

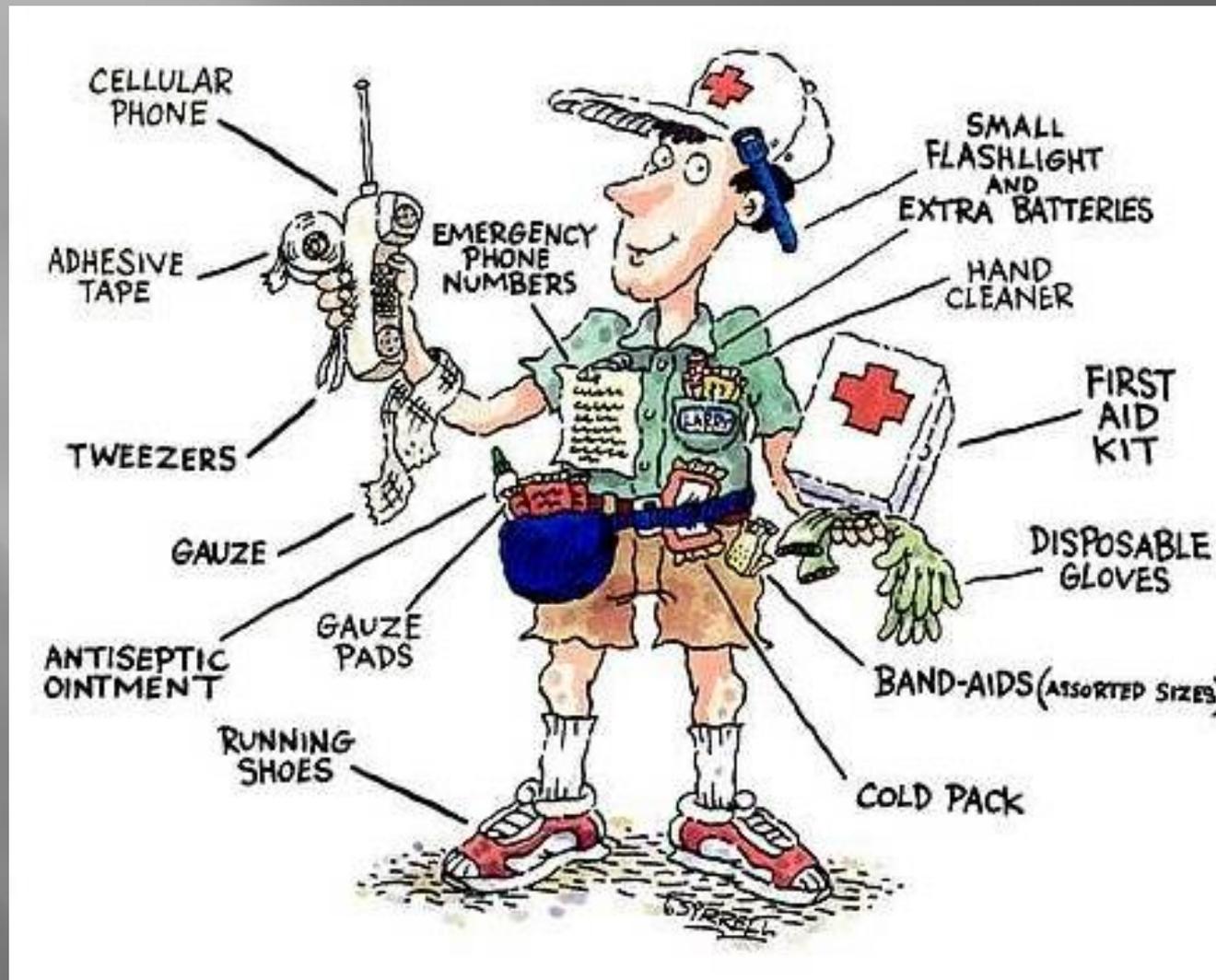
EMERGENCY PLANS

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Emergency Plans

OP-050102



Emergency Plans

OP-050102

- ▣ An emergency is an 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

▣ Emergency Plans

- 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) These plans are reviewed annually and updated as needed. (2-CO-3B-01M, 2-CO-3B-02M, 4-4224M))
- Be safety aware! Be familiar with the nearest fire exits and the nearest designated shelters for your work station.

Emergency Plans

Administration Building

- 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. The Inspector General will evaluate and assess the emergency and take appropriate action. The Inspector General will 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.
- The administrative employees housed on the second floor of Kate Barnard Community Corrections Center will follow Kate Barnard's Emergency Plans. Administrative employees housed in OCI will 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) as specified in Attachment A1 and A2. 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 as specified on Attachments B-D.
- ❑ Dial **2555** and identify him/her and the location of the fire. The control room personnel will notify the Oklahoma City Fire Department at 911.
- ❑ 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 above 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.

Fire

- 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 location, (**first floor** occupants go to the large Administration/Kate Barnard Community Corrections Center parking lot; **second floor** and 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 and report to the originally designated assembly area (see Attachment E).
- 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 substances in the mail.
 - Immediate evacuation of the building will be required as determined by the Inspector General or designee.
 - In the case of a natural gas leak, the building maintenance administrator will notify the Oklahoma Natural Gas Company immediately at 1-800-458-4251.
 - In the case of a 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

- ▣ Bomb Threat - The person receiving the call will attempt to keep the caller on the phone and fill out the “Bomb Threat Phone Report,” Attachment G1 and “Caller Identification Checklist,” Attachment G2. (See OP-050105 entitled, “Bomb Threat and Explosions”)
 - The person receiving the call will notify the Inspector General or designee who will notify security personnel.
 - The Inspector General and 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. **The usage of cell phones, vehicle radios, and emergency radios are strictly prohibited during a bomb threat.**

Internal Building Evacuations

- ▣ Internal Building Evacuations are primarily used for tornados and high winds. The internal evacuation alarm will be activated by security and 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. 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.

Internal Building Evacuations

- ▣ 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; see area A-3 on Attachment A1. Upon arrival, all employees assigned to the administration building's first floor will line the south wall and those assigned to the second floor will line the north wall. This procedure will allow the zone coordinators to determine who is present and who is unaccounted for.
- ▣ Internal assembly areas for offenders and those supervising offenders will be in the north and east basement. Once the offenders and supervisors are in place, a supervisor will notify security via radio that staff and offenders are accounted for.

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.