

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 500-1	POLICY TITLE: Emergency Management Plan
TOPICS: Catastrophic Events to structures, infrastructure, explosions and natural catastrophes, Municipal Complex Security, Bomb Threats, Hostile Intruder, Active Shooters.	REFERENCE: 40 OS Section 403A General Safety Policy 001-1 29CFR 1910.38 & 1910.157	NUMBER OF PAGES: 45
AUTHORIZED BY: Larry Heikkila Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 5/27/11

PURPOSE:

The purpose of this policy is to pre-plan responses to emergencies that may interrupt employees from their normally assigned work activities. Emergency situations in the workplace may be instigated by fire, natural disaster, environmental emergencies, terrorism, civil disturbance and violence in the workplace or any threat to the health and safety of City employees. This policy is written to enhance the City's compliance with 29 CFR1910.38.

POLICY:

This policy is subordinate to the City of Norman Emergency Operations Plan. The purpose of this policy is to delineate the actions taken by City of Norman employees in their respective workplaces prior to the arrival of the Norman Fire or Police Departments or other agency lending assistance. Upon the arrival of an on-scene commander from the Norman Fire or Police Department, the initial person in charge will brief the on-scene commander about the situation and relinquish control of the situation.

The City of Norman is committed to furnishing each of its employees a place of employment that is reasonably free from recognized hazards that are causing or are likely to cause death, injury, illness or other serious physical harm to its employees, commensurate with the Occupational Health and Safety Act of 1970.

In this, City employees are to be trained in the preferred responses to emergency actions during contingency situations. Periodic retraining, not to exceed two years between trainings, will be coordinated with the Norman Emergency Management Director and under the direction of the City Manager.

This policy is based on a theoretical immediate action management basis. It is not intended to be a "step-by-step" procedural policy. These policies are included in the attachment sections for each Division or building. The initial person in charge, generally the Department Head, Superintendent or Supervisor is permitted to make decisions concerning the disposition of the persons immediately affected by the emergency. These should be limited to moving persons out of danger and out of the path of emergency response teams. Once a trained on-scene commander is on site, he/she may make decisions pertinent to the wisdom of following the established procedure and how effective that decision will improve the outcome of the actual event.

Appendices:

Municipal Complex Buildings	Building B	Line Maintenance
Fire Administration & Stations	Fleet Management	Street Maintenance Facility
Park Maintenance	Sanitation	Building Maintenance
Waste Water Treatment Facility	Traffic Control	Water Treatment Facility
Westwood/ Golf Course		

SNOW/ INCLEMENT WEATHER DAYS:

On days when driving conditions present a clear and present hazard to motorists, employees who have permission from their Department Head may take vacation leave instead of reporting to work. Department Heads generally assign the responsibility of giving permission to employees to take vacation leave to the Superintendents and Supervisors assigned with responsibility for the requesting employee.

DEFINITIONS:

Emergency – an unforeseen combination of circumstances or the resulting state that calls for immediate action. In the context of this policy, emergencies are fire, weather, chemical spills etc. that effect the safety of employees.

Chemical Spills – in this context are defined as accidental releases of sufficient quantities of substances deemed injurious to human health by NIOSH, Governmental Regulation, or competent authority as reported on the compound’s material safety data sheet.

PROCEDURE:

To ensure the safety of employees during structural fires in their workspaces or adjoining structures and other emergency situations listed above, each employee is to be trained to respond to each situation. All employees will be trained to correctly respond to take the following actions:

- ❑ Emergency escape procedures and emergency escape route assignments,
- ❑ Procedures to be followed during evacuation,
- ❑ those employees who will remain to operate critical plant-operations before they evacuate,
- ❑ procedures used to account for all employees after emergency evacuation is completed,
- ❑ rescue and medical duties for those employees who are to perform them,
- ❑ the preferred means of reporting fires and other emergencies,
- ❑ and the names or regular job titles of persons who can be contacted for further information or explanation of duties under the plan.

New employees will be trained within thirty days of their arrival by their immediate Supervisor, in the above competencies.

Designated employees from each building or work site will be trained to assist / direct evacuations or follow operating procedures to protect the lives of fellow employees.

Emergency action plans will be practiced annually for each workplace / building. Prior to initiating the drill it must be coordinated with Norman Fire-Police-EMS through the Fire Department.

In the event of a fire inside a building, City of Norman employees are encouraged to sound the alarm and evacuate the affected building. The City of Norman shall provide an educational program to familiarize select employees with the general principles of fire extinguisher use and the hazards involved with small, “able to be controlled with a fire extinguisher” stage fire fighting. If an employee deems that the small fire can be controlled with a fire extinguisher they may use the extinguisher after alerting the employees in the area by shouting the alarm; but only trained firefighters are expected to fight fires. We will provide employees who have been designated to use fire-fighting equipment as part of the emergency management plan with training in the use of the appropriate equipment. This training will be refreshed periodically thereafter.

Bomb Threat Response

In the event of a bomb threat via telephone, the person receiving the call should:

1. Keep the caller on the line as long as possible and make a note of the calling number if displayed on caller ID.
2. Ask the following questions:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
3. Try to record the exact wording of the threat.
4. If the building is occupied, advise the caller that the detonation of a bomb could result in injury or death to many innocent people.
5. Pay attention to background noises.
6. Listen closely to the voice (male/female), voice quality, accents, speech impediments, etc.
7. Use a “Bomb Threat Card” supplied by the police department to assist in the collection and recording of this information.

After receiving a bomb threat call, inform your immediate supervisor and call police as soon as possible. Uniformed police personnel will respond to assist in dealing with the threat.

Upon receipt of a bomb threat, an authorized agent of the threatened premises will decide whether evacuation is necessary. A search of the premises must be conducted. If an actual explosive device or suspicious package is found, the Norman Police Department will order and assist in evacuation. Evacuation will be at a minimum of 300 feet. Evacuees should be placed under some type of cover if possible.

If an actual explosive device or suspicious package is located, the police officer on scene will inform his/her supervisor who in turn will call for the Hazardous Devices Unit to respond.

The Hazardous devices Unit will respond to the scene to remove or render safe the explosive device or suspicious package. Re-entry into the building will be allowed only when the senior Hazardous Devices Technician present deems it safe.

Active Shooter / Hostile Intruder

In the event of a violent event involving an active shooter or an armed hostile intruder in a City Building, the employees in that building should:

1. Immediately assess the situation and determine if immediate evacuation to a safe area is warranted;
 - a. Unless police or citizen action immediately resolves the situation, immediate evacuation is warranted.
 - b. The senior person (Superintendent, Supervisor, Lead person) in the immediate area should immediately take charge of the evacuation process.
2. If evacuation is warranted, employees should move quickly to the designated assembly point or another safe area designated by the senior person. All persons are to go to the same assembly point. It may be necessary for employees to be interviewed or debriefed by police officials
3. Call 9-1-1 immediately to report the situation. This call should be made even if police officers are present during the incident. The caller should remain on the phone with the 9-1-1 operators until contacted by a police officer to provide ongoing information.
4. The senior person should verify all employees are present in the safe area and determine if any are injured.
5. First aid should be administered as needed; the 9-1-1 operators should be informed of the presence and extent of injuries.
6. If medical attention is needed, EMSStat will be dispatched to the scene. The paramedics will be allowed to enter the safe area as soon as it is deemed safe by the police officials present.

7. All employees should remain in the safe area until contacted by police officials.
8. It may be necessary to break out a window to create a safe exit point for evacuation.

EMERGENCY MANAGEMENT PLAN FOR BUILDINGS A, C & MUNICIPAL BUILDING

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

These areas are assigned the responsibility for making sure that 911 is notified

Building A –	Permit Technicians
Building C –	Utilities Customer Service Representatives
Municipal Building -	Administrative Technician at the Information Desk

These positions are assigned rescue medical and building search/ sweep duties

Building A –	GIS Analysts and Engineering Assistant
Building C –	Safety Manager
Municipal Building -	City Clerk

Designated assembly points

All three Buildings evacuate to the Pavilion in Andrews Park

Which person will count the people from their Department at the assembly point

Department Head or Senior Administrative Technician from that Department

What equipment must be left running or shut down through a procedure prior to evacuation

Equipment in Computer Room left running if at all possible

What information needs to be protected incase of a fire

Cash drawers etc. in Treasury

Petty Cash wallets in Departments/ Divisions

Employment Applications and associated personal information

Personnel information sitting outside the Personnel Files Room

Tornado / Flooding -

Where do people take shelter in a tornado

Gender appropriate Rest Room in each building

What information needs to be protected/ copied/ moved to another location incase of an impending storm

Personal Computers shut down properly

Electrical load decreased by turning off unnecessary lighting and electrical accessories

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Building A – Permit Technicians

Building C – Utilities Customer Service Reps

Municipal Building - Administrative Technician at the Information Desk

What chemicals (gasses) are present in your area that may present a problem?

None

Who is assigned rescue medical and building search/ sweep duties?

If the spill involves a hazardous chemical or employees are experiencing an adverse physical reaction to the spilled chemical; then an evacuation of the building is advised.

Building A – GIS Analysts and Engineering Assistant

Building C – Safety Manager

Municipal Building - City Clerk

Designated assembly points -

For persons in Building A – Council Chambers in the Municipal Building

For persons in Building C – Building C West Conference Room

For persons in the Municipal Building - Building Restrooms by gender

If all three Buildings are affected – the Pavilion in Andrews Park

Which person will count the persons from their Department at the assembly point?

Department Head or Senior Administrative Technician from that Department

What equipment must be left running or shut down through a procedure prior to evacuation

None specifically, evacuate as quickly as possible

What information needs to be protected/ copied/ moved to another location incase of a spill

None specifically, personnel and sensitive data if it is readily accessible,

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

If the spill involves a hazardous chemical or employees are experiencing an adverse physical reaction to the spilled chemical; then an evacuation of the building is advised.

Building A -	GIS Analysts and Engineering Assistant
Building C -	Risk Management and Safety Manager
Municipal Building -	City Clerk

Designated assembly points -

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Municipal Complex. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

Which person will count the persons from their Department at the assembly point?

- Department Head or Senior Administrative Technician from that Department

What equipment must be left running or shut down through a procedure prior to evacuation?

- None specifically, evacuate as quickly as possible

What information needs to be protected/ copied/ moved to another location incase of a spill?

- None specifically, personnel and sensitive data if it is readily accessible;
- Evacuate as quickly as possible

Civil Defense Emergency –

What are management’s expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

Active Shooter / Hostile Intruder

In the event of a violent event involving an active shooter or an armed hostile intruder in the council chamber during a City Council meeting or other function, the council members and other city officials should:

8. Immediately assess the situation and determine if immediate evacuation to a safe area is warranted;
 - a. Unless police or citizen action immediately resolves the situation, immediate evacuation is warranted.
 - b. The City Manager or his/her designee should immediately take charge of the evacuation process.
9. If evacuation is warranted, the council members and city officials should move quickly to a designated safe area.
 - a. Preferred safe areas are the council lounge and/or the study session room depending on the location of the most immediate threat.
 - b. All council members and city officials should go to the same safe area if possible.
 - c. Once inside the safe area, all doors should be locked and opened only for police officials.
10. Call 9-1-1 immediately to report the situation. This call should be made even if police officers are present in the council chambers during the incident.
 - a. The caller should remain on the phone with the 9-1-1 operator until contacted by a police officer to provide ongoing information.
11. The City Manager or his/her designee should verify all council members and city officials are present in the safe area and determine if any are injured.
12. First aid should be administered as needed; the 9-1-1 operators should be informed of the presence and extent of injuries.
13. If medical attention is needed, EMSStat will be dispatched to the scene. The paramedics will be allowed to enter the safe area as soon as it is deemed safe by the police officials present.
14. All city council members and city officials should remain in the safe area until contacted by police officials.
15. If the situation can not be resolved quickly, it may be necessary to evacuate the building. The primary evacuation site is the Norman Police Department.
 - a. The council members and city officials should be escorted to the police department by uniformed police officers to ensure their safety.
 - b. It may be necessary to break out a window in the safe area to create a safe exit point.
16. Upon arrival at the police department, the council members and city officials should gather in the Patrol Squad Room. The City Manager or his/her designee should again verify that all council members and city officials are present

- a. It may be necessary for council members and city officials to be interviewed or debriefed by police officials.

Upon resolution of the incident, council members and city officials will be provided an escort to their vehicles or residences if they desire.

City Council Security Options

The following security options are intended as general guidelines for addressing security needs during City Council Meetings and other government sponsored meetings in city buildings. The City Manager in consultation with the Chief of Police and the Emergency Manager will determine what level of security is appropriate.

Security Level 1

Security Level 1 may be implemented when the perceived threat to the City Council and/or other city officials is low.

While operating under Security Level 1, there will be at least one police officer present in the Council Chambers when a council meeting is in session. The officer may be uniformed or in civilian attire. The officer shall be armed and will have in his/her possession a police radio to facilitate communication should an unforeseen event occur.

Security level 2

Security Level 2 may be implemented when the perceived threat to the City Council and/or city officials is elevated above normal levels but no specific credible threat exists. Conditions that may warrant Security Level 2 may include but are not limited to:

- Recent terrorist activity within the continental United States
- Significant labor related unrest within the city
- Potential for peaceful demonstrations against city policy, controversial agenda items, etc.

When Security Level 2 is in effect, at least two uniformed police officers will be present in the Council Chambers when a council meeting is in session. The officers will be on post no later than 30 minutes prior to the beginning of the council meeting and will remain until all council members and city officials have left the premises. One officer will be posted in the front of the Council Chambers. The second officer will be posted in the rear of the Council Chambers near on of the doors.

The on-duty patrol division commander will be responsible for ensuring that an adequate number of officers are available.

Security Level 3

Security Level 3 may be implemented when the threat level to the City Council and/or other city officials is perceived to be high. Conditions that may warrant Security Level 3 may include but are not limited to:

- Recent or ongoing terrorist activity within the state of Oklahoma
- Specific credible threats against a City Council member or other city official
- Specific credible threats against the government in general
- Significant potential for violent demonstrations against city policy or officials

When Security Level 3 is in effect, no less than four uniformed police officers will be posted in the Council Chambers when a City Council meeting is in session. The officers will be on post no later than one hour prior to the beginning of the council meeting and will remain until all council members and city officials have left the premises. Two officer will be posted in the front of the Council Chambers, one on either side of the dais. The other two officers will be posted in the rear of the Council Chambers, one at each door.

The on-duty patrol division commander will be responsible for ensuring that an adequate number of officers are available.

Additional Security Measures

When Security Level 3 is in effect, the Council Chambers and adjacent rooms will be checked for explosive devices by members of the Norman Police Department Hazardous Devices Unit prior to the arrival of any council members.

All council members and city officials should park their vehicles in a designated location. Parking lot security may be provided by uniformed police officers in marked police units.

The prohibition of handbags, brief cases and backpacks in the Council Chambers may be considered. A bag check area can be established in the Multi-Purpose Room. Checked bags can be screened for explosives.

EMERGENCY MANAGEMENT PLAN FOR BUILDING B

Effective date – June 30, 2003

The primary Emergency Management functions detailed in NPD Policy Numbers 201 and 206 must be followed by those persons assigned to perform those functions. Employees who are not assigned functions by either 201, 206 or other NPD policy sections shall take appropriate action by the following procedure.

If the emergency is located in Building B and is not weather related call dispatch and immediately inform them of the emergency after you are away from the immediate danger. They will dispatch emergency services personnel to your emergency.

If dispatch center is not responding, use a radio communications to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building – Norman Police Department Employees –

Who is assigned the responsibility for making sure that the Fire Department is notified
Communications /Dispatch.

Who do you want to train in the use of fire extinguishers and fire prevention methods
As assigned by Shift Supervisor

Who is assigned rescue medical and building search/ sweep duties
As assigned by Shift Supervisor

Designated assembly point

- ❑ Day Time during normal working hours, in the Council Chambers, Municipal Building
- ❑ After Working Hours / Weekends and Holidays in the Andrews park pavilion until suitable shelter is found.

Which person will count the persons at the assembly point
Shift Supervisors

Municipal Court Employees-

Who is assigned the responsibility for making sure that the Fire Department is notified
Communications /Dispatch.

Who do you want to train in the use of fire extinguishers and fire prevention methods
Court Officer, Administrative Tech 4

Who is assigned rescue medical and building search/ sweep duties
Court Administrator, Court Officer
Alternate – Chief Deputy Court Clerk

Designated assembly point
(for Fire) Day time, Council Chambers
After Hours, Andrews Park pavilion

Which person will count the persons at the assembly point
Chief Deputy Court Clerk
Alternate – Court Administrator

Shelter/ Assembly Point
(Tornado) Downstairs in Dispatch Area unless flooding is a serious threat, then Judge's chambers

Assembly Points
(Chemical Spill) Walgreen's either east or west. Will be determined by wind direction.
Designation of point Court Officer, Alternate - Chief Deputy Court Clerk

The sweep team and count person remain the same regardless of the incident.

All Building B employees -

What equipment must be left running or shut down through a procedure prior to evacuation
Nothing is required to be shut down unless that equipment is the source of the fire

What information needs to be protected/ copied/ moved to another location incase of a fire
Confidential Files and Records that may be destroyed or compromised during the emergency. Those items in file cabinets or other secure locations do not have to be moved unless they are endangered.

Tornado / Flooding -

Where do people take shelter in a tornado or heavy thunderstorm
Gender appropriate restrooms on the ground level or out of the traffic flow in the underground level of the building.

Procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Fuel vehicles prior to the storm that have less than one-half tank full.

What information needs to be protected/ copied/ moved to another location incase of an impending storm

Confidential Files and Records that may be destroyed or compromised during the storm. In general, this refers to electronic files on PCs that should be turned off and files not secured in workplaces in offices.

Those items in file cabinets or other secure locations do not have to be moved unless they are endangered.

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Communications / Dispatch or by radio call if Communications is disabled

What chemicals (gasses) are present in your area that may present a problem

None

Who is assigned rescue medical and building search/ sweep duties

As assigned by shift Supervisor

Designated assembly point

- ❑ Day Time during normal working hours, in the Council Chambers, Municipal Building
- ❑ After Working Hours / Weekends and Holidays in the Andrews park pavilion until suitable shelter is found.

Which person will count the persons at the assembly point

Shift Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation

Nothing is required to be shut down unless that equipment is the source of the fire

What information needs to be protected incase of a fire

Confidential Files and Records that may be destroyed or compromised during the emergency. Those items in file cabinets or other secure locations do not have to be moved unless they are endangered.

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

As assigned by Shift Supervisor.

Designated assembly points -

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Municipal Complex. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

Which person will count the persons at the assembly point?

Shift Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

Nothing is required to be shut down unless that equipment is the source of the fire

What information needs to be protected/ copied/ moved to another location incase of a fire?

Confidential Files and Records that may be destroyed or compromised during the emergency. Those items in file cabinets or other secure locations do not have to be moved unless they are endangered.

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR BUILDING MAINTENANCE, 121 N. PETERS

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified

Whoever is in the area and can call

Who do you want to train in the use of fire extinguishers and fire prevention methods

Custodial Coordinator

Who is assigned rescue medical and building search/ sweep duties

Custodial Coordinator is he/ she is in the building; if not, whoever is in the area

Designated assembly point

Under the north end of the overhang at 111 North Peters

Which person will count the persons at the assembly point

Building Maintenance Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected incase of a fire

None

Tornado / Flooding -

Where do people take shelter in a tornado

Municipal Building gender appropriate restroom if time permits, Restroom in 121 N. Peters if tornado is imminent.

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Vehicle fuel tanks should be topped off with fuel when major snow and ice storms are known to be approaching.

What information needs to be protected/ copied/ moved to another location incase of an impending storm

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Custodial Coordinator or whoever is in the building.

Who do you want to train in the use of hazardous spill management/ control methods

No person, Fire Department will contain hazardous spills

What chemicals (gasses) are present in your area that may present a problem

Pressurized aerosol cans of cleaning products

Who is assigned rescue medical and building search/ sweep duties

Whoever is present in the building

Designated assembly point

Under the north end of the overhang at 111 North Peters

What person will count the persons at the assembly point

Building Maintenance Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Whoever is in the building

Designated assembly points -

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point

Building Maintenance Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR FLEET MANAGEMENT

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified
Administrative Technician, and the Supervisor

Who do you want to train in the use of fire extinguishers and fire prevention methods
Administrative Technician
Mechanics

Who is assigned rescue medical and building search/ sweep duties
Supervisors

Designated assembly point
Parking lot north of the building
Secondary assembly point in case of inclement weather – Traffic Control break room

Which person will count the persons at the assembly point
Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation
None

What information needs to be protected incase of a fire

Vehicle records and personnel files if possible

Tornado / Flooding -

Where do people take shelter in a tornado or heavy thunderstorm

Vault in Line Maintenance

What information needs to be protected/ copied/ moved to another location incase of an impending storm

Vehicle records and personnel files if possible

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Administrative Technician, and/ or the Supervisor

What chemicals (gasses) are present in your area that may present a problem

Oxygen / Acetylene

Motor Fuels

Automotive lubricants

Automotive products

Pressurized cans

Tires and rubber products

Battery acid

Who is assigned rescue medical and building search/ sweep duties

Administrative Technician, and the Supervisor

Designated assembly point

Parking lot north of the building

Secondary assembly point in case of inclement weather – Traffic Control break room

What person will count the persons at the assembly point

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected / copied /moved to another location incase of a spill

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Administrative Technician, and the Supervisor

Designated assembly points -

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point
Supervisor

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR LINE MAINTENANCE

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified
Administrative Technician III, and/ or the Supervisor

Who do you want to train in the use of fire extinguishers and fire prevention methods
Administrative Technician

Who is assigned rescue medical and building search/ sweep duties
Administrative Technician III, and/ or the Supervisor

Designated assembly point

Parking lot north of the building

Secondary assembly point in case of inclement weather – Traffic Control break room

Which person will count the persons at the assembly point

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected incase of a fire

Computer data

Vehicles for emergency response

Tornado / Flooding -

Where do people take shelter in a tornado or heavy thunderstorm

Vault

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Fuel vehicles prior to snow and ice events

What information needs to be protected/ copied/ moved to another location incase of an impending storm

Computer data, vehicles for emergency response. As many brass and copper fittings as can be moved or protected

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Administrative Technician III, Supervisor

Who do you want to train in the use of spill management/ control methods

None

What chemicals (gasses) are present in your area that may present a problem

Oxygen and Acetylene

Who is assigned rescue medical and building search/ sweep duties

Administrative Technician III, Supervisor

Designated assembly point

Parking lot north of the building,

Secondary assembly point in case of inclement weather – Traffic Control break room

What persons will count the persons at the assembly point

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

Computer data

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

Administrative Technician, Supervisor

Designated assembly points -

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What persons will count the persons at the assembly point

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

Computer data, Vehicles for emergency response

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR PARK MAINTENANCE

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified
Small Equipment Mechanic or anyone in the shop area at the time

Who do you want to train in the use of fire extinguishers and fire prevention methods
All Hands

Who is assigned rescue medical and building search/ sweep duties
Small Equipment Mechanic
Crew Chiefs

Designated assembly point
Garden Center Building

Which person will count the persons at the assembly point
Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation
None

What information needs to be protected incase of a fire

None

Tornado / Flooding -

Where do people take shelter in a tornado that threatens the Shop Building

Garden Club Building

Do you have a procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Fuel vehicles prior to storm

What information needs to be protected/ copied/ moved to another location incase of an impending storm

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Small Equipment Mechanic or anyone in the shop area at the time

Who do you want to train in the use of spill management/ control methods

Crew Chiefs, Supervisor

What chemicals (gasses) are present in your area that may present a problem

Oxygen and Acetylene

Motor Fuels

Lubricants

Pesticides

Paints and Coatings

Pressurized Cans

Herbicides

Solvents

Who is assigned rescue medical and building search/ sweep duties

Small Equipment Mechanic or anyone in the shop area at the time

Designated assembly point

West side of the parking lot west of the building

What person will count the persons at the assembly point

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

Small Equipment Mechanic or anyone in the shop area at the time

Designated assembly point

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR SANITATION

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or stragglers who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified

Karen Kimber
Jennifer Matthews

Who do you want to train in the use of fire extinguishers and fire prevention methods

James Holloman

Who is assigned rescue medical and building search/ sweep duties

Scottie Williams

Designated assembly point

100 yards north along the fence line of the Sanitation Building
In inclement weather assemble in the Traffic control Break Room

Which person will count the persons at the assembly point

Scottie Williams

What equipment must be left running or shut down through a procedure prior to evacuation

Personal Computers running

What information needs to be protected or copied incase of a fire

None

Tornado / Flooding -

Where do people take shelter in a tornado or heavy thunderstorm

Closet in the main office area

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Vehicles are to be fueled at day's end as a Standard Operating Procedure

What information needs to be protected/ copied/ moved to another location incase of an impending storm

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Scottie Williams

Who do you want to train in the use of spill management/ control methods

No one

What chemicals (gasses) are present in your area that may present a problem

None

Who is assigned rescue medical and building search/ sweep duties

Scottie Williams

Designated assembly point

100 yards north along the fence line of the Sanitation Building

In inclement weather assemble in the Traffic control Break Room

What person will count the persons at the assembly point

Scottie Williams

What equipment must be left running or shut down through a procedure prior to evacuation

Personal Computers can be left running, nothing needs to be shut down

What information needs to be protected/ copied/ moved to another location incase of a spill?

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

Scottie Williams

Designated assembly point

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation

Personal Computers can be left running

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR STREET MAINTENANCE FACILITY

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified
Administrative Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods
Maintenance Worker in the tool crib

Who is assigned rescue medical and building search/ sweep duties
Maintenance Worker in the tool crib

Designated assembly point
By the Salt Barn

Which person will count the persons at the assembly point
Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation
None

What information needs to be protected incase of a fire
None

Tornado / Flooding -

Where do people take shelter in a tornado

Restrooms if imminent, Dale Hall basement at N. E. Corner of Lindsey / Elm

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Fuel vehicles prior to large storms

What information needs to be protected/ copied/ moved to another location incase of an impending storm

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Administrative Technician

Who do you want to train in the use of spill management/ control methods

Maintenance worker in tool crib

What chemicals (gasses) are present in your area that may present a problem

Oxygen	Acetylene	Pesticides	Herbicides
Motor Fuels	Lubricants	Pressurized cans	

Who is assigned rescue medical and building search/ sweep duties

Supervisor

Designated assembly point

By the Salt Barn

What person will count the persons at the assembly point

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

Supervisor

Designated assembly point

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected/ copied/ moved to another location incase of a spill?

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR TRAFFIC CONTROL

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified
Administrative Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods
Maintenance Worker 1's

Who is assigned rescue medical and building search/ sweep duties
Supervisor
Administrative Technician

Designated assembly point
In the parking lot east of the office door
In inclement weather assemble in the Line Maintenance Break Room

Which person will count the persons at the assembly point
Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation
None

What information needs to be protected incase of a fire
None

Tornado / Flooding -

Where do people take shelter in a tornado
Under the loading dock on the east side of the building

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Vehicles are to be fueled if possible, particularly if news of an impending ice or snowstorm is received in time to take action. In a tornado, move as many vehicles as possible to a safe location out of the predicted path of the storm.

What information needs to be protected/ copied/ moved to another location incase of an impending storm

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified
Administrative Technician

Who do you want to train in the use of spill management/ control methods
Maintenance Worker 1s

What chemicals (gasses) are present in your area that may present a problem

Oxygen and acetylene	Propane	Motor Fuels
Toluene	Natural Gas	

Who is assigned rescue medical and building search/ sweep duties

Maintenance Worker 1s or Crew Chief

Designated assembly point

In the parking lot east of the office door
In inclement weather assemble in the Line Maintenance Break Room

What person will count the persons at the assembly point

Traffic Signal Technician or Crew Chief

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties
Maintenance Worker 1s or Crew Chief

Designated assembly point

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point

Traffic Signal Technician or Crew Chief

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority. Division is on 24-hour call – 7 days per week.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR WASTE WATER TREATMENT FACILITY

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified
Administrative Technician, Laboratory Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods
Laboratory Technician, Crew Chief in particular, all Staff in general

Who is assigned rescue medical and building search/ sweep duties
Crew Chief, Plant Mechanic

Designated assembly point

Between Old Finals and Storm Holding Ponds, (Large Tanks 100 yds west of the Main Building)

Which person will count the persons at the assembly point

Administrative Technician, Laboratory Technician

What equipment must be left running or shut down through a procedure prior to evacuation

Nothing- all equipment will continue to operate in automatic mode – Supervisor can access the plant automation remotely if equipment shut down is needed.

What information needs to be protected incase of a fire

State and Federal operations discharge and sludge reports need to be protected from fire and water if possible.

Tornado / Flooding -

Where do people take shelter in a tornado or heavy thunderstorm

Old Effluent Meter Vault – Tornado only

Flooding – evacuate the site, which is in the flood plain.

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

No

What information needs to be protected/ copied/ moved to another location incase of an impending storm

Nothing

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Administrative Technician, Laboratory Technician

Who do you want to train in the use of spill management/ control methods

Laboratory Technicians, Crew Chief and Plant Mechanic

What chemicals (gasses) are present in your area that may present a problem

Hydrogen Sulfide, Methane, Carbon Dioxide, Chlorine

Who is assigned rescue medical and building search/ sweep duties

Crew Chief, Plant mechanic

Designated assembly point

Between Old Finals and Storm Holding Ponds, (Large Tanks 100 yds west of the Main Building)

What person will count the persons at the assembly point

Laboratory Technician, Administrative Technician

What equipment must be left running or shut down through a procedure prior to evacuation

Nothing, same as for fire.

What information needs to be protected/ copied/ moved to another location incase of a spill

Nothing

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

Crew Chief, Plant Mechanic

Designated assembly point

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point

Administrative Technician, Laboratory Technician

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR WATER TREATMENT FACILITY

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Buildings –

Who is assigned the responsibility for making sure that the Fire Department is notified
Laboratory Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods
Administrative Technician, Plant Operators

Who is assigned rescue medical and building search/ sweep duties
Supervisor, Laboratory Technician

Designated assembly point

Assemble either in main parking lot to the north of the filter building, or in the area between the small clarifiers to the west of the filter building (depending on wind direction and the presence of smoke).

Which person will count the persons at the assembly point
Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation
Leave everything running

What information needs to be protected incase of a fire

Primarily paper records stored in the basement. Also, equipment manuals, plans and specifications in Supervisor's office, the operator's room and Superintendent's office.

Tornado / Flooding -

Where do people take shelter in a tornado or heavy thunderstorm

Basement of the filter room (filter pipe gallery)

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

As necessary, fill vehicle fuel tanks.

What information needs to be protected/ copied/ moved to another location incase of an impending storm

Primarily paper records stored in the basement. Also, equipment manuals, plans and specifications in Supervisor's office, the operator's room and Superintendent's office. If there is time to move them without endangering personnel.

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Supervisor, Laboratory Technician

Who do you want to train in the use of spill management/ control methods

Crew Chief, Plant Mechanic, Plant Operators

What chemicals (gasses) are present in your area that may present a problem

Chlorine, Ammonia, Carbon Dioxide (all in bulk quantities),
Oxygen, Acetylene, Motor Fuels in Shop Area

Who is assigned rescue medical and building search/ sweep duties

Supervisor, Laboratory Technician

Designated assembly point

Assemble either in main parking lot to the north of the filter building, or in the area between the small clarifiers to the west of the filter building (depending on wind direction and the presence of gasses-smoke-vapor cloud).

What person will count the persons at the assembly point

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation

Leave machinery running, nothing has to be turned off or on

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

Supervisor, Laboratory Technician

Designated assembly point

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation

Leave machinery running, nothing has to be turned off or on

What information needs to be protected/ copied/ moved to another location incase of a spill

Primarily paper records stored in the basement. Also, equipment manuals, plans and specifications in my office, the operator's room and Vernon's office. If there is time to move them without endangering personnel.

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

EMERGENCY MANAGEMENT PLAN FOR WESTWOOD/ GOLF COURSE

Effective date – June 30, 2003

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified
Mechanic

Who do you want to train in the use of fire extinguishers and fire prevention methods
Mechanic, Supervisor, all hands

Who is assigned rescue medical and building search/ sweep duties
Assistant Supervisor and Maintenance Worker II

Designated assembly point
Driving Range Tee Box

Which person will count the persons at the assembly point
Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation
None

What information needs to be protected incase of a fire
None

Tornado / Flooding -

Where do people take shelter in a tornado or heavy thunderstorm

Robinson St. pump house / underground

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm

Yes, fuel vehicles when storms are impending and move them to a safe location if necessary.

What information needs to be protected/ copied/ moved to another location incase of an impending storm

This Emergency Plan

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified

Maintenance Worker II

Who do you want to train in the use of spill management/ control methods

All Hands

What chemicals (gasses) are present in your area that may present a problem

Oxygen, Acetylene, Aerosol cans, Solvent Vat, Motor Fuels,

Who is assigned rescue medical and building search/ sweep duties

Assistant Supervisor and Maintenance Worker II

Designated assembly point

Driving Range Tee Box

What person will count the persons at the assembly point

Assistant Supervisor and Maintenance Worker II

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties

Mechanic

Designated assembly point

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility.

Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point

Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation

None

What information needs to be protected/ copied/ moved to another location incase of a spill

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned



NORMAN POLICE DEPARTMENT

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call was received:

Time: _____ Date: _____

BOMB THREAT

Caller's Voice:

- | | |
|-----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |
| _____ Whispered | |

If the voice is familiar, who did it sound like?

Background Sounds:

- | | |
|---------------------|----------------------|
| _____ Street noises | _____ Factory noises |
| _____ Crockery | _____ Animal noises |
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House noises | _____ Long distance |
| _____ Motor | _____ Office |

Other _____

Threat Language:

- | | |
|-------------------|------------------------------------|
| _____ Well spoken | _____ Incoherent |
| _____ Foul | _____ Taped |
| _____ Irrational | _____ Message read by threat maker |

Remarks: _____

Report call immediately to:

Phone number: _____

Date: _____

Name: _____

Position: _____

Phone number: _____