



## Evacuation

Everyone **must** evacuate a building when a **fire alarm** and/or an **official announcement** is made indicating a potentially dangerous situation within the building.

- **Evacuate** the building in an **orderly fashion**, alerting people as you leave.
- **Exit** using the **stairways** only. **Do not use elevators.**
- **Follow instructions** of **emergency personnel**. Report any individuals left in the building.
- **Do not re-enter** the building until an **“all-clear”** announcement is made.

### Advanced planning is essential!

- Know the location of **fire extinguishers** in your area ahead of time and how to use them.
- Know the locations of the **fire alarm pull stations.**
- Be familiar with the **fire exits.**



## Severe Weather

If severe weather is imminent and you are outdoors, **move indoors as quickly as possible.**

At USAO, the severe weather warning will be made via the **sirens** from the City of Chickasha.

Campuswide notification may also be sent out via the **Drover Alert system.**

**Listen** or **watch** local media broadcasts for weather updates.

### During severe weather:

- Move to any of the designated **weather refuge** area locations across campus:
  - ◆ **Student Center basement**
  - ◆ **Nash Library basement**
- If you are unable to go to a designated area, move to the **lowest level** of the building.
- **Go to interior hallways** or **rooms.**
- **Stay away from windows.**



## General Tips

### CALL 911 IF YOU NEED HELP RIGHT AWAY

- Always carry your **University ID Card.**
- Keep your **emergency info** up to date in your **phone, wallet,** and/or **purse.**
- Have **smoke** and **carbon monoxide alarms** wherever you **sleep.**
- If you **see something, say something** - report suspicious activities or items by calling **911.**

### Know the locations of:

- **Nearest exits**
- **First-aid kits**
- **AEDs**
- **Bleeding control kits**



## Emergency Numbers

### Emergency

**911**  
24/7

### USAO Security

**405-222-8066**  
24/7

### Counseling Center

**405-574-1326**  
Monday - Friday, 8 a.m. - 5 p.m.

### Dean of Students

**405-574-1330**  
Monday - Friday, 8 a.m. - 5 p.m.

## Emergency Preparedness Guide

University of Science and Arts of Oklahoma **2020**



## Active Shooter

**If the threat is near you or in your building:**

### RUN

If you determine that you can reach an escape path to a safer area, then get out.

- 1 Be aware of your surroundings. Have an exit plan.
- 2 Move away from the threat as quickly as possible.
- 3 Create as much distance between you and the threat as possible.

### HIDE

If you can't evacuate, find a secure place to hide out.

- 1 Create distance between you and the threat.
- 2 Find barriers to prevent or slow down the shooter from getting to you.
- 3 Turn off the lights and silence your phones.
- 4 Remain out of sight by hiding behind large objects.
- 5 Be quiet.

### FIGHT

As a last resort, if you can't hide out and if you have absolutely no other option, confront the active shooter.

- 1 Be aggressive, yell, and commit to your actions.
- 2 Do not fight fairly – throw items and use improvised weapons.
- 3 Survive by any means necessary.

**CALL 911 WHEN IT IS SAFE TO DO SO! Once the police arrive, obey ALL commands.**



## Shelter-In-Place

**How to "Shelter-in-Place"**

Follow these basic steps unless instructed otherwise by university personnel or if the situation warrants:

- If you are inside, stay where you are.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- If there are others in the building, provide for their safety by asking them to stay – not leave.
- Locate a room to shelter inside. It should be:
  - ◆ Rooms with no windows or exterior door.
  - ◆ Rooms that have little or no ventilation.
  - ◆ The room(s) should have adequate space for everyone to be able to sit in it. Avoid overcrowding by selecting several rooms if necessary.
- Remain as calm as possible and know that the emergency situation is the central focus of emergency response personnel.
- Stay in-place until the danger has passed or conditions warrant an immediate evacuation. The University will make an "all clear" announcement.