

General Safety Tips Potential Crisis Situations

Active Shooter

If an active shooter is reported or encountered:

RUN

- If you are outside a building near the threat, go to nearest cover immediately.
- If you are inside the building and you are confident that you know the shooter's location and have a clear path to an exit, evacuate immediately and if possible, take others with you.

HIDE

- If you are inside a building and the shooter(s) location is unknown, the safest option is, normally, to barricade:
 - If you are unsure that you can safely exit the building; secure the area by following these tips:
 - lock and barricade doors;
 - stay away from doors or windows;
 - turn off lights;
 - block windows;
 - turn off radios and computer monitors;
 - keep yourself out of sight;
 - take cover/protection from bullets by using concrete walls or filing cabinets;
 - silence your cell phone.
- Call 911 Report:
 - your specific location;
 - number of people at your location;
 - number of injured and types of injuries;
 - assailant(s) – location, number of suspects, race/gender, clothing description, physical features, types of weapons, backpack, shooter's identity (if known), separate explosions from gunfire, etc.

In the Classroom or Office

- If you are in a classroom, room or office, **STAY THERE**, secure the door.
- If the door has no lock and the door is open, look for heavy furniture or objects to barricade the door.
- If the door has a window, cover it if you can.
- If no police units are yet on scene move well away from the incident and find safe cover positions and wait for the police to arrive.
- Once in a safe place stay put.
- Get out of sight from the door and stay low and quiet.

In Hallways or Corridors

- If in the hallways, get in a room that is not already secured and barricade it.
- If you are close to an exit, leave the building, only if it will lead you away from where the shooting is taking place. Run away from the incident and find a safe place to hide

Open Spaces

- Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and another object, which may stop firearm ammunition penetration, may be utilized as cover.
- Try to run zigzag or at angles, especially when running in open spaces.

Trapped with the Gunmen

- There is no set procedure in this situation.
- If you are trapped with the gunmen, don't do anything to provoke them.
- If they are not shooting, do what they say and don't move suddenly.
- If possible, call (405) 466-3366 or 911 and talk with a police dispatcher.
- If you cannot speak, leave the phone line open so the police can hear what is going on.
- If they do start shooting people, you need to make a choice: stay still and hope they do not shoot you, run for an exit while zigzagging, or attack the shooter.
- If you chose to run, a zigzagging moving target is much harder to hit than a straight running target.
- Playing dead may also be a consideration.
- It is not recommended to attack the shooter; but remember that you have a choice to fight when there are no other options.
- Generally, the last thing that the shooter will expect is to be attacked by you.

Outside Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in an incident, officers may not be able to rescue people because, their main goal is to get to the shooter(s). Involved persons need to try to remain calm and patient during this time so as not to interfere with police operations. Cooperate with officers who may ask you information concerning the incident. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions given by the officers at the scene, or responding to the scene. When threat has subsided, you will be notified and escorted to safety by law enforcement.

Self-report for tracking

- Attempt to contact your immediate family. It is good practice to designate a common person to contact that your family and friends know to call.
- Provide information to University officials for rosters upon request.

Bomb Threat

If you receive a bomb threat:

- Stay composed.
- Listen carefully.
- Do not interrupt the caller.
- Try to keep the caller talking.
- Keep the caller on the line as long as possible.
- Do not anger the caller.
- Write down exactly what the caller says.
- If you have caller ID, write down the number displayed.
- Get the attention of someone nearby and tell him or her to call LUPD at (405) 466-3366 immediately
- Keep the caller on the phone by asking the following questions:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - Why is there a bomb?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Where are you?
- Do not erase threats if they are left on voice mail.
- Notify your supervisor. Students should notify an administrator or LUPD at (405) 466-3366.
- Relay information to first responders as soon as possible and follow their directions.
- Cooperate with the arriving emergency personnel while they evaluate the threat.
- Follow LUPD (or emergency personnel) orders to evacuate to your building's assembly point.
- If you are near an outside emergency phone, call immediately.
- If you activate the fire alarm to alert others immediate evacuation is necessary.
- If you are near a panic button, activate the button.

Making a false bomb threat is not a victimless prank. It ties up response resources that could be needed for a real emergency and can negatively affect reactions in the event of an actual bomb threat.

A false bomb threat will be turned over to the proper legal authorities for investigation and possible criminal prosecution. Making a false bomb threat will also be considered cause for disciplinary action, up to and including, expulsion for students and termination for employees.

Civil Disturbances/Protests

The University supports the rights of persons to self-expression, dissent, and to demonstrate provided that demonstrations are lawful, do not disrupt normal University activities; or do not infringe upon the rights of others. Most demonstrations are peaceful. People who are not involved in protests should attempt to carry on business as usual if safe to do so. It is the illegal acts which may arise during these activities that concern the University.

If protests disrupt normal University activities, result in damage to University buildings or grounds, or threaten the safety of others:

- Remain calm.
- Call 911.
- Avoid obstructing or provoking protestors.
- Notify your supervisor. Students should notify an administrator or LUPD at (405) 466-3366.
- Alert all persons in the area of the situation.
- If prudent, lock doors and windows and close blinds to prevent flying glass.
- If necessary to evacuate, follow the directions of responding LUPD officers.

If evacuated, meet at the predetermined evacuation location and wait for additional instructions and information.

Earthquake

During an Earthquake Drop, Cover and Hold On. Minimize your movements to a few steps, to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use the elevators.
- Be aware that the electricity may go out and the sprinkler systems or fire alarms may turn on.
- If you smell gas or hear blowing or hissing noise leave the building and notify Police and/or Facilities.

If Outdoors

- Stay there.
- Move away from buildings, streetlights and utility wires.
- Once in the open, stay there until the shaking stops.
The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle

- Stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires.

- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If Trapped Under Debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Consider shouting only as last resort. Shouting can cause you to inhale dangerous amounts of dust.

After an Earthquake

- When the shaking stops, look around to make sure it is safe to move. Then exit the building. Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with access and functional needs. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Listen to a battery-operated radio or television for the latest emergency information. Use the telephone only for emergency calls. Stay away from damaged areas. Stay away unless police, fire, or relief organizations have specifically requested your assistance.
- After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Leave the area if you smell gas or fumes from other chemicals.
- Inspect utilities.
- If you see sparks or broken or frayed wires, or if you smell hot burning materials notify 911/or Physical Plant.
- If water pipes are damaged, contact Physical Plant and avoid using water from the tap.

Evacuation Procedures

When evacuating your building or work area:

- Stay calm and do not rush or panic.
- Safely stop your work.
- Gather your personal belongings, only if it is safe to do so. (Reminder: take your prescription medications with you if at all possible; it may be hours before you are allowed back into the building).
- If safe, close your office doors and windows and lock them for security reasons.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator. Proceed to the designated emergency assembly area unless the evacuation is for a bomb threat. In that case, assemble as directed by emergency responders.
- Wait for instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Evacuation of Persons with Limited Mobility/Special Needs

- Persons who are either temporarily or permanently disabled to the extent their mobility is impaired are individually responsible for informing their supervisors and LUPD at (405) 466-3366 of their name, building name, room number, and nature of disability.
- Co-workers may assist evacuating disabled persons only if this places them in no personal danger.
- Never use elevators.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask the individual how to best assist and whether there are any special considerations or items that need to come with the person.
- Mobility impaired persons in wheelchairs on non-ground level floors should proceed to nearest enclosed stairwells and wait for the City of Langston Fire Department to arrive. Someone should stay with the disabled person, if it does not place them in additional danger and someone should meet responding fire fighters to report the location of disabled persons. Follow the instructions for being trapped if you cannot get to an enclosed stairwell.
- Visually impaired persons should have a sighted assistant to guide them to safety. Individually inform hearing-impaired persons of the emergency. Do not assume they know what is happening by watching others.

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities in advance of an emergency. Notify instructors and/or classmates of the type of assistance you need during an emergency situation.

In the event of a **fire**, immediate and complete evacuations are preferred if it can be accomplished in a safe manner. If immediate and complete evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell, until emergency personnel arrive and complete evacuation. The assisting individual should stay with you until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required.

In the event of a **tornado warning**, you should immediately proceed to the lowest floor of the building. Request assistance from instructors or classmates if assistance is needed. Once you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors. Pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your needs 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. This can be accomplished by self-identifying to Student Disability Services at (405) 466-3473. Students living in residential facilities should tell their Residential Life staff, and identify a place to meet in the event of an emergency.

A good guide that details questions to ask yourself and items to collect is available at <http://www.preparenow.org/eqtips.html>

Fire Emergencies

If You Encounter a Fire:

- Alert others and pull the closest fire alarm.
- Evacuate the building immediately.
 - Do not use the elevator;
 - If possible grab your purse/wallet/keys; do not spend time looking for them
 - Close all doors behind you as you leave;
 - Evacuate to your building assembly point (located at least 200 feet away from the building);
 - Do not re-enter the building until the fire department or police makes the all-clear announcement.
- Call 911.
 - Provide as much additional information as you can, such as where the fire (building name and address) is and if there are people inside.
- Self report basic personal information to emergency response personnel for tracking.
- If you are trapped in a room – stuff the cracks around doors with towels, lab coats, throw rugs, etc. to keep out as much heat and smoke as possible.
- Go to window and if there is no smoke or flames outside, open windows at the top. Signal for help by hanging a flag, (i.e., sheet, jacket, etc.), out of the windows.
- Use available telephones to call 911 and let them know your exact location.
- Do not attempt to jump from multi-story buildings.
- Do not re-enter buildings for any reason until fire or police officials say it is safe to do so.
- Take roll and report missing or unaccounted for individuals to emergency responders.

Should You Extinguish a Fire?

- For a small fire, try to extinguish it. (See below for extinguisher directions)
- Do NOT use an extinguisher if:
 - You are not comfortable putting out the fire;
 - Heavy smoke is filling the room or it is difficult to breath;
 - Your escape route could be blocked;
 - The fire is large or spreading rapidly (larger than a trashcan);
 - The fire is partially hidden behind a wall or ceiling;
 - There are hazardous materials (flammable liquids) present;
- If the above listed conditions exist, close any doors present and evacuate instead.

How to use a fire extinguisher:

- Pull the pin at the top of the extinguisher.
- Aim the hose at the base of the fire.
- Squeeze the metal handle.
- Sweep the hose from side to side at the base of the fire.

First Aid

Burns

For major burns, dial 911 for emergency medical assistance until an emergency unit arrives:

- Do not remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
- Don't immerse severe large burns in cold water. Doing so could cause shock.
- Check for signs of circulation (breathing, coughing or movement). If there is no breathing or other sign of circulation, begin cardiopulmonary resuscitation (CPR) if trained.
- Cover the area of the burn. Use a cool, moist sterile bandage; clean, moist cloth or towels.
- For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:
- Cool the burn. Hold the burned area under cold running water for at least 5 minutes, or until the pain subsides. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Don't put ice on the burn.
- Cover the burn with a sterile gauze bandage. Wrap the gauze loosely to avoid putting pressure on burned skin. Seek medical attention to avoid infection.
- Take an over-the-counter pain reliever. Never give aspirin to children or teenagers.

Chemical Burns

If a chemical burns the skin, follow these steps:

- Dial 911 if burn area is deep or large. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.
- Remove the cause of the burn by flushing the chemicals off the skin surface with cool, running water for 15 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin before flushing.
- Remove clothing or jewelry that has been contaminated by the chemical.
- Wrap the burned area loosely with a dry, sterile dressing or a clean cloth.
- Consult Material Safety Data Sheet for further instructions. If you're unsure whether a substance is toxic, call the Poison Control Center at 1-800-222-1222.

Chemical Splash in the Eye

If a chemical splashes into your eye, take these steps immediately:

- Flush your eye with water. Use clean, lukewarm tap water for at least 15 minutes. Do not rub your eye or use any eye drops.
- Wash your hands with soap and water. Thoroughly rinse your hands to be sure no chemical or soap is left on them. Your first goal is to get the chemical off the surface of your eye, but then you need to make sure to remove the chemical from your hands.
- Remove contact lenses. If they didn't come out during the flush, take them out.
- Seek medical attention.

Head or Spinal Injury

If you suspect someone has a spinal injury:

- Dial 911.
- Keep the person in the same position as he or she was found. Keep the person still. Gently place heavy towels, backpacks or purses on both sides of the neck or hold the head and neck still to prevent movement.
- Provide as much first aid as possible without moving the person's head or neck. If the person shows no signs of circulation (breathing, coughing or movement), begin CPR if trained, but do not tilt the head back to open the airway. Use your fingers to gently grasp the jaw and lift it forward.
- If you absolutely must roll the person because he or she is vomiting, choking on blood or in danger of further injury, use at least two people. Work together to keep the person's head, neck and back aligned while rolling the person onto their side.

Unconscious Person

- When you find a person unconscious, attempt to wake them by shouting "Are you OK?" and tapping their shoulder.
- If the person does not wake up, dial 911.
- Unconsciousness is a life-threatening condition.
- Check for breathing and pulse. If you are trained and cannot find a pulse, begin cardiopulmonary resuscitation (CPR).
- Once the person resumes breathing and has a pulse, place the victim on his/her side (in the recovery position) unless there is a possibility of head or spinal injury.

Choking

- Have a bystander dial 911 to summon an ambulance.
- Administer the Heimlich Maneuver as follows:
 - Stand behind the person. Wrap your arms around their waist. Tip the person forward slightly;
 - Make a fist with one hand. Position it slightly above the person's navel;
 - Grasp the fist with the other hand. Press hard into the abdomen with a quick, upward thrust—as if trying to lift the person up;
 - Repeat until the blockage is dislodged.

Heart Attack

If you or someone else may be having a heart attack:

- Dial 911. Don't tough out the symptoms of a heart attack.
- Consider taking an aspirin if your doctor has previously specifically recommended that you take an aspirin if you ever think you're having a heart attack. Take the aspirin just as your doctor advised.
- Begin CPR. If you are with a person who might be having a heart attack and he or she is unconscious, tell the police dispatcher or another emergency medical specialist. You may be

advised to begin cardiopulmonary resuscitation (CPR). Even if you're not trained, a dispatcher can instruct you in CPR until help arrives.

Severe Bleeding

- Dial 911 and seek medical attention.
- Stop the bleeding.
- Apply direct pressure with a clean cloth or bandage.
- If possible, elevate wound above level of heart.
- Hold the pressure continuously for 5 to 10 minutes.
- Don't keep checking to see if the bleeding has stopped because this may damage or dislodge the fresh clot that's forming and cause bleeding to resume.
- If the blood spurts or continues to flow after continuous pressure, seek medical assistance immediately.
- Be sure to use appropriate personal protective equipment, like latex gloves.

Shock

If you suspect shock, even if the person seems normal after an injury:

- Dial 911.
- Have the person lie down on his or her back with feet higher than the head. If raising the legs will cause pain or further injury, keep him or her flat. Keep the person still.
- Check for signs of circulation (breathing, coughing or movement). If signs are absent, begin CPR if trained.
- Keep the person warm and comfortable. Loosen belt(s) and tight clothing and cover the person with a blanket to maintain body temperature. Even if the person complains of thirst, give nothing by mouth.
- If the person vomits or bleeds from the mouth, turn the person on his or her side to prevent choking.

Seizure

- Dial 911.
- Do not restrain person having seizure or convulsions.
- Protect victim during seizure. Place victim on his/her side and protect head and limbs.
- Do not force anything into victim's mouth.

Heat Emergency

- Move the person out of the sun and into a shady or air conditioned space.
- Dial 911.
- Cool the person by covering him or her with damp sheets or by spraying lightly with cool water. Direct air onto the person with a fan or newspaper.

Hypothermia (Cold Exposure)

- Dial 911. While waiting for help to arrive, monitor the person's breathing. If breathing stops or seems dangerously slow or shallow, begin cardiopulmonary resuscitation (CPR) immediately if trained.

- Move the person out of the cold. If going indoors isn't possible, protect the person from the wind, cover his or her head, and insulate his or her body from the cold ground.
- Remove wet clothing. Replace wet things with a warm, dry covering.
- Don't apply direct heat. Don't use hot water, a heating pad or a heating lamp to warm the victim. Instead, apply warm compresses to the neck, chest wall and groin. Don't attempt to warm the arms and legs.
- Offer warm nonalcoholic drinks, unless the person is vomiting.
- Don't massage or rub the person.

Fractures, Sprains, Dislocations

- Dial 911.
- Stop any bleeding. Apply pressure to the wound with a sterile bandage, a clean cloth or a clean piece of clothing.
- Immobilize the injured area. Don't try to realign the bone, but if you've been trained in how to splint and professional help isn't readily available, apply a splint to the area.
- Apply ice packs to limit swelling and help relieve pain until emergency personnel arrive. Don't apply ice directly to the skin—wrap the ice in a towel, piece of cloth or some other material.
- Treat for shock. If the person feels faint or is breathing in short, rapid breaths, lay the person down with the head slightly lower than the trunk and, if possible, elevate the legs.

Chemical and Blood borne Incidents

- If you discover a spilled chemical, ensure your safety and the safety of others by immediately evacuating the area.
- Seal off the area by closing the door as you leave and do not let others enter the area.
- Activate the emergency response system by dialing 911.
- Be prepared to tell them the building, floor and room number where the spill is located, the amount of material spilled and its identity, if known.
- Go to a safe location and await arrival of emergency responders. For spills outdoors, remember to stay uphill and upwind.
- Do not attempt to clean up the spill unless you have been trained to do so.

Chemical Contact with Your Clothes, Body or Eyes

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

Spills Involving Blood or Other Bodily Fluids

- If the blood or bodily fluid is not your own, **DO NOT TOUCH** material or otherwise attempt to clean it up! Contact with bodily fluids may expose you to blood borne pathogens such as HIV/HBV.
- Secure the area and do not allow others to come into contact with the material. If you came into contact with the material:
 - Immediately wash the affected area with soap and water paying close attention to any areas of broken skin;
 - If material entered eyes, flush with water for 15 minutes;
 - If material entered nose or mouth, rinse with water repeatedly;
 - Notify your supervisor and Student Health Services of possible exposure to blood borne pathogens;
 - Do not attempt to clean up the material unless you have been trained and authorized to do so;
 - Contact the Physical Plant at (405) 466-3359 and notify them of the need for cleanup of bodily fluids. After hours, notify the LUPD at (405) 466-3366.

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

Hazardous Materials (HAZMAT)

If you come across a hazardous material leak or spill indoors:

- If safe to do so, contain the spill.
- Secure the area. Close and lock doors, post signs to keep others out.
- Turn off all machinery.
- If in laboratories, reduce all operations to safe conditions as quickly as possible, pull down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio safety cabinets, or building ventilations systems were turned off.
- Call 911 if the spill is highly hazardous and requires immediate action. Pull the fire alarm and evacuate to the building assembly point.
- Inform first responders and emergency personnel of the exact location of the spill, as well as the type and amount of materials, if known.
- If you believe you may have been exposed to a hazardous chemical or feel unusual, seek proper medical attention as soon as possible. Remove any clothing that may have been contaminated and start decontamination. Dial LUPD at (405) 466-3366 to report the symptoms and get guidance on the nearest medical facility appropriate for your treatment.

If you come across a hazardous material leak or spill outdoors:

In most cases, it is best to Shelter-In-Place unless directed otherwise; getting stuck in gridlock while evacuating the area could increase the danger of exposure.

Begin the Shelter-In-Place process, these are the six steps designed to protect you against potentially harmful gases:

- Move inside a building immediately;
- Close all windows and doors;
- Turn off ventilation systems. Facilities Services will shut down most HVAC systems automatically. Look for window units or report if ventilation appears to be on at your location by calling LUPD at (405) 466-3366;
- If possible, enter an interior room and seal the room (doors, windows, and vents) with towels, plastic, or tape for further protection;
- Monitor all forms of campus alerts and media for further instructions;
- Be prepared to evacuate if directed by emergency personnel.

Emergency responders have been trained and prepared for incidents involving chemical spills, and they will help you, but it will take time for them to get there. You need to protect yourself for the first few minutes. Be alert and prepared.

If you have been instructed to shelter-in-place, do not decide to evacuate instead. Some areas of campus may get different instructions depending on the scope of the incident.

If you believe you may have been exposed to a hazardous chemical, or feel unusual, seek proper medical attention as soon as possible. Remove any clothing that may have been contaminated. Call LUPD at (405) 466- 3366 to report the symptoms and get guidance on the nearest medical facility appropriate for your treatment.

Homeland Security

As political climates vary and terrorist events unfold, Langston University encourages individuals to develop personal action plans with their families and loved ones in the event of the unthinkable.

These websites may be helpful as you make preparations or in the case of emergencies:

- [Oklahoma Office of Emergency Management](#) – Statewide Emergency Preparation Guidelines
- [Ready.Gov](#) – Preparation Checklists
- [FEMA: Are You Ready?](#) – A Guide to Citizen Preparedness
- [American Red Cross](#) – Disaster Services
- [Department of Homeland Security](#) – Preparing America for Emergencies & Disasters
- [The ANSER Institute for Homeland Security](#)
- [Web Links to Government Agencies](#)

Infrastructure Failures

Infrastructure failure can involve:

- Utilities
- Elevators
- Fire detection and suppression systems
- Heating, ventilation, and air conditioning

- Steam lines.

To report infrastructure failures call: Physical Plant at (405) 466-3359 or LUPD at (405) 466-3366.

Electrical Failures

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.

Plumbing Failures/Pipe Ruptures

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

Natural Gas Leaks

- Open windows, if possible, to increase ventilation and let gas escape.
- Turn off all possible ignition sources.
- Do not turn on lights or any electrical equipment.
- Do not use the phone for any other reasons.
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

Elevator Failures

- Persons trapped in elevators should use emergency telephones in elevators to call LUPD at (405) 466- 3366.
- Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians, and fire/rescue personnel are permitted to conduct elevator rescues.

Fire Detection and Suppression System Impairments

- Report all impairments of fire detection and suppression systems to LUPD at (405) 466- 3366.

Heating, Ventilation, and Air Condition (HVAC) System Problems

- Strange odors or minor smoke odors coming from HVAC systems should be reported to Work Control for initial investigations.
- Report large amounts of smoke coming from HVAC systems immediately to LUPD at (405) 466-3366.

Medical Emergency

In the event of a medical emergency keep calm, act immediately:

- Check the scene for safety.
- Check the victim for consciousness, breathing, pulse and severe bleeding.
- Assist victims and remove them from hazards if injuries are minor.
- Do not move seriously injured victims unless they are in danger of further injury.
- Notify persons in adjacent areas of potential hazards.
- Care for life-threatening conditions if you have the proper training. If there are no life threatening conditions, provide first aid, if you have the proper training; Watch for changes in

breathing and consciousness; Help the victim rest comfortably; Keep the victim from getting chilled or overheated; and Reassure the victim.

- If possible, do not leave victims alone.
- First, call 911 from any on-campus, off-campus, or cell phone.
- Let University Personnel know if the victim:
 - Is unconscious;
 - Has trouble breathing;
 - Has chest pain or pressure;
 - Is bleeding severely;
 - Has pressure or pain in the abdomen that does not go away;
 - Is vomiting or passing blood;
 - Has had a seizure;
 - Has a severe headache or slurred speech;
 - Appears to have been poisoned;
 - Has injuries to the head, neck, or back; or
 - Has a possible broken bone(s).
- Be prepared to give the following information: what happened, number of victims, kind of injury, exact location of the emergency, what help is being given, and your name and phone number.
- Do not transport seriously injured persons to the hospital and do not hang up until the dispatcher hangs up.

If you experience a medical emergency as listed above:

- Have someone call 911 immediately. Relay information such as building, room, address, and the nature of the emergency. Do NOT hang up with the 911 operator until you are released.
- Search the area for any hazards that may have caused the emergency or could be hazardous to first responders. This could include downed power lines, chemicals, or motor vehicle traffic.
- First aid should be given if a trained person is available.

Send someone to wait outside the building to escort emergency medical personnel to the scene.

Mental Health

Every person experiences distress. It is important for Langston University students and employees to recognize signs of distress and take appropriate action. Signs of distress may include:

- Listlessness, lack of energy, or falling asleep in class or at work.
- Poor attendance at class or work.
- Marked changed in personal hygiene, appearance, or behavior.
- Isolation from others.
- Impaired speech or garbled, disjointed thoughts.
- Threat of harming self or others.
- Behavior that regularly interferes with the normal activities of the classroom or workplace.
- Overtly suicidal statements.
- High levels of irritability.
- Alcohol or other drug abuse.

- Dramatic weight loss or weight gain.
- Bizarre or strange behavior obviously inappropriate to the situation (e.g., talking to invisible people).
- Emotions (e.g., fearfulness, tearfulness, or nervousness) displayed to an extreme degree or for prolonged periods.
- Excessive procrastination or very poorly prepared work, if inconsistent with previous work.

Suicide Intervention

Suicide attempts and suicidal ideation are not uncommon occurrences on college campuses. Typical warning signs of suicidal ideation include:

- Overtly suicidal statements (e.g., “I won’t be around next week,” “I just can’t go on anymore.”).
- Giving away prized possessions.
- Anxiety.
- Depression.
- Radical change in behavior.
- Ambivalence about the future.

If you observe a student or employee in extreme distress (e.g., you believe they are an immediate danger to themselves or others), dial 911. The police will respond and summon counseling staff and additional emergency personnel as required.

STUDENTS in non-emergent distress should visit Counseling Center during business hours (8:00 a.m. – 5:00 p.m., Monday through Friday) at (405) 466-3400. Go directly to the first floor of the University Women Building, Rooms 110 and 111. The staff at the Counseling Center (CC) is available for phone consultations regarding student behavior and assistance making student referrals. If you have questions or concerns about the behavior of a person or you are simply unsure if a behavior is cause for further action, contact the CC staff for guidance.

Students or employees believed to be at possible risk for violent or suicidal behavior, but not an imminent threat, may be referred to the LU Behavioral Intervention Team, which evaluates threatening students and employees and determines courses of action. To report a concern to the Behavioral Intervention Team (BIT), at (406) 466-3444 and/or LUPD at (405) 466-3366.

Pandemic

If there is a pandemic/flu outbreak:

- Monitor Langston University updates for information on vaccinations, precautions, and policy/procedure changes that happen from any flu/pandemic outbreaks on campus.
- Key prevention measures include:
 - Washing your hands often with soap and warm water—especially before eating and after you cough or sneeze. If soap and water are not available, use an alcohol-based hand gel;
 - Covering your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. If a tissue is not available, cough into your shirtsleeve;

- Avoiding touching your eyes, nose, or mouth. Germs spread that way.
- Do NOT share your food, drink, or utensils with others;
- Avoiding close contact with sick people. Onset of symptoms can take up to three days after you've been exposed to the virus;
- If you become sick, stay home and avoid contact with others until you've been symptom-free for twenty-four hours. A mild, lingering cough may occur and, as long as there are no other flu symptoms, this shouldn't prevent proceeding with your normal activities.
- Health Services would be the point of contact to alert the County Health Department and Center for Disease Control (if necessary).

Severe Weather

If severe weather is likely (tornado, winter storm, high winds, thunder, lightning, hail, flash floods):

- Postpone outdoor activities.
- Monitor the weather for local conditions.
- Seek appropriate shelter (if there is a thunderstorm, remain there until thirty minutes after the last rumble of thunder).
 - Sheds, tents, and covered porches don't protect from lightning;
 - Find a sturdy building or get into a hard topped metal vehicle with the windows closed.
- Do NOT use a corded phone if you hear thunder. Cordless phones and cell phones are safe to use.
- Keep away from electrical equipment, wiring, and water pipes.
 - Sensitive electronics should be unplugged;
 - Don't take a bath, shower, or use other plumbing during a thunderstorm;
 - Stay away from utility poles, tall trees, and towers during a thunderstorm;
- Avoid high water, storm drains, ditches, ravines, or tunnels.
 - Don't drive through a flooded road. A few inches of water can be deadly;
 - If at work, monitor the campus notifications and follow the directions provided.
- Close all doors and windows to the outside.
- Do not use elevators as they may pump air into or out of buildings.
- Turn off all machinery.
- If in laboratories, reduce all operations to safe conditions as quickly as possible, pull down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio safety cabinets, or building ventilations systems were turned off.
- Limit the use of telephones to that emergency communications will not be hindered by non-essential calls.
- Tune radios or televisions to Emergency Alert System (EAS) stations for further information.
- University and emergency management officials will control building ventilation systems.
- Do not go outside or attempt to drive unless you are specifically directed to evacuate.
- Remain in place until university or emergency management officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to do leave.

Sexual Assault

In the event that a student/staff member discloses that he/she was the victim of a sexual assault, listen and do not be judgmental. This person is telling you because he/she trusts you. Reassure the student/staff member that what happened is not his/her fault and that he/she should do what is best for him/her.

All institutions receiving federal funding must abide by Title IX of the Education Amendment of 1972, which prohibits sexual harassment, sexual violence of any kind including but not limited to sex and gender discrimination. Sexual misconduct and assault including rape and sexual harassment are violations of Langston University's Student Code of Conduct. Langston University does not condone any form of sexual misconduct or harassment. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Under Title IX, sexual harassment is defined as unwelcome sexual advances, favors of physical or verbal behavior in a sexual nature. Sexual harassment is sexual violence or assault, occurring in connection with any academic, athletic, extracurricular, or other university program, regardless of the location. Discriminatory decision-making by faculty or staff member against a student based on the student's sex. Discrimination, harassment, and/or retaliation related to pregnancy or parental or marital status. Any related retaliation.

- Examples of types of conduct that may constitute sexual harassment include:
 - Inappropriate touching, patting, or hugging
 - Nonconsensual sexual activity, including sexual assault
 - Invasion of sexual privacy
 - Obscene phone calls, texts, emails, photographs or gestures

Assistance for Survivors of Sexual Assault

Go to a safe place. You can seek assistance by contacting the 24-hour Crisis hotline [405-466-3400], Langston University Police [405-466-3366] or non-emergency [405-466-2276], Counseling Services [405-466-3400], Dean of Students [405-466-3444], Residential Facilities: Centennial [405-464-8213], Scholars [405-568-9938] and Commons [405-618-0011]. In emergency, please dial 911.

Do not shower, change clothes, wash, destroy clothes as preservation of evidence is vital for criminal prosecution. The evidence collected can also be useful in the university student conduct process.

Victims of sexual assault should go to Stillwater Medical Center to be seen by a sexual assault nurse examiner (SANE) who handles sexual assault and is trained to provide necessary treatment and care for you.

Reporting Sexual Assault

Students who are survivors of sexual misconduct are strongly encouraged to report the assault. Reporting an assault to the LUPD or other law enforcement authorities does not require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution and will allow the student to be connected with the appropriate support and medical resources.

Reporting is best done as soon as possible after the assault, but it may be done at any time. Students should make their report to the Langston University Title IX Coordinator, Police Department and/or to Division of Student Affairs units: Office of the Dean of Students, Residential Life, and/or the Office of

Student Life. The University will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources, as well as University counseling and support services.

The University will also assist students in notifying LUPD or other local police if the student requests the assistance of law enforcement. If requested by the survivor, and if reasonably available, the University will assist the survivor in changing his/her academic or living situation after the alleged assault. University offices, such as the Office of the Dean of Students, and/or Residential Life, can upon request, assist the survivor with exploring options to address academic, housing and financial concerns. Options may include, but are not limited to, academic/financial aid guidance and discussion of options, assistance in withdrawing from classes or adjusting academic schedule, transitioning the survivor into another residence facility, or emergency housing.

Students who choose to notify the police should be aware of the importance of the immediacy of reporting the incident and the importance of preserving physical evidence at the assault scene as well as on the person assaulted. If possible, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution.

Students who are reporting an immediate assault should be accompanied to a health care facility to allow for collection of evidence and treatment. If an alleged sexual assault victim chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged; however, criminal investigations become much more difficult.

Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police agency by health care officials. However, as noted above, students are not required to file a police report.

Anyone in the University community (student, faculty, staff or visitors) who encounter bias practices that are based on gender may provide their concerns or file possible Title IX violations with the Title IX Coordinator.

Students may report sexual misconduct incidents to:

Dean of Students
Student Success Center Suite 210
405-466-3444
deanofstudents@langston.edu

Faculty and staff may report sexual misconduct incidents to:

Chief of Staff/Title IX Coordinator
405-466-3201
titleix@langston.edu

Director of Human Resources/Title IX Coordinator
405-466-3204
titleix@langston.edu

Independent Advocate for Victims of Sexual Assault:

Dr. Suzanne Burks
(405) 744-5458

Suzanne.burks@okstate.edu

Anyone can report anonymously using EthicsPoint
<https://secure.ethicspoint.com/domain/media/en/gui/10933/index.html>

An alleged victim of sexual misconduct are encouraged to report act(s) of sexual misconduct/violence to Langston University Police or campus administrators. Notice to a university official of sexual misconduct will be taken seriously by the institution when formally reported. Formal reporting is defined as information will be shared only with individuals who need to know such as investigators, witnesses, and the accused individual. Alleged victims of sexual misconduct usually have two avenues to consider in reporting sexual misconduct. These options are not mutually exclusive. The first offers an administrative process and the second a criminal process.

1. An alleged victim who wishes to have his or her case reviewed administratively, within the University, should contact the Title IX coordinator atitleix@langston.edu. The staff will explain Langston University procedures.

2. An alleged victim who wishes to have his or her case handled criminally should contact the LUPD. Staff from the Office of the Dean of Students will accompany an accusing student through this process as requested. Contact the Dean of Students Office for further information.

All faculty, staff, and students are considered required to report Title IX incidents unless employed by the University as a licensed counselor or medical practitioner.

Sheltering in Place Procedures

Sheltering-in-place, commonly known as, "Lock Down," means that individuals must seek immediate shelter in buildings or residence halls and remain there until emergency management officials issue additional instructions or declare that emergency conditions have ended. It is understood that during a Shelter-in-Place not all doors and buildings may be secured. Notwithstanding, during emergencies that state to lock doors, lock the door in your immediate area if it is lockable.

In the event of a criminal or violent act that has been committed at Langston University or in the adjacent areas near the campus, it may become necessary to Shelter-In-Place within campus buildings. When notified by the LUPD to Shelter-In-Place due to criminal activity, these procedures will be followed:

- All students, faculty, staff and visitors will immediately seek shelter in the nearest room with a door (locking door if available). Faculty and Staff, if safe to do so, are requested to provide direction and assistance to students and visitors by directing them to a location where they may seek shelter;
- Close and lock all windows and doors. If door has no lock, barricade with available items (desks, chairs, bookshelves etc.);
- If possible, cover all interior windows and door windows;
- Stay away from all doors and windows, move to interior walls and try to remain out of sight of potential threats;
- Turn off all lights;
- Remain quiet.
- Do not leave until instructed by law enforcement personnel;

- Cooperate with law enforcement personnel; show them that you are not a threat by keeping your hands empty and visible when interacting with them. If possible, "buddy up" with someone you know; this assists law enforcement personnel when they are searching the area;
- Monitor cell phones registered to receive emergency alert text messages; monitor campus computer for Net Notify emergency messages;
- Report suspicious persons or activities to LUPD at (405) 466-3366;
- If you are in an open area such as a dining area, seek concealment behind a solid object such as a door, file cabinet or counter area. Remain quiet and wait for law enforcement to arrive and assist you.

If outdoors, follow emergency alert messages or directions from law enforcement personnel; stay away from the affected area.

Steam Line Failures

- Individuals must be evacuated from the area of steam line failures in order to protect them from steam burns.

Suspicious Letters and Packages

Anyone receiving mail and packages should regularly, reasonably, and prudently examine those materials before opening them. Characteristics that may cause letters and packages to be treated as suspect are:

- Letters and packages delivered by someone other than regular carriers;
- Packages wrapped in string because modern packaging materials have eliminated the need for twine and string;
- Excess use of securing material, i.e., tape;
- Packages that are lopsided, heavy sided, or have lumps, bulges, or protrusions;
- No postage, non-cancelled postage, or excessive postage;
- Handwritten notes such as: "To Be Opened in the Privacy Of", "Confidential", "This is Your Lucky Day";
- Packages or letters that have no return addresses or nonsensical return addresses;
- Letters or packages arriving before or after phone calls asking if the items were received;
- Improper spelling of common names, places, or titles; or
- Leaks, stains, or protruding wires, foil, string, tape, etc.

If you discover a suspicious letter or package:

- Stop immediately. Do not open items any further. Do not move items or put them in water or confined spaces such as desk drawers or filing cabinets.
- Do not shake or empty the contents of any suspicious envelope or package.
- Notify 911 immediately.
- Notify your supervisor immediately.
- Place the envelope or package in a plastic bag or some type of container to prevent leakage of contents.
- If you do not have any container, then cover the envelope or package with something, i.e., clothing, paper, etc.

- Isolate the mailing and get people out of the immediate area.
- Wash your hands with soap and water.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder or substance. Give this list to the responding emergency personnel.
- Meet and cooperate with responding Police Officers.

If the letter or package has been opened, notify 911 and:

- Do not try to clean up any powder or substance, but rather cover the spilled contents immediately with anything.
- Notify your supervisor immediately.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder or other substances to your face.
- Remove heavily contaminated clothing as soon as possible and place it in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder or substance. Give this list to the responding emergency personnel.
- Meet and cooperate with responding Police Officers.

Report Suspicious Activity

If you notice something or someone suspicious:

- Do not ignore your instincts; report it. Call LUPD at (405) 466-3366 to report suspicious activity.
- Never try to make contact, pursue, or interfere with an individual or group who you think are acting suspiciously.

Tornado

Langston University established a formal tornado response procedure in 2001, which has served as the framework for successive enhancements, and operational procedures during tornado season to protect the University Community.

The goal of the Tornado Readiness plan is to mitigate the risk and effect of damage to life and public welfare during tornado activity and severe weather associated with like conditions.

Communications

- During tornado season, a collaborative process is initiated by the CMT to facilitate communication of appropriate actions. Attention is focused on information provided by the National Weather Services alerts and local weather updates. Once it has been determined that

danger is imminent, the CMT, prepares official public notices for campus directives to follow for public safety procedures. Faculty, staff, and students should seek shelter immediately in the event of a tornado warning, do not wait for messaging.

- The following forms of mass communication may be initiated:
 - Email (Faculty/Staff/Students);
 - Mobile Text (Faculty/Staff/Students);
 - Official University Website;
 - Social Media (Facebook, Twitter, Instagram);
 - Media Outlets.

Audible Alerts

- During an actual expected tornado occurrence as notified by local and national weather resources, the CMT initiates coordination of tornado siren audible alerts via the Department of Public Safety and contract management for outsources service. The latter is coordinated with the safety response team of the Town of Langston City.
- There are two audible sirens strategically located at the west and east ends of the Langston campus. The Town of Langston has a tornado siren located southeast of the University, which is coordinated with the CMT to sound audible alerts simultaneously during an actual tornadic event.

Tornado Shelters/Safer Areas

- In the event of an actual tornado, per local and national weather alerts, all listed ground shelters on the Langston University website and throughout buildings are opened by the physical plant and LUPD. Additionally, safer areas are identified within the lower levels (1st floors) of structurally sound facilities, but not buildings with flat roofs and open spans as recommended by OSHA (i.e. cafeteria, gyms, and open spaced single story facilities).

Post Tornado Assessments

- After the occurrence of an actual tornadic event, the CMT is briefed of successes, opportunities for improvement, and safety recommendations for future occurrences via LUPD and Facilities General Manager's Office.
- It is important to note that in the event of loss of life or property, the CMT will employ proper procedures to notify the public and will initiate the risk claim procedures as outlined by the Department of Central Services – Risk Division and formal notifications to the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and/or its designated representatives.

Workplace Violence/Criminal Behavior

Workplace Violence. Individuals who become violent at work or threaten to become violent have usually displayed behaviors long before they take any action. Individuals prone to workplace violence may:

- Be chronically disgruntled.
- Be inflexible.
- Cause trouble on the job.

- Frequently changing jobs.
- Be quick to perceive unfairness or malice in others.
- Be unwilling to take responsibility for problems – it’s always someone else’s fault.
- Often challenging management's requests, either passively or actively.
- Have a deep sense of entitlement.
- Have a past history of violent acts or threats.
- Have complaints that often appear to be of a paranoid nature; i.e., blown out of proportion and taken personally, especially when action was not intended that way.
- Have recently experienced stressful events.
- Have access to weapons or fascinations with weapons (They will often mention this to others.);
- Abuse alcohol or other substances.
- If there have been allusions to violent acts committed by others and an expression of empathy with those who resort to violence.

On- the-Spot Managing of Violence

- Remain calm.
- Don't argue, threaten, or block suspects' exit.
- To the extent that you can, try to continue to communicate with the individual calmly and confidently.
- Call LUPD at (405) 466-3366. If you cannot call, instruct others to call. Report your name and location and information on "who, what, where, why, when, and how."
- Do not physically attempt to get the suspects to leave. Do not touch them.
- If violent behavior is occurring, escape, hide if not already seen, or cover up if injury is likely.
- Make every possible effort to get others out of the immediate area.
- Never attempt to disarm weapons from suspects.
- If weapons are involved, calmly ask suspects to drop the weapons and leave.

Criminal Behavior

- Immediately call 911 from any on-campus phone and be prepared to report information that may include:
 - Your name and present location;
 - Nature of incidents;
 - Locations of incidents;
 - Descriptions of persons involved;
 - Description of property involved;
 - Where suspects were last seen and their direction of travel.

Place of Refuge List

Listed below is a list of locations on the undergraduate campus of Langston University identified as places to seek shelter in the event of an emergency. These building/structures were selected on the basis of structural integrity and are classified as either a “Primary” or “Secondary” place of refuge type.

- Primary – The basement or place of refuge site is fully buried and the floor over the basement must be concrete.
- Secondary – The basement may be either (1) fully buried but with a wood floor over the basement or (2) partially buried with a concrete floor over the basement but with no more than approximately 25% of the wall height exposed at any point other than at occasional stairwells, window wells, or area ways. No above ground wall may be of wood or metal stud construction.

The place of refuge sites are also classified based upon the occupancy length into two categories (1) short term and (2) extended term.

- Short Term – place of refuge space for a brief period of time (at least 5 minutes or as long as one hour maximum). Occupancy estimates based on 20 net assignable square feet per person, which is the American Red Cross requirement for shelter space during a storm.
- Extended Term – place of refuge space provided for an extended period of time greater than a 24 hour time period. Occupancy estimate based on the unassigned space allocations of 50 net assignable square feet per individual.