Emergencies	**5-005** **FACILITY MANAGEMENT** **July 2013**

POLICY

1.01   In the event of an emergency, defined as the existence of or the threat of bodily injury or property loss, the Campus Operator will be notified of the emergency by dialing "0" from any campus telephone.

PROCEDURES

2.01   **Fire**: If a fire is reported to the campus telephone operator, the operator will identify the caller, obtain the information about location, etc., and immediately call the fire department and notify the Campus Police.

2.02   **Fire alarm**: If the campus telephone operator is notified that a fire alarm is sounded, the operator will identify the caller, obtain information about location, etc., and notify Campus Police and Physical Plant to check out the alarm for validity. If fire protection is needed, either the Campus Police or Physical Plant will notify the operator to immediately call the fire department.

2.03   **Ambulance**: If the campus telephone operator is notified of the need for an ambulance, the operator will identify the caller, obtain information about location, etc., and inquire whether there is an obvious life threatening situation or critical need:

   If **yes**, the operator will immediately call for an ambulance and notify Campus Police.

   If **no**, the operator will immediately notify Campus Police and ask them to visit the location and assess the situation to determine if an ambulance is needed.

2.04   **Storm alert/siren**: If a storm alert/siren is reported to the campus telephone operator, the operator will notify the designated Incident Commander (home or office) and the Campus Police. Appropriate individuals will be notified of the situation and advised with respect to necessary action.

2.05   **Other emergencies**: Refer to Emergency Management Plan.

2.06   **Vacation periods:** When the campus telephone switch is closed, the City of Okmulgee Police Department is to be called for an emergency at 918-756-3511; for a fire, call the City of Okmulgee Fire Department at 918-756-1313; and for an ambulance/EMS call 918-756-8559.

2.07   Any release of information to the media concerning emergencies will be handled by the university's designated Public Information Officer.

Approved: August, 1996
Revised: March, 2008
Revised: July 2009
Revised: July 2013