

# EMERGENCY PLANS



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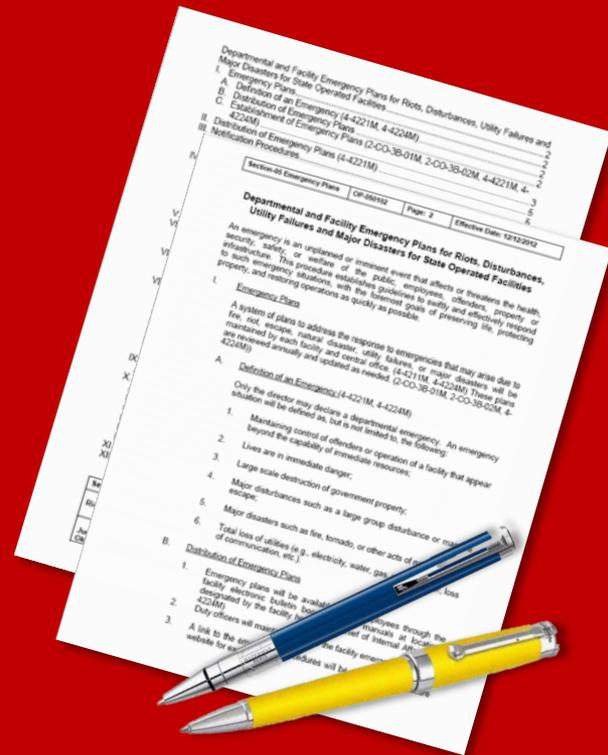
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# EMERGENCY:

A unplanned or imminent event that affects or threatens the health, security, safety, or welfare of the public, employees, offenders, property or infrastructure.

This procedure establishes guidelines to swiftly and effectively respond to such emergency situations, with the foremost goals of preserving life, protecting property, and restoring operations as quickly as possible.



# Emergency Plans

OP-050102

## **Be safety aware!**

*Be familiar with the nearest fire exits & the nearest designated shelters for your work station.*

**A system of plans to address the response to emergencies that may arise due to fire, riot, escape, natural disaster, utility failures, or major disasters will be maintained by each facility and central office.**

(4-4211M, 4-4224M)

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**These plans are reviewed annually and updated as needed.**

(2-CO-3B-01M, 2-CO-3B-02M, 4-4224M)



# THE INSPECTOR GENERAL OR DESIGNEE WILL:

## **SERVE AS EMERGENCY COMMANDER DURING EMERGENCIES AT THE ADMINISTRATION BUILDING**

and will work in conjunction with and under the  
direction of the Director/Associate Director.

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## **EVALUATE AND ASSESS THE EMERGENCY**

and take appropriate action.

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## **ENSURE PROPER EVACUATION IS TAKEN**

and assembly areas are identified for employees to gather, as well as  
establishing a command center or post from which to operate.



# Emergency Plans

Administration Building

## ADMINISTRATIVE EMPLOYEES

*(housed on the second floor of  
Kate Barnard Community Corrections Center)*

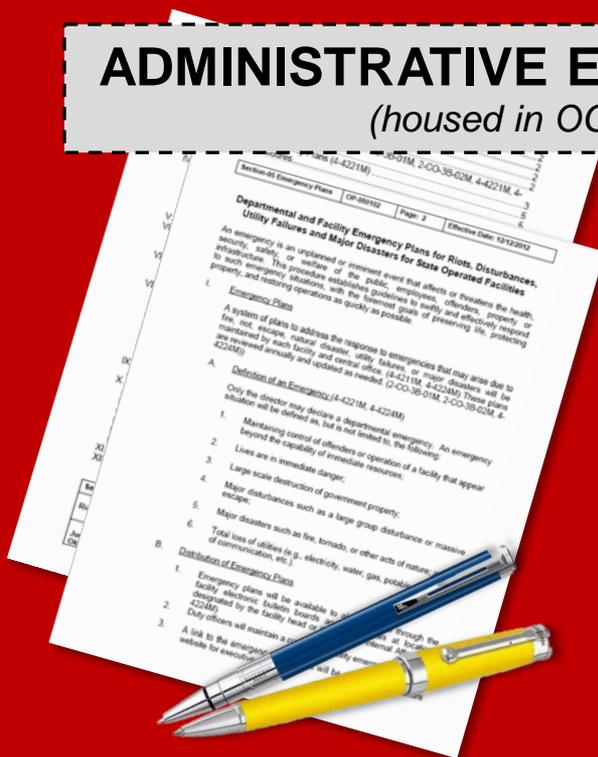
**Follow Kate  
Barnard's  
Emergency  
Plans**

## ADMINISTRATIVE EMPLOYEES

*(housed in OCI)*

**Follow  
OCI's  
Emergency  
Plans**

**The Division Manager will develop and implement  
an emergency plan for the pre-fabricated complex.**

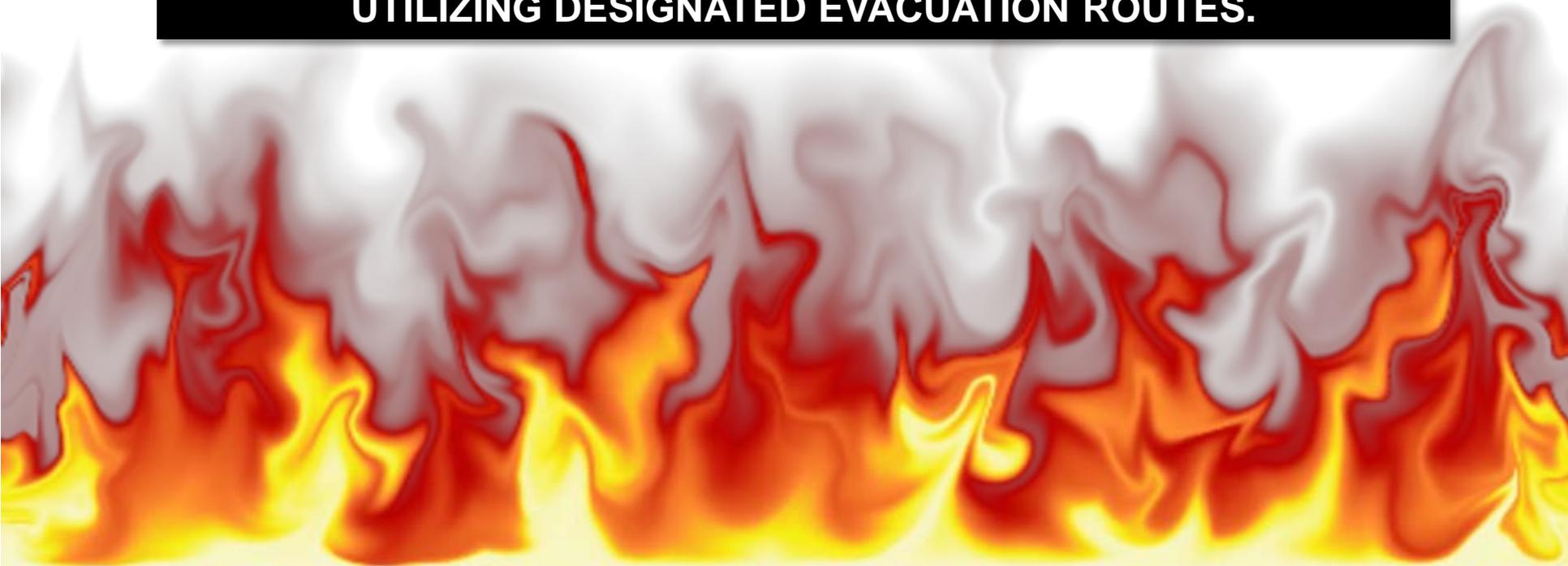


# FIRE

**Activate the nearest fire alarm pull station (located at each exit).**

*The fire alarm will be a continuous ring for one minute.*

**UPON HEARING THE FIRE ALARM, ALL PERSONS MUST IMMEDIATELY EVACUATE THE BUILDING UTILIZING DESIGNATED EVACUATION ROUTES.**



**1**

**Dial 2555  
& identify  
him/her &  
the location  
of the fire.**

The control room  
personnel will  
notify the  
Oklahoma City  
Fire Department  
at 911.

**2**

**Notify at  
least one  
other  
person of  
the fire,  
normally the  
supervisor of  
the unit.**



**DO NOT  
ATTEMPT TO  
EXTINGUISH  
THE FIRE,  
without first  
completing  
the previous  
two directives.**

**Security will ensure the  
Division Managers, occupants  
of the pre-fabs located behind  
the administration building, OCI  
and Kate Barnard are notified  
via telephone.**



# **The building maintenance administrator or security personnel will verify the affected zone.**

*Depending upon the location and magnitude of the fire, the administrator, or security may elect to extinguish and control the fire, or leave the building and report to the command post.*

The building maintenance administrator will ensure the Office of the State Fire Marshal is notified as soon as possible.



**The alarm will remain activated until the building is completely evacuated and cleared by security personnel.**

The alarm will only be reset upon notification from the building maintenance administrator, or the Inspector General.



Once the building is clear, all persons will assemble at the designated locations

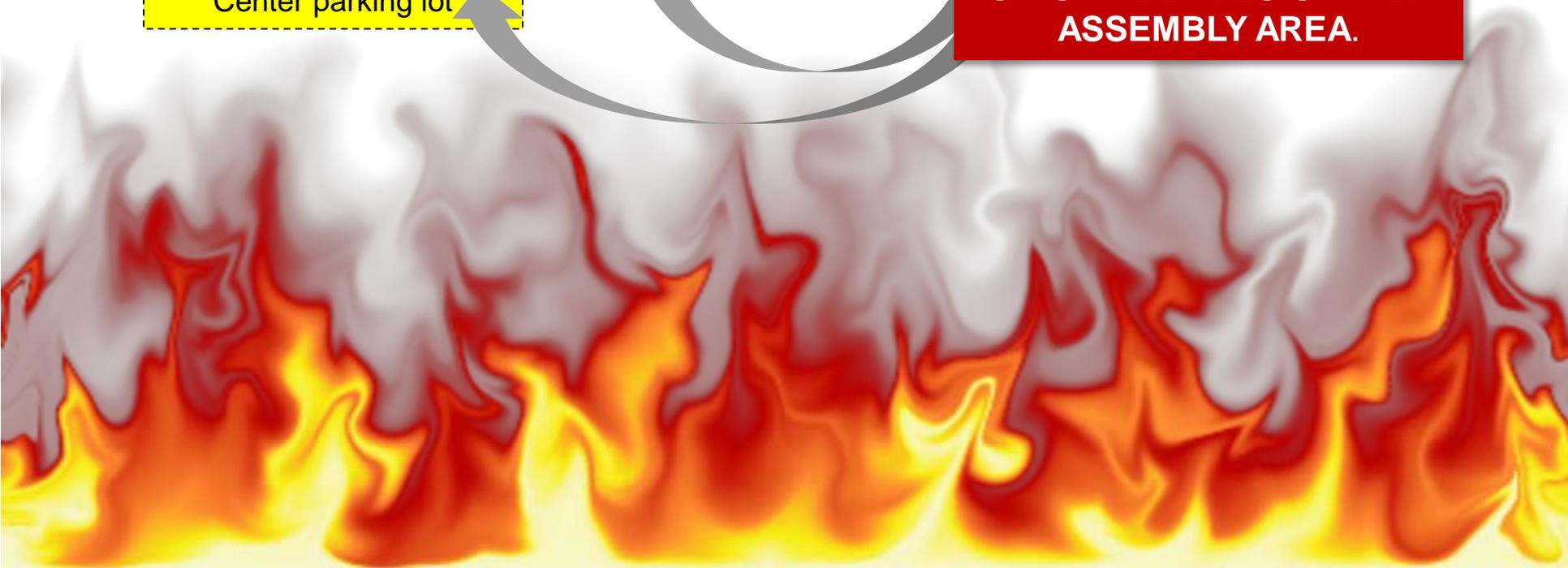
**FIRST FLOOR  
OCCUPANTS**

go to the large  
Administration/  
Kate Barnard  
Community Corrections  
Center parking lot

**SECOND FLOOR  
& OFFENDERS**

go to the Department  
of Public Safety Building  
parking lot

Should the primary exit for any location be blocked by fire, employees, visitors and offenders will exit through the nearest exit that is not blocked & **REPORT TO THE ORIGINALLY DESIGNATED ASSEMBLY AREA.**



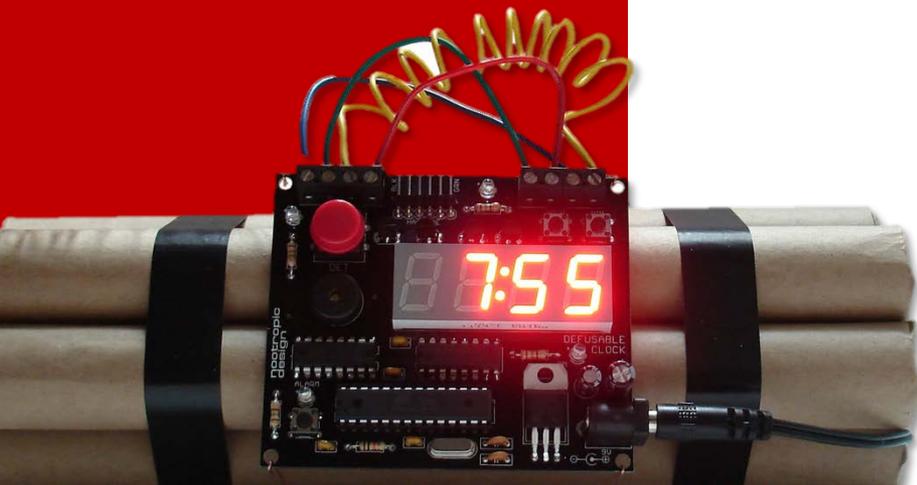
**The zone coordinators with the assistance of security staff will check their appropriate floor,**  
*(unless by doing so would jeopardize the safety of the individual) to determine if the floor is clear of personnel. If a zone coordinator or security staff has any disabled or handicapped person(s), they will locate assistance for said person.*



Procedures Due to  
Threat, Accident,  
or Disaster

**Any situation presenting the possibility of serious injury or death to employees, visitors or offenders will be reported immediately, **by dialing 2555**, by the employee receiving such information or encountering such situation.**

**Security will contact the Inspector General or designee and 911 if appropriate. Security will notify Kate Barnard Community Corrections Center medical personnel to respond when appropriate.**



Procedures Due to  
Threat, Accident, or  
Disaster

Natural Gas Leak,  
Large Chemical Spill  
or Unknown Substance  
in Mail

# Natural gas leak, large chemical spill, or unknown substances in the mail.

Immediate evacuation of the building will be required as determined by the Inspector General or designee.

*In case of*  
**NATURAL  
GAS LEAK**

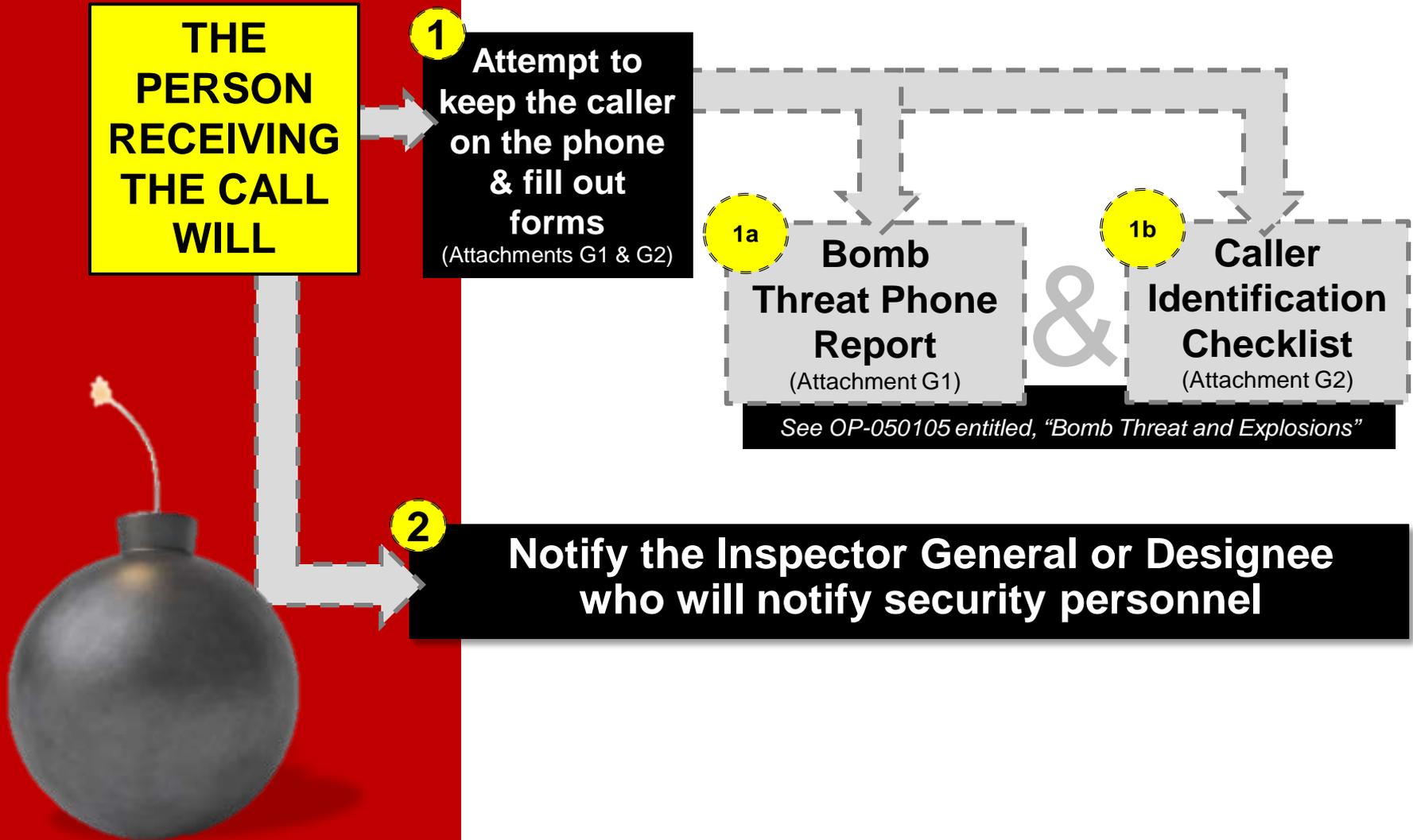
The building maintenance administrator will notify the Oklahoma Natural Gas Company immediately at **1-800-458-4251**.

*In case of*  
**LARGE CHEMICAL SPILL  
OR UNKNOWN SUBSTANCE  
IN THE MAIL**

The building maintenance administrator or designee will notify the fire department immediately at **911** and advise them of the physical address of the Department of Corrections.



# Bomb Threat



Procedures Due to  
Threat, Accident, or  
Disaster  
Bomb Threat

*The usage of cell phones, vehicle radios, & emergency radios are **STRICTLY PROHIBITED** during a bomb threat.*



The Inspector General & Security will make an evaluation of the information and telephone the Oklahoma City Police Department at 911 to advise of the physical address of the Department of Corrections.

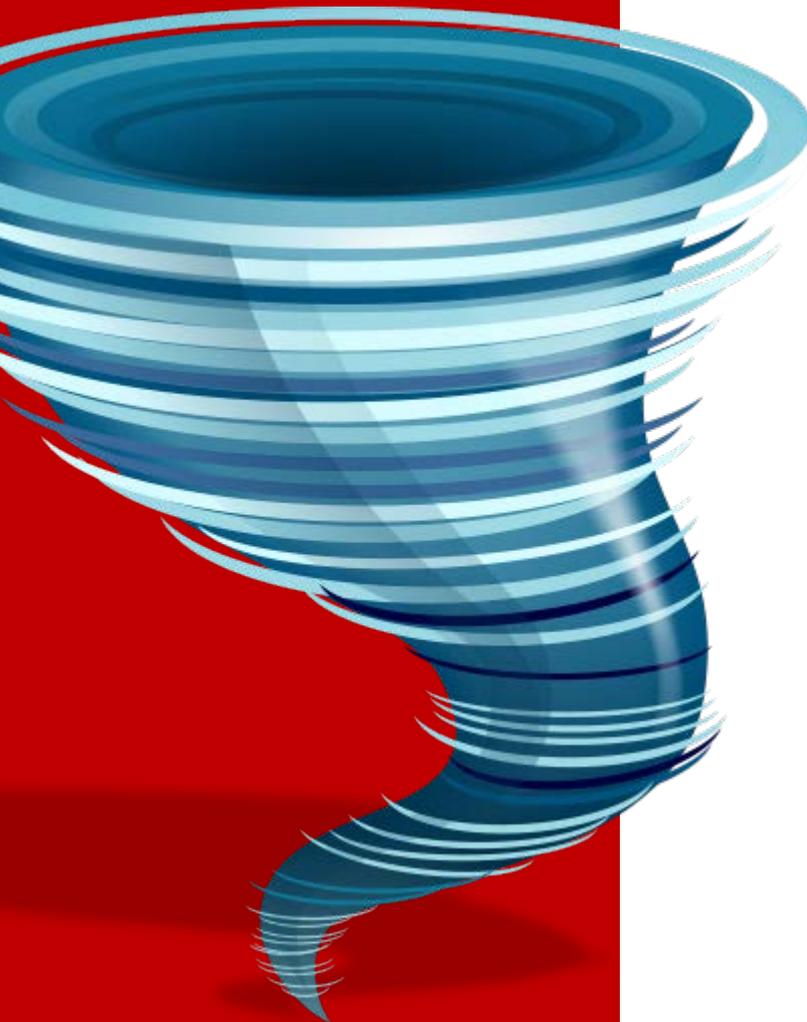
Security Personnel will survey all exit doors for bombs and ensure the exit doors are clear for evacuation purposes.

The Inspector General will then notify security and the zone commanders of the bomb threat prior to ordering the immediate evacuation of the building as though it is a fire alarm.

Procedures Due to  
Threat, Accident, or  
Disaster  
Internal Building Evacuations

# Internal Building Evacuations

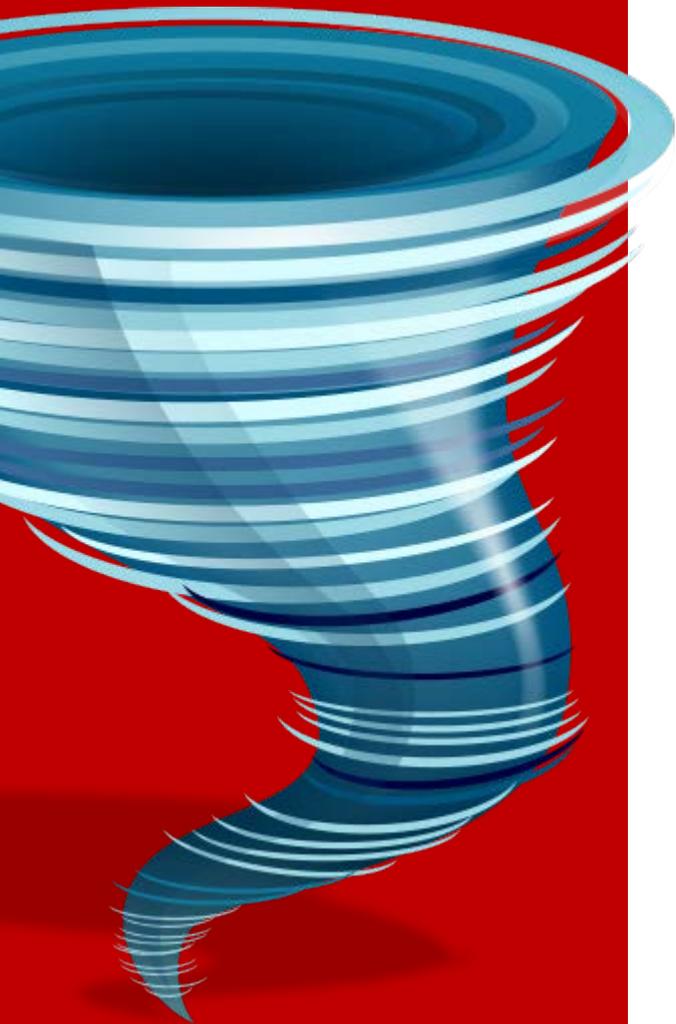
*(primarily used for tornados and high winds)*



**The internal evacuation alarm will be activated by security & placed on the public address system.**

Security will ensure the Division Managers, occupants of the pre-fabs located behind the administration building, OCI and Kate Barnard are notified via telephone.

Procedures Due to  
Threat, Accident, or  
Disaster  
Internal Building Evacuations

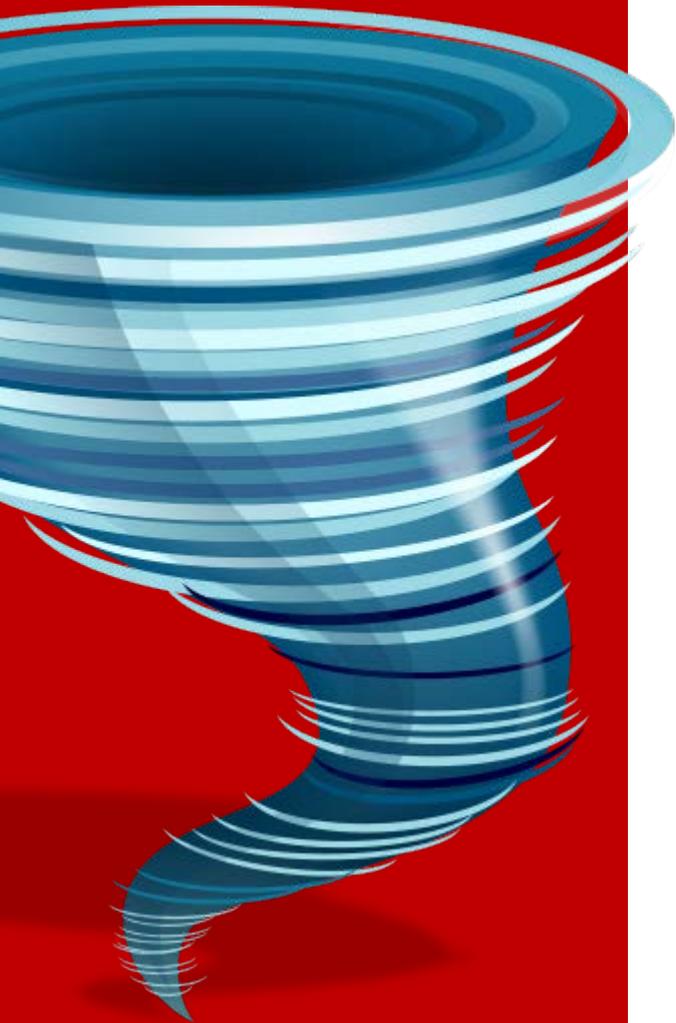


**The alarm consists of a warning signal to indicate severe weather or other circumstance with subsequent instructions to seek immediate shelter or begin evacuation procedures.**

Unit supervisors will ensure all employees, visitors and offenders in their unit **immediately** respond to the appropriate alarm in a brisk, quiet, and orderly manner.

**IT IS IMPERATIVE THAT EMPLOYEES EVACUATE AS SOON AS THEY HEAR THE ALARM SOUND.**

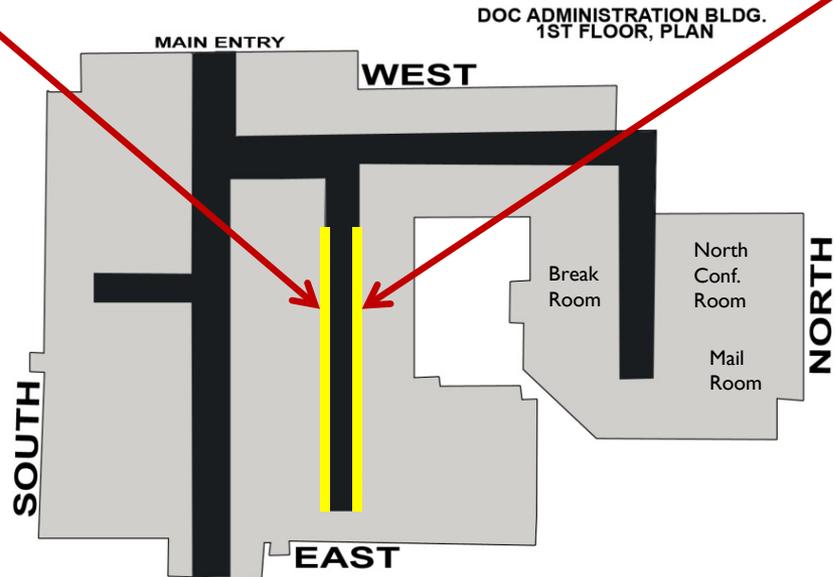
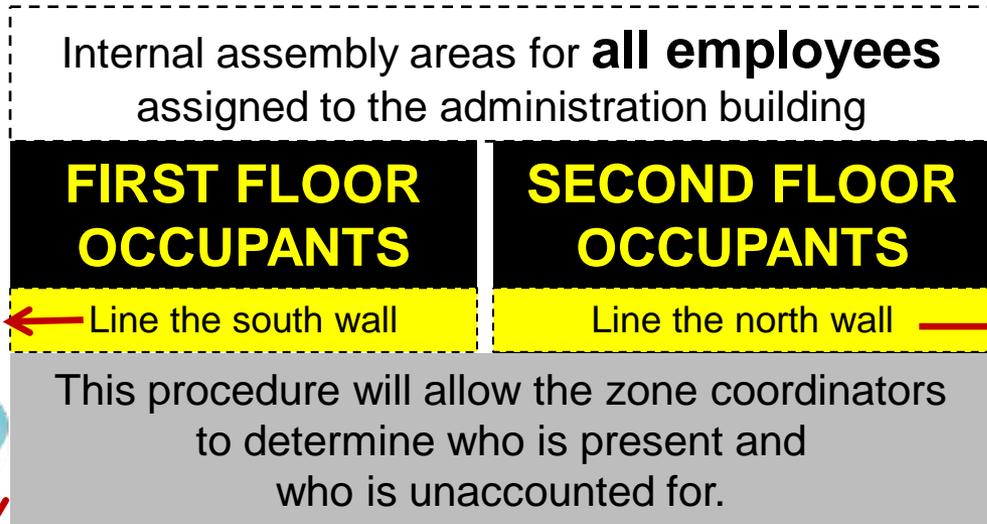
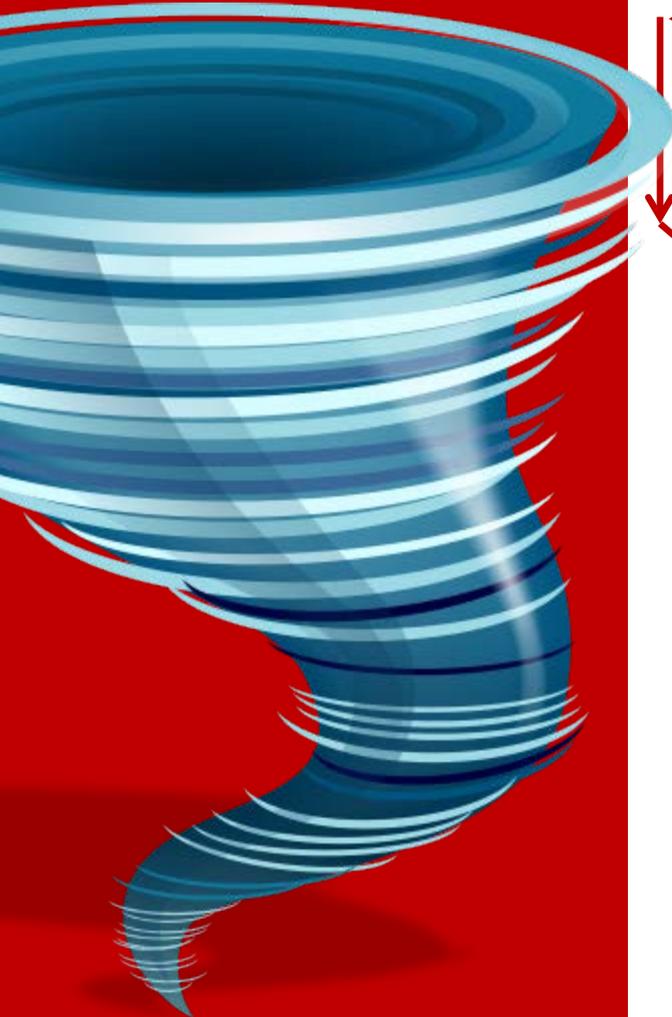
Supervisors will be responsible for their employees who need assistance in evacuating.



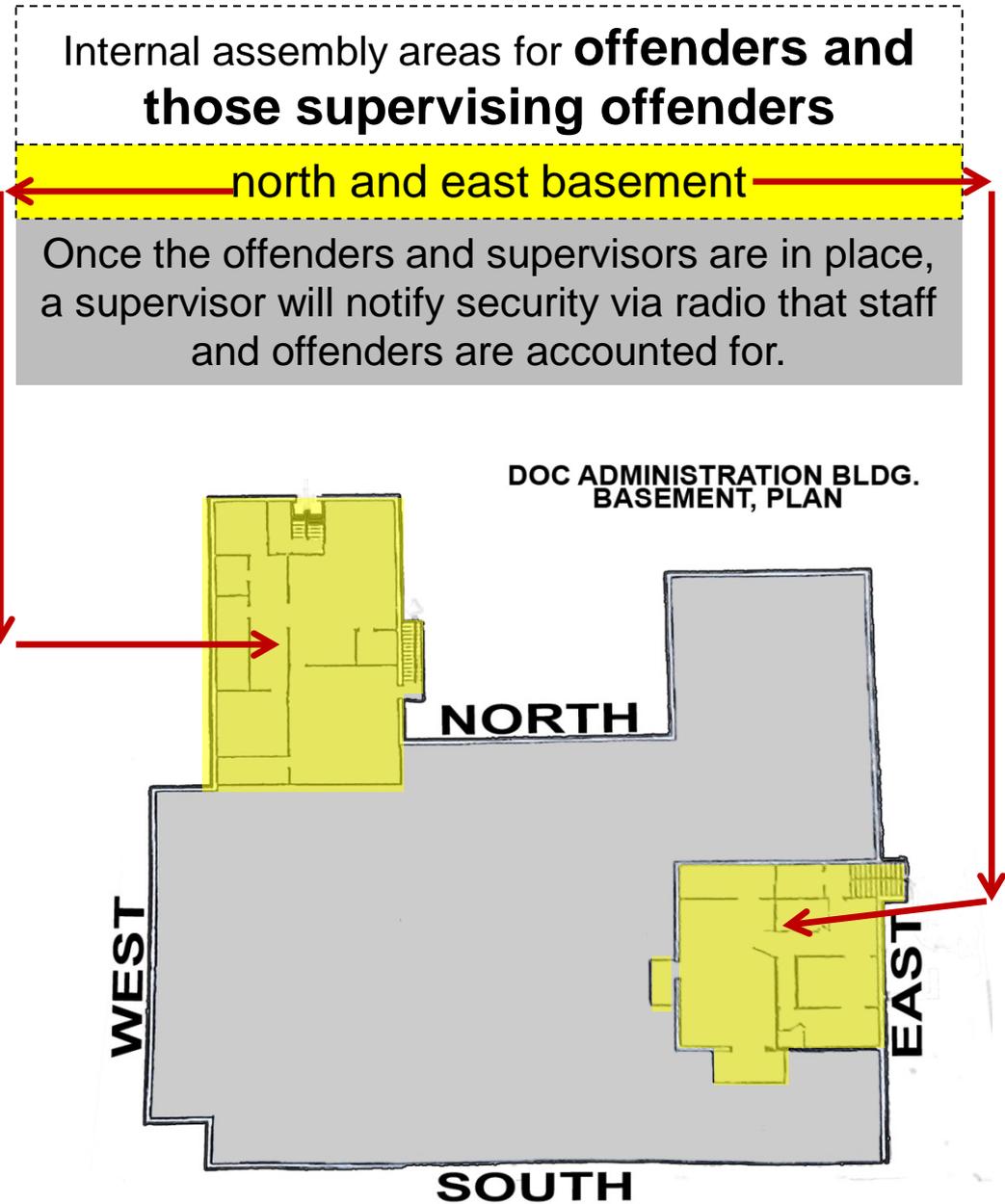
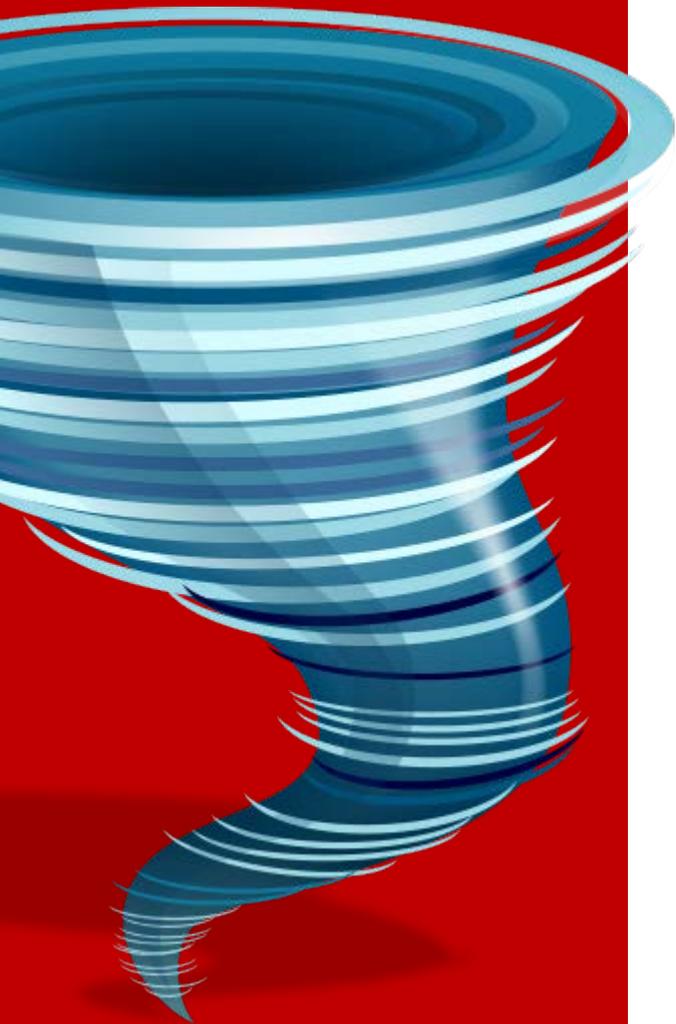
**Security personnel and zone coordinators will be responsible for monitoring the severe weather radio at all times.**

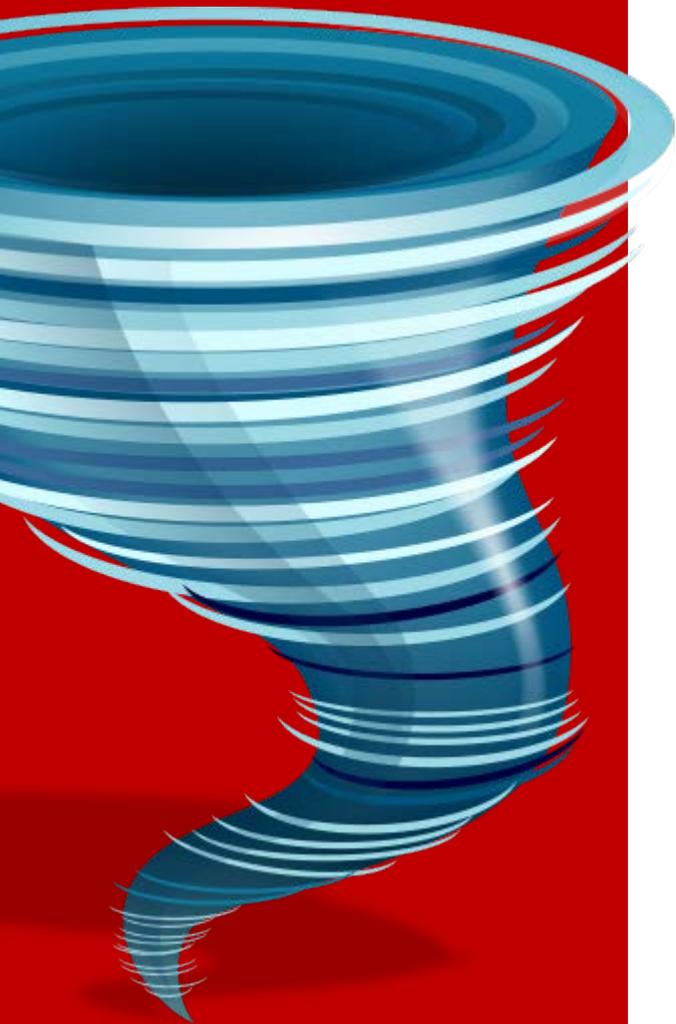
Upon hearing a tornado warning siren or reports of imminent threat via television/radio announcements, or other law enforcement agencies, security will ensure an announcement is made to all employees to move away from offices with exterior windows and move to the east side of the Administration Building.

Procedures Due to  
Threat, Accident, or  
Disaster  
Internal Building Evacuations



Procedures Due to  
Threat, Accident, or  
Disaster  
Internal Building Evacuations





**Occupants of the south  
pre-fabricated building will  
be notified immediately by the  
Division Manager that the  
alarm has sounded.**

When requested, security personnel will provide staff and offenders transportation via state vehicle to the administration headquarters building to take shelter.

The Inspector General will notify employees to return to their normal stations upon receiving the all clear alert from security personnel. Security personnel must confirm the all-clear alert from a weather radio, television, radio announcements, or law enforcement agencies.

# Earthquakes

**DROP!**

Immediately **DROP** to the ground where you are!

**COVER!**

Take **COVER** by getting under a sturdy desk or table.

**HOLD ON!**

**HOLD ON** to something sturdy and stay where you are until the shaking stops. When the shaking stops, move carefully. Don't run as there may be strong aftershocks.