

Oklahoma State University
Stillwater, Oklahoma



Energy Services Emergency Action Plan Central Plant

Central Plant, Bldg 0282
510 N. Washington Stillwater, Oklahoma 74078-8026
Energy Services Administration: 405.744.7131

OSU Police Department
405.744.6523

June, 2019

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Contacts for Additional Emergency Related Information

If you call 911 from a cell phone, you will need to report the street address:

510 North Washington

| | |
|------------------------------------|---------------------|
| OSU Police Department | 744-6523 |
| Emergency Management Office | 744-0470 |
| Environmental Health and Safety | 744-7241 |
| Energy Services' Director's Office | 744-7131 / 744-7149 |

EMERGENCY ACTION RESPONSIBILITIES

The Department Emergency Coordinator (DEC) and Assistant Department Emergency Coordinator (ADEC) shall be assigned by the Energy Services Director. During an emergency, the DEC will implement the EAP and coordinate emergency actions to ensure the safety of the people in this department.

The DEC and ADEC administrative duties include:

- Keep plan up-to-date
- Initial personnel training
- Annual testing of the plan. Testing will entail conducting an emergency exercise for one chosen section of the plan. This testing will be considered refresher training for all personnel.

The DEC and ADEC emergency duties include:

- Notify the required emergency agencies.
- Initiate evacuation of personnel.
- Report to the assembly area.
- Account for evacuated ES personnel.
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, and any unique conditions).
- Develop specific procedures to assist persons with physical disabilities that are assigned to the ES department.
- Coordinate assistance for physically disabled employees, students or visitors.
- Implement the post emergency procedures.

CONTACT LIST AND NUMBERS

| Responsibility | Name | Title | Office Phone | Cell Phone |
|----------------|---------------|-------------------------------|--------------|--------------|
| CFO | Ron Tarbutton | FM Chief Facilities Officer | 405/744-7147 | 405/385-4715 |
| Director | Craig Spencer | Energy Services Director | 405/744-7131 | 405/334-9230 |
| DEC | Matt Driskel | Utility Production Manager | 405/744-7034 | 405/612-2121 |
| ADEC | Bill Hilson | GIS Specialist | 405/744-8968 | 405/334-7153 |
| ADEC | Larry Brown | Utility Production Supervisor | 405/744-1948 | 918/225-9229 |

PERSONS WITH DISABILITIES

If you are a person with a disability—even a short-term disability that could hamper your ability to evacuate the building during an emergency or prevent you from taking needed action to protect your safety, you are encouraged to self-identify to the ADEC. This person will work with you to incorporate your needs into the planning process. If you believe you will be in need of emergency assistance, you must inform the department immediately (do not wait for an emergency to occur). The notice e-mailed to all persons in ES is provided in Appendix D. If you have not received this e-mail or your situation has changed, please contact the ADEC and inform him/her of your needs.

FIRST AID KITS

The department maintains two first aid kits in the Admin side of the building. They are located in:

- First floor kitchenette (Room 105) - in the lower cabinet on the east side of the sink
- Second floor kitchenette (Room 217) - in the far west lower cabinet

The department maintains two Automated External Defibrillators (AED). They are located in:

- Admin first floor – Room 105
- Admin second floor – Room 217

EMERGENCY ACTION PLAN - FIRE

This section of EAP will be activated in the event of:

- Fire alarm activation
- Fire discovered by building occupant

Any personnel who become aware of a fire shall immediately activate the fire alarm system from the nearest building alarm button. Immediately there will be an audible alarm and visual flashing lights throughout the building. Personnel shall regard any activation of the alarm as a true fire emergency and evacuate immediately, unless there has been previous notification of the fire alarm system being tested.

The person activating the fire alarm shall dial 911 from a campus phone or 744-6523 from a cellular phone and inform the OSU Police Dispatcher of the fire situation in the building. The Police will then notify the fire department and the OSU Fire Marshall.

All personnel shall evacuate using the posted building evacuation routes. Personnel should close all doors upon leaving. Personnel who encounter a student or visitor should direct them to evacuate the building. Personnel who encounter a physically disabled individual should assist that person from the building or to the nearest stairwell landing, then seek assistance from an emergency responder outside the building.

DO NOT USE ELEVATORS.

Once out of the building, all ES personnel should gather at the Assigned Assembly Area (AAA) to be accounted. The DEC or ADEC shall make every effort to determine if everyone has vacated the building. No employee should leave the AAA, either to re-enter the building or leave the campus, until advised to do so by the DEC or ADEC.

The DEC will provide information to the OSU Police Dispatcher, OSU Fire Marshal, Stillwater Fire Department or any other emergency response agencies on the scene. This information may include, but is not limited to:

- Location of the fire.
- Name and location of disabled individuals requiring evacuation assistance.
- Status of the evacuation, personnel missing that may still be in the building.
- Special hazards associated with the building.

ES personnel should not attempt to extinguish the fire, unless the individual has been properly trained on the use of fire extinguishers.

EMERGENCY ACTION PLAN - SEVERE WEATHER

This section of the EAP will be activated in the event of a severe weather situation.

The DEC or ADEC will monitor any changing weather or weather event. Additionally, personnel that become aware of a severe weather warning will immediately notify the DEC. The DEC will immediately notify personnel by email or in person. This notification will advise personnel of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan - Severe Weather.

THUNDERSTORM WARNING: Once personnel have been notified they should take no other steps than to ensure that they are prepared if conditions deteriorate.

TORNADO WARNING: Once personnel have been notified they should gather their valuables and take cover in the admin basement corridor. Personnel who encounter a student or visitor should direct them to take appropriate actions. Personnel who encounter a physically disabled individual should assist that person to the basement. Office doors should be closed upon exiting.

The DEC or ADEC shall make every effort to determine that all personnel are in the shelter area. If any personnel are missing, the DEC will make an attempt to locate and direct them to take necessary precautions.

If injuries or building damage occur, the DEC or ADEC shall notify the OSU Police Department at 911 from a Campus phone or 744-6523 from a cellular phone.

Once it has been determined that the severe weather has passed, the DEC will notify personnel that it is safe to return to their offices or go home.

EMERGENCY ACTION PLAN - MEDICAL EMERGENCY

This section of the EAP will be implemented for medical emergencies that require more than basic first aid.

Upon discovering a medical emergency, immediately contact the OSU Police Department at 911 or 744-6523 and report the emergency.

When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions
- If you call 911 from a cell phone, you will need to report the street address: 510 North Washington.

Have someone standby outside the building to "flag down" EMS when they reach the vicinity of the building.

Personnel should utilize first aid training until emergency responders arrive.

Once the victim has been cared for and/or transported, normal worker injury reporting procedures should be followed.

EMERGENCY ACTION PLAN - WORKPLACE VIOLENCE, TERRORISM

This section of the EAP should be activated in the event of any type of workplace violence or suspected act of terrorism.

If personnel become aware of a suspected violent act by sounds of an explosion, gunfire, scuffling, or by observation of events that could only be interpreted as intentional acts of violence, they should immediately seek shelter and call OSU Police dispatch at 911 from a campus phone or 744-6523 from a cellular phone.

Any nearby personnel should attempt to alert everyone in the department of the situation. Notification may be by telephone and/or word of mouth.

Different types of workplace violence require different actions:

- **EXPLOSION** - If an explosion occurs, personnel should leave the building using the fire evacuation plan and procedure.
- **GUNFIRE** - If personnel become aware of gunfire occurring in the building, they should take refuge in a room that can be locked - preferably a room with limited visibility from the outside that has been predesignated as a safe room. The door should be secured and personnel should hide under or behind furniture or in a closet. **THE DOOR SHOULD NOT BE UNLOCKED FOR ANYONE.** Once the situation is resolved, an OSU Police Officer or other University official will unlock the door and provide instructions.
- **PHYSICAL THREAT** - If someone's actions pose a physical threat to you and you are able to get away, evacuate the area. Contact the OSU Police Department at 911 from a campus phone or 744-6523 from a cellular phone.
- **TOXIC or IRRITANT GAS** - Immediately evacuate the building using the fire evacuation plan and procedure. Notify the DEC or ADEC.
- **HOSTAGE SITUATION** - If you can, immediately vacate the area or seek safe, secure shelter. Take no chances to endanger the life of the hostage. Contact the OSU Police dispatch at 911 from a campus phone or 744-6523 from a cellular phone. In the event someone is hurt and/or a fire is caused by these events, advise the OSU Police of this situation.

Personnel who encounter a student or visitor should direct them to take appropriate actions.

Personnel who encounter a visitor or student that is physically disabled should assist that person.

Once the Incident Commander releases the department, the DEC, ES Director, and OSU Police Department will notify personnel when it is safe to return work.

The DEC and/or the ES Director will participate in any post-incident critique regarding the emergency.

EMERGENCY ACTION PLAN - EARTHQUAKE

This section of the EAP will be activated when a sustained earthquake occurs.

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant, sustained events followed by aftershocks.

When a significant earthquake occurs, personnel should immediately take cover.

- Move away from windows and unsecured tall furniture.
- Drop down, take cover, and hold on - under a desk, a table or alongside an interior wall.
- Protect your head, neck and face.
- Stay down and under cover until the shaking stops and debris settles.

Once the shaking has stopped, check yourself and others nearby for injuries, and check your immediate environment for debris. Do not move injured people unless they are in danger. If necessary and you are able, use your training to provide first aid and handle fire extinguishers.

Expect aftershocks and be ready to act without electricity or lights. All ES personnel should know how to move around their work area and exit in the dark. Be aware that objects may have shifted during the quake.

If you must leave the building, use extreme caution. Continually assess your surroundings and be on the lookout for falling debris and other hazards.

Personnel who encounter a student or visitor should direct them to take appropriate actions.

Personnel who encounter a physically disabled individual should assist that person in evacuating the building.

DO NOT USE ELEVATORS.

All personnel should gather at the AAA to be accounted. In the event the AAA is unsafe, all personnel will be directed to an alternate safe area.

If personnel cannot be accounted for, the DEC may direct personnel to search for the missing person(s) but instruct personnel NOT TO RE-ENTER THE BUILDING.

Do not re-enter a damaged building until an all-clear is given.

The Facilities Management Chief Officer , OSU Fire Marshal, Emergency Management Director and ES Director will consult and make a decision on whether personnel can return to the building. The DEC will give direction to personnel based on that decision.

If injuries or building damage occur, the DEC or ADEC shall notify the OSU Police Department at 911 from a Campus phone or 744-6523 from a cellular phone.

EMERGENCY ACTION PLAN - HAZARDOUS MATERIALS

This section of the EAP will be activated in the event of a hazardous material incident outside the building that could have an impact on Energy Services.

Hazardous material accidents can occur inside this building, on campus, or in the adjacent areas that could impact the department (i.e. gas leak). Once personnel become aware of a hazardous material incident that may impact the department, they should notify the DEC. The DEC will immediately notify personnel by email or in person.

There are two strategies for protection during hazardous material emergencies, the DEC will notify the personnel of which strategy has been implemented.

Evacuation

The first strategy is *Evacuation*. Personnel will take the following actions in the event of an evacuation.

- Walk or drive away from the area in an upwind direction or using travel directions determined by emergency responders on the scene.
- Any personnel who encounter a student or visitor should direct them to take appropriate actions.
- Any personnel who encounter a visitor or student that is physically disabled should assist those individuals.

The DEC will take the following actions:

- Ensure that the evacuation process is completed as directed by emergency responders on the scene. The DEC or ADEC shall make every effort to confirm that everyone has vacated the building or is accounted for.
- Notify OSU Police Department at 911 from a campus phone or 744-6523 from a cellular phone if any personnel are affected by the release of the hazardous material.
- ***Notify personnel of the decision made by Facilities Management Chief Officer, OSU Fire Marshal, Emergency Management Director and ES Director on whether or not personnel can return to their work.***

Shelter in Place

The second strategy is to *Shelter in Place*. During a *Shelter in Place* event, personnel would be required to move to the admin basement corridor until the all clear is given. Personnel will take the following actions:

- Close all doors
- Move to the designated shelter in place location - admin basement corridor.
- Personnel who encounter a student or visitor should direct them to take appropriate actions.
- Personnel who encounter a physically disabled individual should assist that person.

The DEC will take the following actions:

- Ensure that *Shelter in Place* precautions have been completed.
- Make every effort to determine that all personnel are accounted for.
- Monitor the news media or emergency radio traffic for further updates and advise personnel on any changes in the situation.
- Notify OSU Police Department at 911 from a campus phone or 744-6523 from a cellular phone if any personnel are affected by the release of the hazardous material.
- Inform personnel of the all clear, once it has been given by the proper authority.

EMERGENCY ACTION PLAN - BOMB THREAT/SUSPICIOUS PACKAGE

This section of the EAP should be activated in the event of a bomb threat or discovery of a suspicious package.

Bomb Threat

Personnel could be made aware of a bomb threat by a telephone call, email, text, social media or a letter. Immediately notify the OSU Police dispatch at 911 from a campus phone or 744-6523 from a cellular phone.

If the threat is made by telephone, ascertain as much information as possible about the bomb and its location by asking questions such as:

- What is the exact location of the bomb?
- When is the bomb going to explode?
- What kind of bomb is it?
- Why was it placed?
- Who is speaking?
- Record any phone number that may be displayed on the caller ID.

Personnel should then notify their supervisor, the DEC and the ES Director as quickly as possible.

A decision will be made by the DEC, ES Director and OSU Police Department to determine if an evacuation is warranted. If warranted, the evacuation will be directed by OSU Police Department.

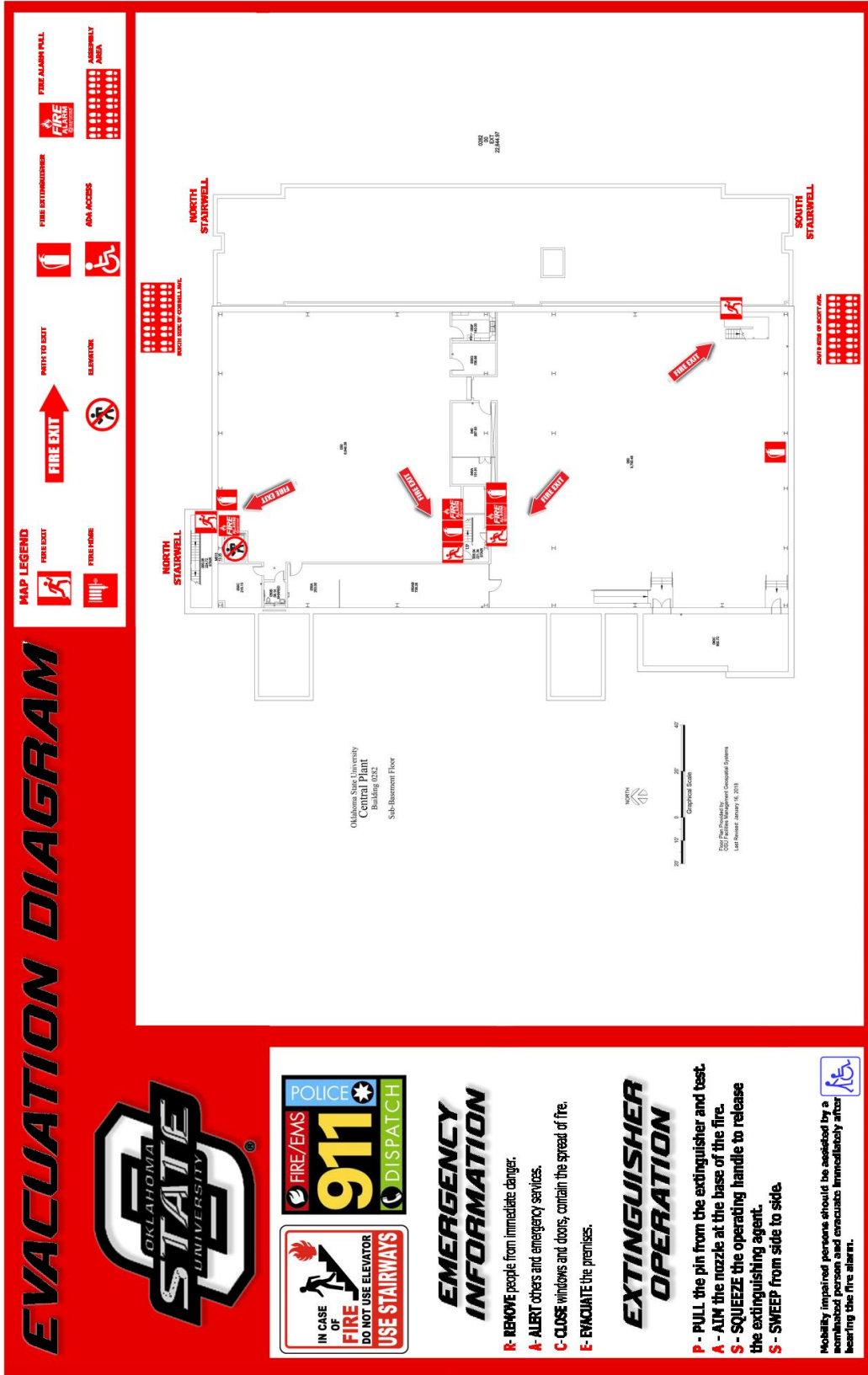
Suspicious Package

Personnel should not touch any suspicious or unfamiliar objects. Contact the OSU Police Department at 911 from a campus phone or 744-6523 from a cellular phone.

A decision will be made by the DEC, ES Director and OSU Police Department to determine if an evacuation is warranted. If warranted, the evacuation will be directed by OSU Police Department.

The DEC, ES Director, and OSU Police Department will determine when it is safe for personnel to return to work.

Appendix A: Evacuation Routes & Assigned Assembly Area



EVACUATION DIAGRAM



IN CASE OF FIRE
DO NOT USE ELEVATOR
USE STAIRWAYS

FIRE/EMS
911
DISPATCH

EMERGENCY INFORMATION

- R** - REMOVE people from immediate danger.
- A** - ALERT others and emergency services.
- C** - CLOSE windows and doors, contain the spread of fire.
- E** - EVACUATE the premises.

EXTINGUISHER OPERATION

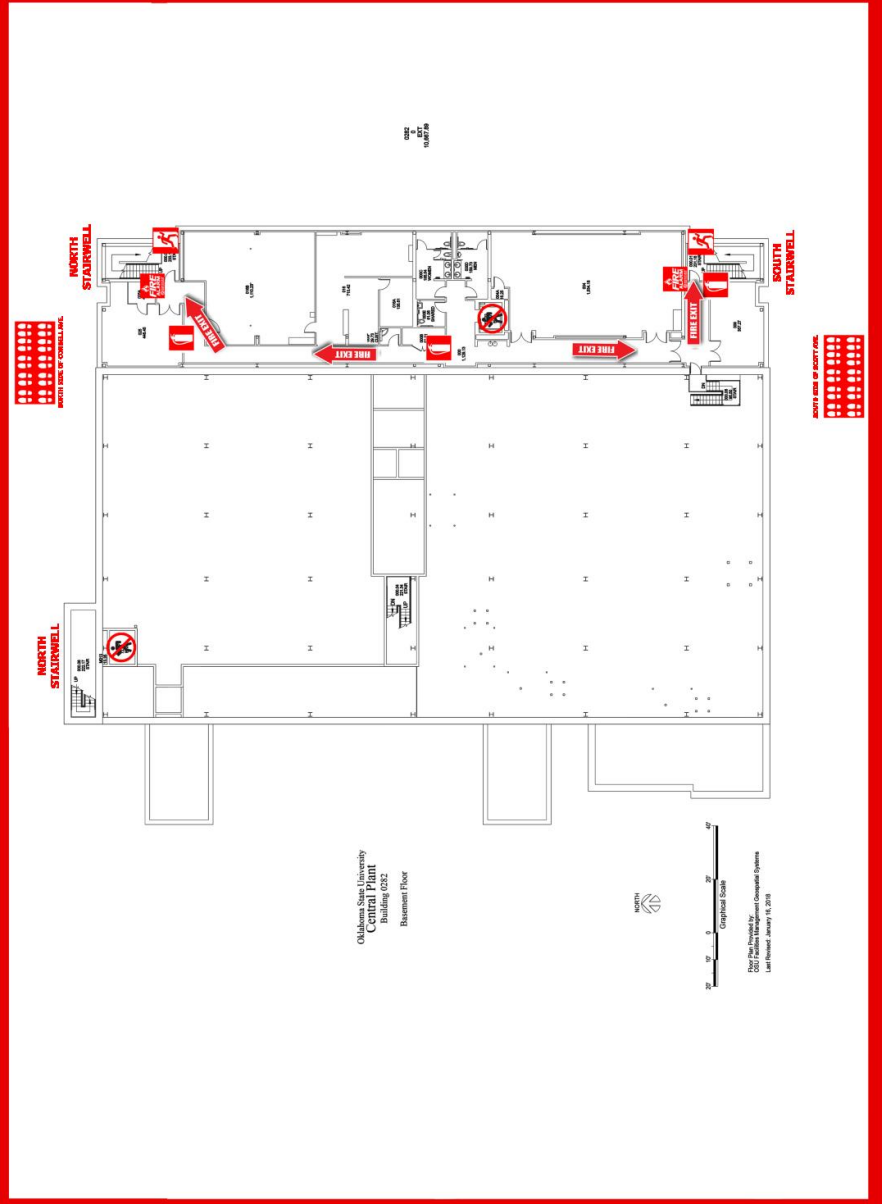
- P** - PULL the pin from the extinguisher and test.
- A** - AIM the nozzle at the base of the fire.
- S** - SQUEEZE the operating handle to release the extinguishing agent.
- S** - SWEEP from side to side.

Mobility impaired persons should be assisted by a non-impaired person and evacuated immediately after hearing the fire alarm.



MAP LEGEND

- FIRE EXIT
- FIRE ALARM PULL
- PATH TO EXIT
- FIRE EXTINGUISHER
- ELEVATOR
- ADA ACCESS
- FIRE ALARM PANEL
- FIRE ALARM CONTROL PANEL
- FIRE ALARM CONTROL PANEL



EVACUATION DIAGRAM



EMERGENCY INFORMATION

- R** - REMOVE people from immediate danger.
- A** - ALERT others and emergency services.
- C** - CLOSE windows and doors, contain the spread of fire.
- E** - EVACUATE the premises.

EXTINGUISHER OPERATION

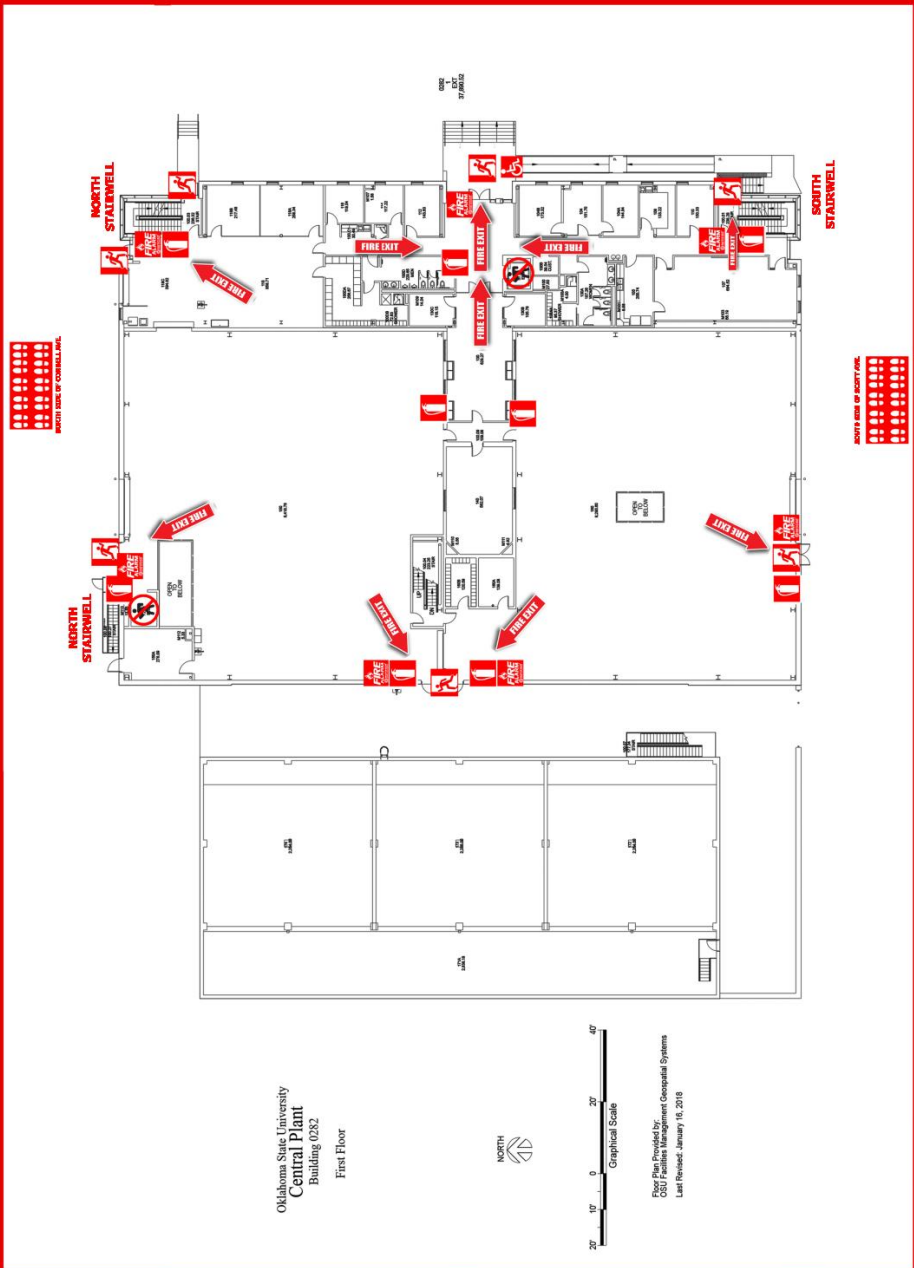
- P** - PULL the pin from the extinguisher and test.
- A** - AIM the nozzle at the base of the fire.
- S** - SQUEEZE the operating handle to release the extinguishing agent.
- S** - SWEEP from side to side.



Mobility-impaired persons should be assisted by a non-impaired person and evacuated immediately after hearing the fire alarm.

MAP LEGEND

- FIRE EXIT
- FIRE EXIT TO STAIRWELL
- FIRE EXIT TO ASSEMBLY AREA
- FIRE ALARM PULL
- FIRE EXTINGUISHER
- FIRE EXIT WITH ADA ACCESS
- FIRE EXIT WITH ELEVATOR
- FIRE EXIT WITH ADA ACCESS AND ELEVATOR
- FIRE EXIT WITH ADA ACCESS AND ASSEMBLY AREA
- FIRE EXIT WITH ADA ACCESS AND STAIRWELL
- FIRE EXIT WITH ADA ACCESS AND ASSEMBLY AREA AND STAIRWELL



EVACUATION DIAGRAM



EMERGENCY INFORMATION

- R** - REMOVE people from immediate danger.
- A** - ALERT others and emergency services.
- C** - CLOSE windows and doors, contain the spread of fire.
- E** - EVACUATE the premises.

EXTINGUISHER OPERATION

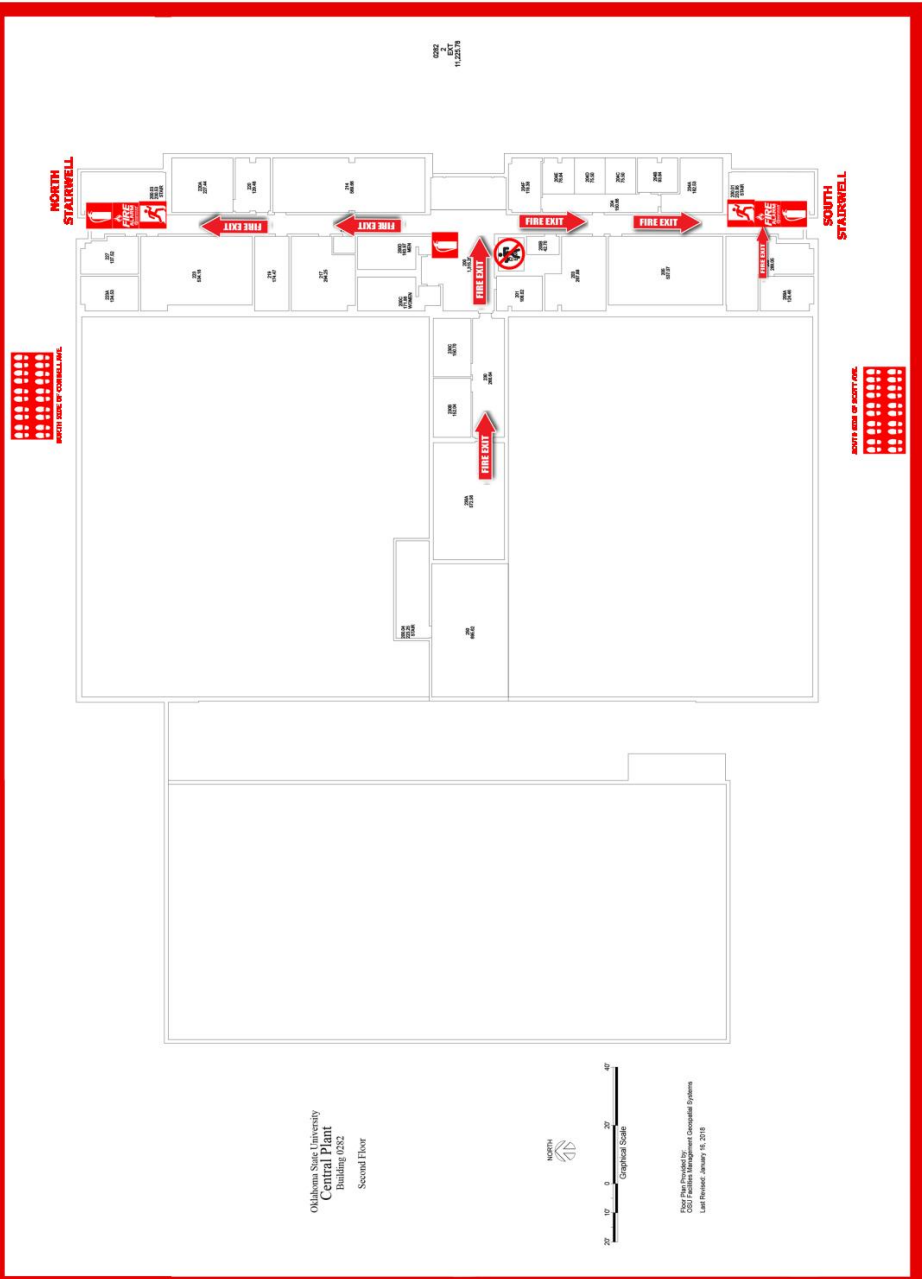
- P** - PULL the pin from the extinguisher and test.
- A** - AIM the nozzle at the base of the fire.
- S** - SQUEEZE the operating handle to release the extinguishing agent.
- S** - SWEEP from side to side.

Mobility impaired persons should be assisted by a combatant person and evacuated immediately after hearing the fire alarm.



MAP LEGEND

| | | | |
|--|-------------------|--|-------------------------|
| | FIRE EXIT | | FIRE EXIT |
| | FIRE EXTINGUISHER | | FIRE ALARM PULL STATION |
| | WAYS TO EXIT | | ADA ACCESS |
| | ELEVATOR | | ASSEMBLY AREA |
| | NORTH STAIRWELL | | SOUTH STAIRWELL |
| | WAYS TO EXIT | | |
| | WAYS TO EXIT | | |



Appendix B: Evacuation Planning for Persons with Disabilities

MEMORANDUM

Date: 6/1/2019
To: All ES Employees
From: Craig Spencer, Energy Services Director
Subject: Identifying Employees Needing Assistance during an Emergency

Currently, our department is in the process of reviewing and updating our Emergency Action Plan. An essential component in a comprehensive plan is identifying all employees who may need assistance during an emergency. The need for assistance may be permanent or temporary, such as when you are recovering from surgery or a broken leg. When completing this form, evaluate your situation thoroughly and honestly. You might not think you need assistance, but a heart condition, asthma or pregnancy can reduce your stamina to the point where you need assistance during an emergency. Or, your hearing loss might limit your ability to respond to an audio alarm or evacuation information.

Describe in detail the type of assistance you think you will need. It is not necessary to give medical details.

If you want colleagues to assist you, you can either select your own or choose from a list of volunteers the department has on file. If you choose your own, list their names and phone numbers. You should select a primary aide and a back-up as well. Make sure you select "emergency aides" who can handle their assigned tasks.

Please complete the attached form and return it to the ES ADEC. The ADEC will contact you to discuss your request.

This information will be kept confidential according to the Federal Privacy Act (P.L. 93-579). It will be used only to provide you with assistance during an emergency.

It is our goal to safely and efficiently protect every employee, student and visitor during an emergency and to preserve everyone's personal dignity in the process.

It is our responsibility to provide a safe place for you to work. However, we cannot be held liable for your safety if you do not identify your need for assistance.

Thank you,



Craig Spencer

Attachment: OSU Energy Services' Emergency Evacuation Information form

Emergency Evacuation Information

| | | | |
|---|------------|----------------------|------------|
| | | Date: | |
| Name: | | Office Phone Number: | |
| Building: | | Room Number: | |
| Supervisor: | | Office Phone Number: | |
| Do you need assistance during an emergency? (Circle One) [YES] [NO] | | | |
| If yes, describe the type of assistance you anticipate needing. Please do not give medical details. | | | |
| Do you wish to choose your aides from a list of volunteers? (Circle One) [YES] [NO] | | | |
| If no, list the names and phone numbers of two coworkers you wish to assist you: | | | |
| Name: | Phone No.: | Name: | Phone No.: |
| <p>Do you wish to be evacuated during drills or minor emergencies? (Circle One) [YES] [NO]</p> <p>If you do not wish to be evacuated, go to an area of refuge during drills or minor emergencies.</p> <p>The purpose of this form is to identify employees who need assistance during an emergency. The need may be permanent or temporary such as when an employee is recovering from surgery or a broken leg. Some employees may not think they have a disability, but a heart condition, asthma or pregnancy can reduce stamina to the point of needing assistance when quickly moving down stairs. Or, a person's hearing loss might limit their ability to respond to an evacuation alarm or verbal announcement.</p> <p>All information will be kept confidential pursuant to the Federal Privacy Act (P.L. 93-579).</p> <p>If you have any questions, please contact the Department Emergency Coordinator at: _____</p> <p>Please remember: The department cannot be responsible for your safety if you do not identify your need for assistance.</p> | | | |

Evacuation Planning For Persons with Disabilities

List self-identified disabled persons who request evacuation assistance during an emergency. Designate evacuation assistants to wheelchair users to assist them during an emergency. *

NAME: _____

Room/Building: _____

Phone: _____

Disability: _____

Instructions: _____

NAME: _____

Room/Building: _____

Phone: _____

Disability: _____

Instructions: _____

NAME: _____

Room/Building: _____

Phone: _____

Disability: _____

Instructions: _____

NAME: _____

Room/Building: _____

Phone: _____

Disability: _____

Instructions: _____

NAME: _____

Room/Building: _____

Phone: _____

Disability: _____

Instructions: _____

* This information is to be maintained by the Departmental Emergency Coordinator, and should not be shared except with those that have been assigned to assist persons with disabilities during a building emergency.