

Oklahoma School for the Deaf

Emergency Preparedness Plan

October 2023

Emergency Preparedness Plan

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2022-2023

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EMERGENCY TELEPHONE NUMBERS

| | |
|---------------------------------------|--------------|
| Operations Manager..... | 580-618-1313 |
| OSD Security | 580-618-0694 |
| OSD “no phones” Emergency Number..... | 405-951-3400 |
| OSD Maintenance | EXT 4940 |
| Maintenance Supervisor..... | 580-618-8530 |
| OSD Food Services..... | EXT # 4912 |
| School Physician..... | 918-698-1943 |

LIFE THREATENING - CALL 9-1-1

| | |
|--|--------------|
| Sulphur Police Department..... | 580-622-6266 |
| Sulphur Fire Department | 580-622-3400 |
| Ambulance | 9-1-1 |
| Murray County Sheriff’s Department | 580-622-5106 |

Utilities

| | |
|---|--------------|
| Sulphur City Water & Sewer Department | 580-622-5096 |
| Sulphur Animal Control | 580-622-6266 |
| Arbuckle Memorial Hospital..... | 580-622-2161 |
| OG&E Power and Light Outages & Emergencies..... | 800-522-6870 |
| ONG Natural Gas to Report Gas Line Breaks/Leaks/Odor..... | 800-458-4251 |

Crisis Management Team

Crisis Management Team Leader Matt Neal
Superintendent..... Dr. Heather Laine
Director of Student Life.....Trudy Lynn Mitchell
Maintenance Repair.....Heath Freeborn
Public Relations/Communication OfficerDr. Heather Laine
Safety OfficerJammie Thomison
Finance & Purchasing.....Lynn Hickman
Medical/First Aid OfficerNatalie Wise

SAFETY COMMITTEE MEMBERS

Lynn Hickman
Natalie Wise
Ashleigh Reagle
Starla Davidson
Trudy Mitchell
Bryson Pruitt
Kelsey Jones
Jason Sledd
Sean Thomas Sledd
Debbie Smith
Matt Neal
Heath Freeborn, Chair
Jammie Thomison, Safety Officer

SAFETY COMMITTEE MEMBER

DUTIES

Prepare – Come prepared to share, to ask questions, and to offer solutions. Listen and then apply what you learn to safer work practices. Learn to recognize unsafe work habits in yourself and others. Be active in physical plant and equipment preventive maintenance through reporting and filling out work orders. Make inspection a daily part of your job.

Frequency – OSHA requires monthly safety meetings and stipulates that when there are multiple shifts or off site campuses that additional meetings be held to cover the workforce. Departmental meeting minutes are forwarded to the Safety Committee for review and/or action.

Timing – Safety meetings must be conducted at times when everyone is together and not engaged in other tasks. The length of the meetings will be limited to 45 minutes to one-hour should be brief, conducted according to the agenda, focused and productive.

The Meeting – Safety Committee Members are designated by OSD Administration. Departmental Supervisors may conduct department/unit meetings or delegate to others as appropriate. Purpose of meetings is to introduce the targeted safety problems and any training that needs to be done and to refer concerns to the safety committee for follow up. Review of equipment or review of procedure may be done as delegated by supervisor by any staff person in attendance, but is the responsibility of the supervisor as approving official to make sure all training is correct and complete. Appropriately identified training needs may be referred to the Safety Officer for classes beyond that which the safety meeting allows, i.e., product/equipment representative demonstration, etc.

Input – Each Committee Member will be encouraged to speak, and to offer his/her views. The best suggestions come from the end users of equipment and those who experience real situations.

Get Results – The goal is for the Safety Committee members to agree and to pledge to use the solutions discussed in solving problems, as well as to implement any training provided. Encourage each other - if unsafe practices are noted, remind others to work safely. Report to supervisor any continued unsafe practices. Safety is critical for the students, co-workers and SELF.

Documentation – Keep a record of who attends the meeting, the date, time and what is discussed and any training that is provided. Department of Labor requires documentation of staff training, verified by sign-in sheets stating the topic of discussion, date and time. Record must be retained up to 7 years by the Safety Officer.

At the conclusion of each Safety Meeting a few minutes needs to be devoted to general safety reminders, i.e., using sun-screen, watching for icy patches on walkways, washing hands during flu seasons, etc. Information on new equipment, broken equipment and issuance of MSDS sheets on new products could also be discussed at this time.

NOTE: Whenever a problem is identified, a resolution to solve the problem must be made. If the problem cannot be resolved within the meeting, the problem will be an agenda item for the next scheduled meeting. Some problems may be too complex for the Safety Committee to resolve, such cases must be referred to the Superintendent. NEVER should it appear in writing that a Safety Committee was made aware of a problem or potential problem and nothing was done to correct the problem, or some preventive action was put in place, i.e. training, tools.

**ABOUT OKLAHOMA SCHOOL FOR THE DEAF
1100 EAST OKLAHOMA AVENUE
SULPHUR, OKLAHOMA 73086**

A DIVISION OF THE DEPARTMENT OF REHABILITATION SERVICES

Approximately 180 students, grades Pre-School through 12TH attend Oklahoma School for the Deaf.

Location: 1100 East Oklahoma Avenue, Sulphur, Oklahoma

Legal Description: all lots of blocks 53, 54, 55, 56, 57, 58, 59 and 60

Boundaries:

South: Highway 7 frontage

East: Baldwin Drive

West: East 10th

North: Farmland/pasture

Campus

36.5 acres with twelve occupied structures.

Outdoor Classroom:

60 acres with one restroom facility/structure

Construction of buildings/structures:

Multi-story buildings

Floors: Reinforced concrete, carpet covering, ceramic tile and linoleum tiles

Walls: Steel and brick, Masonry concrete

Roofs: Decking and asphalt roofs

Exits:

Emergency evacuation routes are clearly described and posted in each room by the exit door.

Each building is evacuated consistently within 1 minute 30 seconds.

Emergency Responders:

The police, ambulance and fire departments are approximately 4 minutes travel time to 1100 East Oklahoma Avenue. Contact is made by telephone.

TRAINING

The Emergency Response Plan has as its primary objectives:

1. To save lives and avoid injuries.
2. To safeguard school property and records.
3. To promote a fast, effective reaction in coping with emergencies.
4. To restore conditions back to normal with minimal confusion as promptly as possible.

For these objectives to be attained, clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized, yet flexible, response, and the dedication and cooperation of all will be required. It is vital to the continued functioning of the school, and its staff and students that we be prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community. This plan is developed to be used in case of an emergency. All members of the faculty and other employees should:

1. Familiarize themselves with this plan.
2. Be prepared to activate it immediately.
3. Perform any duties to which they are assigned to make its activation effective.

Evacuation maps are to be posted in each room and shall be in a prominent spot. All those who use that room should familiarize themselves with the map as it applies to that room. When a teacher has a substitute teacher, make sure they are aware of this plan and the functions they will be required to perform.

Members of the faculty shall teach the Emergency Evacuation Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

EMERGENCY EVACUATION TRAINING

Under the direction of the Crisis Management Team Leader (**Operation Manager**) or the person he/she designates, a training program will be set up. This program will include training for all employees who work at Oklahoma School for the Deaf.

The following general objectives will be accomplished through the training of the faculty and staff.

1. Personnel of Oklahoma School for the Deaf will be able to:
 - a. Respond to a fire drill and evacuate the school within 1 minute 30 seconds and follow all other procedures as listed in the emergency plan for fire and evacuation.
 - b. Recognize the difference between warning systems for different types of emergencies.
 - c. Know how to call for emergency using the Rave Panic Button App for help or know where the emergency phone numbers are listed.
 - d. Recognize the procedures to follow if hazardous materials, wind and other types of severe weather, medical, flood, utility failure, explosion, bomb threat, civil disturbances, aircraft crash, hostage situation, or any other type of emergency should arise.
 - e. Know where emergency and first aid equipment is found in the building and how to use such equipment.
 - f. Know where the command center is and understand how the chain of command works.
 - g. Know how and when to evacuate the school grounds.
 - h. Know and understand the early dismissal plan.
2. Personnel will be made aware of the safety features of the building and sources of help that are available.
3. Assignments will be made to specific people to assist in special duties as outlined in the Emergency Response Plan.

DRILLS

All drills will be conducted after the Alarm Service is notified and the System is taken off line. This will prevent the Fire Department from responding to a false alarm. The Safety Officer and designee will monitor all drills and report results to the Director of Education and to the Safety Committee. It is **MANDATORY** that every employee responds to all alarms (detailed instructions are attached). The Safety Officer or designee will give the "All Clear". Supervisors are responsible for maintaining an updated evacuation route and procedures for each room. Evacuation route signage must be clearly posted by each exit.

SPECIAL DUTIES

Teachers will close windows and doors and pick up their class roster as they leave the room.

All Administrative Staff will close doors in their area.

Night time Nurse will be responsible for checking each room before closing doors

SLS will check bedrooms and bathrooms closing all doors

Each Staff member is responsible for closing doors to their offices.

The High School Secretary will close doors to the conference room.

It is the responsibility of all employees to always alert their co-workers of the alarm and the urgency to leave the building.

Immediately upon arrival at the designated location at OSD, the faculty members will check the students to see that all are present or accounted for. A report of accounted students will be given immediately to the Superintendent or designee of OSD who will be at the designated location on OSD campus.

COMMAND CENTERS

The command center will be at the pavilion or (2) in the gymnasium. The command center for a bomb scare is the Crossway church or the Expo Center. This area is a safe distance from the building that the Operation Manager can be consulted. Decisions will be made here, and responsibility rests with the Operations Manager or designee (see chain of command.) The Operations Manager and emergency response agencies will meet at the command area. Reports of suspicious materials will be taken to this area. Teachers and staff who find suspect parcels or who notice any unexplainable changes in room appearance will send a message of findings to the command area. At the command area an analysis will be made of the threat. The search will then be made from the outside to the inside.

The command center for a terrorist threat will be located in the conference room on the 2nd floor of Read Hall.

Because of the severe situations involved in terrorist activities, the following people and organizations should be involved in any decisions concerning terrorists:

1. The Superintendent and/or designees, if available.
2. Operations Manager
3. Security Supervisor
4. Maintenance Supervisor
5. The Police Department and Fire Department.
6. DRS Director and/or designees

COMMUNICATIONS

Communication will be through the Rave Panic Button App, Enotes, cell phone or text from the Administration, Security Supervisor or Maintenance Supervisor to all employees.

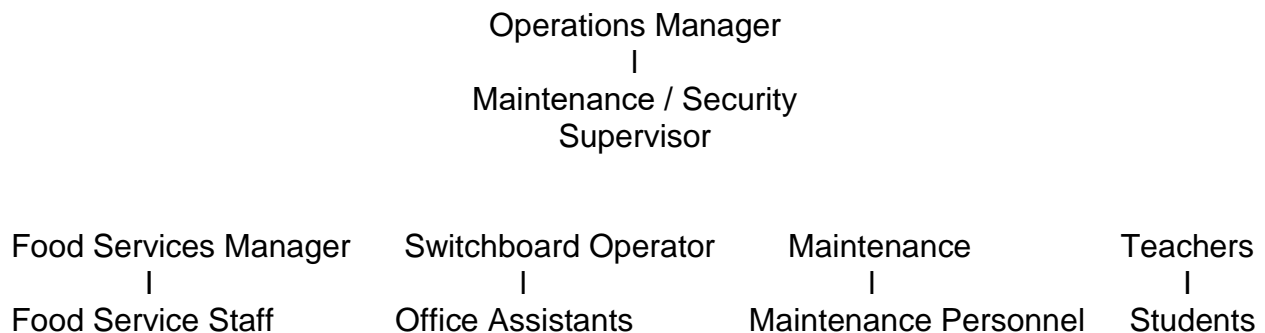
Communication between the Administration staff and the staff will be by Rave Panic Button App or cell phone. Each of the following people: Operations Manager, Security Supervisor, Maintenance Supervisor, Superintendent, and Director of Student Life, will have their cell phone with them at all times.

EMERGENCY PREPAREDNESS COMMITTEE

Oklahoma School for the Deaf shall have an Emergency Preparedness Committee. Final decisions in all emergency situations will be made by the Superintendent or designees. Safety Committee members are appointed and meet monthly as needed. The duties and responsibilities of the committee shall include:

1. Become acquainted with all aspects of emergency preparedness.
2. Review, at least yearly, the emergency preparedness plan and make changes when necessary.
3. Review and update the Emergency Response Manual yearly.
4. Plan, carry out and evaluate emergency drills throughout the school year.
5. Inspect and test the emergency equipment at regular intervals.
6. Provide training opportunities for staff members in the proper use of fire extinguisher and other firefighting equipment.
7. Assign a chain of command so that in the event the administrators are absent some members of the committee will have the authority to act in their behalf.

CHAIN OF COMMAND



Interpretation of the Chain of Command

During an emergency or an emergency drill, the chain of command is as follows:

1. The Operations Manager is in charge of the total school operation.
2. When the Operations Manager is absent, the Security Supervisor assumes duties. If the Security Supervisor is absent, the Maintenance Supervisor shall be in charge.
3. Teachers are immediately in charge of their students.
4. Office assistants work under the direction of the Safety Officer. Maintenance Personnel work under the direction on the Maintenance Supervisor. Food Service personnel take direction from the Food Services Manager.

NOTIFICATION DUTIES IN AN EMERGENCY

Through the Rave Panic Button App the appropriate agency such as the Sulphur Fire Department, Sulphur Police Department, or other agency or company as directed by the Operations Manager or Security Supervisor are notified. The Security Supervisor shall notify the monitoring service.

If the disaster happens during the evening hours, the Stewart Hall Dormitory Coordinator will use the Rave Panic Button App to notify the local emergency response units.

BUILDING EVACUATION

Everyone must be aware of special duties they have been assigned (checking restrooms etc.)

Immediately upon hearing or seeing the fire alarm (or other) signal, students, faculty and others in the buildings shall evacuate via posted evacuation routes and proceed to the pavilion located in the center of campus.

FIRE

DO NOT USE ELEVATOR

WHITE HALL FIRE ALARM PROCEDURES

ELEMENTARY DEPARTMENT – FIRST FLOOR

1. Teachers exit the door nearest to their classroom, use student roster to check roll and proceed to the west fence.
2. Teachers will check roll again upon arrival to the fence. Students and staff will remain at the fence until the “All Clear” signal is given through the Rave Panic Button App.

JUNIOR HIGH AND HIGH SCHOOL

1. Teachers exit the door nearest to their classroom, using student roster to check roll and proceed to the west fence.
2. Teachers will check roll again upon arrival at the fence. Students and staff will remain at the fence until the “All Clear” signal is given. The Principal’s Secretary will notify the staff on 2nd floor. He/She will also check the restrooms and then proceed out the front door to the west fence.

Should a fire occur as students during class change, it is the responsibility of the staff member who released the student to account for the student. Students should be instructed to report to that staff member immediately.

When it is safe to return to the building, the Safety Officer or designee will give the “All Clear” signal through the Rave Panic Button App.

ADMINISTRATIVE STAFF

White Hall

Exit the building through the west doors and proceed to the west fence.

Long Hall

Exit the building through the north door and proceed to the west fence.

Read Hall

Exit the building through the south door and proceed to the west fence.

Staff will remain at the fence until the “All Clear” signal is given by the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. The Security Officer will notify the Maintenance Supervisor, Security Supervisor and the Operation Manager of the emergency.

AUDITORIUM FIRE ALARM PROCEDURES

1. Staff in OSD Museum will exit through the north door and proceed to the fence. Rooms behind the auditorium will exit through the west door and proceed to the fence.
2. All students and Staff in the auditorium will exit through the south and west doors and proceed to the fence. **Students will stay in groups with their teacher.**
3. Teachers and SLS will use student roster to check the roll to account for all children.
4. If a fire occurs when students are in transition, **it will be responsibility of the staff member who released the student to account for the student.** Students should be instructed to report to that staff member immediately.
5. Remain at the fence, until the "All Clear" is given by the Safety Officer or designee.
6. Each exit must be manned by at least one adult. The remaining adults will lead the children outside.
7. Adults will check the restrooms for anyone who may not have heard or seen the alarm.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation and notify the Maintenance Supervisor, Security Supervisor and the Operation Manager.

GYMNASIUM FIRE ALARM PROCEDURES

When the alarm sounds: Clear fire strobe and buzzer

1. Each teacher will calmly guide all students in their charge out the nearest exit, taking the student roster and closing doors as they go. All groups will proceed to the West Campus Fence and remain there until the "All Clear" signal is given by the Safety Officer or designee.
2. Staff and teachers will check roll, check dressing rooms and restrooms.
3. Clear the building and proceed to the fence. If a fire occurs between classes, **it will be the responsibility of the staff member who released the student to account for the student.**

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Maintenance Supervisor, Security Supervisor and the Operations Manager are notified.

READ HALL FIRE ALARM PROCEDURES

1. Teachers and staff take children out the south door to the fence and conduct a student roster check.
2. Staff on 1st and 3rd floors, exit the building out the south door to the fence.
3. Wait for the "All Clear" signal from the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Maintenance Supervisor, Security Supervisor and the Operation Manager are notified.

CLINIC FIRE ALARM PROCEDURES

Staff will exit the building and proceed to the fence and wait there for the “All Clear” to be given.

NIGHT

Exit through the south door. If two nurses are on duty: Nurse #1 will check the east side of the clinic; Nurse #2 will check the west side. Specific responsibilities will be delegated by the clinic supervisor. Should the fire danger exist in the south area, evacuation will begin in the south end of the clinic and exit the north. All occupants will proceed to the fence, upon arrival account for all occupants and remain until the “All Clear” signal is given by the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Maintenance Supervisor, Security Supervisor and the Operation Manager are notified.

LONG HALL FIRE ALARM PROCEDURES

FIRST FLOOR:

1. Students and Staff exit through north-west ramp door – do Student roster check.
2. Proceed to the fence.
3. Remain at the fence, until the “All Clear” signal is given by the Safety Officer or designee.

SECOND FLOOR:

1. Staff/Occupants will exit down north stairway.
2. Staff/Occupants will proceed to the fence.
3. Remain at the fence, until the “All Clear” signal is given by the Safety Officer or designee.

THIRD FLOOR:

1. Staff will exit down either north or south stairways depending on where fire is located and proceed to the fence.
2. Remain at the fence, until the “All Clear” signal is given by the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. Security will ensure that the Maintenance Supervisor, Security Supervisor and the Operations Manager are notified.

DORMITORY (NIGHT) FIRE ALARM PROCEDURES

1. After the fire alarm is pulled, press the fire button and hold it down for 2 seconds on the Rave Panic Button App to report fire alarm. Remain on the line (if possible) with the 911 call center
2. SLS will exit students out of the building in an orderly manner - single file, take student roster check.
3. SLS will take students to the fence, upon arrival there take student roll.
4. If a fire occurs when students are in transition, **it will be the responsibility of the staff member who released the student to account for the student.**
5. All students and staff will remain at the fence, until the "All Clear" signal is given by the security officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent, the Maintenance Supervisor, Security Supervisor and the Operation Manager are notified.

GRIFFING HALL FIRE ALARM PROCEDURES

(NIGHT: Call evening Switchboard Operator, ext. 5050 and report)

FIRST FLOOR – DINING HALL

1. Supervisor will alert all employees.
2. Exit the building through south double doors, everyone is accounted for – then proceed to the fence.
3. Wait for the "All Clear" from the Safety Officer or designee.

FIRST FLOOR – SUPPLY

Exit through the west door, proceed to the fence, until the "All Clear" signal is given by the Safety Officer or designee.

SECOND AND THIRD FLOORS (when occupied)

1. Exit through the south door and proceed to the fence.
2. Staff will check the restrooms.
3. Staff members are responsible for students and will make certain that all students are accounted for.
4. Once students are accounted for, staff will move the students to the pavilion.
5. NIGHT: Assemble at the fence, wait for the "All Clear" from Security or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent, the Maintenance Supervisor, Security Supervisor and the Operations Manager are notified.

MAINTENANCE DEPARTMENT FIRE ALARM PROCEDURES

1. All personnel in the offices, and shop area should exit the south door of the Vocational Building and go to the fence, closing all windows and doors as they leave.
2. All personnel in the old boiler room and automotive shop should exit through the south door and assemble at the fence.
3. Maintenance personnel not assigned to help with the emergency shall remain at the fence, until the "All Clear" signal is given by the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent, the Maintenance Supervisor, Security Supervisor and the Operations Manager are notified.

VOCATIONAL BUILDING FIRE ALARM PROCEDURES

Teachers will assume responsibility to see that every student is evacuated from the classroom and building and all windows and doors are closed. Teachers will need to take the student roster. The following procedure will be used to make the evacuation orderly and as expedient as possible.

All students will proceed as a group to the fence, where the teacher will take Student roster check. Staff and students will remain there until the "All Clear" signal is given by the Safety Officer or designee.

FIRST FLOOR

1. Personnel will exit through the south door to the fence.
2. Vocational Mechanical Trades Classroom: Exit through the northwest door, take student roll-call, then continue to the fence.
3. Occupational Training Opportunities for the Deaf (OTOD) Classroom: Exit through the south door, take student roster check, continue to the fence.

SECOND FLOOR

1. Classroom 209: Exit through the west door, go down the entry stairs to first floor and out the south door of the building. Alternate exit is through the north door, down the north stairs to first floor and out the north door of the building, continue to the fence.
2. Art Classroom 205: Exit through the door on the east end of the classroom down the entry stairs to first floor and out the south door of the building. Alternate exit is through the northeast classroom door, down the north stairs to first floor and out the north door of the building, continue to the fence.

THIRD FLOOR

1. Exit down the stairs to the first floor and out the south doors of the building. Take student roster check. Continue to the fence.
2. Upon arrival at the fence, take student roster check, to assure all students are accounted for.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. Security will insure that the Superintendent, the Maintenance Supervisor, Security Supervisor and the Operation Manger are notified.

WEATHER

SEVERE WEATHER PROCEDURE

When the call is received from Emergency Weather Advisor, Police Department, the Civil Defense siren (six (6) blasts) is actuated, the:

Safety Officer

1. Safety Officer will activate the Layered Solutions system alarm which flashes a warning message on the TV's throughout the complex and communicate through the staff assist section of the Rave Panic Button App.
2. The Safety Officer will alert the Superintendent's Office.
3. Emergency Alert Center Staff:
 - a) Operations Manager
 - b) Security Supervisor
 - c) The Security Supervisor or designee will call the Emergency Management to check for "All Clear" and then give an all clear notification through the Rave Panic Button App.

EVENING HOURS (5:00 P.M. to 7:30 A.M.)

The Security Officer will activate the tornado alarm. If unable to reach the Security Officer, the Dormitory Coordinator, Stewart Hall and Alternate Switchboard Operator will use the staff assist section on the Rave Panic Button App.

DAY OR NIGHT, STAFF WILL PROCEED AS FOLLOWS TO ASSURE THE SAFETY OF ALL CHILDREN:

1. **BLATTNER HALL:** East Wing and Center Living Area on first floor
 2. **CLINIC:** Supervising Nurse's office
 3. **GRIFFING HALL:** 1st floor dining room, east wing hall and serving line between food line and counter
 4. **READ HALL:** Central hallway on 1st floor
 5. **RECREATION (Gym):** 1st floor hall
 6. **STEWART HALL:** 1st floor, eastern portion of building.
 7. **Long HALL:** Central hallway on 1st floor
 8. **Vocational Building:** Old transportation office area, 1st floor bathrooms
- SLS assigned to each dormitory will take a count of students to ascertain that all children are present and/or accounted for.
 - Recreation staff will call the 1st floor of each dormitory and account for children remaining in the building.
 - All assigned staff (SLS on duty, coordinators, nurses, group sponsors, recreational staff, etc.) from all buildings shall survey surrounding grounds to ascertain that no child remains outside in danger.
- d) Dormitory Coordinator, Stewart Hall, will be responsible to contact Emergency Management to see if "All Clear" then give an all clear notification through the Rave Panic Button App.

SCHOOL BUILDING (WHITE HALL) SEVERE WEATHER PROCEDURES

ALL STAFF AND STUDENTS will exit the east door, enter the west door of the gymnasium and move to the southeast boy's locker room. Sit on the floor along the wall.

- Designated teachers will check the restrooms on 1st floor.
- The Principal's Secretary will check the restrooms on 2nd floor.
- Designated teachers or Librarian will check the restrooms on 3rd floor.

Everyone must stay in their designated areas until the "All Clear" is given through the Rave Panic Button App.

LONG HALL

1ST FLOOR

- Staff and students will take shelter in the living area and wait until the “All Clear” is given through the Rave Panic Button App.

2ND FLOOR

- Staff and students will exit south stairs to 1st floor, go to living area and take shelter.

3RD FLOOR

- Staff/visitors will exit south stairs, waiting if necessary for students to clear stairway, and then proceed to living area and take shelter.

VOCATIONAL BUILDING SEVERE WEATHER PROCEDURES:

- All staff/students in Vocational will go to the Transportation Office on 1st floor. If there is not enough room in this office, the restrooms on 1st floor can be used with the supervision of an adult. The teachers will close all interior office doors to protect from debris.
- Designated teacher will check the restroom on 3rd floor before exiting the stairs to 1st floor. Designated teacher will check the restroom on 2nd floor before exiting the stairs to 1st floor.
- Staff will close the interior doors in transportation, check the restrooms on 1st floor and return to the Transportation Office. Staff and students will stay in designated areas until “All Clear” signal is given through the Rave Panic Button App.

CLINIC SEVERE WEATHER PROCEDURES

DAY Staff will be notified by message sent through the Rave Panic Button App.

- The nurse in charge will move all occupants into the Supervisor’s office and door will be closed to protect from debris.
- Occupants will remain until “All Clear” is given through the Rave Panic Button App.

GRIFFING HALL SEVERE WEATHER PROCEDURES

- DAY: Will be notified by message sent through the Rave Panic Button App.
- NIGHT: Will be notified by message sent through the Rave Panic Button App.

DINING HALL

- When notified of tornado alert, staff and students will move to the east wing hallway.
- If children are in dining room, SLS will assist students.

SUPPLY DEPARTMENT

When notified of tornado alert, staff will enter kitchen area and proceed to east hallway and join other staff and students.

2ND AND 3RD FLOORS (when occupied)

- When notified of tornado alert, all adults and children will exit via the north stairs to the 1st floor; pass through the dining area to the east wing hallway.
- Staff and students will remain until and “All Clear” is given by message through the Rave Panic Button App.

READ HALL SEVERE WEATHER PROCEDURES

- Teachers and Teacher Aides will escort the children in their care down the north stairs to the 1st floor hallway and instruct them to sit on the floor against the wall. Close all doors. Teachers will take student roster with them and check roll.
- When notified of tornado alert, staff on 1st floor will go to the 1st floor hallway and join other staff and children. Staff on 3rd floor will go down the north stairs to the 1st floor hallway and join other staff and children.
- Staff and children will remain until and “All Clear” is given.

MAINTENANCE DEPARTMENT SEVERE WEATHER PROCEDURES

DAY:

- Maintenance staff working in another building go, immediately to the designated area in that building.
- Security/Maintenance personnel will turn the gas and boiler switch off if time permits.
- Maintenance staff working on grounds should go to nearest building to the designated area in that building.
- Everyone will remain in designated shelter until the “All Clear” is given.

Maintenance Personnel: Maintenance personnel will use the same procedures as the students and staff in their work area.

AUDITORIUM SEVERE WEATHER PROCEDURES:

- All occupants of the auditorium shall file out of the south double doors and west stage doors, go to the gymnasium southeast boys’ locker room, and sit along the wall.
- Students and staff in auditorium/museum will file out of rooms, go to the gymnasium southeast boys’ locker room, and sit along the wall.

All staff and students will stay in designated area until “All Clear” signal is given through the Rave Panic Button App.

GYMNASIUM SEVERE WEATHER PROCEDURES

- Teacher will escort class to the southeast boys’ locker room instructing students to sit along the walls. Teacher/coach will check bathrooms and upstairs area to make sure the area is clear, teachers take student roster to check roll.

When “All Clear” is given through the Rave Panic Button App, classes will return to their classroom.

See “Evening Severe Weather Procedures” for evening evacuation.

STUDENTS LOADING OR UNLOADING FROM VEHICLES

Supply Officer or Security Officer will notice if students are loading or unloading from vehicles and will notify staff in charge. Staff will lead students to 1st floor of Griffing Hall, Stewart Hall or Blattner Hall and sit along the wall until “All Clear” message is given.

VISITORS

Staff will notify visitors in their area to follow them to the designated location for their building.

EARTHQUAKE

Earthquake Preparedness Plan

During an earthquake drill, students are instructed to move away from windows and large objects that could tilt over. They are then instructed to duck, cover and hold. This means that each student should crouch low to the ground and curl into a ball under a sturdy desk or other strong structure that is not likely to collapse. The students stay there until the earthquake ceases, then use the buddy system to exit the building.

The threat of death or personal injury will come from the violent and erratic (bucking, rolling, shaking) ground movement and flying objects during a major 7.0 magnitude or greater.

EARTHQUAKE “DROP/HOLD” PROCEDURES

A. Student Earthquake “Drop/Hold” Procedures inside the classroom:

1. Upon command, drop to knees facing away from windows.
2. Get body under/below equipment (desk, table, chair, etc.)
3. Grasp equipment (furniture legs, etc.) with both hands and hold tightly.
4. Wait quietly for further instructions.

B. Student Earthquake “Drop/Hold” Procedures outside the classroom:

1. Stay clear of all buildings, power lines, light poles, etc.
2. Drop to the ground and hold on to a stable object if possible.
3. Remain clear of obstacles and wait quietly for further instructions.

C. Student Earthquake “Drop/Hold” Procedures to and from school.

1. Move away from all buildings, structures or trees.
2. Assume “Drop/Hold” Position if possible.

EMERGENCY EARTHQUAKE

Procedures and Responsibilities

If a major earthquake was to occur at Oklahoma School for the Deaf while school was in session, the following procedures would be implemented:

1. Initiate drop drill procedures immediately.
2. After the initial shock, each teacher should check for injuries and render first aid as needed. Seriously injured persons should not be moved unless they are in danger of further injury.
3. Have a designated class monitor report injuries and/or fatalities to the Student Health Center. (Health Office staff will be located at the Pavilion.)
4. Teachers are to accompany students in a safe and orderly manner and take students to the pavilion. Each teacher will take the student roster to take roll call, in order to account for students.
5. Please instruct students that if an earthquake occurs while not in class, students are to take all necessary precautions to protect themselves. **Instruct students to report to their teacher at the pavilion.**
6. Teachers take Student roster check at their assigned area, remain with their classes and await further instructions.
7. All teachers who have a conference period are to report to the pavilion.

Operation Manger

1. Responsible for the overall coordination of the Emergency Earthquake Plan.
2. Report to Superintendent.
4. Handle all faculty relations.
5. Responsible for all bulletins.
6. Responsible for emergency report to DRS.

Security Supervisor

1. Directly supervise campus emergency procedures.
2. Handle all security relations.
3. Handle with Security Officer, all Fire Department, Emergency Crew and police relations.

Superintendent's Secretary - Instruction

1. Supervise clerical staff.
2. Supervise operation of the telephone system.
 - a. No outgoing calls are permitted unless it is an emergency.
 - b. Incoming calls are to be properly routed, if possible.
3. Prepare necessary memorandum and possible press releases (if necessary) with Superintendent.

Nurse

1. Handle all medical care and referrals through Student Health Center.
2. Mark Saunders assigned the First Aid Team will:
 - a. Give necessary medical attention.
 - b. Make necessary medical referrals including hospitalization.
 - c. Complete necessary forms.

Director of Student Assessment - Counseling

1. With counseling staff, establish procedures for reuniting parents with their child.
2. Handle all parent inquiries and requests according to DRS/OSD policies.
3. Responsible for transferring student information.

Maintenance Supervisor

1. Secure designated entrances to campus and pavilion.
2. Assist Administration where needed.
3. Report all structural, electrical and gas failures.
4. Responsible for gas shut-off.
5. Report to Superintendent for duties as assigned.

Cafeteria Manager

1. Assess damage to cafeteria.
2. Turn off gas appliances and equipment.

EARTHQUAKE DISASTER TEAM ASSIGNMENTS**FIRST AID TEAM & CRISIS TEAM:**

Nurse **pavilion**: Administer first aid; maintain records; make hospital medical referrals. If possible, seriously injured persons are transported by ambulance to Arbuckle Memorial Hospital

EVACUATION

EVACUATION OF SCHOOL GROUNDS

In the event the school cannot be re-occupied following an evacuation, it may be necessary to evacuate the school ground. The Operations Manager will determine the destination of the evacuation.

If a total Campus Evacuation is necessary, teachers/supervisors are responsible to lead Students/staff to safety at the pavilion. Buses and vans will be waiting to load students. The Transportation Office will coordinate bus/van drivers to transport everyone to designated safe areas such as:

- Crossway Baptist Church
- Expo Center
- Assembly of God Church

Transportation office will develop a team to send out mass texts, notifying parents of times of bus stops.

If necessary, Superintendent will notify television station to announce school closing.

UNSCHEDULED START/STOP TIMES

EARLY DISMISSAL

NO SCHOOL NOTIFICATION

LATE START

All notices will be sent out by mass messaging from the Superintendent

BOMB THREAT

BOMB THREAT

ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY!

(False threats are sometimes used to throw people off guard.)

If the school receives a Bomb Threat, the Switchboard Operator will notify the Operations Manager at to activate the fire alarm to alert occupants in all buildings. The Maintenance Supervisor will close all exterior gates. Using this plan, all staff and students must be accounted for. Anyone who cannot be accounted for must be reported to emergency response personnel immediately.

The Crisis/Management Team will begin to coordinate recovery and will maintain a point of central control.

A command center/alternate command center must be set up for the Operation Manager, emergency response personnel and others to work from.

- The campus will be locked-down (perimeter, police and fire department – let only authorized people in – allow no civilians in area).
- As soon as possible, buildings must be assessed for damages. Each building must have utilities disconnected prior to anyone entering building.
- Buildings that are not restricted by Emergency Response Personnel will be inspected by authorized OSD personnel to check that it is safe to enter.
- Restricted buildings must not be entered by anyone other than responding emergency personnel. No one will be allowed to enter restricted buildings until an all-clear given to re-enter the building.
- In the event a building cannot be occupied: as soon as possible all staff and students must be located to a temporary site. The Emergency Crisis Team will begin moving any salvageable files, business equipment, etc. A temporary location for basic operations and contact with media, parents, and public must be set up as soon as possible.
- The Communications/Public Relations Officer will meet with the press, family, parents, etc.

**IF YOU SEE A PACKAGE THAT LOOKS “OUT OF PLACE” or “SUSPICIOUS”
DO NOT TOUCH IT!!**

DIAL EXTENSION 4916 OR DIAL 0.

- The fire alarm will be sounded. Proceed to the pavilion.
- Wait for all clear to re-enter the buildings.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: Be Calm, Be Courteous, Listen Intently, DO NOT Interrupt the Caller.

DO NOT PANIC.

Date: _____

Time: _____

Person Taking Call: _____

Exact Words of caller:

1. When is Bomb going to explode? _____
2. Where is the Bomb? _____
3. What does it look like? _____
4. What kind of Bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the Bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your Address? _____
10. What is your name? _____

Caller Information: Sex of Caller _____ Age: _____ Race: _____ Length of Call: _____

Circle all that apply:

| | | | | |
|------------|-----------------|----------------|----------------|---------|
| Calm | Disguised | Nasal | Angry | Broken |
| Slow | Stressed | Rapid | Accent | Slurred |
| Deep | Squeaky | Crying | Stutter | Sincere |
| Lisp | Giggling | Loud | Normal | Excited |
| Soft | Laughing | Distinct | No Accent | Ragged |
| High Pitch | Clearing Throat | Deep Breathing | Cracking Voice | Raspy |
| Rational | Local Accent | Foreign Accent | | |

TTY Slow Types fast Uses Abbreviations Uses Punctuations

Miscellaneous Information

If voice is familiar, who does it sound LIKE? _____

| | | | |
|-------------------|----------------|--------------------|-------------|
| _____ Well Spoken | _____ Rational | _____ Incoherent | _____ Foul |
| _____ Irrational | _____ Coherent | _____ Message Read | _____ Taped |

Describe any Background Noises:

| | | | |
|--------------------|-------------------------|---------------------|-----------------------|
| _____ Street Noise | _____ Factory Machinery | _____ Bedlam | _____ Crockery |
| _____ Voices | _____ Office Machinery | _____ Animal Noises | _____ Airplane |
| _____ Local Call | _____ PA System | _____ Trains | _____ Long Distance |
| _____ Music | _____ Static | _____ Pay Booth | _____ Residence Noise |

Remarks: _____

CAMPUS LOCK-DOWN

No immediate threat

No lights

No Code

Precautionary Action Only

**When Security is informed of a threat within the city/community they will stay in
communication with local officials**

GATES CLOSED

Traffic will be monitored

No interruption of activities on campus or in buildings

INTRUDER ON CAMPUS

Immediate Threat

IMMEDIATE THREAT: *a person armed with a weapon (gun, knife, etc) or acting in a violent manner.*

A person seen to be an immediate threat to OSD Students, Faculty and Staff within the campus grounds or campus buildings must be reported immediately by using the Rave Panic Button App. Staff making the sighting will activate the 911 call through the Rave Panic Button or by calling 911, state his/her name, and say **“INTRUDER!” ...“I have called 911”**. Calls should be made using the same code word **“INTRUDER”** as the perpetrator moves from location to location. This will help detect the area in which the intruder is located.

POTENTIAL TREAT: an unidentified person – no visitor badge, no parking permit. The staff member making the sighting will activate the Rave Panic Button App for the operator, give his/her name, and say **“INTRUDER!”**

Calls should be made using the same code word **“INTRUDER”** as the perpetrator moves from location to location. This will help detect the area in which the intruder is located.

STEPS OF ACTION:

1. The Operations Manager, or other designated personnel will initiate the alert mass messaging by announcing INTRUDER. This will activate the TV’s and alert all classroom teachers to lock their doors. Designated staff will immediately start locking outside doors.
 - a. CALL 9-1-1 give as much information as possible about the intruder (clothing, gender, race etc).
2. Using the “buddy system”, staff will alert other staff in rooms next to them of the possibility of the immediate danger.
3. All teachers located near restrooms will check for students and direct them to their class, or if deemed necessary, to the nearest classroom.
4. Students in open, unsecured areas, hallways, etc., will be taken to the nearest secured room.
5. Teachers are responsible for their students; if other students are brought in from the hall, the homeroom teacher must be informed as soon as possible.
6. If there are children on the playground and the situation is believed to be dangerous, teacher/staff will get their students into the nearest secured classroom.
7. The teachers will turn off the lights, lock the door(s) and move students away from doors and windows. Keep students quiet, calm and ask them to be patient; wait until the Police and/or Administrator announce the “All Clear” to allow students to leave the safe room.

Copies of building floor plans have been sent to the law enforcement, fire fighters and emergency management.

Once law enforcement is on campus, they shall assume the full responsibility of the campus lock-down.

Interpreters will be assigned to work with the police/firemen/emergency management.

Once the all-clear has been issued by Emergency Response Personnel, and it is certain that all students/staff are accounted for and safe, the OSD Crisis Management Team will move into action.

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STEPS OF ACTION DURING EVENING HOURS (5:00 P.M. – 7:00 A.M.)

If anyone is seen on campus grounds, in dorms, cafeteria or gymnasium as a potential threat, the staff member making the sighting will activate the Rave Panic Button App and identify himself or herself and say **“INTRUDER.”**

The person that activated the Rave Panic Button App will then contact the Security Officer who will then contact the Operations Manager, Security Supervisor, the Superintendent’s residence, the Director of Student Life, all Dorm Supervisors, Recreational Supervisor and the Student Health Center. The designee will then dial 9-1-1 and give as much information as possible about the intruder (clothing, gender, race etc.).

SLS staff will move the students in their care to the designated “safe room” inside the dorm, making sure that all students are accounted for and are safe. The Dorm Supervisors, Recreational Supervisor and Security will lock down all buildings.

DESIGNATED SAFE AREAS IN DORM ARE:

STEWART HALL:

- 1st, 2nd, and 3rd floors: The hall area on the west side to the south of living rooms. Close all doors to the area. If storage rooms have enough empty space, move students there.

BLATTNER HALL:

1. 1st floor: The kitchen area with door closed.
2. 2nd and 3rd floors: Main living areas with doors closed.

LONG HALL:

- 1st floor east living area with door closed.

GRIFFING HALL:

- 2nd and 3rd floors: Main living areas with door closed.

READ HALL:

1. 1st floor: Nurses office.
2. 2nd and 3rd floors: Storage rooms.

If students are OUTSIDE when a **“INTRUDER”** is called, one SLS from each dorm will begin notifying all students to go to their dorms. The Dorm Supervisors will monitor the doors until all students have been accounted for.

If students are in the CAFETERIA when the **“INTRUDER”** is called, the cafeteria doors will be locked and students and staff will remain there. The students should be moved as far away from windows and doors as possible. Again SLS will account for their assigned students.

If students are in the GYMNASIUM area when **“INTRUDER”** is called the staff there will lock the doors. DCS will account for their assigned students.

SLS will instruct students to remain quite, calm and be patient until the crisis is over. Students and staff will remain in safe areas until the Police or Administrators announce an **“ALL CLEAR”**.

MEDICAL

MEDICAL EMERGENCIES

Oklahoma School for the Deaf shall be prepared to provide basic first aid, while summoning necessary emergency assistance. A list of qualified persons who have had First Aid and CPR training should be maintained by the Emergency Preparedness coordinator for the Superintendent. This list shall be updated and distributed to the staff annually. There shall be at least ten percent of the staff trained in First Aid and CPR. Training for First Aid and CPR will be available each year.

An Emergency Release Card will be filed in the office for each student with emergency contact numbers to call in case of an accident, injury or illness. Parents will always be notified as soon as possible of any reportable accident, injury or illness. Any reportable accident or injury incurred on school property or during a school activity off campus will be reported in writing to the Superintendent no later than 24 hours after the occurrence. A first aid kit shall be maintained in each office and rotated. First Aid procedures will follow the current American Red Cross First Aid manual. Although some staff members are trained in basic first aid and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of an emergency. All first aid kits are to be inventoried at the beginning of each school year by the Emergency Preparation Committee and replenished as needed.

For specific first aid treatment, please see Appendix.

First Aid Stations:

A first aid station is always maintained in the Student Health Center. In the event of a large scale emergency, the Student Health Center will be used, but the Auditorium stage will be used also.

Rescue:

With a non-critical or less serious injury, move the victim to the first aid station.

With a serious or critical injury:

1. CALL NURSE ON DUTY – extension #4922
2. Evaluate the situation. Unless the victim is in further danger, DO NOT MOVE THEM.
3. Check to see if the victim is BREATHING.
4. Control serious BLEEDING.
5. Check for poisoning.
6. Treat for shock.
7. Keep comfortable and try to maintain normal body temperature.

Response to Non-Critical Illness or Injury:

1. CALL NURSE ON DUTY – extension #4922
2. Administer first aid.
3. Notify parents for their information and action. If parents cannot be contacted, notify other adults listed on the Registration Card.

4. If no one can be contacted, lie the student down in the sickroom or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
5. When parents cannot be notified, keep a record of time of injury, what first aid was administered and at what time.

Response to Critical Illness or Injury:

1. Use the Rave Panic Button or call 9-1-1 if the situation is life threatening, or if the child is in need of immediate medical intervention.
2. Administer first aid to the extent possible.
3. Notify parents for their action and information.
4. Keep a record of time of injury, what first aid was administered and at what time.
5. Notify the Superintendent's office.
6. Complete appropriate injury, illness, or insurance report promptly.

EXPLOSION

NUCLEAR EXPLOSION OR RADIOACTIVE FALL OUT

Because of the possibility that a nuclear attack might be used in any major war of the future, all personnel should understand the nature of such an attack. They should be trained in methods of protecting themselves.

Nuclear weapons produce explosions of great blast force, light and heat, and release nuclear radiation. Nuclear explosions are classed according to their type of burst; air, surface and subsurface. Air and surface bursts are the most likely to occur here.

Air Burst

Immediately after a nuclear explosion, a huge, intensely hot fireball is formed. An air burst is one in which the fireball does not touch the ground. At sufficiently low altitude, the rising fireball creates strong in-blowing winds that suck up dust and other debris from the surface. This debris combines with condensing vapor to form the familiar mushroom cloud.

Detonation of the weapon creates a blast (shock) wave that travels outward in all directions at a speed much greater than the speed of sound. The pressure at the wave front, which is many times normal atmospheric pressure, is what causes most of the physical damage.

Other characteristics of an air burst are blinding light, thermal and nuclear radiation. About 1/3 of the weapon's energy is converted into heat. This thermal radiation may cause skin burns and ignite light combustible material several miles from ground zero.

Nuclear radiation has two types: initial and residual. Initial radiation occurs within the first minute after an explosion. Its lethal range is less than that of the blast wave. The greatest danger from residual radiation is the "fallout" of radioactive particles from the cloud.

Surface Burst

Surface Burst is one in which the fireball touches the earth. Vast amounts of surface material are vaporized and taken up into the fireball. As the fireball rises, more debris is sucked up by the strong and destructive after-winds which flow back toward ground zero after the shock wave passes. Danger from fallout radiation is greater after a surface burst. These radioactive fallout particles are usually visible, appearing like dust or grains of salt. The greatest danger from fallout occurs during the first 24 hours.

Most food and water does not become radioactive. The greatest danger lies in ingesting radioactive particles that settle on exposed food stuffs or water supplies. Food and water supplies that are indoors and/or covered are safe to eat.

What to Do

1. If there is no time to move:
 - a. The teacher will give the "Drop and Cover" signal.

- b. All students and staff will get under desks, with backs to the window or outside walls, tuck their heads under their arms, and stay in this position until it is safe to move.
- 2. If there is time to move:
 - a. The Principal will make an announcement over the emergency alert system telling classes to immediately move to the cafeteria.
 - b. Teachers will grab emergency backpacks, student roster and lead students to the cafeteria.
 - c. Students will move quickly and quietly.
 - d. After the blast has passed, students/staff will remain in the cafeteria. This is the best shelter, unless there is a fire.
 - e. The Principal will try to contact the Superintendent.
- 3. If there is sufficient warning, students are to be sent home.
- 4. If the blast happens on their way home:
 - a. Drop to the ground instantly, behind cover, if possible.
 - b. If a ditch, building, tree, or other object is not readily available, don't take time to look for cover. Drop to the ground immediately and curl up tightly.
 - c. Cover as many exposed parts of the body as possible, such as head, face, arms, legs, etc.
 - d. Once the heat and blast effects have dissipated continue on to your home quickly. As soon as you reach home, go to the safest, most protected area to prevent fallout from reaching you.

TERRORIST OR HOSTAGE

TERRORIST OR HOSTAGE SITUATION

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two “weapons” in which to combat the situation; time and egress. Therefore, two plans for notification and communication of the terrorist alert to the rest of the school must be considered.

THE SCHOOL STAFF SHOULD NOT ATTEMPT TO DISARM TERRORISTS.

Terrorists Set Up Command Post:

1. Staff should activate the Rave Panic Button by pushing the active shooter button and holding it down for 2 seconds. Stay on the line with emergency responders if possible.
2. Immediately brief the students to move to their designated lockdown area and be quiet.
3. Try to obey all commands of the terrorists if the terrorist is in a classroom or office.
4. The Rave Panic Button App will notify all staff on campus of the situation.
5. All classrooms and staff not directly involved will immediately start lockdown procedures.
6. All staff should make your badge noticeable to all emergency personnel
7. The Terrorist Command Center will be activated.

POWER OUTAGE

UTILITY FAILURE

POWER OUTAGE

1. If the failure occurs during class time, teachers and students are to stay where they are.
2. Maintenance personnel will check the breakers to see if it is a problem he/she can solve.
3. The school secretary will notify Maintenance ext #4940 or 580-618-4446 of the problem. Maintenance Supervisor will contact OG&E if it cannot be fixed by Maintenance.
4. Status updates will be communicated through the Rave Panic Button App.
5. After determining the extent of the power failure, the teachers are to be notified of the expected length.
6. Students are to remain in their assigned classrooms.
7. Teachers are to post themselves in their classrooms.
8. All teachers who are on a preparation period will return to their class and take over from the classroom assistant.
9. If it is decided to dismiss school early, the "Early Dismissal Plan" will be implemented.

GAS LEAK

Oklahoma Natural Gas Company will be notified by Maintenance. Maintenance will follow procedures outlined by ONG.

1. The fire alarm will be sounded by security or maintenance.
2. Follow "Evacuation of Building" plan.
3. The Principal will consult with the Superintendent. If the gas will be off for a short time, classes will continue normally. If it will be off for a long time, the Principal and Superintendent will decide whether to use the "Early Dismissal" plan.

WATER LINE BREAKAGE

1. City of Sulphur Water department will be notified and consulted by maintenance.
2. After the facts are gathered, an announcement will be made through the Rave Panic Button App and students will be told not use fountains or restrooms.
3. The Principal will consult with the Superintendent. If the water will be off for a short time, classes will continue normally. If it will be off for an extended period of time, the Principal and Superintendent will decide whether to use the "Early Dismissal" plan. Other options will be discussed.

TELEPHONE

If the phones are not working, use cell phones - call cell phone to cell phone. The school maintenance staff have cell phones, the numbers are listed on the telephone list. If cell phone towers are not working walkie-talkie devices will be distributed to key areas as determined by the Operation Manager.

WIND AND OTHER TYPES OF SEVERE WEATHER

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 7:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 8:00 a.m.

If severe weather conditions develop while school is in session, the OSD Leadership team will monitor the latest developments via radio and local civil defense. If it is decided to close school, the following action will be taken:

1. The Superintendents Secretary will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
2. The Principal will announce the closure to the faculty and students.
3. Staff members will be used to expeditiously evacuate the building.
4. Procedures outlined in the "Early Dismissal" plan will be followed.

FALLEN HIGH VOLTAGE LINES

In the event of danger due to fallen high voltage lines, the following procedures will be used.

Preparation

Be observant of the high voltage lines by the school. Teach students proper respect for downed lines.

Response

If high voltage lines are down, students must stay in their classrooms until the problem has been resolved. In the event that power lines are downed and children are walking to school, people will be positioned to stop the children a safe distance from danger. The secretary will notify the Maintenance Manager at #4940 or 618-4446. Maintenance Manager will notify power company and city officials of the problem.

APPENDIX

FIRST AID INSTRUCTIONS

**For life threatening conditions call the nurse on duty
at extension #4922 for medical assistance or dial 9-1-1**

**The following information is only to be used in situations where medical
professionals are not available.**

Seek first a staff member who has CPR credentials.

Abdominal Pain

Abdominal Pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

Artificial Respiration

1. Steps for mouth-to-mouth artificial respiration
 - a. Clear airway.
 - b. Tilt head back (unless possible neck injury -use jaw thrust).
 - c. Pinch nostrils.
 - d. Seal mouth and blow.
 - e. Watch for chest to rise.
 - f. Listen for air to escape from the mouth.
 - g. Watch for chest to fall.
 - h. Repeat: 12 - 16 times per minute for adults
 - i. 16 - 20 times per minute for children
2. If victim's tongue obstructs airway
 - a. Tilt the head.
 - b. Jut the jaw forward.
3. If facial injuries make it impossible to use mouth-to-mouth method, then use the manual method.
 - a. Use mouth to nose if airtight seal impossible over victim's mouth.
 - b. Small child - cover both mouth and nose.
4. Continue artificial respiration until victim begins to breath for himself or until help arrives.
5. Carbon Monoxide Poisoning or Asphyxiation (due to lack of oxygen)
 - a. Check for breathing difficulties and give artificial respiration.

Bleeding

1. Apply direct pressure on the wound.
2. Elevate the wounded area if an arm or leg is bleeding.
3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop the bleeding.
4. Only as a last resort (if they will die without this) apply a tourniquet to stop the bleeding. Once applied, a tourniquet must be loosened or removed **only by a doctor.**

Internal Bleeding

Treat for shock.

Bone Injuries

1. Dislocations: fingers, thumb, shoulder
 - a. Keep the injured appendage immobile. Immobilize with arm sling, if necessary.
2. Fractures
 - a. Signs of a closed fracture:
 - 1) Swelling
 - 2) Tenderness to touch
 - 3) Deformity
 - 4) Discoloration
 1. Treatment (**closed fracture** - no bleeding wound or broken skin)
 - 1) Keep broken bone ends from moving
 - 2) Keep adjacent joints from moving
 - 3) Treat for shock
 2. Treatment (**open fracture** - broken bone and broken skin)
 - 1) Do not move protruding bone end
 - 2) If bleeding, control bleeding by direct pressure on wound
 - 3) Treat the same as closed fracture after bleeding is controlled
 3. Splinting
 - 1) Place one hand above and one hand below fracture to support it
 - 2) Have someone grasp end of limb and pull steadily until splints are in place
 - 3) Splint the limb
 - 4) Treat for shock
 4. Sprains (injury to soft tissue around a joint)
 - 1) Always immobilize
 - 2) Elevate joint
 - 3) Apply cold packs during first half hour
 - 4) Treat the same as closed fractures
 - 5) X-ray may be necessary

Burns

1. Degrees
 - a. Skin red (1st degree)
 - b. Blisters develop (2nd degree) never break or open blisters
 - c. Deep tissue damage (3rd degree)
2. First Aid for **thermal burns** - 1st and 2nd degree burns to exclude air:
 - a. Submerge in cold water.
 - b. Apply a cold pack.
 - c. Cover with a thick dressing or plastic
 - 1) Do not use plastic on face.

- 2) After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
3. First Aid for **3rd degree burns**
 - a. Apply a thick, dry, sterile dressing and bandage to keep out air.
 - b. If it is a large area, wrap with a clean sheet or towel.
 - c. Keep burned hands and feet elevated and get medical help immediately.
 - d. Treat for shock, giving fluids as indicated; warm victim if necessary.
4. First Aid for **chemical burns**
 - a. Wash chemical away with water.
 - b. Acid burn to the eye (also alkali burns)
 - 1) Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
 - 2) If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
 - 3) Have victim close the eye, place eye pad over lid, bandage and get medical help.

Choking (Heimlich maneuver)

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting some air. But if the passage is completely blocked, he can't breathe or speak.

IMMEDIATELY DO THE FOLLOWING:

1. Stand behind a **slumped-over victim**; wrap your arms around his waist below the diaphragm.
2. Grasp your wrist with your other hand.
3. Place your fist against the victim's abdomen, slightly above the navel and below the rib cage.
4. Press your fist strongly and quickly in and slightly up into his abdomen.

If the victim is on his back:

1. Kneel, facing him, astride his hips.
2. With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.
3. Press the heel of your hand forcefully into the abdomen with a quick, upward thrust. If necessary, repeat several times.

Convulsions or Seizures

1. Symptoms
 - a. Jerking movements
 - b. Muscular rigidity
 - c. Blue about the lips
 - d. May drool
 - e. High fever

These seizures are seldom dangerous, but they are frightening.

2. Causes

- a. Head injuries
- b. Severe infections
- c. Epilepsy

3. Treatment

- a. Prevent patient from hurting himself
- b. Loosen tight clothing
- c. Move objects the patient may hit
- d. Do NOT restrain
- e. If breathing stops, apply mouth to mouth resuscitation
- f. Do not give liquids nor put patient in warm water
- g. When the seizure is over, treat as for shock, keeping patient warm.
Prompt medical help is needed if the patient does not have a history of convulsive disorders.

Diabetics

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with this treatment, it is better to seek medical help rather than to attempt first aid. These people often wear some type of medical identification.

Ears

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

Electric Shock

1. Do not touch the victim if he is still in contact with the electricity.
2. Turn off the main switch or pull the plug.
3. Be aware of the possibility of breathing emergency.

Eyes

Contact a physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

Fainting

Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, disturbance of vision and nausea. Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between the knees.

Frostbite

The frostbitten area will be slightly reddened with a tingling sensation and pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees.) Don't rub the area nor break the blisters.

Head Injury

1. Symptoms
 - a. May or may not be unconscious
 - b. Unconsciousness may be delayed one-half hour or more
 - c. Bleeding from mouth, nose or ear
 - d. Paralysis of one or more of extremities
 - e. Difference in size of pupils of eyes
2. First aid for Head Injuries:
 - a. No stimulants or fluids
 - b. Don't raise feet; keep the victim FLAT
 - c. Observe carefully for stopped breathing or blocked airway
 - d. Get medical help immediately
 - e. When transported, gently lay flat
 - f. Position head to side so secretions may drool from corner of mouth
 - g. Loose clothing at the neck

Heart Attack

A heart attack may be identified by severe chest pains, shortness of breath, paleness and perspiration, indicating shock. Extreme exhaustion may also accompany the attack. The patient may breathe easier if he is propped up. Mouth-to-mouth resuscitation may be needed. Medical help with oxygen may be required.

Nosebleeds

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5 to 10 minutes. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

Poisoning

1. In all oral poison, give liquids to dilute the poison.
2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

Shock

1. Symptoms
 - a. Pale, cold, clammy skin
 - b. Weak, rapid pulse
 - c. General body weakness
2. Ways of preventing shock and giving first aid
 - a. Keep victim lying down
 - b. Cover only enough to keep from losing body heat
 - c. Get medical help as soon as possible
 - d. Raise head with blankets or pillows if victim has difficulty breathing.

Sunstroke

A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry, skin flushed initially, but later turn ashen or purplish. Delirium or coma is common. Medical help is crucial. While waiting for medical aid, reduce the temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

Wounds

1. An **abrasion** is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding, but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.
2. An **incision** is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.
3. A **laceration** is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.
4. A **puncture** wound is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear, or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture wound is difficult to cleanse and may require a tetanus shot to guard against infection.

MAP of OSD CAMPUS

