



EMERGENCY OPERATIONS PLAN

August 2022

LETTER OF PROMULGATION

Southern Nazarene University is committed to protecting the welfare of its community members and preserving its facilities. The Southern Nazarene University (SNU) Emergency Operations Plan is the official Plan to address specific hazards and circumstances that constitute an emergency for SNU employees, students, and property. The EOP is given authority by the President of SNU under the SNU Board of Trustees.

This Emergency Operations Plan is a guide for emergency management and coordination of all phases of emergency response in order to minimize the impacts of disasters and incidents, protect people and property, and restore any interruptions to university operations.

Southern Nazarene University can best prepare to meet the enormous challenges of emergencies by working together. Thus, SNU expects individual departments and functional areas to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery.

The Emergency Operations Plan is designed to help students and employees respond appropriately when emergency conditions exist. Although events are unpredictable, this Plan allows for immediate response procedures, thereby minimizing danger to lives and property. Every member of Southern Nazarene University should review this Plan to understand their role should an emergency or disaster occur.

Dr. Keith Newman, President

Date

APPROVAL AND IMPLEMENTATION

This document is the only approved Emergency Operations Plan for Southern Nazarene University. It supersedes other plans and has been developed exclusively for SNU, outlying education centers, or satellite campuses. This Emergency Operations Plan is written and maintained under the authority of the University President through the actions of the Director of University of Operations and the Director of Public Safety/Chief of Police.

This EOP has been reviewed and approved by the University Cabinet:

Dr. Tim Eades
Provost and Chief Academic Officer

Date

Dr. Scott Strawn
Vice President for Business & Finance and
Chief Financial Officer

Date

Dr. Mike Redwine
Executive Vice President

Date

Dr. Marian Redwine
Vice President for Enrollment & Marketing

Date

Dr. Lena Crouso
Vice President for Intercultural Learning & Engagement
and Chief Diversity Officer

Date

Rev. Larry Morris
Vice President for University Relations

Date

RECORD OF DISTRIBUTION

The Southern Nazarene University Emergency Operations Plan has been distributed to each member of the Policy Group and Emergency Management Operations Group.

Copies of this Plan are to be made available to the following external partners:

Local Law Enforcement and Emergency Services Agencies to include:

- City of Bethany Police Department
- City of Bethany Fire Department
- City of Warr Acres Police Department
- Oklahoma City Police Department
- Oklahoman County Sheriff's Office
- Bethany Independent School District Emergency Manager(s)
- Bethany First Church of the Nazarene Emergency Managers(s)

An electronic version of the SNU Emergency Operations Plan has been posted to the secure sites at <https://www.snu.edu/snu-life/safety/> and <https://my.snu.edu/ops/>.

RECORD OF CHANGES AND REVIEWS

The SNU Emergency Operations Plan will be reviewed and approved by The Director of University Operations and the Director of Public Safety/Chief of Police, in conjunction with any necessary legal or University leadership reviews annually. All updates and revisions to the Plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table. This Plan is a "living document" and will be continuously updated as conditions change. This Plan may be updated because of exercise lessons learned, as new guidelines are distributed, and as needed.

Contents

| | |
|---|-----------|
| LETTER OF PROMULGATION | 2 |
| APPROVAL AND IMPLEMENTATION | 3 |
| RECORD OF DISTRIBUTION | 4 |
| RECORD OF CHANGES AND REVIEWS | 4 |
| 1. OVERVIEW | 9 |
| INTRODUCTION..... | 9 |
| PURPOSE | 9 |
| SCOPE..... | 9 |
| EMERGENCY MANAGEMENT PHASES..... | 10 |
| SITUATIONS..... | 10 |
| ASSUMPTIONS | 11 |
| CONCEPT OF OPERATIONS..... | 12 |
| UNIVERSITY OR CAMPUS STATE OF EMERGENCY..... | 12 |
| DEPARTMENTAL RESPONSIBILITY: CONTINUITY OF OPERATIONS | 12 |
| EMPLOYEE RESPONSIBILITY | 15 |
| PLAN DEVELOPMENT AND MAINTENANCE | 15 |
| 2. ORGANIZATION AND RESPONSIBILITIES | 16 |
| ORGANIZATION FOR PLANNING | 16 |
| UNIVERSITY EMERGENCY ACTIVATION LEVELS AND MANAGEMENT STRUCTURE | 16 |
| EMERGENCY ACTIVATION LEVELS..... | 16 |
| INCIDENT MANAGEMENT | 17 |
| POLICY GROUP | 17 |
| EMERGENCY MANAGEMENT OPERATIONS GROUP | 18 |
| INCIDENT COMMANDERS | 18 |
| DIAGRAM OF UNIVERSITY EMERGENCY RESPONSE STRUCTURE | 19 |
| EMERGENCY OPERATIONS CENTER | 20 |
| EOC ACTIVATION..... | 20 |
| NOTIFICATIONS | 20 |
| EOC SETUP..... | 21 |
| EOC SECURITY AND ACCESS | 21 |
| INCIDENT DOCUMENTATION..... | 21 |
| EOC DEACTIVATION AND DEMOBILIZATION..... | 21 |

| | |
|---|-----------|
| ALTERNATE EOC LOCATION | 22 |
| TRAINING | 22 |
| EMERGENCY AUTHORITY | 22 |
| SNU SATELLITE CAMPUSES | 23 |
| 3. DIRECTION, CONTROL, AND COORDINATION | 24 |
| NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) | 24 |
| INCIDENT COMMAND SYSTEM | 24 |
| ICS AND THE UNIVERSITY | 24 |
| COORDINATION WITH LOCAL AGENCIES AND PARTNERS | 25 |
| 4. COMMUNICATIONS | 26 |
| UNIVERSITY EMERGENCY COMMUNICATIONS | 26 |
| SNU ALERT | 26 |
| SNU ALERT NOTIFICATION PROCESS | 27 |
| SAMPLE EMERGENCY MESSAGES | 27 |
| DOOR-TO-DOOR NOTIFICATION | 28 |
| PUBLIC INFORMATION OFFICER | 28 |
| 5. FINANCE AND BUSINESS FUNCTIONS | 29 |
| 6. LOGISTICS | 30 |
| RESOURCE MANAGEMENT | 30 |
| UTILITIES | 31 |
| ESSENTIAL OPERATIONS AND PERSONNEL | 31 |
| 7. GENERAL EMERGENCY PROCEDURES | 32 |
| PREPARING FOR EMERGENCIES | 32 |
| EMERGENCY PROCEDURES FLIP CHART | 32 |
| SNU SAFER PLACES | 32 |
| REPORTING, CONCERNS, CRIMES, OR SUSPICIONS | 33 |
| BUILDING/STRUCTURE EVACUATION | 33 |
| EVACUATION ASSEMBLY AREAS | 33 |
| FACULTY AND STAFF RESPONSIBILITIES | 34 |
| BUILDING EVACUATION FOR INDIVIDUALS WITH DISABILITIES | 34 |
| CAMPUS EVACUATION | 35 |
| SHELTER-IN-PLACE | 35 |
| LOCKDOWN | 36 |

| | |
|---|-----------|
| 8. SPECIFIC EMERGENCY PROCEDURES | 37 |
| ACTIVE THREAT/SHOOTER | 37 |
| AIRCRAFT ACCIDENT/CRASH | 38 |
| BOMB THREAT/SUSPICIOUS PACKAGE | 39 |
| FIRE | 41 |
| EXPLOSION | 42 |
| HAZMAT SPILL | 42 |
| HOSTAGE SITUATION | 43 |
| MEDICAL EMERGENCY | 43 |
| MISSING PERSON | 44 |
| POWER OUTAGE | 44 |
| SEVERE WEATHER | 45 |
| SEXUAL ASSAULT..... | 46 |
| TORNADO..... | 46 |
| SUICIDE ATTEMPT | 47 |
| STALKING/INTIMATE PARTNER VIOLENCE..... | 48 |
| WORKPLACE VIOLENCE..... | 48 |

1. OVERVIEW

INTRODUCTION

Southern Nazarene University is committed to the safety and well-being of its students, employees, and visitors. In accordance with applicable laws, regulations, and policies that govern emergency preparedness and response, the University has established an Emergency Operations Plan (EOP) to address major emergencies that may threaten the health and safety of the campus community and/or its neighbors, affect university facilities and resources, or disrupt operations.

The EOP is designed to guide response to and management of minor emergencies, major emergencies, and disasters. An emergency is any unplanned event that may cause death or significant injuries to members of the university community or the public, may disrupt operations, may cause physical or environmental damage, or may threaten the institution's financial standing or public image.

Because this EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Its general procedures for managing information, activities, and operations can be applied as needed during any level of emergency. The overall priorities of the University during a disaster are protecting lives, property, and the community. The overall objective is to respond quickly to emergency conditions and manage the process of restoring SNU operations.

PURPOSE

The Southern Nazarene University Emergency Operations Plan (EOP) is the organization's general Plan to prepare for, respond to, and recover from emergencies and disasters. The University has established this Plan to address the immediate requirements for an emergency or disaster interrupting normal operations.

The EOP provides:

- An organizational and conceptual framework for emergency management.
- Guidelines and procedures for responding to various natural and human-caused emergencies.
- Key responsibilities and assignments.
- Guidelines and procedures for recovery and continuity of operations following an emergency.

SCOPE

The EOP guides all phases of emergency management and applies to all hazards that could potentially occur on any property owned or operated by the University. However, the EOP may also be activated during a community or regional crisis that may impact SNU personnel or business operations. A regional utility outage, a hazardous material spill

on a major highway, or a civil disturbance in a local area may necessitate EOP activation to coordinate emergency information and support services for personnel. A major emergency in the community that affects our students and employees is also a university emergency.

EMERGENCY MANAGEMENT PHASES

The EOP addresses activities that take place during all five phases of emergency management: Prevention, mitigation, preparedness, response, and recovery.

Prevention

Prevention encompasses all measures taken to decrease the likelihood that an event or crisis will occur.

Mitigation

Mitigation encompasses the elimination of hazards, reduction in the probability of hazards causing an emergency, and/or the lessening of consequences from unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency with the intent of avoiding repetition of the situation.

Preparedness

Preparedness occurs before an emergency or disaster strikes and is intended to save lives as well as assist with the response, rescue, and recovery efforts. Preparedness activities include, but are not limited to, developing, and maintaining Emergency Operations Plans and Continuity of Operations Plans; conducting training for university personnel; conducting periodic drills and exercises to test emergency procedures and training.

Response

Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

Recovery

The recovery phase includes short-term and long-term actions to resume normal operations once an emergency incident is under control. Examples of recovery programs include restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities and infrastructure.

SITUATIONS

A disaster can strike anytime, anywhere, and can take many forms: ice storm, tornado, flood, pandemic, fire, hazardous material spill, an act of nature, or terrorism. It can build over a number of days or weeks or can occur suddenly without warning.

The EOP is an all-hazards plan, meaning it applies to all types of hazards that can threaten the institution, its occupants, and the surrounding community.

Hazards generally fall into three categories:

- Natural Hazards: Natural threats such as severe weather, fire, flood, earthquake, and epidemic.
- Technological Hazards: Technological or industrial accidents such as cybersecurity issues, radiological or hazardous materials release, and power failures.
- Human-Caused Hazards: Deliberate, intentional human actions to threaten or harm others, including criminal or terrorist acts, school violence, or bombings.

ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The following planning assumptions were incorporated into this EOP:

- The safety of students and the continuity of their education are paramount.
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, repeater-based radio systems, cellular telephones, and information systems.
- A critical incident, crisis, or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- Some emergency incidents will necessarily involve a regional response.
- The University might receive delayed response from, or be without, certain city, county, or contract emergency response personnel and must be prepared to handle these situations until outside assistance arrives.
- Any employee of the University may be tasked by this EOP.
- Local law enforcement agencies and fire departments will respond based on jurisdiction and support agreements or mutual aid agreements.
- Major roads, overpasses, bridges, and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Regular suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- Conditions may be unsafe to travel off campus, and people may become stranded at the University.
- The University will need to conduct a rapid damage assessment, situation analysis, deployment of onsite resources, and management of emergency operations on campus while emergency conditions exist.
- Emergency conditions that affect the campuses will likely affect the surrounding communities.
- The decision to declare a Campus State of Emergency rests on critical positions at the University.
- Once the emergency is over, the University will resume normal operations.

CONCEPT OF OPERATIONS

In any emergency, the top priorities are:

1. Life safety
2. Incident stabilization
3. Protection and preservation of property
4. Recovery and resumption of operations

Emergency Management Operations Group (EMOG) personnel will immediately respond to an emergency incident occurring at the University and will request additional external and internal resources as necessary to address the situation. The EMOG, in conjunction with designated information technology personnel, will issue alerts and instructions as the situation warrants.

If a prolonged emergency operation occurs, the SNU EMOG and Policy Group will be activated to coordinate support for SNU employees and students during and after an incident and ensure university operations continuity.

The nature and scope of a given emergency may necessitate partial or complete evacuation of buildings and/or campuses or lockdown of campus facilities. Access to specific campus areas may be temporarily restricted. Normal operations will resume at the discretion of the President or his/her designated representative.

UNIVERSITY OR CAMPUS STATE OF EMERGENCY

A State of Emergency is a declaration that usually suspends normal functions of the campus or University, alerts employees and students to change their normal behaviors, or implements parts of the EOP. Southern Nazarene University would generally declare a Campus State of Emergency during a time of natural or human-caused disaster.

The authority to declare a Campus State of Emergency rests with the President, Provost/Chief Academic Officer, Vice President for Business and Finance/Chief Financial Officer, Executive Vice President, Director of University Operations, and/or Director of Public Safety/Chief of Campus Police. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

DEPARTMENTAL RESPONSIBILITY: CONTINUITY OF OPERATIONS

Each division, department, area, etc., should prepare and maintain a Continuity of Operations Plan (COOP). The COOP contemplates the destruction of the departments or division's physical setting and reasonable measures to mitigate both short-term and long-term effects of displacement. Each responsible director and department head should maintain an emergency list of employee names and telephone numbers available. COOP documents should include an organizational chart that delineates chains of responsibility. This can be accomplished using the

| Building name and address | Who owns or controls this location? | Do we have an agreement in place to use the space?-y/n |
|---------------------------|-------------------------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

EMPLOYEE RESPONSIBILITY

An emergency can strike anytime or any place, and a disaster will affect everyone. All SNU employees have a personal responsibility to know what to do before, during, and after an emergency to ensure their safety.

Southern Nazarene University employees should read and be familiar with safety and emergency information. They should also know the locations of emergency exits, fire extinguishers, Automated External Defibrillators (AEDs), designated shelter and assembly areas, and emergency phone numbers to communicate with law enforcement. The measures outlined in this EOP, together with common sense, are intended to prevent injury and minimize property damage. It is important to remember that while first responders will do their best to assist people during emergencies, individuals (including those with access and functional needs) are ultimately responsible for their own safety.

PLAN DEVELOPMENT AND MAINTENANCE

This SNU EOP will be reviewed for completeness at least once per calendar year under the direction of the Director of University Operations and Director of Public Safety/Chief of Police. Changes will be documented on the Record of Changes and Reviews page at the beginning of this document.

2. ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION FOR PLANNING

The Southern Nazarene University President and Cabinet are ultimately responsible for approving the design and implementation of organization-wide emergency preparedness plans through the activities of those positions and departments determined to be necessary for emergency response and management activities.

UNIVERSITY EMERGENCY ACTIVATION LEVELS AND MANAGEMENT STRUCTURE

EMERGENCY ACTIVATION LEVELS

From time to time, advance notification may be available on hazardous events that could affect operations, health and safety of campus personnel and students, or degradation of the quality of life. Maintaining 24-hour vigilance at complete Emergency Operations Center (EOC) staffing levels for potential or minor events is not feasible due to the impact of continued alert status on personnel and the impact of routine operations. To address this need, the University will employ and the EOC will operate at three levels to address varying event probability and severity and maintain flexibility for the EOC Managers to address needs as they arise.

Level 1 - Standby

- Stand By should be implemented when an alert has been received, or staff recognizes the potential for a higher hazard event that could result in the opening and staffing of the EOC.
- This level consists of minor situations, small scale, or localized problems confined to a single space such as a laboratory, loading dock, etc., occurring during typical day-to-day operations. Quickly contained utilizing existing campus resources.
- It does not involve the evacuation of large numbers of personnel (if any).
- Minor chemical spills, short-term or localized power outages, etc., are possible examples of a Level 1 emergency.
- **EOC Activation is not needed but stand by for possible activation if situation worsens or escalates.**

Level 2 - Limited Activation

- Limited Activation is appropriate when a minor event grows or a more significant event has occurred.
- This level situation can be an event involving or disrupting an entire floor or building, an entire building, and/or a section of campus and affects many people.
- It may involve evacuation and the need to access off-campus emergency response resources (fire department, outside law enforcement, etc.) to control the situation effectively.

- Examples of a Level 2 Emergency would be a large fire in a dormitory, confirmed missing student, severe weather, aircraft down on campus, and/or any incident that affects major campus operations
- **EOC Activation is required for Level 2 situations but can be limited in scope.**

Level 3 - Full Activation

- Full Activation is appropriate with a significant, possibly campus-wide event that causes widespread damage, injuries, and/or disruption of normal operations, which overwhelm available resources and personnel.
- Outside emergency response resources from the government and private sector may be used in addition to fully activating all procedures contained within the Plan.
- A tornado, active shooter, significant earthquake, or major civil disturbance are examples of a Level 3 situation.
- **EOC Activation is required.**

INCIDENT MANAGEMENT

To manage emergency incidents, the University utilizes a tiered structure involving a Policy Group, an Emergency Management Operations Group, and Incident Commanders (IC), as needed.

The Policy Group, which is formed around certain members of the University Cabinet, serves as an advisory board and provides strategic guidance and decision-making during incidents.

The EMOG includes a group of employees that support SNU students, employees, and university operations during and after an emergency incident.

The IC are the onsite university presence at the emergency or incident location who guide the hands-on response and activities related to the emergency.

The University will activate the **Emergency Operations Center (EOC)** any time the EMOG is activated for an emergency or disaster.

POLICY GROUP

Under the direction of the President or designee, the Policy Group provides direction in making strategic policy decisions for any incident that affects the University's ability to perform its critical operational functions. This group has the authority to declare emergencies and to issue directives regarding the status and resumption of university educational programs. The Policy Group is also responsible for notifying and informing key university constituents and stakeholders through the Public Information Officer (PIO) and other means.

The Policy Group may be activated separately from the rest of the Emergency Management Operations Group if necessary. The President or designee activates the Policy Group if it is

being activated separately from the EMOG. Whenever activated, the Policy Group will convene virtually or at an appropriate physical location, as dictated by the nature and location of the incident or as determined by available members of the Policy Group. The Policy Group is comprised of the President, VP for Business Affairs & Chief Financial Officer, Provost & Chief Academic, and Executive Vice President.

EMERGENCY MANAGEMENT OPERATIONS GROUP

The Emergency Management Operations Group (EMOG) is drawn from departments or divisions across the institution that will likely be involved in managing emergencies or supporting emergency management. Not all departments at the University will be directly represented within the EMOG. Those departments with direct representation on the EMOG will be used as connection points to those areas not directly represented.

EMOG LEADERSHIP

The Emergency Management Operations Group is coordinated by two Emergency Operations Center Managers: the EOC Manager for Operations and the EOC Manager for Community. The Director of University Operations will fill the EOC Manager for Operations position, and the Dean of Students will fill the EOC Community Manager. The objective of this group will be to ensure effective management of the response and recovery activities and resource allocation associated with all hazards. This leadership group will also aid in the coordination with any necessary federal, state, or other governmental agencies, private sector partners, or volunteers. It will establish priorities and resolve any conflicting demands for support. It will prepare and disseminate emergency public information necessary to alter or warn the campus or larger community.

EMOG DEPARTMENTAL SECTIONS

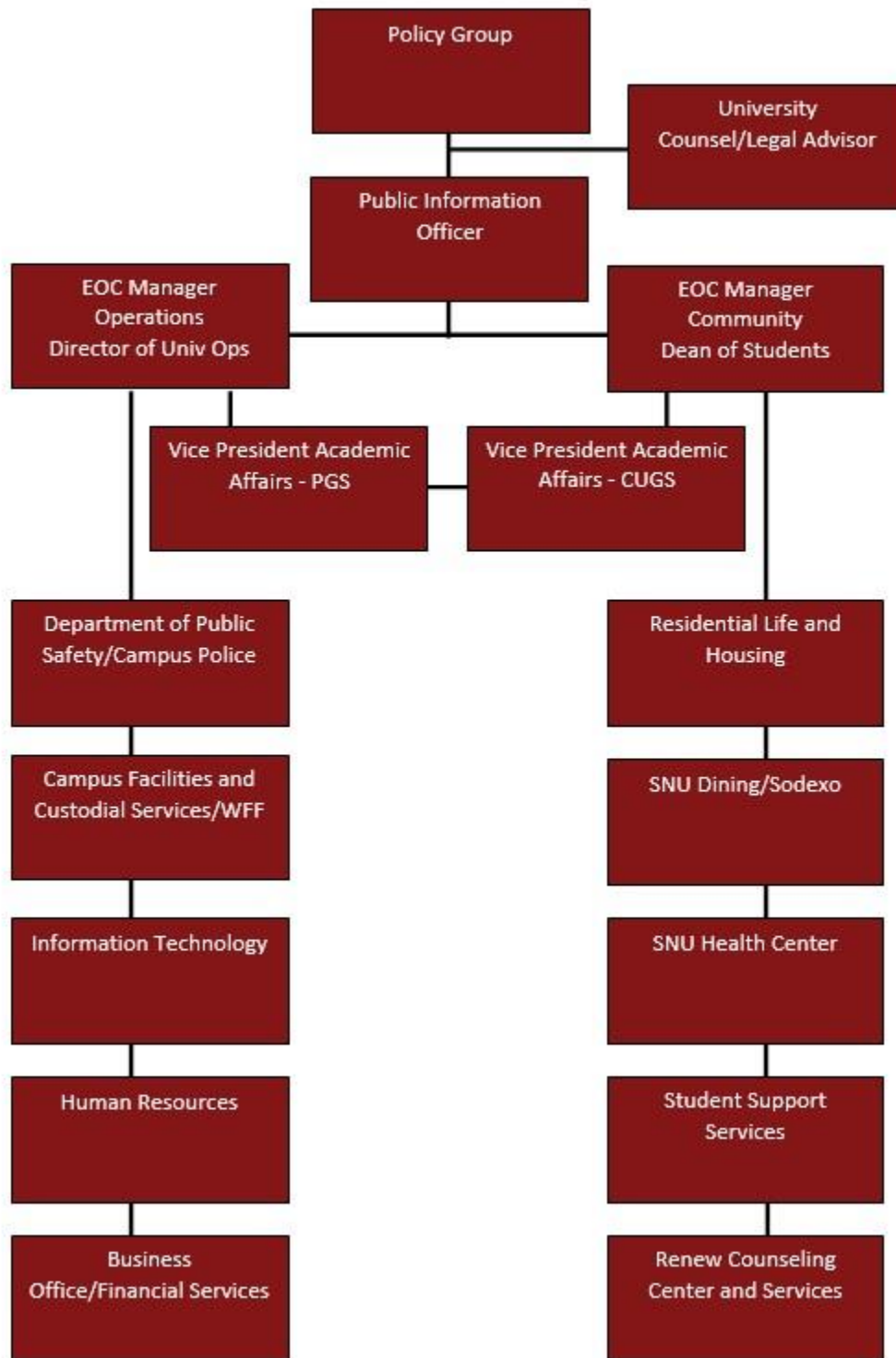
Departmental Sections within the EMOG represent areas within the University that have been determined to be essential to help respond to, manage, and recover from various emergencies. Each departmental section will have a designated employee to coordinate the efforts and actions of that particular group during an emergency. Departmental sections represented on the EMOG will also be used to help communicate and coordinate activities with other areas not directly represented on the EMOG.

INCIDENT COMMANDERS

Management in the closest proximity to the actual emergency or incident will be performed by an Incident Commander (IC) as necessary. This person or group will be primarily responsible for directing and coordinating the activities and response duties on-scene for whatever the emergency. In many instances, this role will be filled by SNU Department of Public Safety leadership or officers. In situations where coordination with outside first responder agencies is necessary, IC privileges may be granted to such outside agencies through the coordination of SNU's chosen IC or ICG, or IC privileges may be required based on the type and magnitude of the incident.

DIAGRAM OF UNIVERSITY EMERGENCY RESPONSE STRUCTURE

EOC STAFF ORGANIZATION AND ASSIGNMENTS



EMERGENCY OPERATIONS CENTER

Upon activation at Emergency Activation Level 2 or Level 3, the SNU Emergency Operations Center (EOC) serves as the centralized location to monitor and report the impact of emergencies while providing communication between the EOC and the campus and between the EOC and surrounding jurisdictions. The EOC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the University or campus and is the location to which EMOG will report for onsite duty and assume their EMOG roles. Their roles in the emergency response activities and work assignments will be planned, coordinated, and delegated by the EOC.

The primary EOC location is the SNU Department of Public Safety Building at 4217 N Peniel in Bethany, Oklahoma. The facility is a designated but not a dedicated EOC facility. Supplies are to be maintained in a state of readiness for conversion and activation when needed. Other possible facilities will be determined at the time of activation if the primary EOC locations are unavailable or insufficient for the particular emergency situation. If the campus is secured and access is limited, EOC members may be told to report to an alternate location. The EOC may also be activated in a virtual modality if necessary.

EOC ACTIVATION

The EOC may be activated when necessary to facilitate the University's response and subsequent recovery from any emergency. The Emergency Activation Levels are used to classify the significance of the event. Either member of the EMOG Leadership or a member of the Policy Group is authorized to activate the EOC.

In a Level 3 activation, emergency personnel responding to the EOC from off-campus should display appropriate identification for access to campus. EOC members are to bring their own laptops, cell phones, power cords, and chargers (as available) to the EOC.

NOTIFICATIONS

In an emergency, activation of the EOC will be communicated to the EMOG via text message, email, and phone calls from one of the EMOG Leadership members or SNU DPS.

A brief message describing the event will be provided for inclusion in the EMOG notification. The message will ask for availability and will require a response. When notified of an event requiring EOC activation, personnel should report directly to the EOC unless directed to be available for virtual activation of the EOC. If an individual is unsure about reporting for duty, they should contact SNU DPS/Campus Police at 405-491-6309.

Whenever the University activates the EOC for Level 3 response, notification will also be made to the appropriate local jurisdiction's Emergency Operations Center (EOC) or other appropriate local entities, first responders, etc.

EOC SETUP

Upon notification of EOC activation, the first EMOG member arriving at the EOC will initiate setup if SNU DPS has not already begun EOC setup. General setup responsibilities include:

- Ensure that the EOC is accessible.
- Post entry/exit log at EOC entrance and ensure staff sign in as they arrive.
- Post communications information, including phone numbers of departments.
- Continue to monitor EOC operations and logistical needs when the EOC is operational.

Additionally, the first EMOG member arriving at the EOC will be in command of the EOC until such a time as an individual of higher University and emergency management authority arrives.

EOC SECURITY AND ACCESS

EMOG staff or SNU DPS will control access to the EOC when necessary. Before being allowed access, additional staff must be granted authorization from the EMOG Leadership or Incident Commander. All EOC staff must sign in upon arrival and sign out when departing.

INCIDENT DOCUMENTATION

The incident must be documented appropriately from the beginning of the incident until the EOC is demobilized. Therefore, each EMOG functional area will maintain an Activity Log to document all briefings, area communications, decisions, expenditures, and other relevant information.

EOC DEACTIVATION AND DEMOBILIZATION

The EOC may be deactivated and staff demobilized when an emergency has been stabilized, and it has been determined that the response phase has reached its end and the recovery phase is ready to begin. The Policy group will ultimately decide when the EOC is deactivated with input from the EMOG Leadership. The EOC may also be left active or on standby during the recovery phase if the potential of EOC activity may be necessary on short notice during the recovery phase.

The deactivation process includes demobilizing all staff, documenting the incident in preparation for requests for city/state/federal disaster recovery funds, and documenting the incident in preparation for after-action reporting and updates to university plans and procedures. To accomplish this:

- EMOG Leadership will notify functional areas when they are no longer required in the EOC.
- All EMOG functional areas and staff must ensure that any open actions not yet competed will be handled after deactivating.
- All staff must ensure that all required forms or reports are completed before deactivation and have copies of all logs, reports, messages, and documents used and received in the EOC. Leave originals in the EMOG area Activity Log.
- An official notification will be sent to all involved internal and external participants that the EOC is deactivated.

ALTERNATE EOC LOCATION

Depending on the dynamics of an incident, it may be necessary to relocate to another physical location to perform the EOC functions or to activate the EOC virtually. The backup physical EOC locations are SNU Library Room 221 or Webster Commons Tullis Conference Room. If all of these locations are damaged or unsafe, a determination will be made by the EMOG Leaders as to an appropriate location either on campus or off-campus or virtually. Notifications will be made to staff and to the external agencies of any EOC location changes.

TRAINING

Training is an integral part of emergency preparedness and response. Leadership and key personnel need to be trained in specific emergency management subject matter to ensure the University's overall preparedness and to ensure that personnel can efficiently and effectively integrate into incident command structures utilized by emergency response agencies. Training will be directed by EMOG Leadership and facilitated by SNU internal groups, outside partners, or vendors as necessary.

EMERGENCY AUTHORITY

The University President serves as the head of the Policy Group, which can activate for emergencies or whenever executive-level policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on campus – at a time when the President is absent from campus – the authority to take all necessary and appropriate actions on behalf of the President is hereby delegated to the following university administrators (in the order listed below). Such authority is delegated to the highest ranked university officials on the list with whom the person reporting the emergency can make contact:

1. Provost/Chief Academic Officer
2. Vice President for Business and Finance/Chief Financial Officer
3. Executive Vice President

For a civil disturbance or time-critical situation only, the Director of University Operations and/or Director of Public Safety/Chief of Police have hereby been delegated the authority to take necessary and appropriate actions on behalf of the President when:

- Neither the President nor any of the university officers listed above can be contacted within a reasonable time, given the immediacy and other circumstances of the threatened or actual event.
- An actual civil disorder or other violent event is in progress, and immediate action is necessary to protect persons or property from further injury or damage.

SNU SATELLITE CAMPUSES

In addition to its Bethany, Oklahoma, campus Southern Nazarene University operates satellite campuses in Tulsa and Del City, Oklahoma. As extensions of SNU, emergencies at either of these locations would be responded to and managed via the details of this EOP in much the same way as the Bethany campus.

The Policy Group would function as noted in this Plan, but with a specific focus on the location and campus where the emergency was occurring.

The University EOC would be on standby or activated appropriately according to the nature of the emergency.

The EMOG and its leadership would work to support and facilitate response and recovery efforts in conjunction with the onsite personnel at either of these locations.

Remote site leadership or management personnel on the ground in either Tulsa or Del City would likely function in the role of Incident Command and coordinate activities and needs through the centralized EOC.

3. DIRECTION, CONTROL, AND COORDINATION

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. Southern Nazarene University has adopted a NIMS-like system of preparing for and responding to disaster incidents. This EOP is part of the overall campus and community emergency preparedness efforts. The procedures and guidance contained herein are subject to and compliant with NIMS and Incident Command System.

INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept that emergency response agencies use nationwide to manage incidents of all types, sizes, and complexities. ICS is one component of the National Incident Management System (NIMS), a flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions. NIMS requires that schools receiving emergency preparedness funding adopt and train personnel in ICS as a condition for receiving that funding. The Incident Command System:

- Uses standardized position titles for all responding agencies.
- Allows ICS positions to be filled by the most qualified personnel.
- Establishes a modular structure that can be expanded to accommodate large-scale incidents or reduced as an incident winds down.
- Uses plain English and common terminology to allow responding agencies to communicate better.
- Establishes unity of command, wherein incident personnel report to only one supervisor.
- Utilizes management by objective approach.

ICS AND THE UNIVERSITY

Emergencies and or large-scale events are typically managed with the use of the Incident Command System. ICS has been adopted, recognized, and utilized by all emergency response agencies in the surrounding area, the State of Oklahoma, and all federal organizations. If an emergency and/or large-scale event occurs at SNU, university resources may be quickly depleted or inadequate for the type of incident (i.e., fire, hazardous materials spill). Local emergency agencies responding to assist will likely implement ICS to control and manage ongoing operations. University personnel will support the Incident Command structure and may become part of the system as requested by the Incident Commander or his/her Command Staff.

COORDINATION WITH LOCAL AGENCIES AND PARTNERS

The University seeks to establish and maintain Memorandums of Understanding (MOUs) with local emergency response agencies and private local organizations. MOUs define the assistance and resources agencies are willing to provide during emergency incidents.

The University currently maintains MOUs with the following emergency response agencies:

- City of Bethany Oklahoma Police Department

4. COMMUNICATIONS

UNIVERSITY EMERGENCY COMMUNICATIONS

Campus communications in an emergency will include all systems now in use to conduct day-to-day business, if available, as well as systems used for emergency communications. Information will be exchanged among responders, administrative officials, employees, students, and other interested persons during and after a disaster/emergency as indicated below:

| | |
|---|--|
| Responders | <p>Primary: SNU DPS and other emergency radio systems and/or First Net cellular phones</p> <p>Backup: First Net cellular phones, Direct phone lines in EOC</p> |
| Administrative Officials | <p>Primary: Frist Net or personal cellular phones</p> <p>Backup: Direct phone lines in the EOC, SNU video conferencing, SNU email</p> |
| Faculty, Staff, Students, Families & Visitors | <p>Primary: Emergency Notification System - SNU ALERT</p> <ul style="list-style-type: none"> • Text message • Cell and landline phone messages • Email • Public address systems • SNU website <p>Backup: Cellular phones</p> |
| General Public | <p>Primary: SNU website and social media</p> <p>Backup: Public media and/or press conference</p> |
| Board Members | <p>Primary: SNU email, direct phone lines in the EOC and/or cellular phones</p> <p>Backup: Public media and/or press conference</p> |

SNU ALERT

SNU Alert is the emergency notification system and communication system employed by Southern Nazarene University. Communication through this system can be sent via text messages, voice messages, emails, and desktop notifications within the SNU computer/device network. Students and employees are automatically enrolled in this system and placed in an alert group based on the location of the primary campus at which they attend or work. Students and employees may add additional phones or emails to their SNU enrollment through links on the SNU internal portal.

SNU ALERT NOTIFICATION PROCESS

When SNU Public Safety/Campus Police receives information regarding a significant emergency or dangerous situation that may pose an immediate threat to the health or safety of students, faculty, staff, or visitors, they will activate and utilize the SNU Alert System unless issuing the alert, in their professional judgment, will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency

When time permits, SNU Alert messages, and notifications will be tailored to the situation's specifics. However, pre-populated messages for certain emergencies have been established so that these notifications can be sent as soon as possible.

SNU's Department of Public Safety leadership and officers have the ability and authority to send a communication through the SNU Alert System, as do SNU's Director of University Operations and Vice President for Business and Finance/CFO.

SNU will remain aware of the need to communicate internally and externally to special populations as emergency communications and information is prepared and disseminated.

SAMPLE EMERGENCY MESSAGES

Severe Thunderstorm Warning

A Severe Thunderstorm Warning has been issued for _____ County. This warning affects SNU's _____ Campus. Please take action as needed.

Tornado Watch

A Tornado Watch has been issued for _____ County. This affects SNU's _____ Campus. Please be prepared to take action as needed.

Tornado Warning

A Tornado Warning has been issued for _____ County. This warning affects SNU's _____ Campus. Please take shelter immediately.

Shelter-in-Place

A dangerous situation exists in the area of SNU's _____ Campus. Community members are advised to shelter in place for the time being.

Active Threat

An active threat exists in the area of or on SNU's _____ Campus. **TAKE IMMEDIATE ACTION** - move to safety - secure your location – take other actions as necessary.

All Clear

The previous situation has been resolved and no further emergency exists. SNU Community members may resume regular activities.

DOOR-TO-DOOR NOTIFICATION

If safe to do so, designated university personnel, including but not limited to Resident Directors, SNU Department of Public Safety, SNU Facilities Management staff, will go to specific buildings, rooms, areas of campus, etc., to alert occupants to an emergency.

PUBLIC INFORMATION OFFICER

The Public Information Officers (PIO) will work with the Policy Group and EMOG Leadership to disseminate incident-related information to the university community and the general public. The Public Information officer for SNU will be the Vice President for Enrollment and Marketing.

The PIO will be the primary contact for media inquiries regarding campus emergencies and incidents. No other University employee is authorized to speak to the media on behalf of the institution without explicit approval from the President or his/her designee.

The PIO will work as part of the NIMS-like and ICS systems regarding any largescale incident that affects the University and its neighboring jurisdictions requiring a multiagency response. In such circumstances, the PIO may not necessarily be the point of contact directly disseminating information to the larger public. However, this position will still be the point of contact to communicate SNU information to any external agencies that will act as the main point of information relay to larger populations beyond the University.

5. FINANCE AND BUSINESS FUNCTIONS

The University's goal is to effectively provide priority protection for lives, preservation of SNU property, and the restoration of academic and other programs of the institution through the effective use of university resources in emergency situations.

Within existing and established institutional guidelines and processes, the University will be responsible for responding to an incident using its available resources concerning financial mitigation and recovery of operations.

At a minimum, the University shall ensure the responsible oversight and documentation for all costs and financial considerations of the emergency incident, including future payments, payment of personnel costs, and cost recovery. Responsibilities in this way for each department, area, program etc. may include, but are not limited to:

- Secure materials, equipment, and contractors needed during the emergency
- Oversee necessary contract negotiations
- Track personnel and equipment time
- Plan and document the necessary evidence (both written and photographic) for financial cost recovery following the incident
- Financial and cost analysis
- Ensure the continuation of all payroll and purchasing functions
- Plan for the resumption of normal campus operations and recovery focus

While the overall University's finance and business areas will coordinate such tasks and duties for the institution, on the whole, each area will be prepared through their Continuity of Operations Plans to perform such functions that will inform and feed the overall University's business and finance functioning.

6. LOGISTICS

In many emergencies, specific departments will serve as primary logistics areas to help coordinate response and recovery efforts for the institution. Such departments include SNU Facilities Management, Public Safety/Campus Police, and Custodial Services. However, other areas will also facilitate logistical efforts through the work of the Emergency Management Operations Group. Logistics for emergency response will involve resources and personnel to varying degrees depending on the type, severity, and duration of the emergency event.

RESOURCE MANAGEMENT

Resource management refers to supplies, equipment, and funding available to respond to and recover from an emergency or disaster. Any resources requested from the IC Post, EMOG Leaders, command staff, or general staff to respond, mitigate, and recover from an emergency will be coordinated through the appropriate EMOG functional area leader and with the appropriate Business and Finance personnel or designee.

Each EMOG functional area leader will make every effort to maintain lists of resources available for use in an emergency. These lists will constantly change as new resources are contracted or procured and should be part of each EMOG area leader's information. In order to ensure these lists remain current, they should be reviewed and updated a minimum of annually.

Resource management will be managed in two phases: Response and recovery

Response management involves:

- Establish priorities and allocate resources.
- Identify and request additional resources.
- Coordinate resource delivery and support.
- Establish resource staging, distribution, and/or management centers as necessary.
- Coordinate resource activities with person(s) requesting resources, users, and providers.
- Release necessary resources.

Recovery management involves:

- Assess the impact of response operations on assigned resources and identify repair maintenance and replenishment needs.
- Identify and request additional recovery resources.
- Establish priorities and allocate available resources.
- Coordinate resource delivery and support.
- Coordinate resource management activities among requesters, users and providers.
- Release necessary resources.

Additionally, each SNU department or area should maintain up-to-date resource lists and contact information to procure such resources as part of their COOP.

UTILITIES

SNU Facilities Management is responsible for the utility operations and management of all SNU Bethany, Oklahoma, facilities and premises. They will also be the department designated as a liaison between the University and the various utility suppliers for the SNU Bethany campus.

ESSENTIAL OPERATIONS AND PERSONNEL

Emergency response goals for the short-term are to sustain the safety and welfare of employees, students, and visitors. In the medium and long term, these goals also include continuing to deliver academic and other essential programming and maintaining the critical business, finance, and infrastructure operations. These essential functions guide the planning and response efforts of all units across the institution and factor into the determination of what departments and personnel are considered essential at different times during emergency response and recovery efforts.

With these goals in mind, the following departments or areas are considered essential in ALL emergency response scenarios.

- University Leadership/Cabinet
- Department of Public Safety/Campus Police
- Facilities Management
- Custodial Services
- University Information Technology
- Student Housing/Student Life/Resident Directors
- SNU Dining/Food Service

Depending on severity, timing, and length of response efforts, other departments or areas that could be deemed essential may include the following.

- Payroll
- Academic Leadership

Any department or personnel designated as essential may be required to report onsite during response and recovery efforts or may be required to work from a remote location as necessary. Additionally, **ALL** university departments, areas, and personnel will potentially become essential as response efforts transition to recovery, and the institution's Continuity of Operations Plans must be initiated.

7. GENERAL EMERGENCY PROCEDURES

PREPARING FOR EMERGENCIES

Emergencies can happen at any time. All employees and students should take personal responsibility for themselves and prepare for emergencies as best they can before they happen. Some general steps that anyone can take include but are not limited to the following.

- Review emergency procedures flip chart, guidelines, this EOP, etc.
- Identify primary and secondary evacuation routes from the building.
- Know the locations of any designated shelter areas (SNU SAFER PLACES) on campus or in buildings.
- Know the locations of Evacuation Assembly Areas (EAA) in case of fire or other directed evacuations.
- Know the location of fire extinguishers if applicable.
- Download the SafeZone personal safety app to your mobile phone.
- Make sure you are signed up for SNU Alerts.

EMERGENCY PROCEDURES FLIP CHART

Each classroom, office, or work area will be equipped with an SNU Emergency Procedures Flip Chart that lists common types of emergency or critical situations and how an individual can respond in each scenario.

SNU SAFER PLACES

Severe weather and the threat of tornados can be significant in Oklahoma during certain seasons. Generally, the safest locations during such weather events are on the lowest level of a structure or building within an interior room or space away from windows and doors. With these general criteria in mind, SNU has identified locations within each building that are designated as SAFER PLACES. Such spaces, or the door or pathway into them, have been marked with the sign below to make them easily identifiable during moments of urgency. There are no SNU buildings that are FEMA rated, and no SNU buildings are designated as open and public shelter locations. The buildings and structures on SNU premises are primarily for the protection and shelter of SNU students, employees, and campus guests/visitors.



REPORTING, CONCERNS, CRIMES, OR SUSPICIONS

Anyone encountering a suspicious person, discovering a suspicious package or item, or possibly finding themselves or someone else the victim of a crime should take the following general steps to respond.

- Get yourself and others in your company to a point or position of safety away from the suspicious person, item, or possible crime perpetrator.
- Once you feel you are safe, report what has happened or what has been observed immediately to SNU Public Safety/Campus Police or another law enforcement agency.
- Be prepared to provide details and descriptions concerning individuals, vehicles, or other situation elements. Also, be aware that you may need to recall times of events occurring or general timelines and order of events.

BUILDING/STRUCTURE EVACUATION

When a building fire alarm sounds, or when directed by a university official to evacuate, **ALL** occupants will leave the building through the nearest exit. Designated Public Safety/Campus Police or Facilities personnel may remain behind to assist other occupants or emergency responders. The following guidelines should be observed.

- Treat fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- If there is no one behind you, close doors as you leave.
- Listen for and follow instructions.
- Do NOT use elevators.
- Assist individuals with functional impairments who may need help evacuating.
- Stay together in a group with your class or work section if possible. Instructors should be prepared to account for all students. Supervisors should be prepared to account for all employees in their work sections.
- Move to (and remain) at the closest designated **Evacuation Assembly Area (EAA)** for the building you have left.
- **WAIT THERE.** Do not return to the building or leave the area unless told to do so by emergency response personnel.

EVACUATION ASSEMBLY AREAS

SNU has identified the following **EVACUATION ASSEMBLY AREAS (EAA's)** to serve the buildings and areas around each one noted so that building evacuees have a place to gather together for accounting away from the most likely routes and areas through which emergency response vehicles and personnel will be arriving to the buildings. These locations have signs marking them as EAA's for easy identification in moments of urgency.

A.M. Hills residence hall and Sawyer Center

EAA's are the parking lots on the north side of each of these locations.

Webster Commons, J.D. West, S.T. Ludwig, and W.D. Beaver buildings and Williams Library

EAA for these buildings can be the area around the _____ fountain.

Royce Brown Building and Broadhurst Recreation Center

EAA for these buildings is the far north side of the parking lot directly north of Broadhurst and directly east of Royce Brown.

Marchant, Bresee, Herrick, and Parker Fine Arts buildings, Bracken residence hall, Cantrell performance hall, and the Williams Library

EAA for these locations can be the quad area to the north of Bresee and Herrick and south of the Lamp of Learning.

Snowbarger residence hall and Chapman apartments

EAA for these buildings will be the parking lot directly to the east of the Facilities Management/Physical Plant building on the north side of 42nd Street.

Imel buildings and Asbury apartments

EAA for these structures will be on the far north side of the parking lot directly to the north of the Asbury apartments and directly west of the Imel buildings.

Baseball/Softball Complex

EAA for this location will be the far west side of the parking lot on the south side of the complex, away from the complex entry gate.

Football Building

EAA for this location will be on the far south side of the parking lot to the building's south and the stadium's east side.

Football Stadium

EAA for this location will be in the large parking lot on the south side of the stadium complex.

FACULTY AND STAFF RESPONSIBILITIES

If possible, keep students, co-workers, and other employees together during the evacuation and stay with them so individuals can be accounted for at the EAA.

Immediately report any students, co-workers, or other employees that may be missing after the evacuation to SNU Public Safety or other emergency responders.

BUILDING EVACUATION FOR INDIVIDUALS WITH DISABILITIES

STUDENTS who may need assistance with building evacuations should, at the beginning of each term, or as needed, identify themselves and the particulars of their impairments to SNU Disability Services so that evacuation consideration and plans can be made.

EMPLOYEES with impairments should at least annually meet with SNU Human Resources and their department supervisor to discuss emergency evacuation plans.

Individuals with service animals should practice evacuating to familiarize their particular service animal with both primary and secondary evacuation routes.

General guidelines for assisting individuals with impairments during evacuations include the following.

To assist individuals with mobility impairments:

- If the person can navigate up and down stairs, accompany them to the EAA.
- If the person cannot navigate stairs, only attempt to move or carry them if they are in immediate danger. Otherwise, one person stays with the individual while others go to get first responders to help evacuate the person.
- If danger is present, volunteers should use a chair and proper lifting techniques to carry the person out of the building and to the EAA.

To assist individuals with visual impairments:

- Clearly communicate the type of emergency to the person.
- Take directions from them on how best to guide them.
- Provide direction and information to the person about where you are going, obstacles you are encountering, etc., while assisting or guiding them.
- Help them all the way to the EAA and ask if any further assistance is needed.

To assist individuals with hearing impairments:

- Visually alert them to the emergency if it seems clear they are unaware. Flashing lights to get attention, waving arms, hands, etc.
- Use whatever means necessary to communicate evacuation procedures, such as hand signals, written notes if time permits, and other methods.
- Escort the person to the EAA if requested to do so.

CAMPUS EVACUATION

A campus evacuation is used to get all students and employees off campus due to a severe emergency. A campus evacuation can occur in one of two ways: all individuals on campus can be directed to leave the premises utilizing their own transportation, or the University will take steps to evacuate campus occupants to another location. In the first scenario, individuals are instructed to drive with caution, be courteous, and follow the directions of emergency personnel or others helping to facilitate the evacuation. Do not block access/egress for emergency or first responder vehicles that may be coming to campus.

The second scenario, if necessary, will be facilitated via partnerships and the assistance of other external agencies. Students and employees are expected to follow the directions of university leadership, emergency response directors, or others placed in authority over them.

SHELTER-IN-PLACE

Building occupants may be directed to shelter for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions. In all instances, be prepared to evacuate the building or relocate to another area within the building if necessary. Watch for instructions via the SNU Alert messaging system. In severe weather, know where the SNU SAFER PLACES are within the building. If an exterior hazardous chemical spill or release may be the situation, be ready to close windows, doors, and air vents, if possible.

If the shelter-in-place response is more significant than that required for a chemical spill or is a longer duration than a few to several hours, the response will likely change to a campus evacuation or mass care/mass sheltering scenario. This will involve Student Development and Residence Life leadership and staff.

LOCKDOWN

Lockdown procedures will be used when there is an external threat that requires immediate action to safeguard individuals within their current locations, a gunman outside of a building, or a large-scale civil disturbance, for example. The goal is to keep the threat out and the occupants inside the buildings they are in until the threat is removed. These procedures should be followed as directed or as soon as a threat is determined. Any person on campus who recognizes a legitimate emergency requiring a Lockdown may initiate this procedure in their immediate location or area and should immediately call SNU Department of Public Safety at 405-491-6309 or other local emergency agencies at 9-1-1.

Generally, when a lockdown is initiated, the following steps should be taken.

- Close and lock all external doors and windows if safe to do so.
- Barricade doors that cannot be locked.
- Close window shades, blinds, or drapes if safe to do so, and stay away from doors and windows.
- Remain silent. Turn off all radios and other devices that emit sound. Silence cell phones.
- Follow directions of emergency responders.
- If possible, record the names of everyone in the room and inform responders of any known missing persons.
- Remain with the group until the ALL CLEAR has been received from emergency responders.
- Call Public Safety/Campus Police at 405-491-6309 or 9-1-1 as soon as possible if a hostile intruder is heard or seen.
- Remain calm and keep everyone together.

Do not sound the fire alarm. Once in a lockdown, if the fire alarms sound, do not exit your safe area unless there is obvious danger from smoke and/or fire in your location.

8. SPECIFIC EMERGENCY PROCEDURES

The following information is guidelines for Southern Nazarene University employees and students to respond to emergencies on SNU premises. Every situation will be different, and accounting for all variables that may present themselves is impossible. Being familiar with this basic information will aid both the individual and organization in lessening the severity of an emergency and allowing for the continuation of academic and operational activities for the University.

ACTIVE THREAT/SHOOTER

Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until his/her objectives have been met or he/she is engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to aid.

Call SNU Public Safety/Campus Police at extension 6309 from an SNU phone or 405-491-6309 or 911 from any available cell phone.

SNU Campus Police and any other law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

There are three general options during an active shooter incident: Run (Get Out), Hide (Lockdown), or Fight (Counter).

RUN (Get Out)

If it is safe to do so, one action that can be taken is to run out of the building and move far away until you are in a safe location.

- Leave personal belongings behind.
- Visualize possible escape routes, including physically accessible routes for students and employees with disabilities and others with access and functional needs.
- Avoid elevators.
- Take others with you but do not stay behind because others will not go.
- Call SNU Campus Police or 911 when safe to do so.

HIDE (Lockdown)

If running is not a safe option, hide in as safe a place as possible in another option.

- Lock the doors.
- Barricade the doors with heavy furniture.
- Close and lock windows, and close blinds or cover windows.
- Turn off the lights.

- Silence all electronic devices.
- Remain silent.
- Hide along the wall closest to the exit but out of view from the hallway (allowing for an ambush of the shooter and possible escape if the shooter enters the room); and
- Remain in place until given an all clear by identifiable law enforcement.

FIGHT (Counter)

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, individuals in immediate danger should consider trying to disrupt, distract, or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc. if necessary.

While confronting a shooter may be daunting and upsetting for some, know that you may be able to take action to save lives successfully. To be clear, confronting an active shooter is NEVER a requirement of any non-law enforcement campus employee's job or student's responsibility. How everyone chooses to respond if directly confronted by an active shooter is up to them.

AIRCRAFT ACCIDENT/CRASH

Southern Nazarene University is approximately 11 miles away from Will Rogers International Airport to its south and approximately 2 miles away from the smaller Wiley Post Airport to the University's northwest. While the likelihood of an aircraft crashing is relatively low compared to other emergencies, employees and students should consider the following actions in the event an aviation accident occurs on or near SNU's Bethany, Oklahoma campus.

Depending on the type and location of the crash or accident, students and employees may be directed to:

- Evacuate a building
- Evacuate a portion of campus or the entire campus
- Relocate to another location within a building or to another structure
- Remain inside (shelter-in-place) until the situation is stabilized

During an incident, employees and students should:

- Avoid the crash or accident site
- Keep roads and driveways clear for emergency responders
- Be aware of the potential for secondary fires or explosions
- Disturb aircraft debris unless directed to do so to assist victims, and only if it is safe to do so

Communication and directed actions during such an emergency will be communicated via SNU Alert and any other methods deemed necessary and safe.

BOMB THREAT/SUSPICIOUS PACKAGE

Bomb threats are usually received by telephone, but they may also be received by note, letter, email, text, other social media, or by discovering a suspicious package. All threats will be taken very seriously and handled as if a device was present in the specific location mentioned by the person reporting the threat. UNDER NO CIRCUMSTANCES SHOULD ANY THREAT BE IGNORED. It is imperative that all threats be reported immediately to SNU Public Safety/Campus Police. Upon receipt of a bomb threat, consider the following.

Threat via Telephone Call

- Enter all aspects of the call on the **Bomb Threat Reporting Checklist** that follows these instructions.
- Immediately call/notify Public Safety/Campus Police, who will, in turn, notify appropriate university administrators and continue with university safety procedures and emergency response.
- Students and employees should be prepared to evacuate the building or a portion of campus and other steps as determined necessary by emergency response.

Threat via Text Message or Social Media

- Immediately report the threat to SNU Public Safety/Campus Police.
- Read the bomb threat message to the officer precisely as written.
- Report the sender's identity, the date and time the email was received, whom the message is intended for, who received carbon copies, and the subject line from the email message.
- Do not respond to the sender.
- Do not delete the bomb threat message.
- Print a copy of the bomb threat message, if possible.
- Meet with responding officers to provide additional information or answer any questions regarding the email.
- Employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

Threat via Discovery of Suspicious Package

Common characteristics of a suspicious package can include:

- Suspicious leaks, stains, or powdered substances on the package
- Rigid, bulky, or has excessive tape/string
- Poor handwriting, misspellings, improperly addressed
- Excessive postage, no postage, or no/strange return address
- Ticking, vibration, abnormal sounds, strange odors
- Generic addressee and restrictive markings
- Unexpected and from someone unfamiliar

- Irregular placement of package/item in a place it would not normally be

If you find a suspicious package or item:

- Do not touch, move, or alter the object.
- Inform others in the area and move to a place of safety away from the item.
- Keep others from entering the area.
- Call SNU Public Safety/Campus Police and provide details about the package – object location, suspicious details, etc.
- Follow any other directions for Public Safety or other emergency responders

BOMB THREAT REPORTING CHECKLIST

Stay Calm. Be Courteous. Listen. Do Not Interrupt the Caller.

YOUR NAME: _____ Time: _____ Date: _____

CALLER'S IDENTITY:
 Male _____ Female _____ Adult _____ Juvenile _____ Approx. Age: _____ Years

ORIGIN OF CALLER:
 Local _____ Long Distance _____ Telephone Booth _____ Within Building _____

EXACT WORDS OF CALLER (Use extra sheets if necessary): _____

BOMB FACTS
Pretend Difficulty Hearing – Keep Caller Talking
If Caller Seems Agreeable To Further Conversation, Ask Questions Like:

When will it go off? Certain Hour _____ Time Remaining _____
 Where is it located? Building _____ Area _____
 What kind of bomb? _____ What kind of package? _____
 How do you know so much about the bomb? _____
 What is your name and address? _____

CALLER CHARACTERISTICS

| VOICE | SPEECH | MANNER | LANGUAGE | ACCENT | BACKGROUND NOISE |
|-------------------------------------|--------------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Distinct | <input type="checkbox"/> Calm | <input type="checkbox"/> Fair | <input type="checkbox"/> Local | <input type="checkbox"/> Office |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | <input type="checkbox"/> Angry | <input type="checkbox"/> Foul | <input type="checkbox"/> Not local | <input type="checkbox"/> Animal |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Slurred | <input type="checkbox"/> Coherent | <input type="checkbox"/> Good | <input type="checkbox"/> Foreign | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Distorted | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Poor | <input type="checkbox"/> Race | <input type="checkbox"/> Music |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Slow | <input type="checkbox"/> Rational | <input type="checkbox"/> Excellent | <input type="checkbox"/> Regional | <input type="checkbox"/> Airplanes |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Fast | <input type="checkbox"/> Irrational | | | <input type="checkbox"/> Factory |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Lisp | <input type="checkbox"/> Deliberate | | | <input type="checkbox"/> Party |
| | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Emotional | | | <input type="checkbox"/> Voices |
| Other: _____ | Other: _____ | Other: _____ | Other: _____ | Other: _____ | Other: _____ |

FIRE

If a fire is discovered in an outside area:

- Call SNU Public Safety or 911
- Do not activate a building fire alarm system

If a fire is discovered inside of a building:

- Manually activate the fire alarm system
- Immediately exit the building, closing doors behind
- Do not use elevators
- Proceed to the Evacuation Assembly Area (EAA) for your building.

If a fire alarm sound in a building:

- Occupants should move to the nearest exit carefully
- Do not use elevators
- Notify SNU Public Safety or other emergency responders if someone is suspected to be trapped in the building
- Move the EAA outside of the building
- Follow any instructions given by SNU Public Safety or other emergency responders

If trapped in a room during a fire:

- Close as many doors between the fire and your location
- Wet and place cloth material around and under the door to prevent smoke from entering
- Be prepared to signal someone outside if possible but do not break windows until necessary.

If caught in smoke

- Crawl to the exit
- Stay as low as possible
- Breathe shallowly through your nose and use a shirt or other fabric as a breathing filter if possible
- Keep head down and eyes closed as much as possible

If using a fire extinguisher:

- Pull the safety pin from the handle
- Aim at the base of the fire
- Squeeze the trigger on the handle
- Sweep from side to side at the base of the fire

EXPLOSION

A number of factors and circumstances can trigger explosions. Understanding general steps that can be taken in an emergency like this can help reduce the risks and increase the level of safety and the preservation of life for those involved.

If an explosion happens near or in the same building:

- Remain calm
- Take shelter under a desk or other piece of furniture until the explosion seems to have ended
- Once it is safe to do so, evacuate the building and go to the EAA for that structure.
- Use caution when opening doors or exiting through windows that may have been affected by the explosion
- Contact SNU Public Safety

If trapped in debris from an explosion:

- Attempt to signal your location visually if possible
- Avoid unnecessary movement to avoid increasing dust
- Cover mouth and nose with fabric or other similar substance if possible
- Tap on a pipe or wall to help rescuers identify
- Shout as a last resort as this can cause inhalation of dust and debris

HAZMAT SPILL

A hazardous material incident may occur at any time. The incident may be on campus or nearby, such as a transportation accident involving a railroad, highway, or airway or an industrial accident at a nearby business.

Report any incident involving hazardous materials on or near the SNU campus immediately. Provide as much information as possible, including:

- Location of the incident
- Material involved (if known), or identifying placards or shipping labels
- Amount of hazardous material involved
- How many people may have been affected
- Whether the area has been evacuated

Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week, and weather conditions. Depending on the nature and extent of the incident, students and employees may be directed to:

- Evacuate the building.
- Relocate to another location within the building or to another building.
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

In the event of an evacuation, employees and students will be directed to the safest evacuation route based on:

- Wind direction
- Chemical runoff
- Traffic congestion according to the hour, day of the week, etc.

HOSTAGE SITUATION

Any hostage situation on SNU Bethany campus premises will be responded to by SNU Public Safety/Campus Police and other local law enforcement agencies. Members of the campus community not directly involved in the situation may be required to shelter in place, evacuate nearby buildings or structures, or potentially lockdown as necessary safety measures.

Anyone becoming aware of a possible hostage situation should do the following:

- Remove yourself from danger
- Contact SNU Public Safety and remain calm
- Be prepared to give as much information as possible to Campus Police

Anyone taken hostage:

- Try to remain calm and cooperate with the hostage taker
- Do not attempt to escape unless there is no danger in doing so
- Do not speak unless spoken to or otherwise try to draw attention to yourself
- Do what you are told
- Stay below window level and behind cover if possible
- Contact SNU Public Safety or other law enforcement by dialing 911 if possible

MEDICAL EMERGENCY

SNU employees and students are not required to provide aid in a medical emergency situation. Anyone who discovers or becomes aware of a medical emergency should consider the following actions after contacting SNU Public Safety or dialing 911 directly for other emergency responders

- Remain calm and provide as much information as possible:
 - The patient's exact location
 - Nature of the illness or injury
 - Your name and phone number
 - Whether the patient is conscious or unconscious
 - Whether or not the patient is breathing
 - Do not hang up until told to do so
- Keep the patient quiet, calm, and as comfortable as possible. Let him/her know help is on the way.
- Do NOT move the patient unless there is an imminent danger to life or safety.
- Assign someone to stay with the patient until emergency medical personnel arrive and disperse bystanders.

- If trained and comfortable doing so, administer first aid.
 - Keep the patient warm by covering him/her with a blanket or coat.
 - Control severe bleeding by applying direct pressure with a clean cloth.
 - If the patient is not breathing and has no pulse, administer CPR until
- Do not attempt to transport the patient to a medical facility. Wait for emergency responders to arrive.

MISSING PERSON

Any direct knowledge or suspicion of an individual missing from campus should be reported to SNU Public Safety/Campus Police as soon as possible.

Be prepared to provide the following information:

- Your name and contact information
- Name of the missing person
- Description of the missing person and what they were wearing when they were last seen
- When they were last seen
- Their physical condition when they were last seen
- Anyone they were with last
- A description of the missing person's vehicle, if they had one
- Any medical or other special conditions you know about for the missing person.

SNU Public Safety will share information and notifications about the missing individual with the SNU campus community, other law enforcement agencies, and other external agencies as necessary. Any campus searches or other location efforts will be coordinated by SNU Public Safety and utilize existing campus personnel or others as appropriate.

POWER OUTAGE

Electrical service interruptions can occur in any season based on weather conditions, mechanical failures, and human-caused conditions. In the event of a power failure on SNU premises, SNU Facilities Management will coordinate any mechanical response and activities and serve as the liaison between SNU and the appropriate utility service provider.

SNU Public Safety will coordinate any directions needed for individuals or areas affected by the outage. Residence Life and Student Development staff will provide instruction and direction specifically to affected resident or commuter student populations.

During a power outage, anyone in an SNU facility should contact SNU Public Safety to report the outage.

In the event of a significant outage at SNU's campus or the surrounding local area:

- Stay calm
- Be prepared to follow instructions given by appropriate SNU personnel
- Be prepared to evacuate your building or campus if directed to do so

- Do not use candles, lighters, or other open flames for illumination

If individuals are trapped in an elevator as the result of a power outage:

- Remain calm
- Contact SNU Public Safety
- Do not try to pry open the elevator or extract people from the elevator car
- Remain near the individual/elevator until emergency responders arrive if it is safe to do so

SEVERE WEATHER

Severe weather can include high winds, thunderstorms, lightning, hail, floods, extreme heat or cold, blizzards, or other weather events that can create safety hazards or cause property damage. Staff, faculty, and students should monitor weather conditions and take appropriate precautions as necessary.

Southern Nazarene University, through its SNU Alert system, sends timely warnings and notifications for the following types of weather watches and warnings.

Severe Thunderstorm Warning – Severe thunderstorms are present and active in the county for which the warning was issued.

Tornado Watch – Conditions are favorable for tornado formation from the severe thunderstorms that will be active in the county for which the watch was issued.

Tornado Warning – A tornado or tornados have formed and are present and active in the county for which the warning was issued.

The SNU Alert system is also used to inform the campus community of other weather conditions (snow, ice, wind, etc.) and any resulting work or class schedule changes.

SNU employees and students should familiarize themselves with these different types of weather watches and warnings, be prepared to monitor weather conditions, and take appropriate actions as necessary. Seeking shelter in an SNU Safer Place identified in each SNU building will be necessary if a Tornado Warning is issued.



SEXUAL ASSAULT

Southern Nazarene University Department of Public Safety is declared law enforcement agency with the State of Oklahoma. As such, it has the authority and jurisdiction to enforce laws, make arrests, and conduct investigations related to any type of sexual assault or other crimes. SNU DPS will take all appropriate actions related to these types of sensitive crimes in conjunction with other law enforcement agencies as necessary.

Any employee or student who may be the victim of sexual assault is encouraged to report it to SNU Public Safety as soon as possible.

If an individual discloses they are the victim of sexual assault to an SNU employee or student, the employee or student is encouraged to take the following actions:

- Listen to the person in a non-judgmental way
- Reassure the person that they are not at fault for what happened
- Offer options so that the victim can make an informed decision about what is best for them
 - Report the assault to SNU Public Safety – 405-491-6309
 - Visit a nearby emergency room to meet with a sexual assault nurse examiner to preserve evidence.
 - Contact an appropriate hotline or other sources to have questions answered
 - National Sexual Assault Hotline – 800-656-4673
 - Rape, Abuse, and Incest National Network – www.rainn.org
- Do not try to make a choice for them

TORNADO

Tornados can occur anywhere and possibly frequently in Oklahoma. SNU students and employees are encouraged to be weather aware personally and to monitor conditions when forecasts show chances of severe thunderstorms or tornados in the area of the SNU campus.

Dedicated SNU Public Safety staff monitor forecasts and national weather services' alerts so that severe thunderstorm warnings, tornado watches, and tornado warnings can be relayed to SNU students and employees through the SNU Alert system.

Severe Thunderstorm Warning – Severe thunderstorms are present and active in the county for which the warning was issued.

Tornado Watch – Conditions are favorable for tornado formation from the severe thunderstorms that will be active in the county for which the watch was issued.

Tornado Warning – A tornado or tornados have formed and are present and active in the county for which the warning was issued.

If a Tornado Watch is issued, employees and students will be directed to monitor weather conditions and be prepared to shelter as needed.

Employees and students will be immediately directed to shelter if a Tornado Warning is issued.

Tornado shelter locations on SNU premises are marked as SAFER PLACES with the sign shown below. These are generally locations on the lowest level of a building that are interior spaces away from exterior windows or doors.



SUICIDE ATTEMPT

The threat of or possible suicide attempt on the SNU campus will activate a response, possibly including one or more of the following departments. Public Safety, Human Resources, Student Development, Residence Life, Student Support Services, and Renew Counseling Services.

Southern Nazarene University also has a dedicated Student Care Team that actively monitors and supports students. They provide the campus community with the necessary information to refer students or employees in psychological or emotional distress or who are experiencing personal crises to the appropriate resources on campus. This team utilizes a proactive approach to coordinate and plan responses to identify, assess, manage, reduce, and educate the campus community as to the risk of individual harm.

Employees or students who believe there may be a suicide attempt are encouraged to observe the following actions:

- Be supportive and non-judgmental toward the person
- Remain calm and do not leave the person alone if possible
- However, if weapons are present, leave the area immediately. Do not touch any weapon or other items the person may consider using or has used to ensure your safety.
- Contact SNU Public Safety
- Follow all instructions given by Public Safety or other authorized personnel

If a possible suicide attempt is discovered after the fact:

- Do not touch anything in the area
- Remain calm
- Immediately contact SNU Public Safety
- Be prepared to give information as needed to Public Safety or other authorized personnel

STALKING/INTIMATE PARTNER VIOLENCE

Students or employees in an abusive relationship or experiencing stalking may find themselves in imminent danger or not immediately at risk.

If the person believes they are in imminent danger, they should:

- Locate a safe place to go
 - Police Department
 - SNU Public Safety/Campus Police office
 - A residence unknown to the assailant
 - A church or other public place
- Contact SNU Public Safety or other law enforcement

If the person is not immediately at risk, they should be encouraged to:

- Contact SNU Public Safety or other law enforcement to report and document the circumstances and get other information on possible next steps and options.

If an individual believes they are being stalked, they should:

- Contact SNU Public Safety or other law enforcement agency
- Maintain a log to record all stalking-related behavior, including but not limited to email, phone calls, text messages, and in-person contact or interactions
- Possibly visit the RAINN website at www.rainn.org for additional information

WORKPLACE VIOLENCE

Southern Nazarene University is committed to providing a safe work environment for its employees and students. The University has established various policies prohibiting violence, threatening behavior, and/or weapons on campus and in the work settings within the organization. The University also encourages its employees to be aware of and sensitive to indications that co-workers or student-workers may be experiencing personal crises or difficulties that would alter their behaviors or reactions to standard patterns in a way that might be concerning. Some of these altered behaviors/concerns might include:

- Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive actions
- Possession of a weapon or making threats of using a weapon
- Statements or fascinations about violence
- Expressed desperation over family, financial, or other personal circumstances
- Direct or veiled threats of harm to self or others
- Substance abuse

Any such concerns or behaviors should be reported to a supervisor, human resources personnel, resident director, Student Development office, or other authorized personnel.

Any concern or indication of immediate or imminent danger should be reported to SNU Public Safety/Campus Police.

