



Emergency Procedure Guide



**Oakland City
University**

Updated June 2021

Table of Contents

.....	1
.....	1
Table of Contents	3
QUICK REFERENCE GUIDE	5
Emergency Numbers	5
Non-Emergency Numbers	5
<i>Active Shooter</i>	5
<i>Shelter in Place</i>	5
<i>Fire</i>	5
<i>Medical Emergencies</i>	5
<i>Bomb Threat</i>	6
<i>Evacuate</i>	6
<i>Severe Weather</i>	6
Emergency Notification System	7
Emergency Numbers	7
Non-emergency Phone Numbers	7
Bomb Threats	9
<i>Telephone Threat</i>	9
<i>Written Threat</i>	9
Civil Disturbance	10
<i>Outdoors</i>	10
<i>Indoors</i>	10
Earthquake/Structural Collapse	11
<i>If you are inside:</i>	11
<i>If you are outside:</i>	11
<i>If you are in a vehicle:</i>	11
<i>After the incident:</i>	11
Evacuation	12
<i>Building Evacuation</i>	12
<i>Situations that require full building evacuation:</i>	12
Fire or Explosion	13
<i>If you discover fire or smoke</i>	13
<i>If you catch on fire</i>	13
<i>Response to Fire Alarms or Explosions</i>	13
<i>Evacuation Reminders</i>	13
<i>If you are trapped in a room</i>	14
Hazard Material Spills	15
Human Body Fluids (Bloodborne Pathogens)	16
Lockdown: Room, Building, or Campus	17
<i>Room Lockdown Response</i>	17

<i>Room Lockdown Procedure</i>	17
<i>Building or Campus Lockdown Response</i>	18
<i>Active Shooter Situations</i>	18
<i>Unauthorized Visitors and Hostile Intruders</i>	20
Medical Emergency	21
<i>On Main Campus</i>	21
<i>Off Campus Sites</i>	21
Missing Student Policy and Procedure	22
Power Outage	25
<i>On Main Campus</i>	25
<i>Off-Campus Sites</i>	25
Suspicious Packages and Envelopes	26
<i>Examples</i>	26
<i>What to do if you find a suspicious package or envelope</i>	26
Tornado/Severe Weather	28
<i>Weather Watch</i>	28
<i>Weather Warning</i>	28
<i>Snow and Ice Conditions</i>	28
<i>Tornado Warning</i>	28
Tornado Shelter Areas	30

QUICK REFERENCE GUIDE

Emergency Numbers

Dial 911 to report an immediate emergency.

Non-Emergency Numbers

Dial 812-749-1498 to contact the OCU Police Department

Dial 812-749-1421 (421 from on-campus phones) to contact the Office of Student Life

Active Shooter

- Stay in your building, proceed to a space that can be secured or barricaded, close and lock the doors, barricade if possible, and turn off the lights.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 and report the incident and your location.
- If the shooter enters your hall or room, try to remain calm, alert the police of the shooter's location. If it is not safe to speak, leave the line open so the dispatcher can hear what is happening.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the area of the shooter.
- Keep your hands empty and in plain view at all times for police officers.
- Follow the direction of emergency personnel.

Shelter in Place

- Stay in the building. Close and lock all doors and windows.
- Move to an interior room or office away from windows if possible.
- If safe to do so, turn off all fans and heating and air conditioning systems.
- Stay in place until emergency personnel notify you that it is safe to leave.

Fire

- Alert others in the immediate area and activate the nearest fire alarm pull station.
- Don't fight the fire if you have not been trained or are unsure about what type of fire extinguisher to use.
- Exit the building and close the doors behind you to help prevent the fire from spreading.
- Call 911 and advise emergency personnel of size and location of the fire.
- Advise emergency personnel if you know someone is in the building.
- Do not re-enter the building that is on fire.

Medical Emergencies

- Do not move a seriously injured person unless they are in an unsafe area. If they must be moved, move as a unit, supporting the head and neck.

- Call 911 and follow the dispatcher's instructions.

Power Outage

- Remain calm. Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off or unplug computers and other voltage sensitive equipment.
- Report outage to the Office of Student Life at 812-749-1421 (or 421 from a campus phone)

Bomb Threat

- If it is determined that an evacuation is necessary, evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Check for, but do not disturb, unusual objects as you evacuate. Report your observations to the emergency personnel.

Evacuate

- If the fire alarm sounds or you are notified by an official, evacuate using the nearest exit or alternative if nearest exit is unsafe.
- Assist others, including persons with disabilities, if safe to do so.
- Notify emergency personnel of the location of people who are still in the building or not accounted for.
- Do not return to the building or move to another location unless told to do so by officials.

Severe Weather

- Stay away from windows.
- Move to an interior room or hallway on the lowest floor.
- Close any doors.
- Remain in the safe area until all danger has passed.
- Follow directions given by emergency personnel. Do not return to your building or move to another area unless told to do so by emergency personnel.

Emergency Notification System

The University currently uses RAVE Mobile Alert system for emergency notifications and community messages. Guardian is a module of RAVE which allows individuals to connect with additional safety resources.

All Current Students and Employees:

Current Students and employees are enrolled in RAVE alerts through an automated process.

To Opt Out of Text Messaging or to update settings:

You can opt out of SMS messages at any time by texting STOP to 226787. Settings may be updated at www.getrave.com/login/oak.

Guest Access: Temporary access information will be provided by the sponsor of events on campus.

Emergency Numbers

Dial 911 to report an immediate emergency.

Non-emergency Phone Numbers

Student Life Office

812-749-1421

Office Hours: Monday-Friday 8:00 A.M.-4:30 P.M.

(Hours may vary during the summer)

Oakland City Police Officer On-Call

812-385-3496 ext. 1 (for dispatch)

Oakland City University Police Department

812-749-1498

Security (5:00 p.m. – 1:00 a.m. during the academic year)

812-664-7286

812-664-7287

OCU Main Campus

Aigner Soccer Field, 1222 W. Williams Street, Oakland City, Indiana

Barger/Richardson Resource Center, 610 W. Columbia Street, Oakland City, Indiana

Basketball Courts, 1009 W. Williams Street, Oakland City, Indiana

Bower-Suhrheinrich Student Life Center, 720 W. Sherman Street, Oakland City, Indiana

Brokaw Hall, 125 N. Franklin Street, Oakland City, Indiana

Carriage House Apartments, 624 W. College Street, Oakland City, Indiana

Chapman Seminary, 715 W. Columbia Street, Oakland City, Indiana

Cockrum Hall, 615 W. Oak Street, Oakland City, Indiana

Cornwell-Reed Center, 719 W. Williams Street, Oakland City, Indiana

Cox Hall, 611 W. College Street, Oakland City, Indiana

Criminal Justice Crime Scene House, 1016 W. College Street, Oakland City, Indiana

Dearing Hall, 715 W. Sherman, Oakland City, Indiana

Johnson Center, 205 N. Franklin Street, Oakland City, Indiana

Kennedy Center, 115 N. Franklin Street, Oakland City, Indiana

Murray Center, 138 N. Lucretia Street, Oakland City, Indiana

New Hall, 831 W. Williams Street, Oakland City, Indiana

OCU Foundation Building, 410 W. Morton Street, Oakland City, Indiana

Pinnick Baseball Field, 1205 W. Williams Street, Oakland City, Indiana

Provance Memorial Chapel, 120 N. Franklin Street, Oakland City, Indiana

Softball Field, 12604 E. 100 South, Oakland City, Indiana

Tennis Courts, 1015 W. Williams Street, Oakland City, Indiana

Tichenor Center, 1064 S. State Road 57, Oakland City, Indiana

Maintenance Building, 230 W. College Street, Oakland City, Indiana

Bomb Threats

Telephone Threat

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.
- Note the time of the call and the specific telephone instrument it came in on.
- Note the callers number if your phone is equipped with caller ID.
- Note the exact words of the caller.

Ask the caller the following questions or listen for the following information:

- Where is it located?
- When will it go off?
- What does it look like?
- What kind is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?
- Are you a student?
- Write down any information noticed, e.g. background noises, gender of caller, voice pitch and speech patterns, accent, etc.
- Call 911 to report the incident.
- Notify the Office for Student Life.

Written Threat

- Remain calm.
- Call 911 to report the incident.
- Notify the Office for Student Life immediately 812.749.1421.
- Once discovered: do not touch, move, or open so the bomb or suspicious package is not altered. Preserve the scene for Student Life/Police.
- Keep others from handling or going near the bomb or suspicious package
- Follow procedures for SUSPICIOUS PACKAGES AND ENVELOPES.

Civil Disturbance

Outdoors

- Implement appropriate emergency procedures by moving students, visitors, and employees to a safe location (as conditions permit) inside buildings to protect against trauma or danger.
- Call 911 to report the incident.
- Notify the Office for Student Life of the type of disturbance, its location, and the number of people causing it.
- Maintain a calming influence over your group. Reassure students, visitors, and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the ground immediately.

Indoors

- Call 911 to report the incident.
- Notify the Office for Student Life of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- Keep students, visitors, and employees quiet and away from doors and windows.
- Lock all room doors.
- Account for all persons. Report any missing persons to emergency personnel or the Office for Student Life immediately.
- Close window shades, curtains, or blinds.
- Maintain a calming influence over your group. Reassure students, visitors, and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the floor immediately.
- Always contact the Office for Student Life when you have an emergency in your room.
- Remain in the classroom or other safe area until notified by emergency personnel, the Office for Student Life, or designated university personnel to move or return to normal conditions.

Earthquake/Structural Collapse

If you are inside:

- Watch for falling objects.
- Crawl under a table, counter, etc.
- Get into a protective position by tucking your head into your knees and cover your head with your arms.
- Stay away from windows, glass partitions, and mirrors.
- Stay away from overhead fixtures.
- Stay away from filing cabinets.
- Stay away from bookcases.
- Stay away from electrical appliances.
- Stay away from hanging objects.
- Evacuate the building only after debris has stopped falling.

If you are outside:

- Move to an open area away from building structures.
- Watch for fallen power lines.
- Watch for fallen streetlights.
- Watch for fallen trees.
- Watch for broken glass.

If you are in a vehicle:

- Stop your vehicle in the nearest open area.
- Stay in your vehicle until the tremors have subsided.

After the incident:

- Remain calm.
- Be prepared for after-shocks.
- If evacuation is ordered, use the nearest and safest exit.
- DO NOT USE ELEVATORS!
- Proceed to your designated evacuation assembly area.
- Do not move seriously injured persons unless they are in danger.
- Open doors carefully.
- Watch for falling objects.
- Do not use matches/lighters or other sources of ignition.
- Avoid using telephones, as emergency response personnel will need these.

Evacuation

Building Evacuation

- Any designated Oakland City University staff or faculty person may issue an evacuation notification of a classroom or office area. The purpose is to move people away from any potentially threatening situation.
- Develop your plan now: Before a classroom or office can properly evacuate, a safe designated location must be determined and communicated.
- Direct persons to go immediately in a calm and orderly manner to the agreed-upon designated location.
- Consider persons with disabilities that may need assistance evacuating.
- Individuals with disabilities should exit to the next building or outside by horizontal exit (when available) or otherwise to stairway landing (considered an area of rescue). Inform emergency personnel any missing persons and/or the number of people at the area of rescue.
- Do not take personal items.
- Close and lock doors behind you while exiting.
- You may walk briskly, but do not run.
- Do not go to restrooms.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality air is near the floor.
- Use stairway or horizontal exit to evacuate.
- DO NOT USE THE ELEVATORS!

Situations that require full building evacuation:

- An evacuation of a building is used to move persons out of a building by a pre-designated route (if usable) to avoid a potentially threatening situation
- Exit the building and go to your predetermined designated area at least 300 feet away from the building.
- Do not return to the building from your designated area until told to do so by the Office for Student Life or designated university personnel.

Fire or Explosion

If you discover fire or smoke

Call 911 to report the incident.

Remember R.A.C.E

- Rescue: Remove anyone from immediate danger.
- Alarm: Activate the nearest fire alarm pull station.
- Contain: Close all doors to confine smoke and fire.
- Extinguish/Evacuate: If the fire is small and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise, follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building.

If you catch on fire

- DO NOT RUN!
- Stop where you are.
- Drop to the ground.
- Roll over and over to smother flames.

Response to Fire Alarms or Explosions

- Remain calm.
- Evacuate and stay with your class or office group.
- Remember to take your class roster with you to the designated area.
- Once you have reached the designated area, report any missing person (s) to Emergency Personnel and the Office for Student Life.
- Only return to the building when directed by emergency personnel, the Office for Student Life, or the designated university personnel.

Evacuation Reminders

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. Best quality air is near the floor.

(Continued on next page)

- Use stairway or horizontal exit to evacuate.
- DO NOT USE THE ELEVATORS!
- Consider individuals with disabilities that may need assistance evacuating. Notify the Office for Student Life or emergency personnel of missing persons and where they were seen last.
- Never allow the fire to come between you and the exit.
- The university Maintenance Department monitors all fire alarm signals on the main campus and will respond to these signals on main campus only.

If you are trapped in a room

Wedge wet towels or cloth materials along the bottom of the door to keep smoke out.

- Try to close as many doors between you and the fire as possible.
- Call 911 to report the incident and the Office for Student Life (812.749.1421).
- If you are trapped in an area and need fresh air, only break the window as a last resort. Use caution when breaking a window to avoid injury to you.

Hazard Material Spills

- If a corrosive or toxic chemical comes in contact with your skin, immediately flush the affected area with water for at least 15 minutes. If possible, have someone call for assistance immediately. Have them notify 911 or the Office of Student Life (812.749.1421) – depending on the severity of the spill and/or the chemical involved. Always notify Student Life of any incidents.
- Do not attempt to clean up a chemical spill unless you are trained and have the proper protective equipment to perform the clean-up.
- Evacuate the area when there is possible danger of harmful or flammable vapors. Notify others in your immediate area to evacuate. Initiate the fire alarm when necessary.
- Always evacuate in a calm and orderly manner to a safe predetermined location. Notify emergency personnel and Office for Student Life of any missing persons and where they were last seen.
- To increase ventilation to the affected area, call the university Maintenance Department for assistance (812.749.1270).
- If possible control access to the affected area by closing doors.
- Check those involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention as appropriate.
- Evacuees should remain in the designated safe area until emergency personnel or the Office for Student Life indicates it is safe to return to the affected area.

Human Body Fluids (Bloodborne Pathogens)

If a Human Body Fluid Spill should occur, including blood, vomit, feces, saliva, or urine:

- Always notify the Office for Student Life when exposed to human bodily fluids and seek professional medical treatment.
- Human body fluids are also known as bloodborne pathogens.
- Do not clean up a human bodily fluid spill unless you are trained in bloodborne pathogens cleanup procedures.
- Always treat human body fluids as potentially infectious material.
- Always wear rubber latex gloves when handling human bodily fluids.
- To remove gloves, avoid touching contaminated area of the gloves and wash hands thoroughly with soap and water.
- When danger of splashing exists, wear a face shield to prevent human body fluids from getting in your eyes, nose, and mouth.
- Avoid getting human bodily fluids in open sores or wounds.
- If human bodily fluids come in contact with your skin, wash the area immediately with soap and water and rinse.

Lockdown: Room, Building, or Campus

Room Lockdown Response

- A Room Lockdown Response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person, uncontrollable acts of aggression, a person or persons threatening with a gun or other deadly weapon, robbery in progress, etc.

Room Lockdown Procedure

- Remain calm and stay with your students, visitors, and coworkers.
- Lock room doors, windows, and close shades immediately.
- Notify 911 and the Office for Student Life (812.749.1421) of the situation as soon as possible without endangering yourself.
- Inform 911 and Student Life of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible.
- Keep quiet and away from doors and windows.
- Instruct everyone to silence cell phones.
- If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- Maintain a calming influence over your group. Reassure students, visitors, and employees that everything possible is being done to return the situation to a normal condition.
- Contact emergency personnel and the Office for Student Life as soon as possible of any medical emergencies.
- Conduct a count of all persons and report any missing person to the Office for Student Life or emergency personnel.
- Remain in the secure room until released by emergency personnel, the Office for Student Life, or designated university personnel.
- If gun shots are fired, and fleeing is necessary, run away in a zig zag manner, not in a straight line.

Building or Campus Lockdown Response

- The decision to initiate a building or campus wide lockdown rests with the Office for Student Life, the Academic Affairs Office, or the Executive Offices.
- A lockdown consists of moving all students, visitors, employees, and others off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- Always begin the lockdown procedure immediately following notification to do so.
- Cancel all outdoor activities until approved otherwise by the Office for Student Life or designated university personnel.
- No person should leave a building under a lockdown order until the order has been cancelled by the Office for Student Life or designated university personnel.
- Ensure all instructions issued by the Office for Student Life or designated university personnel are followed immediately.

Active Shooter Situations

- Notify the Office for Student Life if possible. Contact emergency personnel. Make sure they understand that there is an active shooter at the school and his/her last known location. Inform 911 of any known injuries. If possible, stay on the line with 911 until help arrives or you are instructed to disconnect by the 911 dispatcher.
- The Person in Charge will notify all teachers and students to initiate Lockdown procedures. Notify students outside the building to report to the nearest safe classroom.
- Avoid the use of codes. Communicate instructions clearly and directly.
- Instruct everyone to silence cell phones.
- Only as a last resort should the students and staff be evacuated without the approval and assistance of the police.

(Continued on next page.)

- If it can be done so safely, a staff member may be sent outside the building to help direct traffic before emergency personnel arrive.
- When emergency personnel arrive, all staff should fully cooperate and assist as directed. They have been trained to deal with this kind of situation so let them do their job.

Unauthorized Visitors and Hostile Intruders

- If you see an unauthorized visitor, greet him/her and ask the visitor to accompany you to the Office for Student Life or the receptionist's desk (Murray Center), dependent upon your location, for a visitor's pass. Notify the Office for Student Life or other designated university personnel if you know that someone is in the building without permission or becoming hostile.
- Contact local law enforcement or call 911 if an intruder is agitated or hostile.

Here are some tips for dealing with such persons:

- Be empathic: Try not to be judgmental of the person's feelings.
- Clarify messages: Listen to what is really being said. Respond to the person's issues by saying, for example, "I'll take you to _____ to get your issue addressed."
- Respect personal space: Stand at a minimum of six (6) feet from an aggressive person.
- Be aware of your body position: Standing eye to eye with a person sends a challenging message.
- Permit verbal venting: Allow the individual to release as much energy as possible through venting.
- Set and enforce reasonable limits: If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.
- Avoid overreacting: Remain calm, rational, and professional.
- Use physical restraint as a last resort: Employing physical techniques on an individual who is only acting verbally can escalate the situation.
- Ignore challenges: Redirect the individual's attention to issue at hand.
- Keep your non-verbal cues non-threatening: Be aware of your body language, movement, and tone of voice. The more an individual loses control, the less he or she listens to your actual words.

Medical Emergency

On Main Campus

- Report all medical emergencies occurring on campus to the Office for Student Life **after** calling 911.
- Always determine and report if the person is conscious or unconscious.
- In a life or death situation, call 911 to report the incident.
- The Office for Student Life will dispatch officers to the scene.
- All Student Life staff is trained in first aid and CPR.
- The Office for Student Life will call the EMS squad, whenever necessary.
- The Office for Student Life staff, or other certified university personnel, will provide first aid until the EMS squad arrives.
- The EMS squad will take over treatments of injured or sick person and transport them to a local hospital, whenever necessary.
- Students, visitors, and employees needing treatment beyond first aid will be sent to a local medical establishment or hospital for treatment.

Off Campus Sites

- Call 911 and request an EMS unit.
1. Report accident or illness to the Office for Student Life immediately after situation is under control. Accident forms must be filled out by the supervisor or instructor and filed with the Student Life Director or Human Resource Coordinator.

Missing Student Policy and Procedure

On Main Campus

Oakland City University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating any Oakland City University student living in university-owned, on-campus housing, who, based on the facts and circumstances known to the university, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the university environment result from students changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety & Security or the Office of Student Life or Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to university officials, the missing students' emergency contacts may be notified. In this event, the Director of Student Life will place the calls.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Oakland City University. This emergency information will be kept in the Office of Student Life and will be updated annually.

1. The Oakland City University official receiving the report will collect and document the following information at the time of the report.
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).

2. The Oakland City University official receiving the report will contact the Director of University Housing and the Director of Student Life in order to update them on the situation and to receive additional consultation. The Director of Student Life will ascertain if/when other members of the university administration need to be contacted.

3. Upon notification from any entity that a student may be missing, Oakland City University may use any or all of the following resources to assist in locating the student.
 - a. Go to the student's residence hall room.
 - b. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - c. Secure a current student ID or other photo of the student from a friend.
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email.
 - f. Review Academic Attendance Reports, Beacon Alerts, and ascertain from the missing student's instructors if they have seen any recent changes in behavior or demeanor of the student.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student lounges, fitness center, etc. The Office of Campus Safety & Security and the Office of Residence Life may be asked to assist in order to expedite the search process.
 - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social media sites.
 - i. Ascertain the student's car make, model, and license plate number. A member of the Office of Campus Safety & Security will also check university parking lots for the presence of the student's vehicle.

- j. The Oakland City University Informational Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Oakland City University network.
- 4. Once all information is collected and documented and the Director of Student Life (or designee) is consulted; Oakland City University staff may contact the local police to report the information.

(Note: If in the course of gathering information as described above, if foul play is evident or strongly indicated; the police should be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.

Power Outage

On Main Campus

- Notify the Office for Student Life immediately of a power outage.
- Oakland City University buildings are equipped with automatic standby electrical generators that will provide minimal lighting and power to a few select elevators. If the call button lights and elevator responds to your call, it is safe to use.
- Remain where you are unless directed by the Office for Student Life or designated university personnel to relocate or evacuate.
- If the situation could expose students or employees to danger, implement the appropriate emergency procedures, i.e., evacuate horizontally to another building or move outside to a safe location.
- During power outages, turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors, cooking equipment, etc.
- If instructed to evacuate, proceed cautiously to the nearest outside exit. Report any missing persons to the Office for Student Life or emergency personnel and where they were last seen.

Off-Campus Sites

- Notify designated university personnel immediately of a power outage.
- Remain where you are unless directed by the designated university personnel to relocate or evacuate.
- If the situation could expose students or employees to danger, implement the appropriate emergency procedures, i.e., evacuate horizontally to another building or move outside to a safe location.
- During power outages, turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors, cooking equipment, etc.
- If instructed to evacuate, proceed cautiously to the nearest outside exit. Report any missing persons to the Office for Student Life or emergency personnel and where they were last seen.

Suspicious Packages and Envelopes

Examples:

- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer affiliated with the university or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Unusual weights, given package size, lopsided, or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Strange odor, stains, or noises (rattles, clicking, etc.).
- Appears to contain electrical wire or tin foil. Return address not consistent with postmark.

What to do if you find a suspicious package or envelope

- Never touch any package that is suspicious! Do not attempt to touch, move or open as it could explode or spread!
- Isolate the suspicious package by evacuating the room and locking the door, if possible.
- If the suspicious package is discovered while handling, avoid dropping, throwing, or other abrupt shock movement since this can cause detonation of certain devices. Gently set the package down.
- Call the Office for Student Life, Oakland City University Police, or local law enforcement immediately from a safe location! Do not use a radio or cell phone with 100 feet of the object.
- Describe what the package looks like and its location.
- Evacuate others in the area by following established evacuation procedures.
- If you have had direct skin contact with the package, wash hands, arms, and etc. with soap and rinse with water for 15 minutes.

(Continued on the next page)

- Account for missing persons. Always notify emergency personnel, the Office for Student Life, or university designated personnel of any missing persons when evacuating an area.
- Always follow precautionary directions given by emergency personnel, the Office for Student Life, or designated university personnel.

Tornado/Severe Weather

Weather Watch

- Is issued by the National Weather Service when severe weather conditions are possible in the area.

Weather Warning

- Is issued by the National Weather Service when severe weather has been sighted in the area.

Snow and Ice Conditions

The university administration constantly monitors severe and changing weather conditions. Whenever snow and ice conditions become so extreme and to the point that it could affect our campus, a decision to postpone or cancel classes may be announced. When in doubt, listen to the local area radio stations, the local area TV stations, and watch for emergency notifications from the university via Rave. Announcements are also available for the main campus on the Oakland City University website at www.oak.edu. Should weather become severe after the university opens, impending closing announcements will be made from The Academic Affairs Office, The Executive Office, The Office for Student Life, or designated university personnel for the off-campus sites.

Tornado Warning

Whenever the National Weather Service issues a tornado sighting, the Office for Student Life or designated university personnel for off-campus sites will monitor the path of the tornado and if the university is near or within the projected path, each building administrator will be contacted to initiate emergency procedures.

- Always listen and follow instructions give by the Office for Student Life or designated university personnel.
- Go to your designated area when instructed to do so and take others with you.

(Continued on the next page.)

- Request students, visitors, and employees not leave campus or the center until an all clear announcement is issued by the Office for Student Life or designated university personnel.
- Employees should plan ahead and determine their best choice of a designated area.
- Do not return to your office or classroom until the all clear announcement is issued by the Office for Student Life or designated university personnel.

Tornado Shelter Areas

In the event of a tornado warning, there are a number of specific safe areas that have been designated as the Tornado Safe Zones. When notified by Student Life or designated university officials, all individuals are to go immediately to their zone for their particular building, staying away from windows.

- ✓ Barger-Richardson Library-Lowest Level Hallway
- ✓ Bower-Suhrheinrich Student Center-Lowest Level Hallway
- ✓ Brokaw Hall-Lowest Level Hallway
- ✓ Chapman Seminary-Chapel
- ✓ Cockrum Hall-Lowest Level Hallway
- ✓ Cornwell-Reed Fine Arts Center-Lowest Level Hallway
- ✓ Cox Hall-Lowest Level Hallway
- ✓ Dearing Hall-Lowest Level Hallway
- ✓ Johnson Health and Physical Education Center-Locker Rooms
- ✓ Jordan Hall-Lowest Level Hallway
- ✓ Kennedy Center-Lowest Level hallway
- ✓ Murray Administration Center-Lowest Level Hallway
- ✓ Provance Memorial Chapel-Hallway and Offices
- ✓ Tichenor Center – Locker Rooms and Office Hallway

For additional sites, check with the Director of the Facility and/or APC.

