



**Sarkeys Energy Center
Emergency Response Plan
September 2007**

College of Earth and Energy

Emergency Response Plan

URL:

<http://cee.ou.edu/PDF/Sarkeys%20Emergency%20Plan.pdf>

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Emergency Response Plan (09/07)

College of Earth & Energy

To maximize the safety of faculty, staff, students, and visitors in the Sarkeys Energy Center in the event of an emergency situation caused by the threat of fire, tornado, hazardous materials, violence, terrorist attack, and any such situation that poses a danger to the health and lives of individuals, it is the policy of the CEE to: 1) effectively warn individuals of existing danger, 2) maintain emergency medical and contact information for each employee of the College, 3) account for individuals after an evacuation, 4) disseminate information regarding emergency response and/or evacuation procedures through on-going educational efforts.

1. Floor captains

- One captain and alternate will be appointed for each floor of the SEC (excluding floors 1, 2, and floor 3). Appointments are made by the director/chair of each unit that has the largest number of employees per floor. This information will be provided to Connie White, Manager of Administration and Operations in the CEE Dean's Office (cwhite@ou.edu).
- Captains are to assist in:
 - Identify individuals who require assistance
 - Become familiar with OU Emergency Response Plan and CEE emergency procedures before an emergency.
 - Be familiar with phone and dial-out procedures that would be required to make an emergency phone call. (Access the following website for useful information: -- <http://www.ou.edu/risk/safetyflip.doc>).
 - Emergency medical and contact information is to be collected from all employees and long-term visitors. **Information is to be updated at the beginning of each semester and as needed.** Records should be kept in a secure location. These records should be considered confidential and accessed only in the event of an emergency situation.

If it becomes necessary to evacuate the building, the floor captain or alternate should proceed immediately to the designated assembly area with a set of the records and check off each person in the unit as they arrive at

the assembly area.

- Serve as the contact person to receive information (phone call) from authorities giving indication of an emergency situation.
- Aid in the move to shelter or in the evacuation of their floor, assuming safety permits such action. The floor captain is to check each room on their designated floor to insure that all occupants (regardless of their unit of employment) are aware of the emergency and the need to move to shelter or to evacuate. The captains are responsible *only* for warning all individuals on their floor, but **are not** responsible for convincing or forcing people to evacuate and/or take shelter.
- At the unit's assembly area, the floor captain is to verify that all employees have evacuated and their current whereabouts are known.
- Notify the CEE Dean of any suspected or known unsafe conditions present on their floor. (Conditions that may be physical, occupational, or human in nature).
- Attend emergency response or related training sessions as offered by the CEE or through other University units.

3. SEC Building Evacuation Procedure

- **Every department has a specific pre-determined area along Trout Street where employees, students, and visitors meet to check in with the SEC floor captain. An alternate spot for each department will be located in the south parking lot.**
- The captains are notified of the need to evacuate by: automatic warning system (lights and alarms), a call from emergency officials, CEE Dean's office staff
- The captains notify employees by knocking on all doors on the floor and verbally communicating to all present the need to evacuate.
- Individuals are to leave the building immediately, closing individual office doors, and taking the stairs to the Plaza level.
- Individuals are to gather east of the Energy Center near Trout Street at a specific point as designated by the CEE Dean. Regardless of which floor an individual is evacuated from, individuals should group with members from their main academic/research unit. This will allow for a roll call to be conducted by the floor captain. Floor captains, after a unit roll call, are to coordinate with the OUERP building coordinator from the CEE Dean's office who serves as the lead contact person during an emergency event.
- Individuals may not re-enter the building until the all clear is given by an OU authority (OUDPS).

Type of Emergencies

FIRE ALARM

- Floor captains should alert personnel on their floor and then assemble with their employee records at their designated assembly area.
- After roll call the floor captions should report to the CEE Dean.
- Upon notification of a possible fire or smoke in the building, personnel should first notify OUDPS and Dean's Office @ 325-3821.
- The fire alarm should be set off.
- Personnel that are not assigned to help evacuate the buildings occupants should meet at **their floor designated assembling area.**

*** If the parking lot east of the Tower is not accessible an alternate meeting area is the multipurpose parking lot directly across the street, south of the building ***

- Personnel that are assigned to help evacuate SEC occupants should closely monitor the conditions that they are working in. If personal safety is in jeopardy, they need to evacuate the building immediately.
- Individuals that are not assigned to help clear the building need to fill several functional duties, these include:
 1. Alert and help evacuate building.
 2. Support emergency agencies with available building and occupant information.
 3. When the building has been cleared, all personnel should remain outside until OUDPS or the fire department has approved reentry.
 4. CEE Dean's office will alert OUDPS or the fire department that all personnel are accounted for, or not.
 5. Notify scheduled events of the situation.

TORNADO

- Upon notification of a tornado, floor captains should evacuate building occupants to the first floor, away from doors and windows, to assigned assembly areas. Assembly areas are located under the 'Designated Areas' section of this Disaster Plan.

Possible choices include: Restrooms
 Classrooms
 Offices
 Stairwells

- Instruct the people to get as low as possible on the floor. Cover and protect their heads and necks as best as they can.
- After the tornado has passed, account for all personnel. Notify CEE Dean or OUDPS of any need for assistance. Provide care for the injured.
- Note: A direct hit from a tornado may make the Energy Center building unsafe to work in or around. Be aware of obvious and not so obvious hazards.

BOMB THREAT

All bomb threats are treated as real until proven otherwise.

- REMAIN CALM
- Keep the caller talking.
- Get the attention of a coworker.
- The coworker needs to call OUDPS @ 325-2864.
- Complete the checklist in the back part of this SEC Emergency Plan.

HAZARDOUS MATERIALS SPILLS

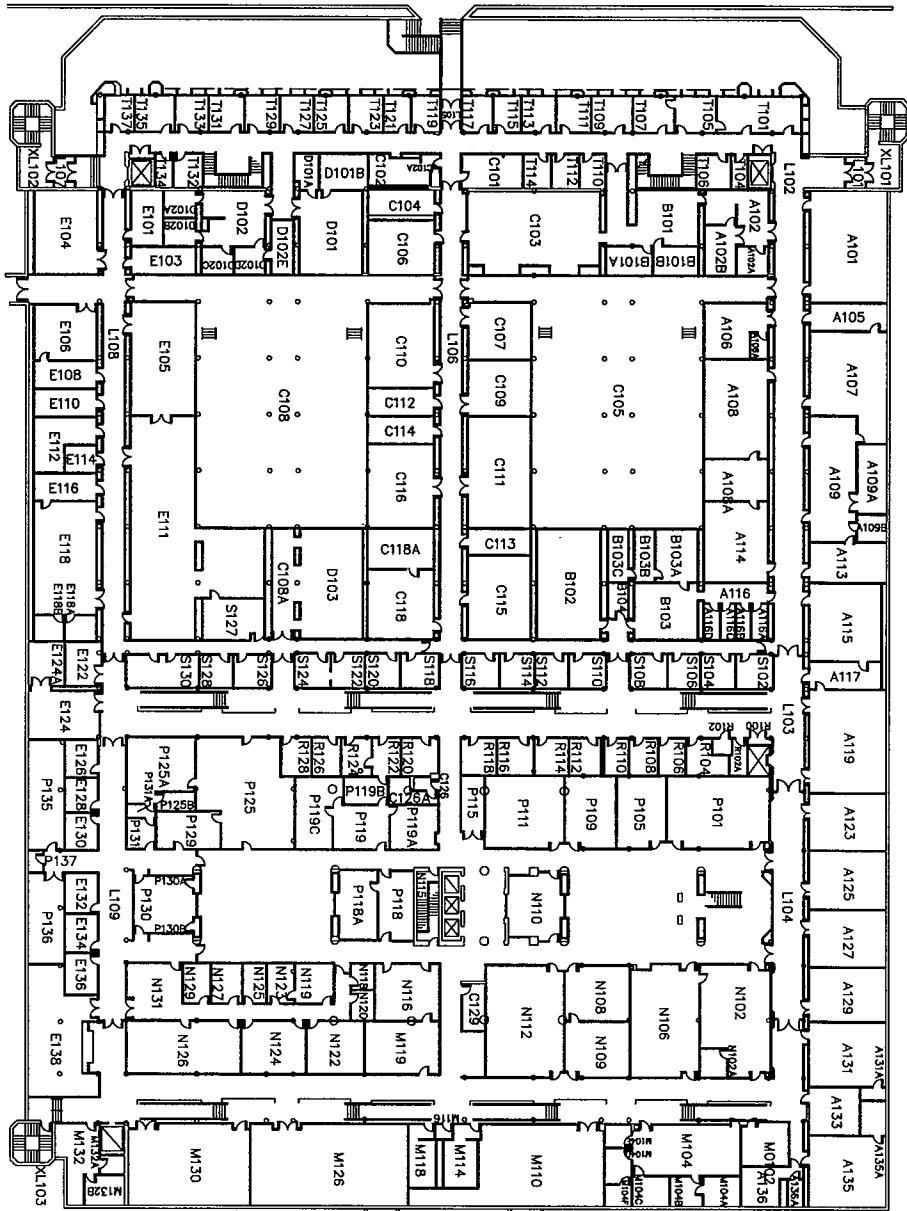
Most hazardous materials spills within the Energy Center will probably be small in scope and severity.

- REMAIN CALM
- Contact the Environment Health and Safety Office @ 325-5147, CEE Dean's Office @ 325-3821, and OUDPS @ 325-2864.
- If the spill is more than what building maintenance can deal with or if there are any possible health or safety threats from the incident – notify OUPD, and evacuate the affected area. An evacuation of the building may be necessary, depending upon circumstances.
- Complete the checklist at the back of this plan to gather information about spilled materials.

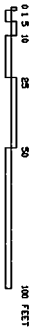
DEALING WITH THE MEDIA

The University has an office for Public Affairs @ 325-1543. This department will be considered the lead group in dealing with the media for OU.

If a representative from Public Affairs is not available, the College of Earth and Energy Dean or their designee will be in charge of all interactions with the media.



1 SARKEY'S ENERGY CENTER BASE - FIRST FLOOR
 AL NO SCALE



SARKEY'S ENERGY CENTER	
121367	GSF
61758	NASF
29459	Circulation
15935	Mechanical
11377	Bldg Svc
12078	Structural
Floor 1 of 16	
008	



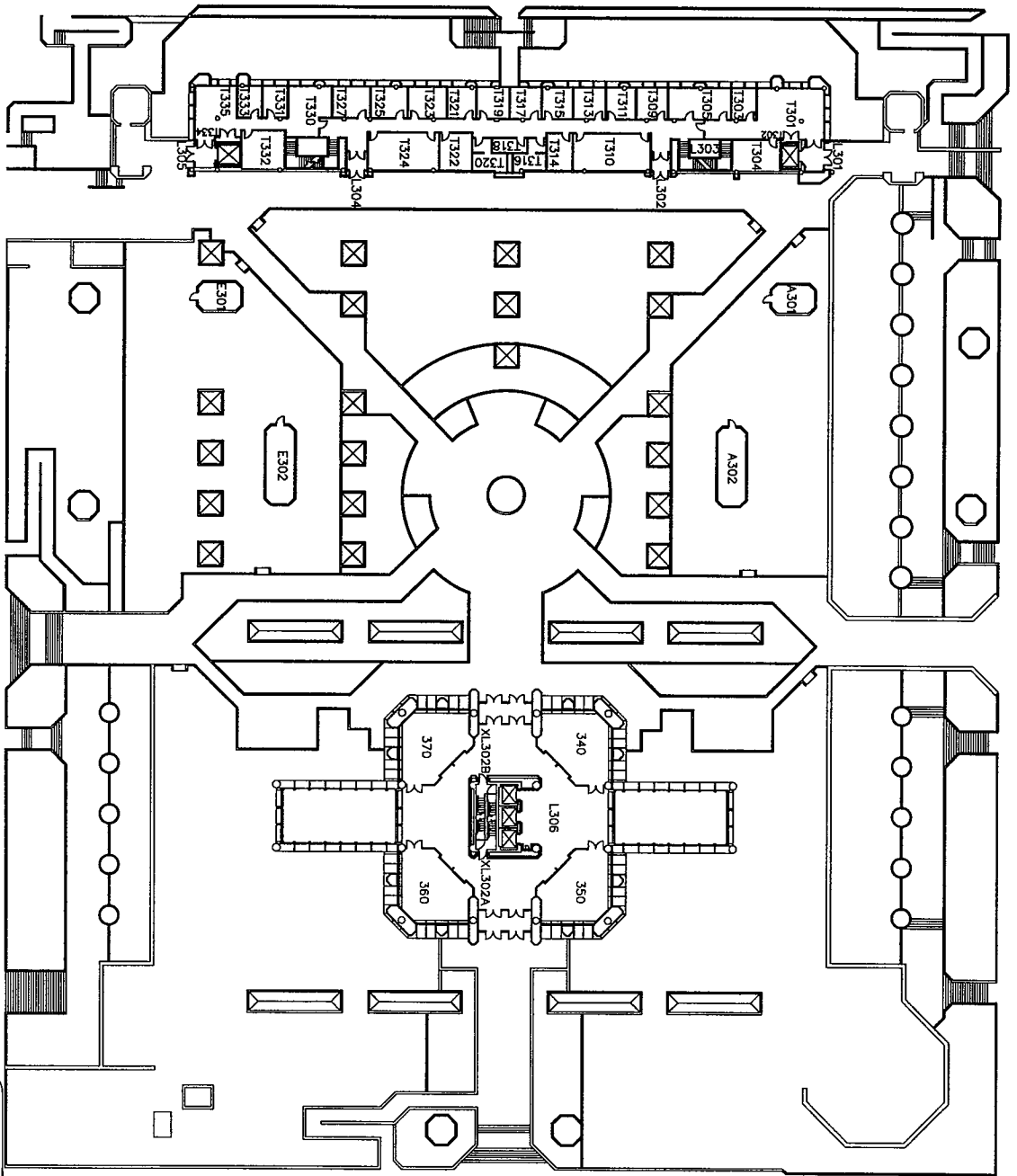
SHEET NO. **A1**
 OF 16

DRAWN BY: **KRR**
 CHECKED BY: **KRR**

PROJECT: **SARKEY'S ENERGY CENTER FIRST FLOOR (BASE)**
 DATE: **Rev. 10/27/98**

UNIVERSITY OF OKLAHOMA
 ARCHITECTURAL AND ENGINEERING SERVICES





3 SARKEYS ENERGY CENTER BASE - THIRD FLOOR
 A3 NO SCALE



SARKEYS ENERGY CENTER	
18255	GSF
7799	MASF
4947	Circulation
1311	Mechanical
75	Big Sys
4122	Structural
Floor 3 of 16	
008	

SHEET NO.
A3

DRAWN
CHECKED KRR

PROJECT SARKEYS ENERGY CENTER
THIRD FLOOR (PLAZA LEVEL)

UNIVERSITY OF OKLAHOMA

OF 16

APPROVED

PROJECT NO. DATE Rev 05/05/98

ARCHITECTURAL AND ENGINEERING SERVICES



