CARL ALBERT
STATE COLLEGE

EMERGENCY OPERATIONS PLAN

(Revised, 1/31/17)

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1.0   INTRODUCTION

The importance of an effective Emergency Operations Plan cannot be overemphasized. There are many benefits from having such a plan to include reducing injuries and loss of life, reduction in property damage, reduced worker's compensation rates, and lower insurance claims. No one knows when or where the next emergency or disaster will occur. In spite of efforts to prevent them, the probability of an emergency or disaster to occur is very high. Consequently, proper planning and preparation is a necessity.

1.1   Background

In order for Carl Albert State College (CASC) to adequately address the protection of its students, faculty, guests, and property, it is necessary that the college prepare and implement an emergency plan which can be utilized to guide operations on college property when CASC is faced with some type of disaster or emergency. As such, this document is an instrument in compliance with state and federal rules and regulations. Additionally, it is a simple instrument of efficient management on behalf of the college to preserve life and resources for the college and the state of Oklahoma.

1.2   Policy Statement

Carl Albert State College is operated with the philosophy that its students, staff, faculty, and guests are the college's most important assets. CASC places a high priority on safety and safe operations in the campus environment in order to protect and preserve life and state resources. If an emergency should occur that would necessitate action by college employees or that would involve the emergency use of college facilities, equipment, or supplies, the College President or his designee will be authorized to initiate the emergency plan and to take other action required to protect the interests of the college.

SIGNED: _____

Jay Falkner, President

1.3   Applicability

The Emergency Response Plan applies to all employees, administration, staff, and faculty for implementation and the successful outcome of the response efforts and operations. This plan applies to all areas of the college; divisions, departments, offices, activities, and other operations that support the college. The employees of the college shall be fully aware and knowledgeable of the plan's functions and operational procedures.

2.0   PURPOSE

2.1   Carl Albert State College is committed to the safety of its students, faculty, staff, visitors, and community. As a partner with the City of Poteau and Leflore County, Carl Albert State College will use its technical expertise and resources to

mitigate, prepare, respond, and recover from natural, technological and terrorism events that may affect the campus and community. This Plan, Carl Albert State College *Emergency Operations Plan (EOP)*, is intended to provide a common framework to coordinate actions of disparate groups and provide a seamless, rapid response and recovery to a potential or actual emergency affecting the campus or community.

2.2   The EOP is designed using an "all hazards approach" where general, common functions such as communications are listed in the main body of the document. Actions for specific hazards are listed in the Annexes along with detailed information such as maps and contact lists.

3.0   AUTHORITY

3.1   Authority for this plan is contained in the Oklahoma Code Chapter
Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness,

3.2   The CLASS Task Force was created with Executive Order 2007-17. Their efforts have been sustained until 2010 by Executive Order 2008-8 which states extends the existence and authority of the CLASS Task Force to continue to review and evaluate safety and security for Oklahoma higher education and career technology institutions.

3.3   The Executive Policy Group (EPG) is a standing committee of Carl Albert State College chaired by the CASC President, Office of the President. The EPG consists of some members of the Carl Albert State College President's cabinet and others appointed by the President (See Appendix A). It is responsible for defining the means and methods of an emergency response system that will ensure that the campus is prepared to respond to various levels of emergencies that occur in or near the university campus. The EPG provides policy guidance to the President and the Campus Emergency Operations Center Manager on campus policy related to the incident. This includes campus closure, legal/liability issues, parental notification and similar areas of responsibility. Five members of the EPG are in the Chain of Command for the President's position thereby ensuring Continuity of Operations.

4.0   NIMS COMPLIANCE

This plan is designed to be compatible with both National Incident Management System (NIMS) and the Incident Command System (ICS).

5.0   SITUATION AND ASSUMPTIONS

5.1   An incident may occur on the campus that requires emergency response.

5.2   The campus emergency response will be activated to one of the three identified response levels.

5.3   Campus resources may be inadequate to handle the incident and interagency coordination with city and county response agencies will be required.

5.4   On-scene responders initiate the Incident Command System (ICS).

5.5   Response personnel have received role-appropriate National Incident Management System (NIMS) training.

5.6   The event may necessitate an extended response or involve a wide area of the campus or community immediately adjacent to the campus.

5.7   An off-site emergency – such as a flood – may involve students, faculty, and staff. The campus and potentially the community require the response of Carl Albert State College resources.

5.8   Carl Albert State College media relations staff may work with the local community in order to effectively inform students, staff, parents/guardians, faculty, and the surrounding community.

6.0   THREAT ASSESSMENT AND SITUATIONAL AWARENESS

6.1   Comprehensive and timely assessment of threats is critical to mitigating or responding to potential or actual emergencies. Based on the (Name of Hazard Vulnerability Studies of the area), several types of threat assessments are necessary to mitigate and respond to potential emergencies.

6.2   The Oklahoma Fusion center provides continual, all hazard threat assessment and situational awareness for many disciplines including educational institutions and community. Coordination with Oklahoma Fusion Center is through CASC Police Department. Students, faculty, staff, visitors, and members of the general public are encouraged to report suspicious activities by calling the Campus Police at 918-649-1400.

6.3   The Carl Albert State College established a Threat Assessment Committee (see Appendix A).

6.4   Incidents occurring on campus or off campus but involved with campus students, faculty and staff require an Incident Report to be filed within 48 hours with Campus Police. Reports are analyzed by Carl Albert State College Threat Assessment Committee.

7.0   EMERGENCY ACTION LEVELS

Three Emergency Action Levels of response to an impending or actual emergency affecting Carl Albert State College are described below.

7.1   <u>Emergency Response Level 1 (ERL1)</u>

         7.1.1   Any incident such as a small laboratory fire, hazardous material spill, assault, suspected meningitis case, medical emergency, suspicious package, etc. that can be obtained within a single location or can be quickly addressed, resolved or minimized with campus resources or limited community help (normal community response from police, fire, EMS).

7.1.2   Does not involve a large-scale evacuation.

7.1.3   Does not require activation of campus Emergency Operation Center (EOC).

7.1.4   Notifications are made to the Campus Police.

7.2   <u>Emergency Response Level 2 (ERL 2)</u>

7.2.1   A major emergency that impacts portions of the campus and may affect mission-critical functions or life safety (e.g. large residence hall fire, abduction, suicide, confirmed meningitis case, food borne outbreak, criminal activity with weapons, explosion, etc.)

7.2.2   The incident is typically handled with local community resources along with campus personnel.

7.2.3   May require off-campus emergency assistance coordinated by LeFlore County Emergency Management.

7.2.4   May require complete evacuation of a specific campus facility.

7.2.5   May require partial activation of the campus EOC at the discretion of the Director of Campus Police. Note: Usually does not require activation of the campus EOC unless operations are expected to extend beyond 8 hours.

7.2.6   May require activating the Campus Emergency Notification Plan.

7.2.7   Notifications are made to the President's Office, Office for Student Affairs, Office of Academic Affairs, and Office of Telecommunications by the Campus Police Department.

7.3   <u>Emergency Response Level 3 (ERL3)</u>

7.3.1   An incident posing major risk or catastrophe to campus personnel and resources (e.g. plane crash, credible terrorist threat, stadium collapse, pandemic influenza, etc.) and requires resources beyond what the City and county can provide.

7.3.2   Consider declaration of ERL 3 for major planned events such as Presidential visit, national/international Championship event, etc.

7.3.3   Caused, or has the potential for causing, major damage and injury.

7.3.4   Requires off-campus (local, state, and possibly national) emergency response.

7.3.5   May require campus closure and/or evacuation.

7.3.6   Responsibilities listed under ERL 3 are exercised by individuals whose assignments are delineated within the EOP.

7.3.7   Authority declaring ERL 3 is the President or the President's designee.

7.3.8   Requires full activation of the EOP, campus EOC, and the Crisis Communication Plan with immediate notifications to all key responders identified in this plan.

8.0   INITIAL NOTIFICATIONS AND RESPONSE

8.1   <u>Initial Incident Actions</u>

8.1.1   The Carl Albert State College Campus Police Department is the primary first response organization on the campus.

8.1.1.1 Depending on the nature of the event as described in the Hazard Specific Plans (HSP) in Appendix, other Carl Albert State College departments may be dispatched or called upon to support.

8.1.1.2 Major incidents, such as building fires, hazardous material spills into the environment, etc. may relegate Carl Albert State College Campus Police Department to a support role.

8.1.2   The Carl Albert State College Campus Police Department is notified upon recognition of any event that may or will potentially impact the campus community. A police unit is dispatched to perform an on site assessment as required.

8.1.3   The on-scene police unit provides a situation assessment and requests a supervisor as necessary.

8.1.4   The officer requests the Poteau Police Department dispatch center to notify the Director of Campus Police under the following circumstances:

8.1.4.1 Any situation that requires the use of external agencies to resolve

8.1.4.2 Any situation that results in a loss of life or serious injuries.

8.1.4.3 Any situation that may cause media interest, building closure, or campus closure.

8.1.5   The Director of Campus Police determines the level of emergency up to and including declaration of Emergency Response Level 2 (ERL 2) and authorizes dispatch to notify President's Office, Office for Student Affairs, Office of Academic Affairs, and Office of Telecommunications.

8.1.6   For potential ERL 3, the Director of Carl Albert State College Campus Police Department makes notification to the President's Office, Office for Student Affairs, Office of Academic Affairs, and Office of Telecommunications.

8.1.7   The President or designee determines the need to raise the level of emergency to ERL 3 and make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.

8.1.8   Upon declaration of ERL 3, the Campus EOC is activated. In the absence of an ERL 3, the Director of Campus Police determines the need to open the Campus EOC.

8.2   <u>Campus Emergency Operations Center (EOC)</u>

8.2.1   The Campus Emergency Operations Center (EOC) is the area where key members of the response and institution gather to share information, control emergency, coordinate resources and determine protective actions.

8.2.2   The campus EOC is located in the Office for Student Affairs, Hemphill Hall, 1st Floor, back Conference area for emergencies. The alternate location is the Ollie Center for Academic Excellence, 1st Floor, Room # 1101.

8.2.3   Activation of the Campus EOC is at the discretion of the President, EPG Member or Director of the Carl Albert State College Campus Police Department. Some criteria to consider in this decision includes whether there is

8.2.3.1 Declaration of local or State of Emergency

8.2.3.2 Lack of campus resources for incident

8.2.3.3 Catastrophic event

8.2.3.4 Prolonged or unknown duration of the incident

8.3   <u>Other Reporting Locations</u>

8.3.1   The Emergency Policy Group (EPG) reports to the President's Office, F.L. Holton Business Center, 3rd Floor, Room #873 for emergencies. Their alternate reporting site is the Ollie Center for Academic Excellence, 2nd Floor, Room #1207.

9.0   COMMUNICATIONS

9.1   <u>Policy</u>

Carl Albert State College intends to make immediate, emergency notification through various modalities to all potentially affected persons of credible threats and incidents that require activation of this plan. In the absence of details and vague yet credible threats, a generalized warning may be disseminated to alert students to a potential threat on campus and how to report unusual observances.

9.2   <u>Redundancy</u>

For emergencies, multiple communication systems will be used to better ensure timely receipt of message.

9.3   <u>Methods</u>

Methods of notification include text messaging, email alerts, phone alerts and web-site posting. In addition, in the event of a tornado warning the City of Poteau will sound its storm siren notification.

9.4   <u>Target Audiences</u>

9.4.1   Contacts for individuals involved in assessing or responding to the emergency – including the Emergency Policy Group, Local, State, and Federal Government Responders, and the media- are updated and tested at least twice a year. (See Appendix A - Contact Information).

9.4.2   Faculty and staff contact information is collected and maintained in HR at the time of initial employment.

9.4.3   Student contact information is collected and a student I.D. is made at the time of initial enrollment. Students are encouraged to update any changes or additional information, as changes are needed.

9.4.4   Parent and Guardians are contacted during an emergency by the phone calls from the Office for Student Affairs with information that was furnished at the time of enrollment.

9.4.5   Consulates representing international students are contacted during an emergency by the Admissions Office and updated each semester.

9.4.6   Faculty, staff, or students who have limited ability to receive message through traditional means, such as those individuals with sight, hearing or cognitive disability, will be notified by the American Disabilities Act (ADA) Coordinator.

9.4.7   Visitors are informed of emergency by emergency personnel on scene.

9.4.8   Building notification is accomplished through an emergency notification system sending text messages, email alerts, and telephone alerts.

9.5   <u>Triggering Notifications</u>

9.5.1   The more serious the situation (i.e. ERL3) the sooner the notifications should be made so that persons can take appropriate actions.

9.5.2   Other specific incidents may trigger specific notifications.

10.0 DECISION-MAKING

10.1   <u>Protective Actions</u>

Protective Actions are those actions taken by responders and affected persons to lessen or thwart the effects of an emergency. Some examples of protective actions include:

- Evacuation
- Shelter-in-Place
- Lock Down
- Shelter-in-Place (Tornado)
- Relocation
- Mass Prophylaxis

10.1.1 Evacuation

Evacuations vary widely in scale from a small area to entire campus. The threats may be immediate such as a bomb, fire or active shooter or slowly evolving hazards such as loss of power for extended periods. Persons may be evacuated outside, to a nearby facility until the threat is cleared, to a temporary shelter or to a more permanent solution such as new housing or offices. Evacuation assistance is necessary for persons that have limited mobility and should be planned for both persons normally on-campus as well as visitors.

10.1.2 Shelter-in-Place versus Lock Down

Shelter-in-Place is a temporary measure which refers to those actions taken to "stay inside" a building or other structure while the threat passes. It is most commonly employed for chemical or radiological releases or severe weather such as a tornado when the health exposure is deemed greater if evacuating than if remaining inside. Other actions are specific to the hazard and usually involves shutting off outside air sources, closing windows, etc. very specific instructions may be given for the hazard characteristics such as moving to higher floors if the chemical which is released is heavy and will settle low.

A *Lock-Down* is a protective action taken largely in response to a suspicious, hostile or violent person or person(s) whereby persons secure themselves in locked rooms, closets and other buildings away from sight of the offender(s).

10.1.3 Shelter-in-Place (Tornado)

In the event a tornado warning is issued, notification will be issued to faculty, staff, and students through the notification system. Students, faculty and staff will move to the safety of designated building's Shelter's-in-Place.

10.1.4 Relocation

Once evacuated, persons may be relocated to a temporary location such as another building or a mass care shelter. Longer term evacuation may dictate more permanent relocation.

10.1.5 Mass Prophylaxis and Treatment

Providing medication or vaccines to person(s) exposed or potentially exposed to a contagious disease or biological agent may deter illness or worsening of illness. This protective action is useful for exposure to such events as anthrax exposure.

10.2   Authority

10.2.1 Immediate Protective Action Decisions (PADs) are made by the Incident Commander for an emergency event.

10.2.2 More expansive decisions, such as closing all campus services or a campus-wide evacuation, are made by the President or his/her designee.

10.3   Process

10.3.1 Upon notification of emergency, Campus Response Personnel will provide continual situational awareness to the Incident Commander, President and EPG.

10.3.2 The Incident Commander and/or the President will make Protective Action Decisions (PADs) using the available information at the time.
Note: No decision is a decision.

11.0 ROLES AND RESPONSIBILITIES

11.1   Incident Command System

11.1.1 Carl Albert State College uses the National Incident Management System (NIMS) compliant incident management system in its Emergency Operations Center (EOC) to meet federal standards and to coordinate seamlessly with outside responders.

11.1.2 Primary and alternate Staff assignments have been pre-designated for emergency roles (See Table 2, page 12).

Table 2 Emergency Roles and Assignments

Office of Academic Affairs	Identify and resolve instructional and research issues. Coordinate necessary faculty resources. Reschedule classes and public events to include off campus accommodations.
The Enrollment Center	The Enrollment Center will create temporary I.D. or access credentials as requested.
Office for Student Affairs	The Office of Student Affairs will provide courier services to policy and operations groups. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.). Coordinate student notification and response. Act as liaison to parents.
Student Support Services Office	Assist employees and students in coping with trauma.
Office of Business Operations & Physical Plant	Arrange for fit-up of temporary quarters for displaced units. Provide site, building information, structural evaluations and repair estimates. Mitigate facility and grounds damages and restore to functional level. Obtain emergency goods and services; include pick-up/ delivery to site of emergency. Assist Campus Police with creating a safety perimeter at the site of the emergency.
Campus Police	Public safety, crowd control, evacuation, site security and coordinate mobile and radio communications. Liaison with on-site fire and medical command personnel.
Campus Safety	Extra Liaison with on-site fire and medical command personnel; additional campus resource at housing Rally Point; campus contact for Pandemic Outbreak
Residential Housing	Coordinate housing operations (including any temporary shelters).
Information Technology Services	Coordinate temporary telephone, fax, and computer hookups. Communications: Provide "broadcast" capability for voice mail. Arrange phone bank for necessary student call-outs to family. Activate "800" number if necessary.
Public Relations	Media coordination and spokesperson.
Food Services	Coordinate dining services for dislocated personnel and emergency workers.
Threat Assessment Team	As necessary in context of particular emergency, assess and provide advice as to potential risks posed by individuals.

12.0 CONTINUITY OF OPERATIONS

12.1   Chain of Command

The Carl Albert State College President is the overall decision-maker during ERL 3 emergencies. In the event the President is unavailable or unable to perform this function, the following person, listed in order of succession, would assume this role during the emergency:

12.1.1 President

12.1.2 Vice President of Academic Affairs (2nd in Command)

12.1.3 Vice President for Student Affairs (Third in Command)

12.1.4 Vice President of Business Operations (4th in Command)

12.1.5 Vice President of Enrollment Management (5th in Command)

12.1.6 Director, Public Relations and Marketing (Sixth in Command)

12.1.7 Director of CASC Sallisaw Campus (Seventh in Command)

12.2   Communications

12.2.1 To ensure Continuity of Operations and the ability to perform 24 hours/day; 7 days/week, each key position in the EOC should have at least one alternate.

12.2.2 Updated contact information should be readily available in key locations and in possession of key responders at all times.

13.0 FAMILY/GUARDIAN ASSISTANCE

13.1   Initial and Ongoing Communication

13.1.1 A hotline may be established to provide immediate information to persons who can identify themselves as a parent, guardian or immediate family member of possible victim.

13.1.2 Website access or other technology will be provided for ongoing secured information to those who are unable to come to the Family Assistance Center.

13.2   Establishing a Family Assistance Center (FAC)

13.2.1 A FAC is established whenever parents, guardians and family members are unable to receive timely and appropriate information regarding an emergency at the campus as it pertains to their family member or those they have guardianship. It may also be established for other off-site campus emergencies such as nearby industrial accident or a mass transportation accident involving persons from the campus.

13.2.2 All attempts to establish a secured facility in a timely manner will be made to quickly answer questions with information available at the time.

13.2.3 Media are not permitted within the FAC.

13.2.4 Counselors and other appropriate support persons will be available at the FAC to provide emotional support and grief counseling if appropriate.

13.2.5 The FAC should be conveniently located for concerned persons but not too near the site to be traumatic to persons at FAC. It may be located at the community center if not an affected site.

13.2.6 The FAC operation is overseen by Office for Student Affairs personnel.

13.2.7 In the event of an airline accident, the National Transportation Safety Board will oversee the FAC.

14.0 MEDIA

14.1 It is imperative that media receive regular updates emergency situations on campus so the concerned public may remained informed.

14.2 The Public Relations Office will be responsible to provide the media policies, procedures and protocols and campus spokespersons when dealing with the media.

15.0 DAMAGE ASSESSMENT

15.1 General

Damage assessment includes the effect of the event of life, health, safety and property. A rapid, preliminary damage assessment or scan of all areas is necessary to ensure that persons are rescued and further situations can be mitigated through cascading effects of some emergencies. For example, downed power lines may cause electrocution if the area isn't cordoned off. Extended loss of power may cause food spoilage and illness. Accurate understanding of effects of event can allow organization to prioritize efforts to maximize recovery.

15.2 Policy

Life, health and safety concerns always take precedence over property concerns.

15.3 Property Inventory

An up-to-date inventory of equipment and property is maintained by the Business Office and will be made available during and after the emergency. Blueprints of all buildings are available at the F.L Holton Business Center, Room #871 and have been provided to local police and fire departments. In addition, scanned and/or PDF blueprint copies have been provided to local police and fire departments.

15.4   Teams

Campus staff may be assigned to damage assessment teams once the threat has waned and safe conditions exist. Damage assessment teams are primarily drawn from departments involved in public safety, engineering, and environmental health and safety. Local and state emergency management   teams along with Red Cross may assist in damage assessment.

15.5   Documentation and Cost Recovery

State or federal resources may be available to recover funds expended or acquire new equipment and supplies related to the emergency response and recovery. Detailed records of losses and expenditures are collected and maintained by the Business Office.

16.0   RECOVERY

16.1   Decisions regarding long-term relocation plans including use of temporary housing, contamination of a facility, etc. will be made by the CASC Executive Policy Group.

16.2   Employee Assistance Program

As part of the crisis intervention program, the college may provide counseling and crises intervention to employees. Through the help of the college counseling services, the necessary help will be provided. Using counseling skills, to include empathy, active listening, and reinforcement support, the individual can be allowed to vent their feelings. Those in the counseling process should allow sufficient time for the individual to express themselves and to look at the possible options that are available to deal with the problem. If it is determined that referral to an outside agency is necessary, then appropriate action should be taken.

17.0   PLAN MAINTENANCE AND EVALUATION

17.1   The Emergency Policy Group convenes annually or after an event or exercises to assess the plan's viability and address any corrective actions.

17.2   The EOP is tested annually through tabletop and functional exercises. Full-scale exercises should take place every five years and should include KTC. The exercises test various hazards identified as a potential hazard/threat to the community and the Carl Albert State College in the Hazard Vulnerability Plan or from other intelligence sources such as the Oklahoma Fusion Center.

17.3   All communication systems and contact lists are updated yearly.

17.4   The CLASS certifies the Carl Albert State College EOP annually and sets standards.

17.5   Local responders participate in the annual review of the EOP.

18.0 TRAINING

18.1 Annual emergency response training is provided to all staff, faculty, and students at Carl Albert State College.

18.2 Each responder is required to take appropriate level National Incident Management System (NIMS) training.

18.3 Specific training for recognition of troubled behaviors and appropriate interventions and prevention strategies is required for all staff and faculty as well as offered to students.

18.4 Mandatory training for staff and faculty with the Campus Police Office in the interception and response to an intruder.

18.5 Enhanced HIPAA and FERPA privacy laws training is provided to CASC employees.

18.6 Crisis communication methods are shared with students, faculty, staff, parents/guardians, visitors (signage) and consulates for international students.

APPENDIX A: CONTACT INFORMATION

1.0   EXECUTIVE POLICY GROUP (EPG)

    1.1   President (Chairman) – (918) 647-1210

    1.2   Vice President for Academic Affairs – (918) 647-1464

    1.3   Vice President for Student Affairs – (918) 647-1370

    1.4   Vice President for Business Operations – (918) 647-1320

    1.5   Vice President for Enrollment Management – (918) 647-1270

    1.6   Director for Public Relations and Marketing - (918) 647-1458

    1.7   Director for CASC Sallisaw Campus – (918) 647-2203

2.0   THREAT ASSESSMENT COMMITTEE

    2.1   Director of Campus Police (Chairman) – (918) 647-1375

    2.2   Vice President for Student Affairs – (918) 647-1370

    2.3   Director of Public Relations & Marketing – (918) 647-1458

    2.4   Residential Housing Coordinator – (918) 647-1374

    2.5   Director of Information Technology – (918) 647-1388

    2.6   Division Chair of Technology – (918) 647-1215

    2.7   Director of Student Support Services – (918) 647-1366

    2.8   Campus Safety Coordinator – (918)-647-1457

    2.9   Chief of Police, City of Poteau – (918) 647-8620

    2.10   Fire Chief, City of Poteau – (918) 647-8620

    2.11   Director of Emergency Management, LeFlore County – (918) 649-0530

    2.12   Representative from LeFlore County Health Department – (918) 647-860

3.0   EMERGENCY CONTACT GROUP

    3.1   Executive Policy Group (EPG)

    3.2   Threat Assessment Committee

    3.3   <u>Emergency Services</u>

        3.3.1   All Emergency Service – (911)

        3.3.2   LeFlore County Emergency Management – (918) 635-3600

3.4 <u>Ambulance Services</u>

 3.4.1 EMS of LeFlore County – (918) 647-9270

3.5 <u>Hospitals</u>

 3.5.1 Eastern Oklahoma Medical Center – (918) 647-8161

3.6 <u>Law Enforcement Agencies</u>

 3.6.1 Poteau City Police (Local Number) –(918) 647-8620

3.7 <u>Physicians</u>

 3.7.1 LeFlore County Medical Center – (918) 647-8635

 3.7.2 Dewey Medical Center – (918) 647-2929

3.8 <u>Utility Services</u>

 3.8.1 Arkansas-Oklahoma Gas Company (Natural Gas) – (800) 842-5690
    Local Phone – (918) 647-3141

 3.8.2 Windstream – (800) 501-1776

 3.8.3 Oklahoma Gas and Electric Company (Electricity) – (800) 522-0280
    Local Phone – (918) 647-4191

 3.8.4 Suddenlink – (800) 220-5515

 3.8.5 Poteau Water Department – (918) 647-4191

3.9 <u>State of Oklahoma Agencies</u>

 3.9.1 OSHA State of Oklahoma Office – (405) 231-5351

 3.9.2 State Health Insurance Program – (800) 782-5218

 3.9.3 State Poison Control Center – (800) 522-4611

 3.9.4 State Risk Management Division – (405) 521-4999

3.10 <u>Chemical Related and Environmental Concerns</u>

 3.10.1 Department of Environmental Quality (Poteau Office) – (918) 647-5734

 3.10.2 Chemical Emergency Preparedness Hotline – (800) 535-0202

 3.10.3 CHEMTREC 24-Hour Hotline – (800) 424-9300

 3.10.4 LeFlore County Health Department – (918) 647-8601

 3.10.5 National Chemical Response Center – (800) 424-8802

3.11   <u>Mental Health Services</u>

     3.11.1 Oklahoma Dept. of Mental Health (Heavener Office) – (918) 653-7718

     3.11.2 Stigler Health & Wellness, Poteau – (918) 647-2155

     3.11.3 Stigler Health & Wellness, Sallisaw – (918) 790-2657

3.12   <u>Other Important Numbers</u>

     3.12.1 U.S. Consumer Products Safety Commission – (800) 638-2722

APPENDIX B: PROCEDURES

B.1   FIRE/SMOKE AND EXPLOSION PROCEDURES

1.0   GENERAL INFORMATION

The threat of fire to occur in one of the campus facilities is extremely high. Facilities are filled with combustible materials, flammable substances, chemicals, and masses of people confined to small areas. Once a fire reaches the free-burning stage, it takes less than three minutes for temperatures to reach over 1000 degrees Fahrenheit. These factors can easily add up to injuries, deaths, and destruction if there is not a planned response in place and everyone working together to follow that plan.

2.0   RESPONSE PROCEDURES

Once the fire/smoke or explosion incident is discovered immediate response is essential to minimize loss of life and property. Knowing the proper procedures to take in responding to the incident is a vital ingredient in order to properly handle the situation. Whenever an incident occurs, the following actions should be taken.

2.1   Sound the building fire alarm system immediately. If there is a loss of electrical power or other reasons that would cause the fire alarm to fail, the signal should be by voice directions of staff members.

2.2   Under the supervision of the Building Safety Manager, Department Heads, and Division Chairman, the staff should implement evacuation procedures.

2.3   Contact the local fire department by calling (9-911). The specific location of the incident should be given to include building area or section of the building, and the nature of the incident. The reporting party should also give their name and call-back number.

2.4   If the fire is small and appears to be controllable, employee personnel may try to fight the fire or at least contain the fire until the fire department arrives. (SEE SECTION C)

2.5   If evacuation is necessary, faculty should take class rolls with them.

2.6   Close all windows and doors to confine the fire.

2.7   In case the nearest exit is blocked, take an alternate exit. Do not use elevators.

2.8   Faculty and staff should double check the area to ensure total evacuation of all individuals.

2.9   Restrooms, hallways, and unoccupied rooms should be checked.

2.10   If possible, assistance should be given to those who are physically handicapped or impaired.

2.11   Proceed to pre-designated area to regroup and account for all individuals.

2.12   Do not re-enter the building until it has been cleared by proper authority.

2.13   Above all, do not panic and remain calm.

3.0   DECISION TO FIGHT OR FLEE

Several considerations should be taken when determining whether or not to fight the fire or not to fight the fire.

3.1   Make sure everyone has left or is leaving the building.

3.2   Make sure the fire department has been called.

3.3   Make sure the fire is confined and not spreading.

3.4   Make sure there is an unobstructed escape route to which the fire will not spread.

3.5   Be sure you have the appropriate type of fire extinguisher and know how to use the extinguisher.

B.2   TORNADOES AND OTHER SEVERE WEATHER PROCEDURES

1.0   GENERAL INFORMATION

Severe weather conditions, including tornadoes, high winds, and excessive amounts of rain, can be a potential killer and capable of great property destruction. Oklahoma and the Poteau area is particularly subject to tornadoes and other types of severe weather conditions. While no response plan can cover every possible variable, the purpose of the Emergency Response Plan is to provide a framework in which to react. Being calm and being flexible are absolutes to effectively respond to a crisis situation.
School buildings are not designed for high winds and are susceptible to significant to severe damage from tornados. Metal structures and buildings with large open spaces, e.g., gymnasiums, and wide-span roofs are particularly vulnerable to high winds and tornados as are multi-story structures. Students, faculty and staff attending classes/activities in these buildings are at risk of serious injury or loss of life during tornados and high winds storms. This severe weather and safe room operation plan outlines procedures to be followed during tornadoes and high-wind events to reduce the risk of injury or loss of life.

2.0   CLASSIFICATION OF ALERTS

2.1   Tornado Watch

A "tornado watch" indicates that conditions are favorable for tornadoes or severe weather. The involved area is put on alert to the possibility for tornadoes to form. The college should maintain their normal routine of activities.

2.2   Tornado Warning

A "tornado warning" means a tornado has been sighted or detected by radar and there may be danger to life and property if protective measures are not taken.

3.0   SEVERE WEATHER MONITORING AND ALERT SYSTEM

3.1   In the event of potentially severe weather or a "tornado watch" has been issued monitoring of the weather conditions will be maintained by the President's Office, Academic Affairs Office, and Campus Police.

3.2   Weather alerts are monitored with Campus Police in the Office of Student Affairs.

3.3   Should a "tornado warning" be issued at the direction of the Director of Campus Police, the warning will be issued via "Blackboard", which will send text, email, and phone notifications.

3.4   In addition the City of Poteau maintains a siren system that sounds in the event of an approaching tornado or severe weather.

3.5   In the event that weather conditions are such that requires the activation of the alarm notification system, occupants of all facilities should react accordingly.

3.6   When the alert notification is activated the following action should be taken:

3.6.1   Faculty, staff, students, and guests will follow directives and exit the current areas and proceed in an orderly fashion to the college designated buildings shelters-in-place.

3.6.2   Faculty will inform their class where the "shelter area" is located. Once in the area the faculty member will take roll and note any unaccounted-for students.

3.6.3   Staff and employees will go to the "shelter area" and once in the "shelter area", the supervisor or their designee should list those personnel who are present.

3.6.4   Visitors, students not in class, and employees will check into a "shelter area". Upon checking into the "shelter area" the individual in charge of accountability should get their name and status.

3.6.5   Once within the designated "shelter area" individuals should sit down, with face down, drawn knees up under themselves, and hands and arms covering their head.

3.7   If individuals are not able to get to a "shelter area" the following should be considered when trying to locate an area that would provide a higher level of protection.

3.7.1   Lowest floor level in a multi-level facility.

3.7.2   Interior areas such as closets, bathrooms, and small storage areas.

3.7.3   Corridors or hallways that open to the east or north.

3.8   Avoid the following if possible

    3.8.1   Areas where roofs are likely to be blown off.

    3.8.2   Windward edges (usually south and west).

    3.8.3   Portions with overhangs on the windward side.

    3.8.4   South and west areas of the buildings.

    3.8.5   Corridors or hallways that may become wind tunnels (doors opening to the south and west).

    3.8.6   Locations where there are windows or other glass enclosed areas.

    3.8.6   Outside walls that are load bearing.

    3.8.7   Large open areas, with limited or no support like the gymnasium, auditorium, and cafeteria.

B.3   BOMB THREATS / EXPLOSION RESPONSE PROCEDURES

1.0   GENERAL INFORMATION

We would like to believe that we'll never be faced with receiving a bomb threat or finding a suspicious package. Yet, today educational institutions can become the target of terrorist actions as readily as any other organization in our society. Bomb threats and similar activity against facilities or activities on the CASC campus can occur at any time. Nationally, bomb threats are actually carried out less than 2% of the time. In most cases, there are two basic reasons for bomb threat calls. The first is that the caller has knowledge or believes an explosive or indeciary device has been or will be placed, and the caller wants to minimize injury or property damage. The second is that the caller wants to create an atmosphere of anxiety and panic which may result in a disruption of normal activities at the site. In either case the forewarning threat call serves as an opportunity to take precautions. It is necessary that a procedure be in place so that the response to a bomb threat is executed in a coordinated manner.

2.0   POLICY

Every bomb threat should be treated as potentially dangerous to the lives and safety of all persons in the building. It is the policy of this institution to respond immediately to any bomb threat that is received, and to take the necessary action which will result in the maximum safety for the public with minimal disruption to college activities.

Authority to implement evacuation rest with the President or his appointed designee. If the situation warrants, on scene personnel such as Building Safety Manager, Division Chairmen, or other responsible college employees should begin immediate evacuation IF DANGER IS IMMINENT.

3.0   PREVENTION

There are a number of preventive measurements that can be followed in order to provide the safety and security of facilities.

3.1   Lock up buildings when not in use.

3.2   Maintain adequate outside lighting of campus facilities.

3.3   Provide night security checks of campus facilities.

3.4   Individual rooms should be locked when not in use.

3.5   Faculty and staff personnel should be aware of any unusual circumstances and report the information to the Building Safety Manager.

3.6   Custodians and maintenance personnel should be alert to any unusual circumstances and report the information to their supervisor or the Building Safety Manager.

4.0   TELEPHONE BOMB THREATS

4.1   Responsibility of Individual Receiving Call

4.1.1   Be calm, be courteous, be sincere, and concerned. Listen, do not interrupt the caller, but ask questions when appropriate.

4.1.2   Do not say anything to offend the caller or to make them angry.

4.1.3   Keep the caller on the line as long as possible. Ask the caller to repeat the message or ask for more details.

4.1.4   Record the exact time, and date of receiving the call.

4.1.5   If the caller does not indicate the specific location of the bomb or time of detonation, ask for this information.

4.1.6   Listen carefully for peculiar or unique background noises that may give clues to the location of the caller.

4.2   Use a "Bomb Threat Checklist" to record details of the call. (See Appendix C)

4.3   When the caller hangs up, immediately notify one of the following: President's Office, Vice President for Academic Affairs, Vice President for Student Affairs, IF DANGER IS IMMINENT contact the Building Safety Manager.

4.4   Authorities may want to talk directly to the individual receiving the direct call, so remain available until you are properly released.

5.0   WRITTEN THREATS

5.1   Responsibility of Individual Receiving Written Note

5.1.1   Note the time, location, and circumstances when receiving the note.

5.1.2   Handle the note as little as possible in order to save the integrity of further possible evidence.

5.1.3   Save all materials that were received including envelope or container.

5.2.   Immediately notify one of the following: President's Office, Vice President for Academic Affairs, Vice President for Student Affairs, IF DANGER IS IMMINENT contact the Building Safety Manager.

5.3   Authorities may want to talk directly to the individual receiving or finding the written threat, so remain available until you are properly released.

6.0   PRESENCE OF SUSPICIOUS OBJECTS

6.1   Introduction

Because of the seriousness of the situation and the possibility of physical injury, initial precaution must be taken in case there is the presence of a suspicious object. CAUTION is the key word if a suspicious or unexplained package is found.

6.2   Characteristics of Suspicious Objects

6.2.1   Excessive or no postage.

6.2.2   Rigid or bulky envelope.

6.2.3   Address is badly written or typed, misspelled words, a title with no name, or wrong title with name.

6.2.4   No return address.

6.2.5   Restrictive Markings (Example: "Personal" "Private In Nature", or "Confidential")

6.2.6   Strange or unusual odor.

6.2.7   Lopsided or heavy at one end or one side.

6.2.8   Protruding wires.

6.2.9   Oily stains on wrapper.

6.3   Responsibility of Individual Finding Suspicious Object

6.3.1   Immediately notify The Building Safety Manager, who in turn, will notify the President's Office, Vice President for Academic Affairs, Vice President for Student Affairs, or the Director of Campus Police.

6.3.2   Do not touch, move, or disturb the object in any way.

6.3.3 Do not change the surrounding conditions in any way. Examples would be turning on or turning off lights, adjusting the thermostat, moving furniture, turning on or turning off small electrical appliances.

6.3.4 Isolate the object by clearing people from the immediate area.

7.0 RESPONSE BY COLLEGE OFFICIALS

7.1 The first stage in any type of incident is to consider the option to evacuate or not to evacuate.

7.2 If the decision is made to evacuate, follow the procedure as outlined in the EVACUATION SECTION of this plan.

7.3 Depending on the seriousness of the situation, contact the necessary emergency personnel to include the police, fire department, and ambulance service.

7.4 Re-occupation of the facility should not be allowed until proper authority declares the facility clear or safe for re-entry.

B.4 MEDICAL EMERGENCY PROCEDURES

1.0 GENERAL INFORMATION

A type of emergency that is common to the college campus are illnesses and injuries. With the amount of people coming together at one time and place incidents of illness and injury are bound to occur.

2.0 RESPONSIBILITIES OF THE COLLEGE

Normally, the administering of medical care is not the direct responsibility of the College. However, the College must ensure the ready availability of medical care in reaction to certain medical emergencies. It is essential that emergency services are made available in these situations. In circumstances where emergency service is required, the College shall contact emergency services and provide basic assistance until qualified professionals arrive. As necessary, ambulance service should be made available to transport to a medical facility those experiencing injury or illness while on campus.

3.0 RESPONSIBILITY OF COLLEGE EMPLOYEES

As an employee of the State of Oklahoma, you are required to respond to emergency situations. Any employee should respond according to the nature and severity of the situation. In some situations, time and appropriate response is critical, yet at the same time, the responding individual may have limited knowledge and skills in administering first aid. As a result, the extent of one's assistance may be limited to contacting and obtaining medical care from those who are properly trained. As a minimum, the following should outline the proper response by the employee:

3.1 Call for the appropriate emergency help by dialing (911).

3.2 Contact the Building Safety Manager for assistance.

3.3 Take the appropriate "Universal Precautions" to protect oneself from possible exposure to bloodborne pathogens.

3.4 Notify Physical Plant to respond for cleanup of body fluids spilled at the scene.

3.5 Notify Physical Plant if there are any type of hazard or damage to the facility that could cause injury.

B.5 SUSPICIOUS INDIVIDUALS / UNWANTED INTRUDER PROCEDURES

1.0 GENERAL INFORMATION

The college campus is a rather unusual place. Since the college campus is a public facility many different people come and go during a typical day. Because of the general openness of the campus, it is rather difficult to monitor all individuals who come on campus. Likewise, the college is somewhat limited in its authority to limit or deny individuals to have access to college facilities. Yet, on the other hand, there is a limit as to who is allowed on campus and for what purpose.

2.0 GENERAL PROCEDURES

2.1 Faculty and staff should constantly monitor the immediate areas in which they are present, noting any circumstances that may seem unusual or out of the ordinary. Included as part of monitoring process is being aware of suspicious individuals or strangers that may be present on the campus.

2.1 If such individuals should be identified, faculty / staff should inquire of the individual regarding their purpose or business of being on campus.

2.2 The inquiry should be done in a courteous manner. Suggested methods of inquiring might be as follows:

2.2.1 "May I be of help to you?"

2.2.2 "Are you looking for a particular office or individual?"

2.3 Any person that may be looking for a particular student should be referred to the Office of Student Affairs. The Office of Student Affairs will contact the Director of Campus Police and they will contact the student and direct them to the Office of Student Affairs.

2.4 If an individual's behavior appears to be inappropriate or does not seem to be "normal" with regard to the circumstances, the Director of Campus Police or the Poteau Police Department should be contacted as soon as possible.

3.0 STEPS OF ACTION

3.1   The main goal is to maintain order and not to disrupt classroom or office areas any more than necessary. Depending on the situation, students should not be alerted unless necessary.

3.2   If there is a disruption or concern brought about by the intruder, the Director of Campus Police and/or the Poteau Police Department should be contacted as soon as possible.

3.3   When calling the Director of Campus Police and/or the Poteau Police Department, advise them as to what building and area the intruder is located. Try to give a description of the person by noting clothing, gender, race, etc.

3.4   Depending on the situation, evacuate students from the immediate scene.

3.5   Should conditions arise, determine whether to evacuate the building or to take refuge in a protected classroom that can be locked from the inside.

3.6   Move away from doors, windows, and glassed areas.

3.7   Designated faculty / staff should proceed to lock all outside doors of the facility should locked-down procedures be implemented.

B.6   CIVIL DISORDER PROCEDURES

1.0   GENERAL INFORMATION

Civil disorder may occur in a variety of different forms and for a variety of different reasons. Any physical altercation involving a multiple number of individuals should be viewed as a major concern. Even an altercation between two individuals has the potential to manifest itself into a larger more complex situation. Each involved combatant has the potential of drawing supporters and quickly escalates into a much larger and dangerous confrontation.

2.0   POLICY

Every incident of civil disorder should be treated as a potentially dangerous situation. The safety of all persons and the protection of college property should take top priority. Authority to determine the type of response and amount of needed assistance is given to the President or his appointed designee. If the situation warrants, on scene personnel such as the Building Safety Manager, Division Chairman, or other responsible college employees may be required to activate an immediate response to the situation.

3.0   PREVENTION

3.1   There are a number of preventive measurements that can be followed to diffuse a situation before it gets out of hand.

3.2   Administration, faculty, and staff should be aware of the overall morale and attitude of students and the student body as a whole.

3.3 An "OPEN DOOR" policy that allows students and staff the right to talk to administrative staff regarding problems and concerns that may be existing.

3.4 Staff should be aware of community situations or problems which might precipitate civil disorder within the campus community.

3.5 Inform students of the legal action that might be taken against them for violating statutory laws as well as campus policies and procedures.

3.6 Students should be made thoroughly aware of the college's policy regarding the consequences for those involved in disruptive or destructive type of behavior.

4.0   STEPS OF ACTION

4.1 Any apparent confrontation (i.e. gathering of individuals apparently hostile towards one another, fighting, demonstrations, protest, rioting) is considered an emergency and should be reported to the Director of Campus Police or the Poteau Police Department.

4.2 Faculty / Staff should not attempt to separate combatants other than by verbal means or physical presence. Order can sometimes be restored by informing the involved individuals that the police have been notified.

4.3 If conditions warrant, individuals not involved should be evacuated from the immediate area.

4.4 Should conditions worsen, it may be necessary to evacuate the building or to take refuge in a protected classroom that can be locked from the inside.

B.7   ACTIVE SHOOTER RESPONSE PROCEDURES (Not Published)

B.8   PANDEMIC INFLUENZA PROCEDURES

1.0   BACKGROUND

According to the World Health Organization (WHO), "An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world."

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During a normal influenza season, 5-20% of the population becomes ill and the highest rates of influenza-related complications occur in very young children and the elderly. During an influenza pandemic the level of illness and death from influenza will likely increase dramatically worldwide. The impact of an influenza pandemic on the local economy and business processes could be devastating. It is estimated that 15-35% of the population will be affected. During severe epidemics, the attack rate may be as high as 30-50% with a larger proportion of serious illness and deaths occurring in adults

less than 65 years old. During the 1918 pandemic, young adults had the highest mortality rates, with nearly one-half the influenza-related deaths in those 20-40 years old.

In the past 300 years there have been 10 documented pandemics of influenza A. The infamous "Spanish flu" of 1918-1919 resulted in 20 to 50 million deaths worldwide in a much less mobile society. The mortality rate during the more recent pandemics (in 1957 and 1968) was relatively low despite the high morbidity. Although supportive medical care and the availability of antibiotic therapy for secondary bacterial infections are factors to explain the "milder blow" of later pandemics, the causative influenza virus strains were less virulent. If a novel influenza strain emerges that is highly virulent, the rate of illness and death could rival previous pandemics despite modern healthcare technology. Beyond the human toll, an influenza pandemic will create significant social disruption and economic impact. The Centers for Disease Control and Prevention (CDC) estimate that the economic losses associated with future pandemics will total billions of dollars.

Influenza viruses have the ability to mutate, which can lead to genetic sequence realignment or reassortment. There are two main types of influenza virus mutation: antigenic drift and antigenic shift. Antigenic drift is a <u>minor</u> change that occurs frequently and causes the emergence of a new strain within a subtype. Antigenic drifts occur in both type A and B influenza viruses, while antigenic shifts occur only in type A. The reason the composition of the annual influenza vaccine changes from year to year is due to antigenic drift. Antigenic shift is a <u>majo</u>r change caused by genetic recombination that results in the emergence of a novel virus strain that has not previously infected humans. Often, antigenic shift occurs in an animal influenza virus, which then allows the virus to be transmitted between animals and people.

A real world threat for the next potential pandemic is the avian influenza H5N1 strain. This highly pathogenic avian influenza virus was first recognized in Hong Kong in 1997 although aggressive measures were used in an attempt to eradicate bird reservoirs of the virus, there have been an increasing number and severity of recurrent poultry outbreaks in Asia. More troubling is the occurrence of bird-to-human transmission of the virus observed in three countries with a sobering case fatality rate of 55%.The New England Journal of Medicine recently published a report that provided strong clinical and epidemiologic evidence of H5N1 being transmitted from human-to-human in a limited familial case cluster. This is especially alarming and fuels the global concern that the next influenza pandemic is imminent.

If the next pandemic influenza strain mimics the virulence of the 1918 pandemic strain, the WHO estimates that there could be 1.7 million deaths in the United States and from 180 to 360 million deaths worldwide. Many factors must be considered when estimating the potential impact of the next influenza pandemic. Some of these include the virulence of the circulating virus, how rapidly the virus spreads, primary age group affected, and the effectiveness of public health intervention and response. These statistics seem overwhelming, but there are measures that can be taken now to mitigate the impact of the event. Through coordinated efforts at the Federal. State, Local, and CASC campus levels, the impact will hopefully be lessened.

Excerpts from the OSDH Pandemic Influenza Management Plan

2.0 ROLE OF THE FEDERAL GOVERNMENT

The *National strategy for Pandemic Influenza* issued by President Bush on November 1, 2005, guides our nation's preparedness and response to an influenza pandemic, with the intent of:

2.1   Stopping, slowing, or otherwise limiting the spread of a pandemic to the United States.

2.1   Limiting the domestic spread of a pandemic, and mitigating disease, suffering, and death.

2.2   Sustaining infrastructure and mitigating impact to the economy and the functioning of society.

2.3   The strategy charges the U.S. Department of Health and Human Services (HHS) with leading the federal pandemic preparedness.

2.4   The HHS *Pandemic Influenza Plan* is a blueprint for pandemic influenza preparation and response. In particular, the *HHS Plan* provides guidance to national, state, and local policy makers and health departments. The goal is for all involved to achieve a state of readiness and quick response.

2.5   The Federal Government will:

    2.5.1   Coordinate national and international surveillance.

    2.5.2   Conduct epidemiological investigations in the U.S. and globally.

    2.5.3   Develop and direct use of diagnostic laboratory tests and reagents.

    2.5.4   Develop reference strains and reagents for vaccines.

    2.5.5   Evaluate and license vaccines.

    2.5.6   Determine populations at highest risk and strategies for vaccination and antiviral use.

    2.5.7   Assess and advise on measures to decrease transmission (such a travel restrictions, isolation, and quarantine).

    2.5.8   Deploy federally purchased vaccine.

    2.5.9   Deploy antiviral agents in the Strategic National Stockpile.

    2.5.10 Evaluate the efficacy of response measures.

    2.5.11 Deploy the Commissioned Corps Readiness Force and Epidemic Intelligence Service Officers.

    2.5.12 Develop and distribute medical and public health communications.

3.0   ROLE OF THE OKLAHOMA STATE DEPARTMENT OF HEALTH

3.1   In the event of an influenza pandemic, the Oklahoma State Department of Health (OSDH) will be the lead state agency in the response. State, regional, and local organizations will initiate actions outlined in the *Oklahoma Pandemic Influenza Management Plan* (*OPIMP*) and the *Catastrophic Health Emergency Plan.* The *OPIMP,* prepared by the Oklahoma State Department of Health Pandemic

Influenza Management Plan Committee, is intended to be dynamic and flexible. It consists of six essential elements of preparedness and response that would be integral in managing a potential influenza pandemic. The six essential elements address:

    3.1.1   Command, Control and Management

    3.1.2   Surveillance

    3.1.3   Delivery of Vaccine

    3.1.4   Delivery of Antiviral Medications

    3.1.5   Emergency Response

    3.1.6   Risk Communication

3.2   The overall goal of the *OPIMP* is to, first, minimize serious illness and overall deaths and, second, to minimize societal and infrastructure disruptions for the citizens of Oklahoma as a result of and influenza pandemic.

3.3   The OSDH will:

    3.3.1   Develop, regularly review, and implement the Oklahoma Pandemic Influenza Management Plan.

    3.3.2   Provide laboratory services, including: surveillance activities, viral isolation, antigen detection, and strain identification of influenza viruses.

    3.3.3   Direct and supervise the implementation of the plan components, namely vaccine delivery and antiviral dispensing by the Commissioner of Health and State Health Officer.

4.0   ROLE OF THE LEFLORE COUNTY HEALTH DEPARTMENT

4.1   County Health Departments are responsible for planning and coordinating the local response to an influenza pandemic with direction from OSDH Central Office. Local distribution of vaccines and antiviral will be made by the County Health Department at the direction of the OSDH. Additionally, local County Health Departments, through existing or enhanced surveillance, may be the first to detect influenza activity in their communities.

4.2   The Leflore County Health Department will:

    4.2.1   Meet with local key partners and familiarize them with the Oklahoma Pandemic Influenza Management Plan.

    4.2.2   Liaison with local responders (e.g., emergency services, hospitals, and community groups).

    4.2.3   Promote inter-pandemic routine influenza and pneumococcal vaccination to designated high-risk groups.

4.2.4 Develop a plan with key partners that addresses closing and re-opening of schools, businesses, and public places and events.

4.2.5 Assure local emergency plans are implemented during an influenza pandemic.

4.2.6 Assist with disseminating educational materials regarding an influenza response.

4.3 The Leflore County Health Department has developed the *Leflore County Pandemic Influenza Plan* as part of their *Leflore County Emergency Operations Plan (Annex H)*. It provides detailed plans with specifics to the responders and the command chain.

5.0 ROLE OF CARL ALBERT STATE COLLEGE CAMPUS

5.1 Carl Albert State College (CASC) has been involved in the Leflore County Pandemic Preparedness Committee and has developed the following preliminary plan to address needs during a Pandemic Influenza outbreak. All responses by Carl Albert State College during an influenza outbreak will be subject to the direction of the Oklahoma State and Leflore County Health Departments.

5.2 The level of appropriate response to an identified influenza pandemic or identified cases of avian influenza will be determined by the location and size of the outbreak. If a new influenza A virus is identified outside the United States, the CASC Pandemic Influenza Coordinator will monitor reports of the viral spread. If the virus is identified in the U.S., the Coordinator will contact the Leflore County Health Department and/or the Oklahoma State Department of Health for information and keep the CASC staff and the college community apprised of the situation. If cases of avian influenza are identified within the state or at the local level, the Coordinator will maintain ongoing communication with the OSDH and the LCHD for information and instructions. While it is remotely possible, but highly unlikely, CASC could be presented with an initial avian influenza case. Should students or staff with flu-like symptoms, who have recently traveled to outbreak locations, be identified as possibly infected with avian influenza, the CASC Coordinator will notify the LCHD.

5.3 Carl Albert State College will:

5.3.1 Conduct surveillance for pandemic influenza in the college community

5.3.2 Activate the CASC *Emergency Response Plan* as required.

5.3.3 Coordinate with Oklahoma State and Leflore County Health Departments.

5.3.4 Organize triage and care for residential students who may be infected.

5.3.5 Establish and staff telephone and internet hotlines.

5.3.6 Implement environmental infection control and personal hygiene strategies.

5.3.7 Identify and maintain critical supplies to support the response.

5.4 Coordination with state and local public health authorities and college directors and departments will be key to the success of the pandemic planning/response. The Pandemic Coordinator will be charged with maintaining contact with these authorities and providing those listed in the Emergency Response Plan (i.e., CASC Administration and the building supervisors listed in the Emergency Notification List) with necessary information for decision-making regarding containment measures and other matters.

5.5 The Pandemic Response Team will consist of the Pandemic Coordinator and a representative from each of the following departments.

5.5.1 Allied Health (two representatives)

5.5.2 Administration

5.5.3 Office for Student Affairs

5.5.4 Campus Police

5.5.5 Public Relations

5.5.6 Office of Academic Affairs
5.5.7 Residential Housing

5.5.8 Food Services

5.5.9 Department of Information Technology

5.5.10 Human Resources

5.5.11 Athletics

5.6 These departments will also be asked to prepare departmental plans as the potential for a pandemic increases. Readiness for a pandemic includes the coordination and planning for issues and scenarios that are found in a college setting. These issues include, but are not limited to:

5.6.1 Cancellation of classes and/or public events.

5.6.2 Closure of campus and student housing.

5.6.3 Provision of housing for quarantined and/or ill students.

5.6.4 Contingency plans for students who depend on student housing and food services.

5.6.5 Stockpiling equipment and supplies.

5.6.6 Continuity of health care.

5.6.7 Campus recovery.

5.6.8   Pandemic drills as necessary.

5.7   CASC's pandemic influenza plan is composed of three main categories, Preparedness, Response and Recovery. Activities are described for each category.

5.8   Assumptions

5.8.1   Predicted spread and severity (from CDC):

5.8.1.1 Over a several month time frame, illness rates in Oklahoma's population: 15-35%.

5.8.1.2 Global spread will occur in three months.

5.8.1.3 Vaccine availability: not until six months after initial outbreak and then in short supply. There will be a priority system for dispensing vaccine.

5.8.1.4 Anti-viral treatment: Supply likely to be inadequate and even then, may not be effective.

5.8.2   Potential effects:

5.8.2.1 Large percentage of population may be unable/unwilling to work for days to weeks.

5.8.2.2 Diminished numbers of people and expertise will be available.

5.8.2.3 Diminished emergency and essential services will be available.

5.8.2.4 Potentials for school closures (either local or state mandated).

5.8.3   College effects:

5.8.3.1 Large numbers of staff absent, difficult to maintain operations at all levels and in all departments.

5.8.3.2 Loss of services from suppliers.

5.8.3.3 Large numbers of student absentees.

5.9   Goals

The purpose of this plan is to assist in managing the impact of an influenza pandemic at the college based on two main goals:

5.9.1   Reduce the spread of the virus on campus.

5.9.2   Sustain the educational function of the college.

5.10   Preparedness Activities

5.10.1 Development of a management structure:

Attached as Appendix A is the CASC Incident Command Structure
This delineates the command structure for decision making during a pandemic.

5.10.2 Development of an Emergency call down roster:

Communication will be essential to maintain operational function of the college.

5.10.3 Education for Staff / Parents / Students:

5.10.3.1   CASC has identified Kristi McConnell, Campus Safety Coordinator as the Pandemic Influenza Coordinator. Chad Brown, Director of Campus Police, will be the back-up.

5.10.3.2   Besides oversight of the incident command center, duties of this assignment include the arrangement for the education of the staff, parents and students on emergency management, pandemic influenza and infection control strategies,

5.10.3.3   Incident Command Structure training for staff. This may be done online through information found at http://www.fema.gov/emergency/nims/index.shtm or may be given as a staff safety lecture.

5.10.3.4   Pandemic Influenza Training for Students and Parents. It is crucial to encourage preparedness training for students and parents. The Leflore County Health Department can assist in this training. The college can use staff safety lectures for information and hold these sessions open to the parents, students, and the community in general.

5.10.3.5   Infection control strategies.

Infection control is an integral part of pandemic influenza management. These strategies include hand washing, cough and sneeze etiquette, social distancing, use of personal protective equipment and disinfecting work surfaces. The Leflore County Health Department can assist in these endeavors and training. Training should go to students and staff and can be accomplished by any or all of the following: e-mail alerts, letters, posters on campus, classroom presentations, or group assemblies.

5.10.4 Continuity of Operations:

CASC has identified the following strategies that may be implemented through the Incident Command Structure during a pandemic to maintain school function.

> 5.10.4.1 Staggered school hours
>
> 5.10.4.2 Use of increased web based courses
>
> 5.10.4.3 Mailed / telephoned / e-mailed lessons and assignments
>
> 5.10.4.4 Instruction via local television and / or radio

5.10.5 Risk Communication:

During the preparedness phase of the CASC plan, risk communication will be focused on pandemic influenza awareness, preparedness and health measures. Notifying the public that CASC has a plan in place will increase the community's confidence of the college's ability to cope with an outbreak.

> 5.10.5.1 The plan can made available on the CASC Website
>
> 5.10.5.2 Sample letters and all of the forms to be used can be posted on the CASC website

5.10.6 Ensure necessary supplies are available:

> 5.10.6.1 CASC will maintain an adequate supply of cleaning agents, antibacterial hand gels, tissues and surgical masks.
>
> 5.10.6.2 CASC should maintain enough food stores to feed students stranded on campus.

5.11 Response Activities

5.11.1 Infection Control Practices

CASC will encourage infection control practices such as: hand washing, cough and sneeze etiquette, social distancing, use of personal protective equipment and disinfecting of work surfaces.

5.11.2 Care of staff / students

The following are signs and symptoms of influenza: fever, headache, sore throat, body aches, cough, runny nose, stomach and intestinal discomfort, extreme tiredness. Staff or students who develop these symptoms will be cared for and isolated in a separate location until they can safely leave campus on their own or be picked up by family / guardians.

5.11.3 Surveillance

CASC will provide the Leflore County Health Department with a daily absenteeism report and will keep a confidential roster of staff and students who are ill. The roster will contain the following information: name, age, class, contact information, symptoms, date and time of symptom onset. Teachers and Department heads will report daily absenteeism to the Pandemic Influenza Coordinator.

5.11.4 Risk Communication

CASC will provide the staff and community regular updates. Updates may be any or all of the following: posting information on the CASC website, newspaper articles, radio and/or TV spots, letters to parents.

5.11.5 Continuity of operations

Implement alternate methods of education and function based on the need and rates of illness. This may include total shut down either from local or state mandate, staggered school operational hours, and distance learning. Possible distance learning would include: web based, telephone, mailed or e-mailed lessons and assignments, instruction via local radio or TV.

5.12 Recovery Activities

5.12.1 Reopen the campus

If closure has been necessary, CASC will reopen when advised by public health officials that it is considered safe to do so.

5.12.2 Monitor staff and students

CASC will continue to observe for signs or symptoms of influenza and report to the Leflore County Health Department if any illness is noted. CASC will work through Student Support Services (currently headed by Kim Hughes) and community resources to provide any needed grief counseling and mental health support.

5.12.3 Human Resources

It may be necessary to modify some work roles and responsibilities. Prior to reopening the campus, a meeting will be held to assess needs in staffing. This committee should include the head of Human Resources (currently Vickie Sullivan) and the Executive Council.

5.12.4 Debriefing

CASC will conduct debriefing meetings to identify lessons learned and revise plans as necessary. This should include the Pandemic Coordinator, the CASC Pandemic Response Team, CASC Infectious Disease Committee, CASC administration and Executive Cabinet, and the CASC Department Heads and Building Supervisors.

6.0 REFERENCES

6.1 The University of Oklahoma, *Emergency Response Plan, Appendix F: Pandemic Influenza Plan.* Available at: http://www.ou.edu/aa/erp.pdf.

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6.3 Center for Disease Control, *Colleges and Universities Pandemic Influenza Planning Checklist* March 20, 2006, version 2.2. Available at: http://www.pandemicflu.gov/plan/tab5.html.

6.4 Center for Disease Control, Pandemic Flu website, Monitoring Outbreaks. Available at: http://www.pandemicflu.gov/outbreaks/.

6.5 Gensheimer, KF,;Meltzer, MI:Postema, AS:Strikas,RA. Influenza Pandemic Preparedness. Emerg. Infect. Dis. 2003, Dec. Available at: URL: http://www.cdc.gov/ncidod/EID/vol9no12/03-0289.html.

6.6 Homeland Security Council, National strategy for pandemic Influenza. Pandemic Flu Website. Available at: http://pandemicflu.gov/plan/tab1.html.

6.7 Department of Health and Human Services. HHS Pandemic Influenza Plan. Pandemic Flu Website. Available at: http://www.hhs.gov/pandemicflu/plan.

6.8 Department of Health and Human Services. Colleges and Universities Pandemic Influenza Planning Checklist. Pandemic Flu
Website. http://pandemicflu.gov/plan/collegeschecklist.html.

6.9 Leflore County Health Department, *Leflore County Pandemic Influenza Plan,* Updated 11/13/06.

APPENDIX C: DESIGNATED SHELTERED AREAS

1.0 INTRODUCTION

Faculty, staff, and students should stay in the building and move to the "designated sheltered areas" in each respective building.

1.1 Costner-Balentine Student Union

Go to bottom floor (Do Not Use Elevator); bathrooms, storage area in kitchen and storage area in bookstore

1.2 Gymnasium, Thompson Fitness Center

Bathrooms and smaller rooms in locker area, west of main gymnasium

1.4 Hamilton Complex Building

1.4.1 Main Building
Bathrooms and hallways leading to Art Room and by Music room

1.4.2 Auditorium and Annex; Area classrooms and offices

Bathrooms and hallway leading to classrooms on north side of building

1.5 Hemphill Hall

1.5.1 Main Building; Student Services Bathrooms, inner offices with no windows, inner hallway leading to east exit

1.5.2 Nursing and Physical Therapy Annex Building

Bathrooms and inner hallway, main building leading to east exit

1.6 Holton Business Building

Go to bottom floor (Do Not Use Elevator); Bathrooms and inner hallway

1.7 Joe White Library and LRC

Bathrooms and hallway leading into Johnson Hall

1.8 Johnson Hall

Bathrooms and hallways leading to library and faculty offices and hallway on south end of building

1.9 Student Dorms

Those living in two story dorms should move to lower floor, bathrooms and closet areas

1.10   Technical-Occupational Building including Day Care Centers

Bathrooms, inner hallways, and storage areas

2.0   INSTRUCTIONS

Instruct students to move away from all windows, doors, and other glassed areas and sit on the floor with heads covered. It is important to avoid hallways with a south or west entrance since these may become wind tunnels with high winds and flying debris.