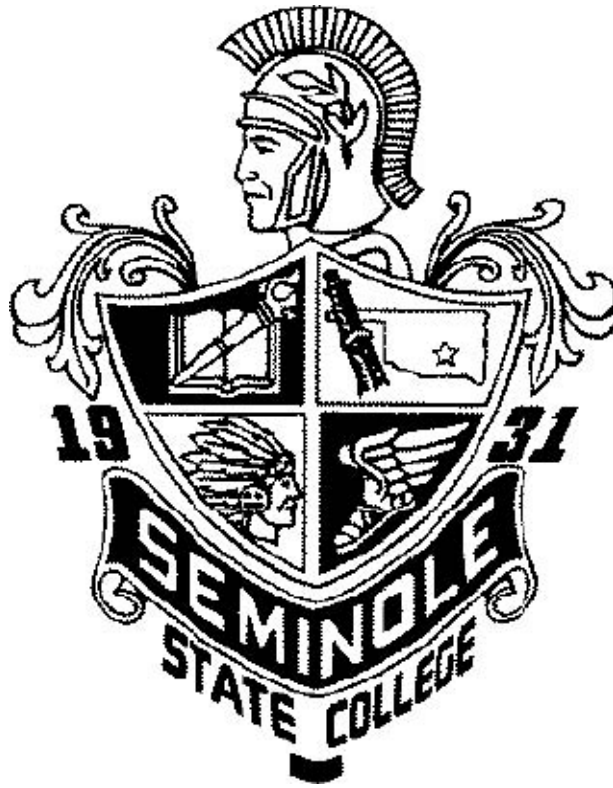


# SEMINOLE STATE COLLEGE



# EMERGENCY OPERATIONS PLAN

January 2009

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**I. Pandemic Flu Plan**

**J. Emergency Response Procedures**

**Document Distribution Notice  
Seminole State College  
Emergency Operations Plan**

Date: \_\_\_\_\_

Control Copy # \_\_\_\_\_ of the Seminole State College Emergency Operations Plan

Please insert the enclosed document into your controlled emergency plans manual.  
**Superseded documents must be so marked, physically removed and destroyed.**

Replace the entire plan with this plan.

Please sign and date this transmittal to acknowledge receipt and forward within five (5) working days by mail or fax. Please include your printed name, address and phone number in the spaces provided.

Return to: Seminole State College  
Attn: Vice President for Student Affairs Office  
2701 Boren Blvd.  
Seminole, Ok. 74868

Contact: Vice President for Student Affairs Office Secretary  
P.O. Box 351  
Seminole, Ok. 74868  
Phone 405-382-9216  
Fax 405-382-9524

Please Acknowledge:

- I have destroyed the previous versions of the plan(s) listed above.
- I have reviewed changes to the document.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile \_\_\_\_\_

Email \_\_\_\_\_

Note: Please thoroughly review this plan at your earliest convenience to ensure current knowledge.

A full understanding of an educational institution and its community is necessary when responding to or recovering from an emergency. A snapshot of Seminole State College is included below.

Seminole State College  
2701 Boren Blvd  
Seminole, Ok. 74868

Type of Educational Institution	2 year College
Number of Students	3,100 student enrollment
Number of Faculty	93
Number of Staff	37
Total population	3,230
Diversity	90% in state, 8% other states, 2% other countries
Minority Population	52%
% Students with Disabilities	¼ of 1%
% Non-English Speaking Persons	0%
On Campus Residents	Yes
% Student Commuters	93%
% Students in Residence Halls	7%
Campus Setting	Rural
Number of Campuses	1
Proximity of Campuses	adjacent
Location	Southeastern Oklahoma
Name of County	Seminole County
County Population	26,000

**Relevant Hazard Vulnerability Plans**

Seminole State College Critical Incident Plan, Last update November 2008

**Known Community Hazards and Vulnerabilities**

- |   |  |
|---|--|
| <input type="checkbox"/> Dams                           | <input type="checkbox"/> Large Gatherings 800 people |
| <input type="checkbox"/> Drought                        | <input type="checkbox"/> Lightning                   |
| <input type="checkbox"/> Earthquake                     | <input type="checkbox"/> Snow/Ice                    |
| <input type="checkbox"/> Flooding                       | <input type="checkbox"/> Tornado                     |
| <input type="checkbox"/> Hazardous Material (roads)     | <input type="checkbox"/> Wildfire                    |
| <input type="checkbox"/> Hazardous Material (waterways) | <input type="checkbox"/> Military Installations      |
| <input type="checkbox"/> Industrial Accidents           |  |
| <input type="checkbox"/> Laboratories                   |  |

**On Campus Resources**

- |  |  |
|--|--|
| <input type="checkbox"/> Campus Police       | 3 Full time Officers & one Part Time Officer |
| <input type="checkbox"/> Sworn Campus Police | 4 sworn officers                             |
| <input type="checkbox"/> Citizen Corps       | 20 volunteer Cert members                    |

**Off Campus Resources**

- |   |   |
|---|---|
| <input type="checkbox"/> Law Enforcement      | Seminole Police Department<br>Seminole County Sheriffs Department<br>Seminole Nation Police Department<br>Oklahoma Highway Patrol |
| <input type="checkbox"/> FBI                  |   |
| <input type="checkbox"/> Emergency Management | Seminole City Emergency Management<br>Seminole County Emergency Management  |
| <input type="checkbox"/> Hospital             | Seminole Medical Center   |
| <input type="checkbox"/> Red Cross            | Local Red Cross   |

## **On Campus Facilities and Buildings**

<input type="checkbox"/>	Administrative	Tanner & Haney
<input type="checkbox"/>	Agriculture Center (plants)	Tanner 503
<input type="checkbox"/>	Arts Center	Colclazier 104 (Painting), Boren 100 (drawing), & Jeff Johnston Fine Arts Center
<input type="checkbox"/>	Cafeteria	Student Union
<input type="checkbox"/>	Field House	Harber Field House
<input type="checkbox"/>	Green House	Tanner Hall, Lab 503
<input type="checkbox"/>	Laboratory	500, 501, 502, 503, & 505 Tanner Hall
<input type="checkbox"/>	Library	Boren Library
<input type="checkbox"/>	Mail Room	Boren Library Seminar D
<input type="checkbox"/>	Residential	Roesler Residential Learning Center Seminole Nation Residential Learning Center
<input type="checkbox"/>	Sports Center	Raymond Harber Field House
<input type="checkbox"/>	Stadium	Lloyd Simmons Baseball Stadium Softball Complex
<input type="checkbox"/>	Student Center	Boren Library Student Success Center
<input type="checkbox"/>	Swimming Pool	Raymond Harber Field House Swimming Pool
<input type="checkbox"/>	Medical Clinic	Kelly Haney Nursing Technology Center

## **2.0 Purpose**

- 2.1 Seminole State College is committed to the safety of its students, faculty, staff, visitors and community. As a partner with the City of Seminole and Seminole County, Seminole State College will use its technical expertise and resources to mitigate, prepare, respond and recover from natural, technological and terrorism events that may affect the campus and community. This Plan, Seminole State College Emergency Operations Plan (EOP), is intended to provide a common framework to coordinate actions of disparate groups and provide a seamless, rapid response and recovery to a potential or actual emergency affecting the campus or community.
- 2.2 The EOP is designed using an “all hazards approach” where general, common functions such as communications are listed in the main body of the document. Actions for specific hazards are listed in the Annexes along with detailed information such as maps and contact lists.
- 2.3 Seminole State College facility-specific emergency plans including the Emergency Response Procedures are part of this overarching Emergency Operations Plan; guidelines noted within this plan apply to all such documents except where noted.

### **3.0 Authority**

- 3.1 Authority for this plan is contained in the Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness,
- 3.2 The CLASS Task Force was created with Executive Order 2007-17. Their Efforts have been sustained until 2010 by Executive Order 2008-8 which extends the existence and authority of the CLASS Task Force to continue to review and evaluate safety and security for Oklahoma higher education and career technology institutions.
- 3.2 The Executive Policy Group (EPG) is a standing committee of the Seminole State College President chaired by the President or his designate. The EPG consists of some members of the Seminole State College President's cabinet and others as appointed by the President (See Appendix A). It is responsible for defining the means and methods of an emergency response system that will ensure that the campus is prepared to respond to various levels of emergencies that occur on or near the college campus. The EPG provides policy guidance to the president and the Campus Emergency Operations Center Manager on campus policy related to the incident. This includes campus closure, legal/liability issues, parental notification and similar areas of responsibility. Five members of the EPG are in the Chain of Command for the President's position thereby ensuring Continuity of Operations.

### **4.0 NIMS Compliance**

This Plan is designed to be compatible with both National Incident Management System (NIMS) and the Incident Command System (ICS).

### **5.0 Situation and Assumptions**

- 5.1 An incident may occur on the campus that requires emergency response.
- 5.2 The Campus emergency response will be activated to one of the three identified response levels.
- 5.3 Campus resources may be inadequate to handle the incident and interagency coordination with city and county response agencies will be required.
- 5.4 On-scene responders initiate the Incident Command System (ICS).

- 5.5 Response personnel have received role-appropriate National Incident Management System (NIMS) training.
- 5.6 The event may necessitate an extended response or involve a wide area of the campus or community immediately adjacent to the campus.
- 5.7 An off-site emergency such as a flood may involve students, staff, the campus and potentially require the response of Seminole State College resources.
- 5.8 Seminole State College Media relations staff may work with the local community in order to effectively inform students, staff, parents/guardians, faculty and the surrounding community.

## **6.0 Threat Assessment and Situational Awareness**

- 6.1 Comprehensive and timely assessment of threats is critical to mitigating or responding to potential or actual emergencies. Several types of threat assessments are necessary to mitigate, respond to potential emergencies.
- 6.2 The Oklahoma Fusion Center provides continual, all-hazard threat assessment and situational awareness for many disciplines including educational institutions and community. Coordination with Oklahoma Fusion Center is through the Seminole State College Police Department. Students, faculty, staff, visitors and members of the general public are encouraged to report suspicious activities by calling Seminole State College, (SSC), at extension #500 or the SSC Police Emergency number 405-380-8989.
- 6.3 The Seminole State College established a Threat Assessment Team that consists of members from following offices: Vice President for Student Affairs, SSC Police Chief, SSC Counselors, and SSC Faculty & Staff.
- 6.4 Any incident where a person may pose a potential danger to himself or to someone else, whether the incident occurs on campus or off-campus and involving SSC students, faculty or staff, require an Incident Report to be filed within two hours with the SSC Police Department. Reports are analyzed by the Seminole State College Threat Assessment Team.

## 7.0 Emergency Action Levels

Three Emergency Action Levels of response to an impending or actual emergency affecting Seminole State College are described below.

### 7.1 Emergency Response Level 1 (ERL1)

- 7.1.1 Any incident such as a small laboratory fire, hazardous material spill, assault, suspected meningitis case, medical emergency, suspicious package, etc. that can be contained within a single location or can be quickly addressed, resolved or minimized with campus resources or limited community help (normal community response from police, fire, EMS).
- 7.1.2 Does not involve a large-scale evacuation.
- 7.1.3 Does not require activation of campus EOC.
- 7.1.4 Notifications are made to the Seminole State College President, Vice President for Student Affairs, VPAA , VPIA, VPFA, & MIS Director.

### 7.2 Emergency Response Level 2 (ERL2)

- 7.2.1 A major emergency that impacts portions of the campus and may affect mission-critical functions or life safety (e.g. large residence hall fire, abduction, suicide, confirmed meningitis case, food-borne outbreak, criminal activity with weapons, explosion, etc.)
- 7.2.2 The incident is typically handled with local community resources i.e.; Seminole Fire Department, Seminole EMS, along with SSC Police Department personnel.
- 7.2.3 May require off-campus emergency assistance.
- 7.2.4 May require complete evacuation of a specific campus facility.
- 7.2.5 May require partial activation of the campus EOC at the discretion of the responding police officer. Note: Usually does not require activation of the campus EOC unless operations are expected to extend beyond 8 hours.

- 7.2.6 May require activating the Campus Emergency Risk Communication Plan.
- 7.2.7 Notifications are made to the President, Vice President for Student Affairs, VPAA, VPIA, VPFA & MIS Director.
- 7.3 Emergency Response Level 3 (ERL3)
  - 7.3.1 An incident posing major risk or catastrophe to campus personnel and resources (e.g. plane crash, credible terrorist threat, stadium collapse, pandemic influenza, etc.) and requires resources beyond what the City and County can provide.
  - 7.3.2 Consider declaration of ERL 3 for major planned events such as Presidential visit, national/international Championship event, etc.
  - 7.3.3 Caused, or has the potential for causing, major damage and injury.
  - 7.3.4 Requires off-campus (local, state, and possibly national) emergency response.
  - 7.3.5 May require campus closure and/or evacuation.
  - 7.3.6 Responsibilities listed under ERL 3 are exercised by individuals whose assignments are delineated within the EOP.
  - 7.3.7 Those having authority to declare ERL 3 are as follows: SSC President, Vice President for Student Affairs, Responding SSC Police Officers.
  - 7.3.8 Requires full activation of the EOP, campus EOC, and the Crisis Communication Plan with immediate notification to the President, Vice President for Student Affairs, Vice President for Institution Advancement, Vice President for Academic Affairs, Vice President for Fiscal Affairs, Director of MIS.

## **8.0 Initial Notifications and Response**

### **8.1 Initial Incident Actions**

8.1.1 The SSC Police Department is the primary first response organization on SSC Campus.

- A. Depending on the nature of the event as described in the Hazard Specific Plans (HSP) in Appendix, other Seminole State College departments may be dispatched or called upon to support.
- B. Major incidents, such as building fires, hazardous materials spills into the environment, etc. may relegate the SSC Police Department to a support role.

8.1.2 The Seminole State College Police Department is notified upon recognition of any event that may or will potentially impact the campus community. A public safety or police unit is dispatched to perform an on-site assessment as required.

8.1.3 The on-scene public safety or police unit provides a situation assessment and may request a supervisor as necessary.

8.1.4 The on scene public safety or police unit requests the dispatch center to notify the SSC Chief of Police under the following circumstances:

- A. Any situation that requires the use of external agencies to resolve.
- B. Any situation that results in a loss of life or serious injuries.
- C. Any situation that may cause media interest, building closure, or campus closure.

8.1.5 The SSC Police Chief determines the level of the emergency up to and including emergency level 2, (ERL2) and authorizes Dispatch to contact the President and the Vice President for Student Affairs or designee.

8.1.6 For potential ERL 3, the SSC Police Chief authorizes Dispatch to notify the President, and Vice President for Student Affairs or designee.

8.1.7 The President or his designee determines the need to raise or lower the level of the emergency and to make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.

8.1.8 Upon declaration of ERL3, the Campus EOC is activated. In the absence of an ERL 3, the Police Chief determines the need to open the Campus EOC.

## 8.2 Campus Emergency Operations Center (EOC)

8.2.2 The Campus Emergency Operations Center (EOC) is the area where key members of the response and institution gather to share information, control emergency, coordinate resources and determine protective actions.

8.2.3 The Campus EOC is located in the Board Room of the Haney Center. The Alternate location for the EOC is in the Library in Seminar B.

8.2.4 Activation of the Campus EOC is at the discretion of the President, Vice President for Student Affairs, or the SSC Police Chief. Some criteria to consider in this decision includes whether there is:

8.2.4.1 Declaration of local or state of emergency.

8.2.4.2 Lack of campus resources for incident.

8.2.4.3 Catastrophic event.

8.2.4.4 Prolonged or unknown duration of the incident.

## 9.0 **Communications**

### 9.1 Policy

Seminole State College intends to make immediate, emergency notification through various modalities to all potentially affected persons of credible threats and incidents that require activation of this plan. In the absence of details and vague yet credible threats, a generalized warning may be disseminated to alert students to a potential threat on campus and how to report unusual observances.

### 9.2 Redundancy

For emergencies, multiple communication systems will be used to better ensure timely receipt of message.

### 9.3 Methods

- 9.3.1 A siren has been installed in order to notify students, faculty, and staff in case of emergencies such as tornado, active shooter, and other potential dangers.
- 9.3.2 A voice activated public address system sounds after the emergency siren sounds and the SSC Police Department explains what type emergency exists and gives information regarding what to do during the potential danger.
- 9.3.3 A group email is sent out to all faculty and staff and a separate group email is sent out to all students informing everyone about the potential danger.
- 9.3.4 The SSC Web-master provides notification to all faculty, staff, and students by posting all pertinent information regarding the emergency on the Seminole State College Webpage.

### 9.4 Target Audiences

- 9.4.1 Contacts for individuals involved in assessing or responding to the emergency – including the Emergency Policy Group, Local, State and Federal Government Responders, and the media – are updated and tested quarterly. (See Annex A – Contact Information).
- 9.4.2 Faculty and staff contact information is maintained on Seminole State College Web-site, at sscok.edu. Photograph Identification Information is maintained in the Seminole State College Photograph Identification Computer located in the Library. All faculty and staff contact information is updated daily by a full time Seminole State College Webmaster and photographs are update bi-annually.
- 9.4.3 Student contact information is maintained by computer in the Poise System by the SSC Admissions Office. Student Photograph Identification Information is maintained in the SSC Photograph Identification Computer located in the Library. Student contact information is updated daily by the Admissions Office and Photographs are updated bi-annually by Library Personnel.

- 9.4.4 Parents and Guardians are contacted during an emergency by local radio stations and the Oklahoma City Television Network, Channels 4, 5, 9, 25, & 13. The radio and TV stations are contacted by SSC Public Information Officers.
- 9.4.5 Consulates representing international students are contacted during an emergency by Office of Student Affairs.
- 9.4.6 Faculty, staff, or students who have limited ability to receive message through traditional means, such as those individuals with sight, hearing or cognitive disability, will be notified by the Office of Student Affairs ADA Coordinator.
- 9.4.7 Visitors are informed of an emergency by the Emergency Siren, and SSC personnel within each building on Campus.
- 9.4.8 Building notification is accomplished through telephone and radio communication by notifying building contact persons.
- 9.4.9 See Table 1 below for matrix of notification systems for each audience type and their priority use.

**Target Audience**

Communications System	Student	Faculty	Staff	Visitors	Parents/Guardians	Media
Email	P	P	P	P		
Text						
Public Address	P	P	P	P		
Computer Screen	P	P	P	P	P	
Sirens						
Sirens with voice capability	P	P	P	P		
Television	P	P	P	P	p	
Radio	P	P	P	P	p	
Building Contact Persons	P	P	p	P		
Call trees			P			
Weather Warning systems	p	p	p	p		

## 95. Triggering Notifications

- 9.5.1 The more serious the situation (i.e. ERL3), the sooner the notifications should be made so that persons can take appropriate actions.
- 9.5.2 Other specific incidents may trigger specific notifications including active shooter, terrorist attack, hostage, etc.

## **10.0 Decision-Making**

### 10.1 Protective Actions

Protective Actions are those actions taken by responders and affected persons to lessen or thwart the effects of an emergency. Some examples of protective actions include:

- Evacuation
- Shelter in Place
- Lock Down
- Relocation
- Mass Prophylaxis

#### 10.1.1 Evacuation

Evacuations vary widely in scale from a small area to entire campus. The threats may be immediate such as a bomb, fire or active shooter or slowly evolving hazards such as loss of power for extended periods. Persons may be evacuated outside, to a nearby facility until the threat is cleared, to a temporary shelter or to a more permanent solution such as new housing or offices. Evacuation assistance is necessary for persons that have limited mobility and should be planned for both persons normally on-campus as well as visitors.

### 10.1.2 Shelter in-Place versus Lock-Down

Shelter-in-Place is a temporary measure which refers to those actions taken to “stay inside” a building or other structure while the threat passes. It is most commonly employed for chemical or radiological releases or severe weather such as a tornado when the health exposure is deemed greater if evacuation than if remaining inside. Other actions are specific to the hazard and usually involves shutting off outside air sources, closing windows, etc. Very specific instructions may be given for the hazard characteristics such as moving to higher floors if the chemical which is released is heavy and will settle low.

A Lock-Down is a protective action taken largely in response to a suspicious, hostile or violent person or person(s) whereby persons secure themselves in locked rooms, closets and other buildings away from sight of the offender(s).

### 10.1.3 Relocation

Once evacuated, persons may be relocated to a temporary location such as another building or a mass care shelter. Longer term evacuation may dictate more permanent relocation.

### 10.1.4 Mass Prophylaxis and Treatment

Providing medication or Vaccines to persons(s) exposed or potentially exposed to a contagious disease or biological agent may deter illness or worsening of illness. This protective action is useful for exposure to such events as anthrax exposure.

## 10.2 Authority

10.2.1 Immediate Protective Action Decisions (PADs) are made by the incident Commander for an emergency event.

10.2.2 More expansive decisions, such as closing all campus services or a campus-wide evacuation, after made by the President of his/her designee.

### 10.3 Process

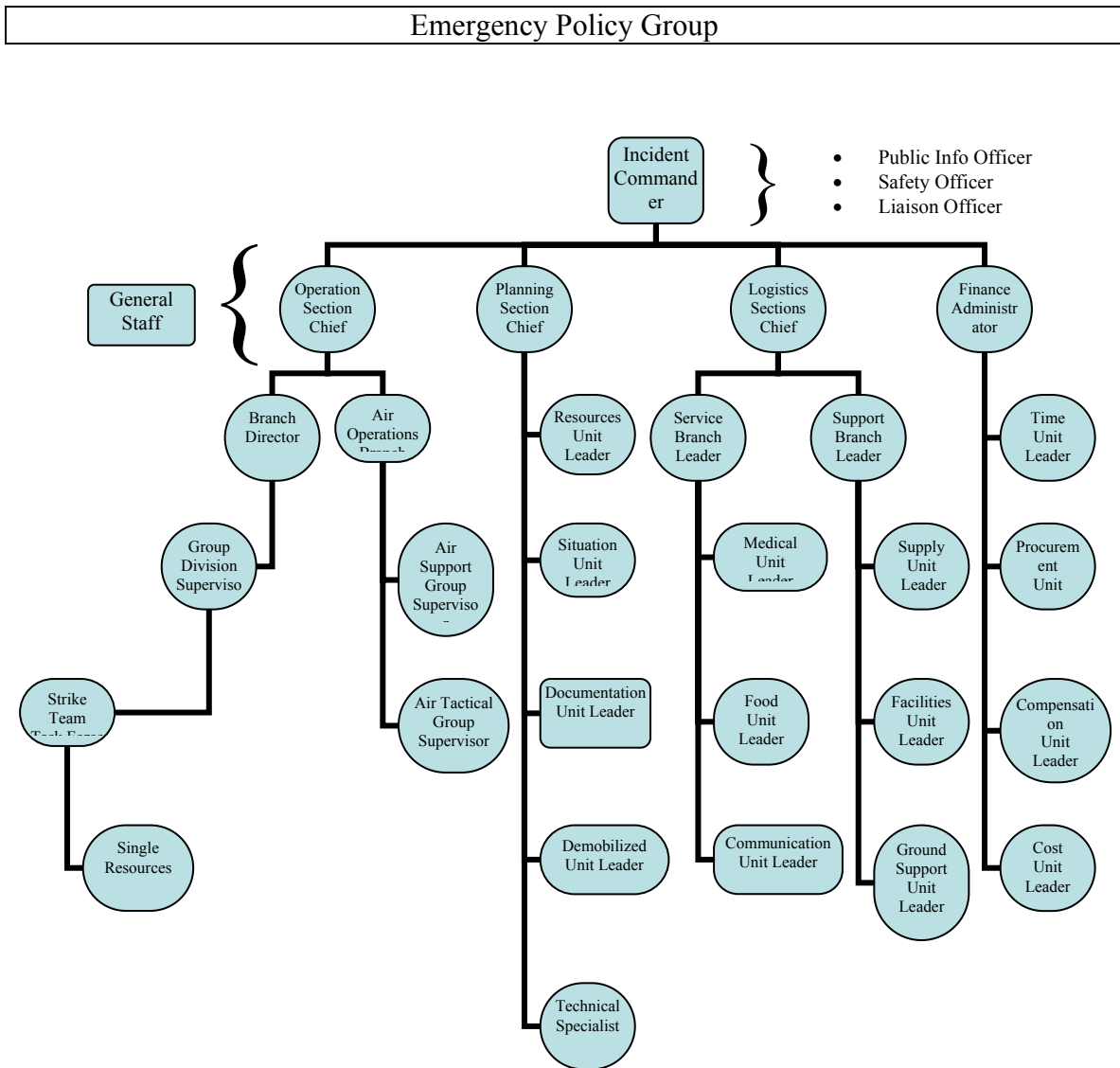
- 10.3.1 Upon notification of emergency, Campus Response Personnel will provide continual situational awareness to the Incident commander, President and EPG.
- 10.3.2 Various protective actions will be considered and recommended (Protective Action Recommendations – PARS)
- 10.3.3 The Incident Commander and /or the President will make Protective Action Decisions (PADS) using the available information at the time. Note: No decision is a decision.

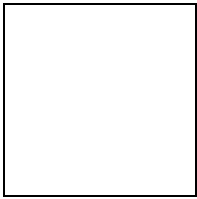
## **11.0 Roles and Responsibilities**

### 11.1 Incident Command System

- 11.1.1 Seminole State College uses the National Incident Management System (NIMS) compliant incident management system in its Emergency Operations Center (EOC) to meet federal standards and to coordinate seamlessly with outside responders.

**Figure 1. EOC Organization Chart**





11.1.2 Primary and alternate staff assignments have been pre-designated for emergency roles (See Table 2 below).

**Table 2. Emergency Roles and Assignments**

<b>Function</b>	<b>Emergency Position</b>	<b>Primary Assignee</b>	<b>Alternate Assignee</b>	<b>Primary Reporting Location</b>
Emergency Policy Group	EPG Chair	President		
	EPG and 2 <sup>nd</sup> in Chain of Command	Vice President For Student Affairs		
	EPG and 3 <sup>rd</sup> in chain of Command	Vice President For Fiscal Affairs		
	EPG and 4 <sup>th</sup> in Chain of Command	Vice President For Academic Affairs		
	EPG and 5 <sup>th</sup> in chain of Command	Vice President For Institutional Advancement		
	EPG and Legal Counsel			
	EPG Support Staff			

Command Staff	Campus EOC Manager (May also serve as Incident Commander for small events)			
	Incident Commander	Dan Factor Houston Yeager Donnie Blankenship Evan Lee		
	Safety Officer	Kelly Chastain Ted Hurt		
	Public Affairs Officer	Lana Reynolds Yashanda Scruggs Mona Ridley		
	Liaison Officer			

<b>Function</b>	<b>Emergency Position</b>	<b>Primary Assignee</b>	<b>Alternate Assignee</b>	<b>Primary Reporting Location</b>
Finance & Administration	F&A Section Chief	Vice President For Fiscal Affairs		
	Compensation/Claims Unit Leader			
	Procurement Unit Leader	Braden Brown		
	Cost Unit Leader	Mary Higgins		
	Time Unit Leader			

<b>Function</b>	<b>Emergency Position</b>	<b>Primary Assignee</b>	<b>Alternate Assignee</b>	<b>Primary Reporting Location</b>
Planning	Planning Section Chief	Darren Wise		
	Resources Unit Leader	Chris Lindley		
	Situation Unit Leader			
	Demobilization Unit Leader			
	Documentation Unit Leader	Carol Hartman		
	Technical Specialists			
	Technical Specialists			
	Technical Specialists			

<b>Function</b>	<b>Emergency Position</b>	<b>Primary Assignee</b>	<b>Alternate Assignee</b>	<b>Primary Reporting Location</b>
Operations	Operation Section Chief			
	Stadium Coordination Branch Director			
	Campus Coordination Branch Director			
	Student/Staff Service Branch Director			

<b>Function</b>	<b>Emergency Position</b>	<b>Primary Assignee</b>	<b>Alternate Assignee</b>	<b>Primary Reporting Location</b>
Logistics	Logistics Section Chief	Jack Whisennand		
	Communications Unit Leader	Mark Hunter		
	Medical Unit Leader			
	Food Unit Leader			
	Supply Unit Leader	Mike Holder		
	Facilities Unit Leader			
	Ground Support Unit Leader			

## **12.0 Continuity of Operations**

### **12.1 Chain of Command**

The Seminole State College President is the overall decision-maker during ERL 3 emergencies at Seminole State College. In the event the President is unavailable or unable to perform his function, the following persons, listed in order of succession, would assume this role during the emergency:

- 12.1.1 President
- 12.1.2 Second in Command
- 12.1.3 Third in Command
- 12.1.4 Fourth in Command
- 12.1.5 Fifth in Command
- 12.1.6 Sixth in Command

### **12.2 Communications**

- 12.2.1 To ensure Continuity of Operation and the ability to perform 24 hours/day; 7 days/week, each key position in the EOC should have at least one alternate.
- 12.2.2 Updated contact information should be readily available in key locations and in possession of key responders at all times.

## **13.0 Family/Guardian Assistance**

### **13.1 Initial and Ongoing Communication**

- 13.1.1 A hotline may be established to provide immediate information to persons who can identify themselves as a parent, guardian or immediate family member of possible victim.
- 13.1.2 Once the hotline is established, it may be supplemented with secure website access or other technology to provide ongoing secured information to those who are unable to come to the Family Assistance Center.

## 13.2 Establishing a Family Assistance Center (FAC)

- 13.2.1 A FAC is established whenever parents, guardians and family members are unable to receive timely and appropriate information regarding an emergency at the campus as it pertains to their family member or those they have guardianship. It may also be established for other off-site campus emergencies such as a nearby industrial accident or a mass transportation accident involving persons from the campus.
- 13.2.2 All attempts to establish a secured facility in a timely manner will be made to quickly answer questions with information available at the time.
- 13.2.3 Media are not permitted within the FAC.
- 13.2.4 Counselors and other appropriate support persons will be available at the FAC to provide emotional support and grief counseling if appropriate.
- 13.2.5 The FAC should be conveniently located for concerned persons but not too near the site to be traumatic to persons at FAC. It may be located at the Haney Center or the Softball Complex if not an affected site.
- 13.2.6 The FAC operation is overseen by the Seminole State College Vice President for Institutional Advancement.
- 13.2.7 In the event of an airline accident, the National Transportation Safety Board will oversee the FAC.
- 13.2.8 Specific FAC guidelines are located in the Family Assistance Center Plan maintained by the Vice President for Institutional Advancement.

## 14.0 Media

- 14.1 It is imperative that media receive regular updates on emergency situations on campus so that the concerned public may be informed.
- 14.2 The Seminole State College Emergency Operations Plan describes the media policies, procedures and protocols and campus spokesperson when dealing with the media.

## 15.0 Damage Assessment

### 15.1 General

Damage assessment includes the effect of the event on life, health, safety and property. A rapid, preliminary damage assessment or scan of all areas is necessary to ensure that persons are rescued and further situations can be mitigated through cascading effects of some emergencies. For example, downed power lines may cause electrocution if the area isn't cordoned off. Extended loss of power may cause food spoilage and illness. Accurate understanding of effects of event can allow the organization to prioritize efforts to maximize recovery.

### 15.2 Policy

Life, health and safety concerns always take precedence over property concerns

### 15.3 Property Inventory

An up-to-date inventory of equipment and property is maintained by the Fiscal Affairs Department and will be made available during and after an SSC emergency.

Blueprints of all buildings are available at the Maintenance Department and have been provided to local police and fire departments.

### 15.4 Teams

Campus staff may be assigned to damage assessment teams once the scene has been stabilized and safe for teams to enter. Damage assessment teams are primarily drawn from departments involved in public safety, engineering, and environmental health and safety. Local and state emergency management teams along with Red Cross may assist in damage assessment.

### 15.5 Documentation and Cost Recovery

State or federal resources may be available to recover funds expended or acquire new equipment and supplies related to the emergency response and recovery. Detailed records of losses and expenditures are collected and maintained by the SSC Fiscal Affairs Department.

## **16.0 Recovery**

- 16.1 In cases such as temporary housing contamination, relocation plans are maintained in the Office of Student Affairs.
- 16.2 Mental Health services are overseen by the SSC Student Affairs Counseling Department.
- 16.3 The Seminole State College Continuity of operations Plan dated October 21, 2008 describes priority business service continuation and resumption.
- 16.4 Return to normal operations and resumption of campus services is decided by the EPG.

## **17.0 Plan Maintenance and Evaluation**

- 17.1 The Emergency Policy Group convenes annually or after an event or exercises to assess the plan's viability and address any corrective actions.
- 17.2 The EOP is tested annually through tabletop, functional and/or full-scale exercises. The exercises test various hazards identified as a potential hazard/threat to the community and the Seminole State College in the Hazard Vulnerability Plan or from other intelligence sources such as the Oklahoma Fusion Center.
- 17.3 All communication systems and contact lists are updated quarterly.
- 17.4 The CLASS certifies the Seminole State College's EOP annually and sets standards.
- 17.5 Local responders participate in the annual review of the EOP.

## **18.0 Training**

- 18.1 Annual emergency response training is provided to all staff, faculty, and students at Seminole State College.
- 18.2 Each responder is required to take appropriate level National Incident Management System (NIMS) training.
- 18.3 Specific training for recognition of troubled behaviors and appropriate interventions and prevention strategies are required for all faculty and staff and offered to students.
- 18.4 Mandatory training for staff and faculty with Seminole State College Police Department in the interception and response to an intruder.
- 18.5 Enhanced HIPAA and FERPA privacy laws training is provided and discussed in the context of the EOP and sharing privileged information.
- 18.6 Training with other educational institutions is encouraged especially for widely available training such as AED and CPR, first aid.
- 18.7 Crisis communication methods are shared with students, faculty, staff, parents/guardians, visitors (signage) and consulates for international students.

**ANNEX A**

**CONTACT INFORMATION**

**CAMPUS EMERGENCY POLICY GROUP**

<b>Job Title</b>	<b>Emergency Position</b>	<b>Work Address</b>	<b>Contact Information</b>
President or designee	Chair	Haney Center 2701 Boren Blvd Seminole, Ok. 74868	Office: 405-382-9200 Cell: 405-512-2775 Home: 405-382-5761 Fax: 405-382-7912 <a href="mailto:j.utterback@sscok.edu">j.utterback@sscok.edu</a>
Vice President for Student Affairs	EPG Member 2 <sup>nd</sup> in Chain of Command	Tanner Hall 2701 Boren Blvd Seminole, Ok. 74868	Office: 405-382-9231 Cell: 405-584-1185 Home: 405-275-4877 Fax: 405-382-9524 <a href="mailto:b.walck@sscok.edu">b.walck@sscok.edu</a>
Vice President for Fiscal Affairs	EPG Member 3 <sup>rd</sup> in Chain of Command	Tanner Hall 2701 Boren Blvd Seminole, Ok. 74868	Office: 405-382-9263 Cell: 405-584-8987 Home: 405-395-0370 Fax: 405-382-9584 <a href="mailto:k.benton@sscok.edu">k.benton@sscok.edu</a>
Vice President for Academic Affairs	EPG Member 4 <sup>th</sup> in Chain of Command	Tanner Hall 2701 Boren Blvd. Seminole, Ok. 74868	Office: 405-382-9203 Cell: 405-584-3579 Home: 405-395-4597 Fax: 405-382-9580 <a href="mailto:p.gasparro@sscok.edu">p.gasparro@sscok.edu</a>
Vice President for Institutional Advancement	EPG Member 5 <sup>th</sup> in Chain of Command	Haney Center 2701 Boren Blvd. Seminole, Ok. 74868	Office: 405-382-9218 Cell: 405-380-8981 Home: 405-382-8227 Fax: 405-382-7912 <a href="mailto:l.reynolds@sscok.edu">l.reynolds@sscok.edu</a>
MIS Director	EPG Member 6 <sup>th</sup> in Chain of Command	Tanner Hall 2701 Boren Blvd Seminole, Ok. 74884	Office 405-382-9264 Cell: 405-380-8983 Home: 405-382-0603 Fax: 405-382-9589 <a href="mailto:j.whisennand@sscok.edu">j.whisennand@sscok.edu</a>
General Counsel Ed Cadenhead	EPG Member	2001 E. Strothers Seminole, Ok. 74868	Office: 405-382-6341 Home: 405-382-0396

Annex A – Contact Information

**LOCAL RESPONDERS CITY AND COUNTY**

**City of Seminole**

- (1) Seminole Police Department 911
- (2) Seminole Fire Department 911
- (3) Seminole Medicus 911
- (4) Seminole Emergency Management Director 382-3702
- (5) Seminole Hospital 405-303-4000 or 405-303-4167

**Seminole County**

- (1) Seminole County Emergency Management Director, A. Findley 405-770-9597
- (2) Seminole County Sheriff's Department, 405-257-5445

**Tribal**

- (1) Seminole Nation Lighthorsemen Police

**State**

- (1) Oklahoma Highway Patrol - Troop A, 405-425-2285
- (2) Department of Public Safety – 405 425 2323 Com Center
- (3) DPS Bomb Squad – 405-425-2435 Direct Line
- (4) OSBI – 1-800-522-8017

**Federal Government**

- (1) FBI – 405-290-7770
- (2) FEMA – 1-800-462-9029
- (3) Immigrations – 405-231-4595 ext. #118

**Media**

# **ANNEX B**

## **MAPS**

**ANNEX C**  
**ACRONYMS**

Annex C      Acronyms

<b>AED</b>	Automated External Defibrillator
<b>CPC</b>	Campus Preparedness Committee
<b>CPR</b>	Cardiopulmonary Resuscitation
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>EPG</b>	Emergency Policy Group
<b>ERL</b>	Emergency Response Level (1, 2, 3)
<b>FERPA</b>	Family Educational Rights and Privacy Act of 1974
<b>HIPAA</b>	Health Insurance Portability and Accountability Act of 1996
<b>ICS</b>	Incident Command System
<b>NIMS</b>	National Incident Management System
<b>PAD</b>	Protective Action Decision
<b>PAR</b>	Protective Action Recommendation

**ANNEX C**

**STANDARD OPERATION PROCEDURES**

Annex C      Standard Operations Procedures

1. INCIDENT REPORTING PROCEDURES: The following information may be found in the Seminole State College Emergency Response Procedures, (Annex J)

**Responding to an On-Campus Emergency:** Once it is determined by the employee on the site that the situation is an emergency, the proper initial response is to get trained emergency personnel to the scene as quickly as possible. Emergency personnel may be called to the scene by dialing 911. An employee may provide any “good Samaritan” assistance depending on his or her level of training. No employee should do something he or she is not comfortable with or trained to do. Getting qualified help is the first step. After qualified help is contacted, or in situations that are not severe emergencies, the campus police and/or a college administrator should be notified.

Information available in Annex J under **Dangerous Person** and **Threat Assessment Team**.

2. CRISIS COMMUNICATION PLAN: The SSC Crisis Communication Plan is to utilize portable hand held radios charged by electric generator until power is restored.

**ANNEX D**

**HAZARD SPECIFIC RESPONSES**

Annex D Hazard Specific Responses:

Animal Incident

Bomb or Explosion

Chemical Release

Civil Disturbance

- Fights
- Protests

Dam Failure

Earthquake

Fire

Food-borne Illnesses

Infectious Disease

- Meningitis
- Pandemic Influenza
- Seasonal Influenza
- Severe Acute Respiratory Disease (SARS)
- Smallpox

Intruder

Medical Emergency

Power Failure

Radiological Exposure

Severe Weather

- Flood
- Ice
- Lightning
- Snow
- Tornado
- Wind

Sinkhole

Terrorism Threat

Transportation Incident

- On-Campus
- Off-Campus (Sponsored)
- Mass

Violent Crime

Weapons

**ANNEX E**

**SPECIAL EVENTS AND FACILITIES**

Annex E      Special Events and Facilities

- Laboratories, #501, 502, 503
- Mail Room, Boren Library
- Roesler Residential Learning Center
- Seminole Nation Residential Learning Center
- Harber Field House Gymnasium
- Softball & Baseball stadiums
- SSC Student Success Center
- Visiting Dignitaries or Controversial Persons

**ANNEX F**

**AGREEMENTS AND MEMORANDUMS OF**

**UNDERSTANDING**

STATE ADDENDUM  
ADDITION OF STATE AGENCY TO  
DEPUTATION AGREEMENT  
FOR LAW ENFORCEMENT

SEMINOLE NATION OF OKLAHOMA

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TRIBE [NATION]

The undersigned State Agency Seminole State College hereby  
Joins into the Deputation Agreement for Law Enforcement in the Seminole  
Tribe [Nation], effective on November 10, 2008.

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Director/Chief

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Date

MEMORANDUM OF AGREEMENT WITH SEMINOLE COUNTY HEALTH  
DEPARTMENT

**ANNEX G**  
**TECHNOLOGY RECOVERY PLAN**

Seminole State College  
Information Technology  
Disaster Recovery Plan

## **Introduction**

This document is the disaster recovery plan for Seminole State College, Information Technology. The information present in this plan guides administration and technical staff in the recovery of computing and network facilities operated by I.T. in the event that a disaster destroys all or part of the facilities.

## **Description**

The Recovery plan is composed of a number of sections that document resources and procedures to be used in the event that a disaster occurs in or at the Administration building at 2701 Boren Blvd., Seminole, OK. There are sections that document the personnel that will be needed to perform the recovery tasks and an organizational structure for the recovery process.

As changes to the computing systems are made, this plan will be updated to indicate those changes.

## **Primary Focus of the Plan**

The primary focus of this document is to provide a plan to respond to a disaster that destroys or severely cripples the computer systems of Seminole State College. The intent is to restore operations as quickly as possible with the latest and most up-to-date data available.

All disaster recovery plans assume a certain amount of risk, the primary one being how much data is lost in the event of a disaster. There are compromises between the amount of time, effort, and money spent in the planning and preparation of a disaster and the amount of data loss one can sustain and still remain operational following a disaster. Many organizations cannot function without their computers so their recovery efforts may focus on quick recovery or even zero down time by duplicating and maintaining their computer systems in separate facilities.

**The techniques for backup and recovery used in this plan do NOT guarantee zero data loss. Administration is willing to assume the risk of data loss and do without computing for a period of time in a disaster situation. The college is saving dollars in up-front disaster preparation costs, and then relying upon this saving and recovery insurance to help restore computer operations after a disaster.**

**Data recovery efforts in this plan are targeted at getting the systems up and running with the last available off-site backup tapes.**

### **Primary Objectives of the Plan**

This disaster recovery plan has the following primary objectives:

1. Present an orderly course of action for restoring critical computing capability to Seminole State College campus.
2. Describe an organizational structure for carrying out the plan.
3. Provide information concerning personnel that will be required to carry out the plan and the computing expertise required.
4. Identify the equipment, procedures, and other items necessary for the recovery.

### **Overview of the Plan**

#### Personnel

Immediately following a disaster, key personnel are notified and recovery teams are grouped to implement the plan. The plan has been designed to be usable even if some or all of the current, employed personnel are unavailable.

The recovery personnel working to restore the computing systems will likely be working at great personal sacrifice, especially in the early hours and days following the disaster. Depending on the disaster, they may have injuries affecting their physical abilities, the loss or injury of a loved one may affect their emotional ability, and they will have physical needs for food, shelter, and sleep.

Seminole State College must ensure that the recovery workers are provided with resources to meet their physical and emotional needs. This plan calls for the appointment of a person whose job will be to secure these resources so they can concentrate on the task at hand.

#### Salvage Operations at Disaster Site

Early efforts are targeted at protecting and preserving the computer equipment. In particular, any magnetic storage media (hard drives, magnetic tapes, diskettes) are identified and either protected from the elements or removed to a clean, dry environment away from the disaster site.

#### Designate Recovery Site

At the same time, a survey of the disaster scene is done by appropriate personnel to estimate the amount of time required to put the facility back into working order. A decision is then made whether to use a location away from the scene of the disaster where computing and networking capabilities can be temporarily restored until the primary site is ready.

If it is determined that establishing a location at campus would take too long, The agreement on file between Educational Systems Products (ESP) located at 11415 E. 19th Street, Suite B, Tulsa, Oklahoma and Seminole State College maybe put into place until a site at campus can be reestablished.

#### Purchase New Equipment

The recovery process relies heavily upon vendors to quickly provide replacements for the resources that cannot be salvaged. The college will rely upon emergency procurement procedures approved by the purchasing office to quickly place orders for equipment, supplies, software, and any other needs.

#### Begin Reassembly at Recovery Site

Salvaged and new components are reassembled at the recovery site according to the instructions contained in this plan. Since all plans of this type are subject to the inherent changes that occur in the computer industry, it may become necessary for recovery personnel to deviate from the plan. If vendors cannot provide a certain piece of equipment on a timely basis, it may be necessary for the recovery personnel to make last-minute substitutions. After the equipment reassembly phase is complete, the work turns to concentrating on the data recovery procedures.

#### Restore Applications and Data from Backups

Data recovery relies entirely upon the use of backups stored in locations off site. First efforts focus on restoring the operating system(s) for each computer system. Once recovery of application and user data from the backup tapes is done, individual department will need to be involved at this point, so to ensure that data for their department has been restored properly. They must also take all new data collected since that point and input it into the application databases. When this process is complete, Seminole State College can reopen. Some applications may be available only to key personnel, while others may be available to all users.

#### Move Back to Restored Permanent Facility

When the permanent facility is ready for occupancy, the systems assembled at the far site are to be moved back to their permanent home. The logistics of this move will not be addressed.

### **Risks and Prevention**

Taking measures to prevent a disaster is important. This portion of the plan reviews the various threats that can lead to a disaster, our vulnerabilities, and steps we should take to minimize our risk.

## **FIRE**

The threat of fire in the Administration building poses the highest risk factor of all the causes of disaster mentioned here. The building is filled with electrical devices and connections that could overheat or short out and cause a fire. The computers within the facility also pose a quick target for arson from anyone wishing to disrupt the college's operations.

### **Preventive Measures**

#### Fire Alarms

The Administration building is equipped with a fire alarm system, with ceiling-mounted smoke detectors scattered widely throughout the building. The building is equipped with a sprinkler system.

#### Fire Extinguishers

Hand-held fire extinguishers are required in visible locations throughout the building. Staff is to be trained in the use of fire extinguishers.

#### Building Construction

The building is built primarily of non-combustible materials—concrete and sheet rock. The risk to fire can be reduced when new construction is done, or when office furnishings are purchased, to acquire flame resistant products.

#### Training and Documentation

Detailed instructions on how to handle a situation concerning fire are present in The Campus Emergency Procedures Guide. Staff is trained on proper actions to take in the event of a fire.

### **Recommendations**

A periodic review of the procedures should be conducted to insure that they are current and up to date. Regular inspections of the fire prevention equipment are mandatory. Fire extinguishers and smoke detectors are periodically inspected as a standard policy.

## **FLOOD**

Flood waters penetrating the server room can cause substantial damage. There could be potential disruption of power caused by the water and mud and silt that can destroy sensitive electrical connections. The presence of water in a room with high voltage electrical equipment can pose a threat of electrical shock to personnel within the room.

## **Preventive Measures**

Our server equipment is housed in racks and shelving which are located off of the floor to help prevent water damage. The I.T. department is trained in shutdown procedures and other steps to remove equipment from water damaged areas.

## **TORNADOS AND HIGH WINDS**

Damage due to high winds or an actual tornado is a very real possibility.

## **Preventive Measures**

There are few preventive measures that we can take for tornados. Building construction makes a big difference in the ability of a structure to withstand tornadic winds. Our Administration building has a basement that is designated as a storm shelter for the campus as well as the community.

The I.T. department has large plastic sheeting available in the server room area ready to cover sensitive electronic equipment in case the building is damaged. Protective covering should also be deployed over magnetic tape racks to prevent water and wind damage. Employees are trained how to properly cover the equipment.

## **EARTHQUAKE**

The threat of an earthquake in South Eastern Oklahoma is low. If the Administration building is damaged, it is highly probable that the entire campus and surrounding area may also be similarly affected. Recovery of the computing and networking facilities following a bad earthquake could be very difficult and require an extended period of time due to the need to do wide scale repairs.

## **Preventive Measures**

Earthquakes and tornados have similar preventative measures. Building construction is important as to whether the facility will survive or not. Even if the building survives, earthquakes can interrupt power and other utilities so standby power generators could be purchased or leased to provide power while commercial utilities are restored.

## **COMPUTER CRIME**

Computer crime is becoming more of a threat as systems become more complex and access is more highly distributed. With the new networking technologies, more potential for improper access is present than ever before.

Computer crime usually does not affect hardware in a destructive manner. It may be more insidious, and may often come from within.

### **Preventive Measures**

All systems have security products installed to protect against unauthorized entry. All systems are protected by passwords, especially those permitting updates to data. All users are required to change their passwords at a minimum of every 90 days.

All systems are backed up on a periodic basis. Those backups are stored in an area separate from the original data. Administrative backups for specific periods such as before final grades, after final grades, end of fiscal year, beginning of fiscal year, are kept off campus in a secure vault.

We continue to improve security functions on all platforms, regularly remind users of the importance of keeping their passwords secret, and continue to improve network security.

### **TERRORIST ACTION AND SABOTAGE**

The college's computer systems are always potential targets for terrorist actions, such as a bomb. The threat of kidnapping of key personnel also exists.

### **Preventive Measures**

Terrorist actions can often occur regardless of in-building security, and they can be very destructive. A bomb placed next to an exterior wall of the server room will likely breach the wall and cause damage within the room.

The building is adequately lit at night on all sides. All doors leading into the server room are strong and continually locked with access granted only to I.T. employees and a few key personnel. Only those people with proper security clearances are permitted into the server room area. Suspicious parties are reported to security and/or the police.

### **Backups**

#### **Full Volume Backups**

Daily full volume backups are made Student Data Mainframe Monday – Friday. The tapes are placed in a secure area the following morning and expire on a yearly cycle.

Special purpose tapes such as backup before final grading procedures, before opening and/or closing a fiscal year are kept off campus at a secure site. These tapes are kept indefinitely.

## **Information Technology Primary Contact List**

**Jack Whisennand, Director MIS**

**Office (405) 382-9264**

**Home (405) 382-0603**

**Cell (405) 395-7703**

**Ronnie Killian, Director of Data Processing**

**Office (405) 382-9265**

**Home (918) 623-1751**

**Cell (405) 380-4401**

**Marc Hunter, Computer Technical Services Technician**

**Office (405) 382-9514**

**Home (405) 379-3278**

**Cell (405) 380-7844**

**Rick Hanson, Computer Technical Services Technician**

**Office (405) 382-9591**

**Home (405) 382-7348**

**Cell (405) 584-1171**

**Teresa Norman, Webmaster**

**Office (405) 382-9568**

**Home (405) 382-0131**

## **Maintenance Department Primary Contact List**

**Kelly Chastain, Maintenance Services Coordinator**

**Office (405) 382-9241**

**Home (405) 382-7086**

**Cell (405)584-1172**

**Mike Holder, Maintenance Technician**

**Office (405) 382-9240**

**Cell (405)584-1172**

## **Recovery Team**

The selection of the members of the Recovery Team is very important. Since it is almost impossible to document exactly what each of the individual recovery teams will be required to do (each disaster will have its own special set of circumstances, many of which will be completely unanticipated), each member of the Recovery Team must be capable of stepping in with the technical and management skills to make the on-the-spot decisions necessary to complete the task at hand.

As the recovery process gets underway, it is imperative that each of the recovery teams remain in close communication and strive to work together to complete the recovery as expediently as possible.

## **Protection**

It is important that any equipment, media, paper, and other items at the disaster site be protected to avoid any further damage as some may be salvageable or repairable and save time in restoring operations.

- All magnetic tape cartridges are gathered into a central area and covered with plastic sheeting to avoid any water damage.
- Cover all computer equipment.
- Cover all undamaged paper.
- Ask the SSC Security officer or local police to patrol the site to prevent looting or scavenging.
- Supplies and any equipment that might be salvageable needs to be moved to a secure location.

## **DAMAGE ASSESSMENT**

Damage assessment is intended to establish the extent of damage to hardware and the facility where it is located. We need to determine where the recovery should take place and what equipment must be ordered immediately.

The Recovery Team should be liberal in their estimate of the time required to repair or replace damaged resources. They must take into consideration cases where one repair cannot begin until another is completed. Estimates of repair time should include ordering, shipping, installation, and testing time.

Evaluation of damage to the building structure, electrical system, heat and air systems, and building network should be conducted. If time estimates indicate that recovery at the original site will require more than 14 days, a remote location will be used.

### **Maintaining the Plan**

Having a disaster recovery plan is critical and it should be routinely evaluated once each year. All portions of the plan will be reviewed by the Information Technology department. As changes occur at Seminole State College, I.T. management will determine if changes to the plan are necessary.

Changes that affect recovery will be made by the management in the department. After the changes have been made, each department employee, technical or not, will be advised that the updated documents are available. The changes will be incorporated into the body of the plan and distributed as needed.

**ANNEX H**  
**PANDEMIC FLU PLAN**

## **PANDEMIC FLU**

- If siren system should alarm, immediately take shelter and tune to radio or television for informational broadcasts. Follow any instructions given by city Fire Marshall, Emergency Management System personnel, City/County Health Department, Federal authorities, or campus authorities. Do not attempt to leave shelter unless instructed or allowed to do so by above authorities.
- For other emergency incidents not listed contact Campus Police at 382-9500

## **PANDEMIC FLU**

### **Introduction**

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each Year, an average of 36,000 people die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the level of illness and death will likely be much higher.

### **Assumptions**

Predicted spread and severity:

- Over a several month period, illness rates in Oklahoma's population: 15-35%
- Global spread: 3 months
- Vaccine availability: 6 months after the initial outbreak and in short supply
- Anti-viral treatment: Likely to be in short supply and may not be effective

Potential effects:

- Large percentages of the population may be unable to work for days to weeks
- Diminished numbers of people and expertise available
- Diminished emergency and essential services
- Potential for college closures

College effects:

- Large numbers of staff absent, difficult to maintain college operations
- Loss of services from suppliers
- Large numbers of student absenteeism

### **Goals**

To assist in managing the impact of an influenza pandemic on the college based on two main goals:

- Reduce the spread of the virus within the college
- Sustain education function

## Preparedness Activities

### Education of staff/parents/students.

- Provide training for staff. There are several agencies that offer training or it can be acquired on line. Focus will be made on pandemic flu awareness, preparedness, and health measures.
- Pandemic Influenza. It is crucial to encourage preparedness activities with staff and parents. Appendix E shows a pandemic influenza fact sheet, an individual and family preparedness checklist, and planning considerations for home care during a pandemic. Infection control strategies. Infection control is an essential component of pandemic management. These strategies include, hand washing, cough and sneeze etiquette, social distancing, use of personal protective equipment, disinfecting of work surfaces. The Seminole County Health Department is an excellent resource for information on infection control strategies.
- Possible strategies that may be implemented during a pandemic to maintain college function:
  - a. Staggered college hours
  - b. Change in bussing
  - c. Distance learning methods
    - i. Web-Based
    - ii. Telephone
    - iii. Mailed lessons and assignments
    - iv. Instruction via radio or television

## Response Activities

**Infection Control Practices.** Infection control practices such as: hand washing, cough and sneeze etiquette, social distancing, use of personal protective equipment, disinfecting of work surfaces.

**Care of staff/students.** The following are signs and symptoms of the influenza: fever, headache, sore throat, body aches, cough, runny nose, stomach and intestinal discomfort, extreme tiredness. Staff or students who develop these symptoms will be cared for and isolated in a separate location until arrangements can be made to be picked up.

**Communication.** Regular updates to staff and community will be provided.

**Continuity of operations.** Implement alternate methods of education and function. Some of the alternate methods of function that may implemented are changes in transportation, staggered college times, and distance learning. Some examples of distance learning are web based, telephone, mailed lessons and assignments, and instruction via radio or T.V.

## **Recovery Activities**

**Re-open College.** When advised by public health officials that it is considered safe college will re-open.

**Monitor staff/students.** Continued observation for signs and symptoms of influenza. Community resources will be used to provide grief counseling and mental health support.

**Human Resources.** It may be necessary to modify some work roles and responsibilities.

## **7.9 EVACUATION FOR THOSE PERSONS WITH PHYSICAL DISABILITIES**

### **Individuals who use wheelchairs or are otherwise mobility impaired:**

- If on ground floor leave the building at the nearest safe exit
- If on above or below ground floor - Predetermine the safest plan of action considering your particular physical circumstances and the areas you will be in, with advice from your physician, and concurrence or assistance from the Vice President for Student Affairs. The following general procedures are suggested by fire department and emergency personnel.
- In all areas you frequent become familiar with location of at least two exits, alarm provisions, safety equipment such as fire extinguishers, storm shelter areas, and evacuation staging areas.
- Before an emergency, choose at least two peers or fellow employees who are willing and able to assist you, if assistance may be needed in carrying you with or without the wheelchair to safety. Ask faculty, supervisor, or other contacts if help is needed in getting volunteers.
- Discuss with assistants and practice, if possible, the safest method for moving you up or down a stairway. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- Carry a loud whistle or similar device you can operate, for use in the event you become trapped.
- During an emergency if not in immediate danger, wait till traffic has thinned, inform faculty, supervisor, or other contact where you will be, then go with assistants to a “designated rescue area,” usually beside an exit stairway or a room near the exit stairway with a door that closes, a window and preferably a telephone. If near a telephone, dial 911 and inform dispatchers where you are. Assistants should then exit to alert emergency responders. Wait for trained emergency responders to assist you from the building.
- If in immediate danger, inform assistants of safest way to move you up or down stairs.

**Notes:**

- **Persons on respirators should be given priority assistance in emergencies involving smoke or fumes because their ability to breathe is seriously jeopardized.**
- **There are many different types of wheelchairs which have many movable or weak parts which are not built to withstand the stress of lifting.**
- **Remove batteries from an electric wheelchair before attempting to transport it.**

**Individuals with Vision Limitations or Hearing Impairment:**

Follow the process above in predetermining emergency evacuation routes and assuring a volunteer (which could be a faculty or staff member) is assigned to inform you of the danger and assist you, if needed, out the safest evacuation route. It may be advisable to wait until the traffic has thinned.

**ANNEX I**

**EMERGENCY RESPONSE PROCEDURES**

## EMERGENCY RESPONSE PROCEDURES (IAP)

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### SEMINOLE EMERGENCY SERVICES: 911 SSC POLICE: EXT. 500 or 380-8989 (cell)

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The safety and security of the campus environment is the shared responsibility of every student and all campus employees. Students, employees and visitors should realize that Seminole State College presents all the risks of any public facility and that individuals coming to campus must accept responsibility for being exposed to those risks. Some individuals will undoubtedly be involved in an emergency situation while on campus. Emergency medical care is not the responsibility of college employees.

It is the intent of the college to prepare employees for the proper handling of emergency situations. This document, and annual review of its contents with employees, represents the college's good faith efforts to properly prepare for any emergency on campus. College Administrative Officials and supervisors have a duty and responsibility to inform employees of the emergency response procedures as stated in this document.

### EMERGENCY SIREN

All students, faculty, and staff should familiarize themselves with the SSC Emergency Siren. You may listen to the siren by logging onto the SSC webpage at [www.sscok.edu](http://www.sscok.edu). The siren has two distinct sounds, one for tornado and the other for Active Shooter or potentially dangerous situations. The **alert tone** is used for tornado warnings and the **air horn tone** is used for active shooter/other dangers. A potential danger could be a terrorist attack, hostage situation, hazardous chemical spill or other. The siren is tested each Friday at noon and sounded only for 30 to 40 seconds. If you hear the siren sound for a period of three minutes or longer, IT IS NOT A DRILL. Immediately following the siren, SSC Police Department will give a voice activated public address warning to explain what type emergency exists and what to do.

**Responding to an On-Campus Emergency:** Once it is determined by the employee on the site that the situation is an emergency, the proper initial response is to get trained emergency personnel to the scene as quickly as possible. Emergency personnel may be called to the scene by dialing 911. An employee may provide any "good Samaritan" assistance depending on his or her level of training. No employee should do something he or she is not comfortable with or trained to do. Getting qualified help is the first step. After qualified help is contacted, or in situations that are not severe emergencies, the campus police and/or a college administrator should be notified.

**Automated Electronic Defibrillators:** There are two automated external defibrillators, (AED), available on campus. One is located in the Haney Center Center and the other is located in the gym.

The following SSC employees have been certified to use the AED's:

Donnie Blankenship, SSC Police  
Evan Lee, SSC Police  
Houston Yeager, SSC Police  
Dan Factor, SSC Police  
Joy Blanton, Residential Life Clerk

Dr. Tom Mills, Athletic Director  
Reggie Bibb, Assistant Coach  
Rita Schell, Head Coach Girls Basketball  
Cheryl Noey, Fiscal Affairs Office  
Teri Kiker, Nursing Instructor

**Responding Personnel:** The responding campus police officer will serve as the person in charge until relieved by the Coordinator of Police. The Coordinator will serve as the person in charge until relieved by a member of the Administrative Council.

**When a Patient Refuses Transport:** If a patient refuses transport to a medical care facility and the patient is deemed able to make his or her own decisions by the emergency medical personnel at the scene, the patient cannot be transported. If a person is not transported, the best scenario that could happen is that a friend, classmate, or family member would remain with the person and see that he or she leaves campus safely. Employees do not have any responsibility for the transportation or further medical assistance after qualified help has been obtained.

As long as employees have made proper responses, acting in a prudent and reasonable manner to get qualified assistance by calling emergency personnel, SSC personnel have no further responsibility, with the exception of the contingent liability of the person still being on college property.

**Proper Clean-Up and Care of the Emergency Location:** The college physical plant personnel should be notified following an emergency so that proper clean-up may be accomplished. Clean-up by qualified maintenance workers is recommended due to the possible presence of spilled body fluids in the emergency area.

**Incident Reports:** The college police will write the official report of the incident and keep it on file. In fact, the campus police should be notified anytime medical aid is given so that such aid can be documented, even if the employee providing the aid believes it is a minor medical problem.

*The preceding can be used as a guide for faculty and staff action during a medical emergency. However, people react differently to an emergency situation. The college can expose employees to proper procedures, but individual behavior cannot be predicted. Employees must, therefore, use this guideline in association with logic and common sense. They should do the best they can based on the situation and their training / experience.*

## FIRE PROCEDURES

If the fire alarm sounds, or you have reason to suspect a fire, please lead students and/or employees under your supervision to the nearest exit not blocked by fire. Once out of the building, your class or group should gather at the designated assembly area for your building. Please keep your group together until you check roll to make certain everyone in your charge is out of the building. Floor plans of your building, with fire exits and fire extinguishers marked, are placed in every room on campus.

### WHERE TO ASSEMBLE FOLLOWING EVACUATION

IF YOU ARE IN	GO OUTSIDE TO
Colclazier Tech. Building	Far side of lot in front (east) of building
Scott Building	Far side of parking lot in front (east) of building
Tanner Hall	Staff parking lot directly in front (east) of building
Haney Center	Parking lot directly in front (east) of building
Boren Library	Far side of parking lot in front (east) of building
Jeff Johnston Fine Arts	Far side of parking lot behind (west) of building
Milt Phillips Building	Far side of parking lot behind (west) of building
Harber Field House	Far side of parking lot behind (west) of gym
Dunlap Student Union	Parking lot to the south of the building by Student Affairs Building
Roesler Residential Learning Center	Parking Lot
Seminole Nation Residential Learning Center	Far side of parking lot in front (east) of building
Softball Complex	Parking lot
Baseball Complex	Parking lot
Maintenance Building	Parking lot
Student Services Building	Far side of parking lot south of building near highway #9
MIS Building	Parking lot

## **FIRE FACTS**

- Fire is Fast! Get out and stay out! In only minutes, a classroom, office or residence hall can be engulfed in flames. Do not take time to gather personal items.
- Fire is Dark! Fire starts bright but in seconds generates black, choking smoke. You will not be able to see your hand in front of your face, so know where you are going! Be able to feel your way to safety.
- Fire is Hot! Heat is more threatening than flames; it can melt your clothes to your skin and scorch your lungs in a single breath. Temperatures at eye level can reach as high as 600 degrees, so stay low, crawling, if you have to, toward the nearest exit.
- Fire is Deadly! What you cannot see can kill you. Carbon monoxide poisoning and other fumes released from burning objects can be deadly. Get out as fast as you can.
- If someone's clothes catch fire, have them drop to the ground and roll. Try to smother the fire and then drag them to safety.

## **TORNADO PROCEDURES**

When you see a tornado, hear the tornado warning siren, or are warned through other methods, seek immediate shelter inside. In Campus buildings, stand in an interior hallway, office, or restroom on the lowest floor away from windows. Stay away from glass windows and doors.

In the **Harber Fieldhouse** or **Dunlap student union**, do not remain in the basketball court area of the gym or in the main dining area of the Student Union. Wide span room structures are vulnerable to being torn off during a tornado. Go to another building if time permits. If caught in the gym, go to the locker rooms and hallways leading to them if you must stay in the gym building. In the Union, go to the restrooms or the kitchen area and brace yourself against an interior wall.

In **Seminole Nation Residential Learning Center**, seek shelter on the bottom floor in a restroom or in a small living room or under the staircase. In **Roesler Residential Learning Center**, seek shelter on the bottom floor in a restroom, apartment Living room under the staircase. If caught outside and you do not have time to get into a building, lie flat in the nearest ditch, ravine, or culvert and shield your head with your hands. If in your car on campus, do not try to outrun a tornado. Get out of your car and seek shelter, preferably inside a building.

## **ACTIVE SHOOTER PROCEDURES**

If you witness or suspect a person is discharging a firearm on campus you should immediately get out of the line of fire and seek shelter where ever you can. Call 911 immediately. Try to remember what the suspect looks like and what he/she is wearing. If the suspect gets into an automobile be able to provide an accurate description of the auto. This would include the make, model, color, and tag number.

When 911 is called they will immediately contact the Campus Police Department and send back-up police to assist. Campus Police will contact college departments that have been designated and equipped with hand held radios. Designated college personnel will assist the Campus Police in notifying the campus community that an active shooter is on campus. They will also inform the public as to what they need to do; i.e. seek shelter, lock doors, evacuate etc.

The police will immediately take action to stabilize the situation. If you are in a room or area that can be locked down or is secure from the shooter, do so immediately. Stay away from the windows. Everyone is to stay down and out of the line of fire until the police give the okay to evacuate. The evacuation process could vary depending on the situation. Do not panic, but remain alert and ready to cooperate with police.

## **BOMB THREATS**

In the event you receive a bomb threat, make immediate contact with the SSC Police Department. Do not leave campus if you receive the threat until the investigating officer is satisfied that all necessary and helpful information has been obtained. Try to remember the exact time of the call, what the suspect said, any suggested location and description of the bomb, and the voice pattern of the caller. Employees should familiarize themselves with the Bomb Threat Report form to learn what to listen for and what questions to ask.

**Evacuation Procedures:** The first SSC police officer or official receiving a bomb threat report will contact the SSC Chief of Police, Duty Officer and/or Vice President for Student Affairs. The first officers at the scene of potential danger, which may be the entire campus, will use their best judgment and will immediately begin evacuating the building(s) in an orderly fashion. Evacuated personnel should move to the designated outside areas used for fire evacuation and not re-enter any other building that has been evacuated!

A thorough and systematic search will be coordinated and completed by the SSC Campus Police using at least two-person search teams. Volunteers may be recruited by the campus police; however, it is imperative that all search personnel keep in mind their mission is only to search for and report suspicious objects. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it.

**RADIOS AND CELL PHONES MUST BE KEPT AWAY FROM THE AREAS BEING SEARCHED** to prevent accidental triggering of an explosive device.

If suspected bomb is found, all bystanders must be moved at least 100 yards from the immediate area of the device. The campus police must be immediately notified concerning the description of what was found, its location and any details about it.

The campus police or other authorized official will contact a trained bomb squad. The area will be sealed off by the police to prevent anyone from entering the danger area until the bomb squad gives an all-clear communication to the SSC Coordinator of Police.

**CHEMICAL EMERGENCIES**

In the event of a chemical emergency, rely on the instructions of emergency response personnel. Listen to the radio or television for instructions. Emergency officials will need clear telephone lines-please stay off the telephone. If you are instructed to evacuate, stay calm and follow the instructions of the emergency officials.

If instructed to “Shelter in Place” you should take a shelter where you are. Stay in your campus building or residence hall. Close and lock all windows and doors. Locking provides a tighter seal. Turn off all heating, cooling and ventilations devices including window and attic fans – anything that moves air in and out of the building. Do not leave your “shelter” until you are told it is safe to go out. After the emergency is over, open all doors and windows and go outside until the building is well ventilated.

**PROCEDURES FOR DEALING WITH A POTENTIALLY DANGEROUS PERSON**

If you should encounter or observe a student or person whose behavior poses a threat to anyone, including themselves, or if you feel intimidated, threatened or unsafe because of a persons behavior, you are to immediately contact the Seminole State College Police Department, extension 500 or their emergency cell # 380-8989.

**Written Statement:** You will need to provide a written statement to assist Campus Police with proper documentation as they follow up on the report. Please include your name, campus address, campus extension, home telephone number, cell number, and date of birth. You may submit your statement in person at the SSC Police Department or by sending an email to the Coordinator of Police. Campus Police will follow up on all information reported regarding a potential dangerous person on campus. Student Affairs and Campus Police will insure that proper action is taken in order to provide SSC with a safe and secure campus. The Vice President for Student Affairs may activate the SSC Threat Assessment Team at his discretion to assist in dealing with any potential danger.

## **THREAT ASSESSMENT TEAM**

Threat Assessment Team (TAT): The TAT was created to evaluate any behavior perceived to be a threat to the Seminole State College Community. If an employee or student observes any behavior or activity he/she believes to be a threat to anyone, they need to immediately contact Campus Police. An immediate investigation will begin to evaluate the reported threat. If a threat warrants the attention of the TAT, Campus Police will contact the Vice President for Student Affairs (VPSA). The VPSA or Chief of Police will immediately notify the TAT to assemble to assess the reported threat and act on the recommendation of the TAT. The VPSA will act as Chair, and the Chief of Police will be the Assistant Chair.

### **Current Members are:**

Dr. Brad Walck  
Dan Factor  
Christian Morgan  
Dr. Jorge Neuhaus  
Brenda Cates  
Bill Knowles  
Frank Washington

## **SSC ADMINISTRATIVE AND EMERGENCY RESPONSE PERSONNEL**

If time permits, contact one of the following college employees before calling for an off-campus emergency unit:

Coordinator of Police	ext. 500
President	ext. 200
Vice President Academic Affairs	ext. 203
Vice President Student Affairs	ext. 231
Vice President Fiscal Affairs	ext. 263
Vice President for Institutional Advancement	ext. 218
MIS Director	ext. 264

## **EMERGENCY CONTACT NUMBERS**

If an on-campus emergency response person is unavailable or the situation requires immediate contact of fire, medical, safety or professionals, call one of the following:

Medicus Ambulance (EMTs)	911
SSC Police Department	380-8989 or ext. 500
Seminole Fire Department	911
Oklahoma Gas & Electric	1-800-522-6870
Center Point Energy Gas Company	1-888-876-5786