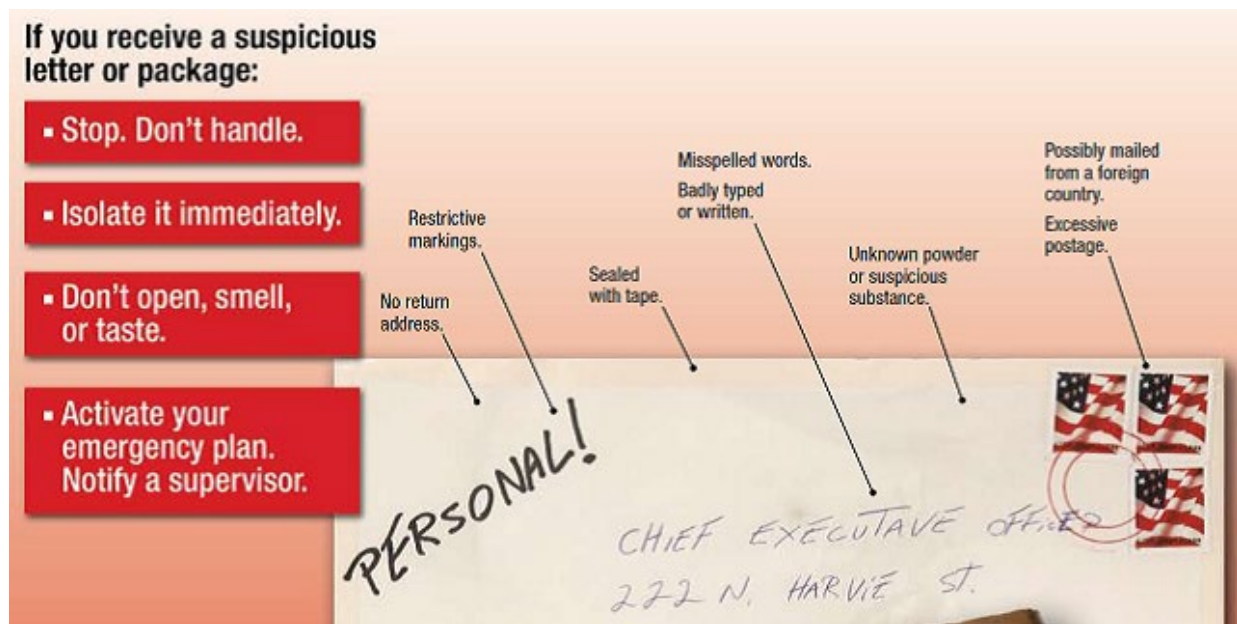
### **Suspicious Mail or Package**

#### ***Definitions***

<b>Suspicious Package</b>	Anything (e.g., package, bag, vehicle) that is reasonably believed to contain explosives, an Improvised Explosive Device (I.E.D.), or other hazardous material that requires emergency responders to further evaluate it. Potential indicators are threats, placement, and proximity of the item to people and valuable assets. Examples include unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally anything that is Hidden, Obviously suspicious, and not Typical (H.O.T.) should be deemed suspicious.
<b>Unattended Item</b>	An item that is not hidden or attempted to be hidden and appears normal for its surroundings. The item does not include any potential indicators referenced under the definition of a suspicious item

In the event of a report of receiving or spotting a **SUSPICIOUS MAIL OR PACKAGE**, take the following actions:

1. Isolate the area where the package/mail was found – do not touch it or allow others in the area.
2. Inform OCCC CPD a suspicious item has been detected and share the elements that have raised the concern.
3. If directed by OCCC CPD, evacuate the area where package/mail is located.
4. The announcement to evacuate facilities are made utilizing the Campus Alert Notification System (CAN), including but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.
5. If directed to evacuate, occupants should gather belongings, utilize the nearest exit, and evacuate to designated emergency rally point, unless directed otherwise by emergency responders.
6. Ensure walkways and streets are clear for emergency response crews and vehicles that may be arriving on scene.
7. Do not return to evacuated areas until “All Clear” is given by emergency responders.



### **Active Threat**

#### *Definitions*

<b>Active Shooter</b>	An individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.
<b>Civil Disturbance</b>	Includes riots, demonstrations, threatening individuals or assemblies that have become disruptive.
<b>Potentially Violent or Dangerous Person</b>	Person who indicates they may try to harm themselves and/or others or someone who appears threatening through words or actions.

In the event of an **ACTIVE THREAT / ACTIVE SHOOTER** at or near your location:

1. Immediately contact OCCC CPD. Officers will respond to the location of the disturbance and request additional support from local Law Enforcement Agencies, as necessary.
2. A report of an active shooter on campus will result in an immediate “Shelter in Place” alert for everyone on campus, utilizing the Campus Alert Notification System (CAN), including but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.
3. If the armed person or shooter is near your location you should consider the following options:
  - 3.1. **Run** and escape, if possible.
    - a. Getting away from the shooter or shooters is the top priority.
    - b. Leave your belongings behind and get away.
    - c. Help others escape, if possible, but evacuate regardless of whether others agree to follow.
    - d. Warn and prevent individuals from entering an area where the active shooter may be.
    - e. Once you are safe, contact OCCC CPD, and provide any details you have about the shooter including: description, location, and type of weapon(s).
  - 3.2. **Hide / Shelter in Place**, if escape is not possible.
    - a. Get out of view and stay quiet. Look for a hiding place that will provide protection if shots are fired in your direction.
    - b. Lock and block doors, close blinds, and turn off lights.
    - c. Silence all electronic devices and make sure they will not vibrate.
    - d. Do not hide in groups, spread out along walls, or hide separately to make it more difficult for the shooter.
    - e. As discreetly as possible, without illuminating your location, try to communicate with police silently through the OCCC Shield mobile app.
    - f. Stay in place until law enforcement gives you notification of “All Clear.”
  - 3.3. **Fight**, as an absolute last resort.
    - a. Commit to your actions and act aggressively as possible against the shooter.
    - b. Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. to distract and disarm the shooter.
    - c. Be prepared to cause severe or lethal injury to the shooter.



### **Active Threat (Continued)**

4. Law Enforcement personnel will be responding rapidly. It is important for everyone to remain sheltered until an “All Clear” is given or you are directed to evacuate by law enforcement personnel. If you encounter law enforcement responders, strictly obey all commands given. Expect firm and direct commands from law enforcement personnel.
5. Do not yell or scream at law enforcement and keep hands visible and empty at all times.
6. Updated safety information and instructions are sent through the Campus Alert Notification System, when appropriate.
7. Take care of yourself first, and then help the wounded before first responders arrive. Emergency First Aid Kits are located in or near campus Safer Areas.
  - a. If the injured are in immediate danger, help get them to safety, if possible.
  - b. While you wait for first responders to arrive, provide first-aid, apply direct pressure to wounds and use tourniquets if you have been trained to do so.

In the event of an **ACTIVE THREAT / ACTIVE SHOOTER** on campus, but not near your location:

1. Immediately contact OCCC CPD. Officers will immediately respond to the location of the disturbance and request additional support from local Law Enforcement Agencies, as necessary.
2. Shelter in Place in your facility.
  - a. Lock and block all doors, close blinds, and turn off lights.
  - b. Silence all electronic devices and make sure they will not vibrate.
  - c. Continue to monitor all available sources of communication including, but not limited to, OCCC social media sites, text, email, and local news for more information.
  - d. If you observe suspicious or criminal activity near your location, remain sheltered in place and contact OCCC CPD to report the information.
  - e. Stay in place until you are notified by law enforcement or through the Campus Alert Notification System of an “All Clear.”

In the event of a **CIVIL DISTURBANCE**:

1. Contact OCCC CPD immediately and provide details regarding the nature of the disturbance.
2. Distance yourself from the person(s) creating the disturbance.
3. Do not provoke or become part of the disturbance.
4. If the disturbance is outside, remain inside and away from doors and windows.

In the event of a **POTENTIALLY VIOLENT OR DANGEROUS PERSON**:

1. Contact OCCC CPD immediately and provide details regarding the subject.
2. Stay calm and encourage others to do so as well.
3. Do not approach the person. Distance yourself and others from the person, if possible.
4. If you are unable to distance yourself from the person, behave in a manner that calms the situation; do not patronize or argue with the person.
5. Stay out of arm’s reach and do not touch the person; look for a clear escape path.

## **Missing Person**

In the event of receiving a report of a **MISSING CHILD OR ADULT** on campus, take the following actions:

1. Immediately contact OCCC CPD and provide the following information:
  - a. Name and Date of Birth of missing person (if known).
  - b. Description - include all available identifying information including, but not limited to: race, sex, height, hair color, eye color, and clothing.
  - c. Description of missing person's vehicle (if applicable).
  - d. Last known location of missing person
  - e. Your contact information and location.
2. OCCC CPD will respond to the report of a missing person to initiate a plan of action to find the person and request additional support from local Law Enforcement Agencies, as necessary.
3. If determined necessary by OCCC CPD, an alert may be sent utilizing the Campus Alert Notification System (CAN) with information regarding the missing person and actions to take to assist in finding them.
4. All persons are encouraged to report any suspicious activity or information regarding the missing person to OCCC CPD.



### **Hazardous Material Release or Spill**

In the event of a **CHEMICAL OR HAZARDOUS MATERIAL SPILL** inside of the facility, take the following actions:

1. Immediately notify OCCC CPD and provide the following information:
  - a. Name
  - b. Name of chemical or hazardous material, if known
  - c. Estimated amount
  - d. Exact location of the spill
  - e. Any injuries that may have occurred as a result of the spill
  - f. Any actions you or any other staff may have taken
2. Do not try to clean up a spill; unless you are specifically trained to do so.
3. Do not touch or step in spilled materials.
4. Evacuate and seal off the affected area to prevent further contamination.
5. If a chemical or hazardous material comes in contact with a person (eyes, skin, inhalation or ingested), take the following actions:
  - a. Contact OCCC CPD immediately
  - b. Remove all contaminated clothing
  - c. Avoid contact with others if you or they have been exposed to chemicals.
  - d. Follow Safety Data Sheet (SDS) recommended first aid measures.

Current SDS information can be referenced at <https://occc.kha.com/>
6. Evacuate the building if instructed to do so by OCCC CPD. The announcement to evacuate facilities are made utilizing the Campus Alert Notification System (CAN), including but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.
7. Once outside, move in an upwind and uphill direction away from the building to the nearest Emergency Rally Point, unless directed otherwise by emergency responders.
8. Ensure walkways, driveways, and streets are clear for emergency response crews and vehicles that may be arriving on scene.
9. Do not attempt to re-enter building until the “All Clear” is given by emergency responders.

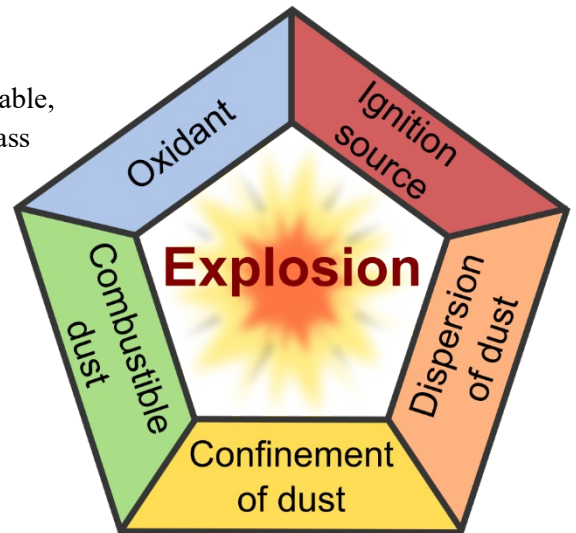
In the event of a **CHEMICAL OR HAZARDOUS MATERIAL SPILL** outside of the facility, take the following actions:

1. Immediately notify OCCC CPD and provide information regarding the hazardous material spill, if known.
2. Follow direction of emergency responders.
3. Move uphill and upwind from the source of the hazardous material spill or leak. Seek shelter inside, close all doors, windows, and vents. Turn off heating, ventilation, and air conditioning systems, if possible.
4. Move to an interior room within the building. Place a wet cloth, clothing, or towels under doors to prevent contaminated air from entering rooms.
5. If there is a medical emergency or persons believe they may have been exposed to the hazardous material contact OCCC CPD immediately. Emergency First Aid Kits are located in or near campus Safer Areas.
6. Do not leave the building until the “All Clear” has been given by emergency responders.

### **Explosion or Fire**

In the event of an **EXPLOSION**:

1. Keep everyone as calm as possible.
2. Immediately seek shelter underneath a heavy object such as a table, desk, or other object that will give protection against falling glass or debris.
3. After the effects of the explosion have subsided and you deem it safe to exit your area, notify OCCC CPD immediately. Provide your name and location of the explosion.
4. OCCC CPD will respond to the area.
5. Evacuate the building if instructed to do so by OCCC CPD.
6. Once outside, move away from building and make way to the nearest Emergency Rally Point.
7. Follow all instructions of emergency responders at the scene.
8. Ensure walkways, driveways, and streets are clear for emergency response crews and vehicles that may be arriving on scene.
9. Do not attempt to re-enter the building for any reason until the “All Clear” has been given by emergency responders.



In the event of a **FIRE** (open flame or smoke observed):

1. If the fire alarm is not already activated, pull the building fire alarm.
2. Contact OCCC CPD and notify others in the area of the need to exit the building immediately.
3. Assist others with evacuation, as necessary. Do not utilize elevators if there is a fire in the building.
4. Close doors as you exit the building.
5. Once outside, move away from building and make way to the nearest Emergency Rally Point.
6. If you are caught in heavy smoke, get close to the floor and crawl. Cover your mouth and nose with blouse, shirt, or jacket and breathe through your nose.
7. If you are trapped by fire, back away and close as many doors as possible between you and the fire. Place a wet towel or clothing at the bottom of the door to prevent smoke from coming in. Contact OCCC CPD and/or yell for help.
8. Follow the instructions of emergency responders on site.
9. Ensure walkways, driveways, and streets are clear for emergency response crews and vehicles that may be arriving on scene.
10. Do not attempt to re-enter the building for any reason until the “All Clear” has been given by emergency responders.



### **Utility Disruptions**

In the event of a **BROKEN WATER PIPE OR LINE**, take the following actions:

1. Contact OCCC CPD. OCCC CPD will notify Facilities Management.
2. The determination to evacuate an area is made by OCCC CPD and/or Facilities Management.
3. The determination to close facilities for an extended time will be made by the President or designee after consultation with OCCC CPD and Facilities Management.
4. The announcement to evacuate facilities and/or the closure of the affected area is made utilizing the Campus Alert Notification System (CAN) including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.
5. With the exception of persons assigned to address a flood or broken pipe response duties, all students, faculty, staff, and visitors should turn off and secure all equipment in their immediate area and leave the building, as directed.
6. Crowd control is the responsibility of OCCC CPD and Facilities Management.
7. Evacuate to the appropriate Emergency Rally Point, unless directed otherwise by emergency responders.
8. Ensure walkways, driveways, and streets are clear for emergency response crews and vehicles that may be arriving on scene.
9. Only authorized personnel and vehicles will be allowed in the immediate area of the hazard.
10. Do not return to evacuated areas until an “All Clear” is given by emergency responders.

In the event of a **POWER OUTAGE**, take the following actions:

1. If the power outage is localized to a room or only a portion of the building, report the power outage to OCCC CPD. OCCC CPD will notify Facilities Management.
2. If the power outage appears to be campus or area wide, please do not overtax OCCC CPD or Facilities Management by repeatedly reporting the outage.
3. The announcement to evacuate facilities and/or the closure of the affected area is made utilizing the Campus Alert Notification System (CAN) including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.
4. If the power goes out while you are in the elevator, remain calm, utilize the emergency telephone in the elevator to contact OCCC CPD to advise them of the situation.
5. Avoid a power surge by turning off and/or unplugging non-essential electrical equipment, computers, and other voltage-sensitive equipment or appliances.

In the event of a **NATURAL GAS LEAK**, take the following actions:

1. Immediately contact OCCC CPD. OCCC CPD will notify Facilities Management.
2. The determination to evacuate any or all OCCC facilities and notification of additional emergency response will be provided by OCCC CPD and/or Facilities Management.
3. The announcement to evacuate facilities and/or the closure of the affected area is made utilizing the Campus Alert Notification System (CAN) including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.

## *Technological Hazards*

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4. With the exception of persons assigned to address natural gas leak response duties, all students, faculty, staff, and visitors should turn off and secure all equipment in their areas and immediately leave the building / area as directed.
5. All persons that do not have response duties will evacuate to the appropriate Emergency Rally Point, unless directed otherwise by emergency responders.
6. Ensure walkways, driveways, and streets are clear for emergency response crews and vehicles that may be arriving on scene.
7. Only authorized personnel and vehicles will be allowed in the immediate area of the hazard.
8. Do not return to evacuated areas until “All Clear” is given by emergency responders.

